

**STRATA CORPORATION LMS 101
COUNCIL MEETING MINUTES**

Wednesday, November 30th, 2016 7:00 PM at Cameron Community Center

IN ATTENDANCE:

Brian Arnold – President/Landscaping
Carol Ohno – Vice President
Heather Little - Treasurer
Alicia Churchill – Repairs & Maintenance/Landscaping
Anne Ng – Newsletter Coordinator/Landscaping
Steve Miller - regrets
Strata Manager – Corinne Campbell

It was noted that Anne Ng resigned from the strata council. That strata council wishes her well and thanked her for all her hard work.

CALL TO ORDER: The meeting was called to order by the council president at 7:02 pm.

At this time, Brian announced that he was stepping down as the council president. Mike Schmidt was elected the new council president.

APPROVAL OF THE AGENDA: The agenda was approved as provided.

APPROVAL OF MINUTES

The minutes of the November 4, 2016 council meeting were approved as circulated.

FINANCIALS

Financial Statement: The new treasurer did not approve the financials from June to October 2016. She is meeting with the Accountant from Profile Properties on Tuesday, December 6, 2016 to review the financials before approving

Accounts Receivable: Accounts Receivable were reviewed at this meeting and the manager was asked to follow up with units with outstanding balances in accordance with the Strata Corporation's bylaws and the *Strata Property Act of British Columbia*. The council agreed to apply late fees, fines and liens in accordance with the strata corporation bylaws on delinquent accounts.

Invoices received: it was noted that the strata manager obtained invoices from Low Cost Rubbish for the past four years and these are being forwarded to the Treasurer.

REPAIR AND MAINTENANCE REPORT: the council accepted the Repair and Maintenance Report that was provided at the meeting and attached to these minutes

Special Projects 2016: the 2016 Special Projects have all been completed. It was approved unanimously to issue a bonus of \$500.00 to the Project Manager from Marksman Construction as it was due to her diligence that the project came in under budget.

Roof Report: a council member provided the warranty information from Cambie Roofing and was noted that the warranty is still valid even though other companies have been hired to do maintenance work. Further maintenance will be done to the roof to ensure the longevity of the roof.

GREEN SPACE DISCUSSION: a council member and the landscaper are working with the City of Burnaby to deal with the pest issues that have been discovered in the green space behind the property due to the fallen trees and undergrowth in this area.

BYLAW CONCERNS: the current council has decided that having the bylaws further vetted by a criminal attorney is not required.

PARKING CONCERNS: Council determined that the parking concerns will be added as a discussion item at the upcoming annual general meeting.

NEW RULE: The following rule was approved unanimously by the strata council:

Avonlea council meetings are open to any owner that wishes to attend a meeting. The owner will attend as an observer only and cannot participate in any way. The owner must provide our Property Manager with 7 days advanced notice of their intention to attend a council meeting. Should an observer attempt to participate in the meeting they may be asked to leave the meeting immediately. Disruption of a strata council meeting by an observer will not be tolerated and could be subject to a fine as defined under the SPA.

LEGAL ACTION(S): The council approved a "Letter of Intent" that will be sent to the previous strata management company. After discussion it was determined that no further action would be taken against Oakdale as too much time has passed and the work was paid for at the time without any issues being raised and there is no conclusive information to proceed with any legal action against Oakdale.

PETITION RESPONSE: the council received a petition from 20% of the owners with various resolutions for inclusion at the annual general meeting. It was noted that an original copy was not received therefore the petition technically isn't valid however the council will be responding to all the owners that signed the petition.

ANNUAL GENERAL PREPARATION: the council reviewed and discussed a draft budget and possible resolutions for the upcoming annual general meeting.

STRATA MANAGEMENT COMPANY TERMINATION: after discussion with council members, the strata manager and Profile Properties has agreed to withdraw their termination of the strata corporation.

CORRESPONDENCE: Please be advised that correspondence sent to the property management company (including emails), are brought to the next council meeting. A response will then be provided within 5 business days after the meeting or may be reflected in the meeting minutes. Any emergencies should be phoned into the strata management company.

Incoming Correspondence: Council reviewed correspondence regarding parking complaints of which 14 were received from a former council member. The council has taken these under advisement and as previously stated will be adding a discussion regarding parking to the annual general meeting.

It is noted however that keeping the laneway clear of vehicles is in the fire code as parking in laneways/driveways could impede emergency vehicles.

ADJOURNMENT

The next council meeting will held on January 16, 2016 (location to be announced)
There being no further official business to transact, the meeting was adjourned at 9:15 pm.

Corinne Campbell/Strata Manager

PROFILE PROPERTIES LTD. #108-2331 Marpole Ave, Port Coquitlam, BC

V3C 2A1 Ph: (604) 464-7548 Fax: 604-464-1005

Please note the above phone # is available 24 hours a day / 7 days a week for strata emergencies calls.

Repairs and Maintenance REPORT JULY-NOVEMBER

November 30, 2016 12:56 PM

WEBSITE REQUESTS

- 276 owner reported clogged gutter
- 277 owner request gutter to be reinstalled
- 278 owner request venting in attic fan not connected
- 279 nothing
- 280 owner request venting in attic fan not connected
- 281 owner request railing by front entrance needed for safety
- 282 owner request cold joint leak in garage
- 283 owner request venting in attic not connected leak in fireplace venting possible mice
- 284 owner request lights flickering within unit not strata responsibility

It has been discovered that in some units the bathroom fan venting is not connected to the soffit thus resulting in Mould developing on the roof of the attic. Please notify Strata council if you notice any damp or mouldy areas on the roof of your attic.

WEBSITE REQUESTS

- 130 ants in unit owner request
- 131 owner inquiry regarding minutes
- 132 mice in unit owner request

REPAIRS NEW FORMAT

- #6 owner request gutter plugged up
- #7 window issues seal broken and broken frame in 2 separate units
- #8 mice in unit
- #9 Unit request privacy issue car wash lattice was extended
- #10 wasp nest ,squirrel in attic
- #11 crack in concrete by mailbox steps SA
- #12 cracks in driveway SA
- #13 garage door bottom panel damaged pending

MISC

- Unit 16 garage door damaged panel replaced
- Unit 41 vinyl repair completed
- City of Burnaby paint spill in garbage area cleaned up
- Junk days complete
- Retaining wall at 54,20 and small repair at 53 complete
- Unit 60 column repair to front entrance
- Dryer vent cleaning completed
- Gutter roof cleaning completed

PENDING

- Door re re at units 46,47 to be done by end of fiscal year
- Tree maintenance to be done in February

SA 2017

- Back fence painting

Fix driveway ash fault damage, cracks
Fix mailbox stairs that are separating from the wall
Repaint back steps approx 40 units only

GENERAL REPAIRS 2017

Rebuild 12 back steps trexx
Paint back doors
Target Rot back fences

Retaining walls to be done in 2018 pending research and mock up in 2017