
COTTONWOOD GROVE – STRATA PLAN LMS 2151

MINUTES OF THE STRATA COUNCIL MEETING

HELD: On Tuesday, December 12, 2006 at 7:00 pm in Unit #301

COUNCIL PRESENT: Diane Lyle
Mary Androsiuk
Lita Smillie
Nori Morita
Kevan Whitacre

Regrets: Janine Ryan

MANAGEMENT PRESENT: Mikhail Ratchkovski, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1) CALL TO ORDER

The meeting was called to order at 7:10 pm

2) APPROVAL OF PREVIOUS MINUTES

It was:

MOVED/SECONDED (Lyle/Androsiuk)

To adopt the minutes of Strata Council Meeting of October 10, 2006 as presented

CARRIED

3) BUSINESS ARISING

a) Dryer Vent Cleaning

Council discussed dryer vent cleaning and the Property Manager was directed to setup a first available date with Dickens Chimney Cleaning and forward the notice to Councilor Morita who will oversee the project.

b) Landscaping

There was discussion regarding the construction of flower beds at previously quoted \$1,309.00 price, noting completion of the project the funds will be expensed from the repairs and maintenance account.

c) Hot Water Tanks Installation.

Due to lack of interested owners, a group rate is no longer available and the owners are suggested to pursue hot water tanks replacement on their own accord.

d) 102 Insurance Claim

This subject has been tabled and will be discussed at future meetings

e) Building Security.

Discussion centered regarding elevator and building security and it was noted that Councilor Morita has met with Action Lock and obtained a quotation for further improvements to re-key the

building with a better managed system. Noting cost prohibitive quotation submitted by Action Lock the Property Manager was directed to obtain additional quotations for re-keying improvements, a yearly maintenance contract for the services of the intercom panel and optional video security system.

f) **Fire Inspection**

Council discussed completion of the Fire Inspection on the 8th of December 2006 by Royal City Fire. Pending report from the contractor Council will further discuss this matter at the next meeting. It was noted that units 111, 207 and 204 failed to provide access and were not inspected. The Property Manager was directed to advise the owners in writing and request the owners to complete this inspection as soon as possible, noting that associated costs will have to be bared by the owners who missed the inspection. Reports of the inspection must be forwarded to the office of Pacific Quorum and in a case of non compliance bylaw fines will be assessed against the non complying strata lots.

4) **FINANCE**

a) **Approval of Financial Statements**

The Treasurer advised that the September and October 2006 financial statements have been reviewed and found to be in order.

It was

MOVED/SECONDED (Smillie/Lyle)

To approve the September and October 2006 financial statements as presented.

CARRIED

b) **Arrears**

Council discussed arrears and the Property Manager was directed to write a letter to the owner of unit 101 requesting prompt payment of arrears and in a case of non compliance register a lien against the strata lot title.

5) **NEW BUSINESS/CORRESPONDENCE**

a) **Roof Vent Repairs**

Council was informed that RooFix attended to the roof vent repairs near unit #308 and completed the project, no deficiencies were noted and the funds (as per pre approved quotation) in the amount of \$458.42 have been expensed from the repair and maintenance account.

b) **Gutter Cleaning**

Discussion centered regarding gutter cleaning it was noted that Kevan Whitackre has completed the project which took three days at a cost of \$530.00. The funds will be expensed from the repair and maintenance account. It was also noted that a comparative quotation for this job from another contractor mounted to a sum of \$975.00 plus GST.

c) **102 Water Ingress**

Discussion centered regarding exterior water ingress into unit 102. The Property Manager was directed to research the problem and obtain a quotation for repairs.

d) 104 sink backup

Council discussed sink backup issue in unit 104, noting that a plumbing contractor had to attend to the property and hydro flash the affected common property drain in the parkade. In order to prevent further backups in other parts of the building and minimized a potential threat of flooding caused by such backups the council decided to establish a budget of \$1600.00 and proceed with the hydro flushing of all common property drains in the parkade. The Property Manager was directed to arrange for the services to commence.

6) ADJOURNMENT

There being no further business this meeting was adjourned at 9:00 p.m.

***THE NEXT MEETING OF THE STRATA CORPORATION
SCHEDULED FOR MONDAY FEBRUARY 6, 2007 AT 7.00 PM IN UNIT 301
PLEASE KEEP THESE MINUTES ON FILE AS A LEGAL RECORD
OF YOUR STRATA CORPORATION'S BUSINESS***

Submitted by:

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