

## STRATA PLAN LMS 2151 COTTONWOOD GROVE

Strata Council Meeting Minutes

Held on Tuesday, September 30, 2008, 7:00 p.m.

at #301 - 5577 Smith Avenue, Burnaby, B.C. V5H 2K7

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<b>COUNCIL MEMBERS PRESENT:</b>	Kevan Whitacre	President
	Diane Lyle	Vice-President
	Lynne Siebert	Treasurer
	Nori Morita	Council Member
	Mary Androsiuk	Council Member
	Mark Chin	Council Member

**MANAGEMENT:** Craig Carlyle, Property Manager and  
Dan Bourke of  
**PACIFIC QUORUM PROPERTIES INC.**

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1. **CALL TO ORDER**

The meeting was called to order at 7:04 p.m. by Kevan Whitacre, President.

2. **INTRODUCTION OF NEW PROPERTY MANAGER**

- a. Craig Carlyle was introduced as the new property manager.
- b. Dan Bourke explained the reason for the change in management and that he would be assisting Craig assistant during the transfer in management.

3. **APPROVAL OF THE MINUTES**

Council reviewed the minutes of the last Strata Council Meeting held on June 24, 2008.

It was then:

**MOVED AND SECONDED** (Lyle/Siebert)

To approve the Strata Council Minutes of June 24, 2008 with the amendment that the Council Meeting was held at # 301 and not # 305.

**CARRIED**

4. **FINANCIAL REPORT**

- a. Council reviewed the May through August, 2008 Financial Reports. Lynne Siebert, Treasurer, reported that she has reviewed the bank statements and paid invoices, and all accounts appear to be in order. She also noted that substantial progress has been made in collecting outstanding arrears.  
As of August 31, 2008 the Contingency Reserve Fund balance stands at **\$69,226.74** (not including Special Assessment Payments) and the Operating Balance is **\$15,585.14.**

It was then **MOVED AND SECONDED** (Siebert/Morita) to approve the May 31 through August 31, 2008 statements.

**CARRIED**

## **5. REPAIRS & MAINTENANCE**

- a. Drainage Work at # 105** – Water had pooled on the patio of # 105. Latham's was called to clear the drains in August. Work completed.
- b. Unauthorized Drainage Work by Latham's** – Latham's carried out unauthorized work while at Cottonwood Grove attending to suite # 105's problem. Latham's said flooding occurred in the underground parking and, because this constituted an emergency, they took care of the situation. The flooding was the result of heavy rains and root systems clogging the drains.

The property manager was not notified by Latham's and did not okay this work. He called Latham's and told them that this was an unacceptable practice. He asked for and was promised a letter of explanation by Latham's. The letter has not yet been received.

It should be noted, however, that – had the property manager been made aware of the flooding – he probably would have approved the work, especially since Cottonwood has experienced this problem before.

The Strata Council would like to compare the work done by Latham's in the past with the work done by them in August. They have asked the property manager to provide them with the video that Latham's previously took of the drainage system. Council will also consider whether the drains should be incorporated into the strata's planned maintenance program.

## **6. PLANNED MAINTENANCE**

- a.** The property manager was directed to phone Right Choice and schedule gutter cleaning for November.
- b.** Council will oversee the walkways and driveway snow removal program.

## **7. PROJECTS**

- a. Balcony Project** – Diane Lyle reported that the specification for the balcony project is now complete, and RDH Engineering has conducted a walk through with six contractors who will be bidding on the project.  
The quotes should be received by mid October at which time the selection process can begin.  
It was noted that the specification call for the work to start within 30 days of acceptance of the bid, which means the project should be underway in the first week of January.

## 8. NEW BUSINESS

- a. **Locker Assignment List** – Nori Morita volunteered to contact Owners not currently on the list to find out which storage locker they are using. Your cooperation is appreciated.
- b. **Parking Assignment List** – Nori Morita also volunteered to contact Owners not currently on the parking list to find out which parking stalls they are currently using. Your cooperation is appreciated.
- c. **BC Hydro Box** – The property manager was asked to contact Hydro about removing the graffiti from the power box. Nori Morita has agreed to be the onsite contact.
- d. **Exterior Fence Repair and Painting/Cleaning** – Council is aware of the need to repair and re-paint the fence. This will be considered after the balcony project is complete.
- e. **Power washing Fence** – The property manager will contact Right Choice to arrange the power washing of the fence at the northwest side of the building and the perimeter fences.
- f. **Fireplace Inspection** – A quote has been received by True North Technical (formerly Finns) to inspect fireplaces in the building. A price of \$55 per fireplace was quoted if ten suites sign up for the inspection. Nori Morita will call True North and ask for a sign-up sheet. The sheet will be posted in the lobby.

## 9. CORRESPONDENCE

- a. **Clutter in Parking Stalls** – Letters were sent out to some Owners concerning clutter in their parking stalls. Owners are reminded that their stalls are to be used for parking their vehicles only. No other material may be stored in your stall.
- b. **Arrears Letters** – Letters were sent to Owners in arrears. Arrangements have now been made with those Owners to pay all arrears owing.
- c. **Key Request** – The renter in # 104 has requested an additional front door fob. The renter will be informed that she must contact Pacific Quorum and request a fob. She will be charged \$40.00 for the fob.
- d. **Barbecue using charcoal briquettes** – A letter was sent to an Owner concerning the use of charcoal briquettes in their barbecue. Owners are reminded that the bylaws allow for gas barbecues only.

**8.3 “Only gas barbecues are permitted on limited common property. Barbecues are to be kept away from the exterior walls, railings, and fences of the building. They are not to impede the enjoyment of other residents. Propane tank storage must be pursuant to City of Vancouver Bylaws.”**

## **10. ADJOURNMENT**

There being no further business the meeting was adjourned at 9:01 p.m.

The next meeting of the Strata Council will be Tuesday, November 27, 2008.

Attention:

Please keep these minutes as a permanent record of your strata corporation business.

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

#430 - West 73rd Avenue

Vancouver, BC V6P 6G5

Telephone: (604) 685-3828 / Fax: (604) 685-3845

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**STRATA PLAN LMS 2151 COTTONWOOD GROVE**

**Strata Council Meeting Minutes**

Held on Tuesday, June 24, 2008, 7:00 p.m.

at #305 - 5577 Smith Avenue, Burnaby, B.C. V5H 2K7

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<b>COUNCIL MEMBERS PRESENT:</b>	Diane Lyle	Council Member
	Lynne Siebert	Council Member
	Nori Morita	Council Member
	Kevan Whitacre	Council Member

**MANAGEMENT:** Dan Bourke, Property Manager  
**PACIFIC QUORUM PROPERTIES INC.**

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**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Dan Bourke of Pacific Quorum Properties.

**2. APPOINTMENT OF COUNCIL MEMBERS**

As per the strata property act at the first meeting following the Annual General Meeting the strata corporation must appoint a President, Vice-President, and Treasurer.

After a short discussion the Council members accepted the following appointments:

Kevan Whitacre	President
Diane Lyle	Vice-President
Lynne Siebert	Treasurer
Nori Morita	Secretary

**3. APPROVAL OF THE MINUTES**

Council reviewed the minutes of the last Strata Council Meeting held on February 26, 2008.

It was then:

**MOVED AND SECONDED** (Lyle/Morita)

To approve the Strata Council Minutes of February 26, 2008, noting the date of the meeting should read 2008 not 2007 and that the motion to approve the minutes was put forward by Androsiuk, not Lyle.

**CARRIED**

**4. FINANCIAL REPORT**

**a.** Council reviewed the April 30, 2008 Financial Reports.

Lynne Siebert reported that she has reviewed the financial reports from up to April 30, 2008, bank statements and invoices, and all accounts appear to be in order.

As of April 30, 2008 the reports indicate a Contingency Reserve Fund balance of \$64,729.77 (not including Special Assessment Payments) and an Operating balance of \$8,114.21.

It was also noted that the Insurance payments for the months of January and February 2008 should be charged back to prior year expenses, thus the strata corporation would show an adjusted surplus as of April 30, 2008 of \$859.94.

Management also confirmed following the meeting that the property insurance premium has been paid by way of post-dated cheques; and no interest or financing charges have been incurred.

After a detailed review it was:

**MOVED AND SECONDED** (Siebert/Whitacre)

To approve all statements up to April 30, 2008.

**CARRIED**

**b. Past Due Special Assessment Payments**

Management reported on a number of accounts who are not making monthly special assessment payments as per the Special Resolution passed by the Owners at the Special General Meeting. It was reported that all accounts past due are currently being assessed a late payment penalty of \$25.00 per month as per the bylaws.

Non-payment of these special assessments under funds the project and is contravention of the special resolution.

It was:

**MOVED and SECONDED** (Morita/Lyle)

To increase the late payment penalty on all past due Special Assessments to \$50.00 per month effective July 1, 2008.

**CARRIED**

**5. REPAIRS & MAINTENANCE**

- a. Elevator Door** – Council considered upgrades to the inside of the elevator door that may reduce the ability of some passengers from scratching the inside of the door.  
Due to the nature of the damage and inability to control this type of vandalism, the Council decided to defer making any improvements in this area.

**b. Gutter Cleaning - Planned Maintenance**

It was confirmed that Gutter cleaning has been added to the planned maintenance schedule and will be performed this year in early November.

**c. Landscape Improvements - Complete.**

It was reported that the landscape drainage/stepping stone improvements performed by the landscape contractor were substantially complete; however Council will ask the contractor to perform a final clean-up.

**d. Parkade Washing - Pending.**

Council requested a quote washing of the parkade.

**e. BC Hydro Power Box, Cleaning** - It was noted BC Hydro has been requested to remove the graffiti from their electrical box at the front of the building.

It was reported that if the graffiti does not meet the criteria BC Hydro set out they will provide instructions and material to do the work ourselves.

**6. PROJECTS**

**a. Balcony Project**

Council reviewed the progress made on the balcony project.

It was reported that the engineers from RDH engineering has begun their preliminary inspection for the drafting of the specifications for the project.

RDH has requested clarification on two issues which have been approved by Council.

The first, was confirmation that the project will be put to tender and to obtain the best price.

The second, was that RDH would provide additional specification and obtain quotes for work not proposed at this stage. Additional pricing will be included through this process for the implementation of a water shedding program to insure adequate performance of the existing walls.

Council also appointed Kevin Whitacre, Diane Lyle, and Nori Morita as the building committee to act as liaisons with RDH.

Currently RDH indicates the specification for the project will be completed by July 31, 2008, and the tender process will be completed by August 31, 2008. At this the strata corporation will be able to confirm all of their estimates and contract the work to proceed at the earliest possible date.

## **7. NEW BUSINESS**

### **a. Common Hallway Door Mats**

It was confirmed that door mats are an accepted practice at Cottonwood Grove.

### **b. Parking Stall Storage**

It was requested that management issue warning notices to all owners not in compliance with the bylaws, with respect to the storage of personal property in parking stalls.

### **c. Elevator Landing Parking Level Painting**

Council decided that no painting at this time would be performed to the concrete floor in front of the elevator on the parking level.

## **8. CORRESPONDENCE**

### **a. Landscape Contract Review**

Council acknowledged a request to review the landscape contract.

As we are currently in the middle of the landscape season Council agreed to review any submission from interested owners with respect to a review of the landscape contract.

Owner should submit their requests in writing and include specifications as to the requirements they suggest, and at least three bids from qualified contractors.

Bid should be submitted by before November 15, 2008 to allow time for Council to consider the changes.

### **b. #107 Door Repairs**

Council requested that a letter be sent to the owners requesting performance as to the repair of the door frame to their unit.

### **c. #211 Window Covering**

Council requested that a letter be sent to the owner of this unit requesting compliance with the window covering bylaws.

## **9. ADJOURNMENT**

There being no further business the meeting was adjourned at 9:10 p.m.

The next meeting of the Strata Council will be Tuesday, September 30, 2008.

Attention:

Please keep these minutes as a permanent record of your strata corporation business.

Submitted by:  
**PACIFIC QUORUM PROPERTIES INC.**  
#430 - West 73rd Avenue  
Vancouver, BC V6P 6G5  
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**STRATA PLAN LMS2151 COTTONWOOD GROVE**

Annual General Meeting Minutes

Held on Tuesday, April 8, 2008 at 7:00 p.m.  
at 5577 Smith Avenue, Burnaby, B.C. V5H 2K7

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**COUNCIL MEMBERS PRESENT:**

Diane Lyle	Vice President
Janine Ryan	Secretary
Lynne Siebert	Treasurer
Nori Morita	Council Member
Mark Chin	Council Member
Mary Androsiuk	Council Member

**MANAGEMENT:**

Dan Bourke, Property Manager  
**PACIFIC QUORUM PROPERTIES INC.**

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**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Dan Bourke of Pacific Quorum Properties.

**2. CALLING THE ROLL, CERTIFYING PROXIES, ISSUING VOTING CARDS.**

Dan Bourke confirmed that 20 of the owners eligible to vote at the meeting were present, 18 in person and 2 by proxy, meeting the 33% requirement of the Strata Property Act; and that voting cards had been issued representing the 20 owners.

**3. PROOF OF NOTICE**

Dan Bourke confirmed that notice had been issued to all owners as per the Strata Property Act.

**4. APPROVAL OF THE SEPTEMBER 11, 2007 SPECIAL GENERAL MEETING MINUTES**

It was:

**MOVED AND SECONDED** (Morita/Ryan)

To approve the Special General Meeting Minutes of September 11, 2007.

**CARRIED**

**5. OPENING REMARKS**

Dan Bourke briefly reviewed the operations of the Strata Corporation over the past year, financially the strata came in with a significant surplus, specifications are being prepared for the balcony repair project, and a planned maintenance plan for the building is under development.

Cosmetic upgrades were initiated just before Christmas and a continued focus on maintaining the property will be one of the primary objectives this year.

**6. INSURANCE REPORT**

Attached to the general meeting notice was a copy of the building insurance coverage and deductible limits. Dan Bourke reviewed the insurance in general terms and described the relationship between the strata insurance coverage and home owners' personal property coverage.



7. **FINANCIAL REPORT**

Dan Bourke reported that the year ending February 29, 2008, the strata corporation ended the year with a surplus of \$4,494.81, the Contingency Fund Account balance was reported at \$123,568.66 and the Operating Account balance was \$13,351.11.

There were no changes to maintenance fees for 2008. Minor changes to utility expenses and the carry forward of the surplus from 2007/08 allowed for increases to Repair and Maintenance expenses; and Management Fees and Trust Account Audit expenses due to changes in the Real Estate Service Act.

After a short discussion it was:

**MOVED AND SECONDED** (Lyle/Siebert)

**CARRIED**

8. **ELECTION OF THE 2008 STRATA COUNCIL**

As the term of the Strata Council expires at this evenings meeting nominations for the 2008/09 Strata Council were put forward.

Nominated by the owners, the following accepted their nominations, and were Approved by the Owners;

Diane Lyle

Lynne Siebert

Nori Morita

Mark Chin

Mary Androsiuk

Kevan Whitacre (subject to Kevan's acceptance)

9. **OTHER BUSINESS**

Owners discussed a number of issues including upgrades to the service provided by the landscape contractor.

A written recommendation to make changes to the landscape contract was provided to Council and will be reviewed at the next Council Meeting.

10. **ADJOURNMENT**

There being no further business the meeting was adjourned at 8:25 p.m.

The next meeting of the Strata Council will be Tuesday, June 17, 2008.

Attention:

Please keep these minutes as a permanent record of your strata corporation business.

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

#430 - West 73rd Avenue

Vancouver, BC V6P 6G5

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## STRATA PLAN LMS 2151 COTTONWOOD GROVE

### Strata Council Meeting Minutes

Held on Tuesday, February 26, 2008, 7:00 p.m.  
at #105 - 5577 Smith Avenue, Burnaby, B.C. V5H 2K7

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<b>COUNCIL MEMBERS PRESENT:</b>	Janine Ryan	Secretary
	Lynne Siebert	Treasurer
	Nori Morita	Council Member
	Mary Androsiuk	Council Member
<b>MANAGEMENT:</b>	Dan Bourke, Property Manager	
	<b>PACIFIC QUORUM PROPERTIES INC.</b>	

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#### 1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Dan Bourke of Pacific Quorum Properties.

#### 2. APPROVAL OF THE MINUTES

Council reviewed the minutes of the last Strata Council Meeting held on November 6, 2007.

It was then:

**MOVED AND SECONDED** (Lyle/Siebert)

To approve the Strata Council Minutes of November 6, 2007 as distributed.

**CARRIED**

#### 3. FINANCIAL REPORT

Council reviewed the December 31, 2007 Financial Reports.

Lynne Siebert reported that she has reviewed the September, October, November and December 2007, bank statements and invoices, and all accounts appear to be in order.

As of December 31, 2007 the reports indicate a Contingency Reserve Fund balance of \$60,917.30 and an Operating balance of \$10,260.94. After the last Council meeting a review of the repair and maintenance expenses was conducted to see what action is needed to be taken to keep the finances on track.

While the repair and maintenance expenses were and will remain in excess of their budget, saving in the utility category will keep the strata corporation within budget limits by the end of the year.

After a detailed review it was:

**MOVED AND SECONDED** (Siebert/Androsiuk)

To approve all statements up to December 31, 2007.

**CARRIED**

#### 4. REPAIRS & MAINTENANCE

- a. **Elevator Door** - It was reported that minor damage to the elevator door has been completed, but in recent weeks the door has been scratched again.

Management suggested a laminate surface, resistant to scratches and graffiti, to be considered as one of the options for resurfacing the area.

- b. **Gutter Cleaning** - Complete

Gutter cleaning twice a year will be added to the planned maintenance schedule.

- c. **Wall Trim Painting** - Complete

Minor wall and trim touch-ups were completed just before Christmas with many of the owners mentioning the improvement.

- d. **Carpet Cleaning** - Complete

Council agreed that the contractor who cleaned the carpets did a very good job.

Dan Bourke also noted that a minor carpet repair on the first floor was done free of charge by Windmill Carpet Installations, as he was having them do other work at a property close to Cottonwood Grove.

- e. **Landscape Improvements** - It was noted that the landscape contractor offered to do some minor drainage improvements by installing some stepping stones in the south yard across from the lobby entrance, for the cost of material only.
- f. **Parkade Cleaning** - Management reported that Kiwi Building maintenance, who just completed the cleaning of the lobby tiles, has reported the need to consider the cleaning of the lower elevator landing and the power washing of the parkade level. While Kiwi does not perform this service, Paul felt that by having this done it would help keep the hallways a little cleaner.  
Council will consider this maintenance item later in the year.
- g. **BC Hydro Power Box** - Council requested management to look into the cleaning of the BC Hydro Power Box in front of the building. Dan Bourke indicated that BC Tel has a service program to remove graffiti and he will check and see if BC Hydro has a similar service.

## 5. PROJECTS

### a. **Balcony Project**

Council discussed the timeline for the start of the Balcony project.

It was determined that approximately \$46,000.00 had been raised by way of lump sum payment of Special Assessments. As this is a considerable amount paid in advance, it is not enough to accelerate the completion date of the project before the end of the year.

Dan Bourke has been in contact with a RDH Engineering and Steelhead Construction over the last few months, and will now request the writing of the specifications and issuing instruction to initiate the bid process.

## 6. NEW BUSINESS

### a. **Annual General Meeting**

Council discussed the upcoming Annual General Meeting and set the date for Tuesday, April 8, 2008.

### b. **Proposed 2008 Operating Budget**

Council discussed the proposed 2008 Operating Budget.

While maintenance fees will remain at the same level as last year, increase cost due to the Real Estate Service Act, will increase administration and management fees, and add a Trust Account Audit fee.

As required by the Act each strata and management company will undergo a trust audit.

Offsetting these increases will be a reduction in the utility expenses.

## 7. CORRESPONDENCE

None.

## 8. ADJOURNMENT

There being no further business the meeting was adjourned at 8:45 p.m.

The next meeting of the Strata Council will be Tuesday, April 8, 2008.

Attention:

Please keep these minutes as a permanent record of your strata corporation business.

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

#430 - West 73rd Avenue

Vancouver, BC V6P 6G5

Telephone: (604) 685-3828 / Fax: (604) 685-3845

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**IT WAS MOVED & SECONDED** (Androsiuk/Smillie)

To amend the Special Resolution to change the payment schedule as stated to 12 equal payments beginning on January 1, 2008 and ending on December 1, 2008.

**DISCUSSION**

Changes to the Special Resolution were discussed and how it may possibly delay the start of the repairs and that owners would have the option of making a prepayment in the full amount, if they wished.

**AMMENDMENT CARRIED** 21 in Favour, 8 Opposed, and 3 Abstentions.

**DISCUSSION**

The amended resolution was discussed which confirmed the amount of the Special Resolution and the new payment schedule.

**AMMENDEd MOTION CARRIED** 23 in Favour, 8 Opposed, and 1 Abstention.

**7. ADJOURNMENT**

There being no further business the meeting was adjourned at 8:20 p.m.

The next meeting of the Strata Council will be Monday, November 12, 2007.

Attention:

Please keep these minutes as a permanent record of your strata corporation business.

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

#430 - West 73rd Avenue

Vancouver, BC V6P 6G5

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