

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 939,  
RIVER SPRINGS, HELD ON MONDAY, APRIL 16, 2012, AT 7:00 PM IN THE  
RECREATION CENTRE, 1950 LODGE DRIVE, COQUITLAM, BC**

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Council in attendance:            Darren Berg, President  
   Barry Wilson, Vice President/Electrical Kiosk Committee  
   Jose Lopez, Treasurer  
   Peter McKenna, Electrical Kiosk Committee  
   Arlene Lambert, Electrical Kiosk Committee (arrived at 7:56 pm)  
   Jason Hnatiuk

   Allan Grandy,  
   Strataco Management Ltd.

Absent with leave:                Chris King

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Mr. Darren Berg, at 7:09 pm.

**DELEGATION**

The owners of strata lot 406 addressed the Strata Council with respect to their submission requesting Council's permission to complete home renovations. Council reviewed with the owners their submission, after which the owners left the meeting with Council thanking them for attending.

**MINUTES OF THE MEETING OF MARCH 19, 2012:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of March 19, 2012 be adopted as distributed.

*MOTION CARRIED*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**PRESIDENT'S REPORT:**

The President reported that the Easter party had been held and was very much enjoyed by all those who attended. Thanks and appreciation were extended to all the volunteers who donated their time to make this event happen.

**MANAGERS REPORT:**

1)     **Finance Report**

Financial Statement

The Strata Manager tabled the financial statement for the month of February 2012. The Treasurer reported that he had reviewed the financial statement and found it to be in order. It was

**MOVED AND SECONDED:**

That the financial statement for the month of February 2012 be adopted as distributed.

*MOTION CARRIED UNANIMOUSLY*

Staff were requested to make arrangements for the separation of the electrical kiosk costs into a separate expense account and to provide copies of an invoice for kiosk repairs to the Electrical Kiosk Committee.

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review, it was

MOVED AND SECONDED:

That a lien be registered against strata lot 403, and all costs incurred in the collection of the outstanding balance be assessed against the account of said strata lot.

*MOTION CARRIED UNANIMOUSLY*

Harris Irrigation

The Strata Manager tabled a copy of an invoice submitted by Harris Irrigation for the period of July 2011. The invoice refers to work performed during that month, including the start up and repairs to the irrigation system. The invoice was not submitted until March 29, 2012.

In discussing the request for payment of the invoice, Council asked staff to contact Harris Irrigation seeking a fair breakdown and verification for the labour cost contained within their invoice.

**2) Staff Report**

Resident Caretaker

The Strata Manager tabled for Council's information copies of the resident caretaker reports received since the last Council meeting.

Relief Caretaker Reports

The Strata Manager tabled for Council's information copies of the relief caretaker reports received since the last Council meeting.

Abell Pest Control

The Strata Manager tabled copies of Abell Pest Control service reports received since the last meeting of the Strata Council.

Parking

The Strata Manager tabled a copy of an email received from an owner with regard to parking concerns. Council discussed parking related concerns, and in particular concerns regarding the use of the Parkland Drive visitor parking area.

After some discussion it was noted by members of Council that a possible bylaw amendment could be considered to establish different restrictions on use of the Parkland Drive visitor parking area, as well as use of the recreation centre parking area. Some discussion took place concerning the installation of a power exit door for the recreation centre parking lot gate.

After further discussion this matter was tabled to a later date.

Staff were requested to make arrangements for a repair to the latch pin for the main gate at the recreation centre.

Recreation Centre Window Coverings

Staff were requested to obtain a costing estimate for repairs to the existing window blinds.

Lifeguards

The Strata Manager confirmed that interviews had been held with two candidates for a fifth lifeguard/ swimming instructor position. Both candidates were felt to be very strong. Council noted that as both candidates appeared equal in their qualifications that preference would be given to retaining the candidate who is a resident of River Springs.

**3) Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following items have been completed; repaired two ladies shower doors by Creative Handyman; supplied pet signs for playgrounds by Kodiak Signs; removed wire mesh cover to the marquee sign by Creative Handyman; ordered pool tags from Kodiak Signs; response from/to contractors regarding wireless fob reader installation for swimming pool area; authorization sent to Imperial Paddock Pools to replace sand in swimming pool filters; authorization sent to Knightsbridge Property Services to powerwash areas around the recreation centre and tennis courts; authorization sent to Concrete Only Restoration Services to complete pool deck repairs; repaired corporate house for hot water supply; authorization sent to University Sprinklers to replace irrigation system timer; notice posted on marquee sign regarding Easter party.

Staff were requested to ask the powerwashing contractor to ensure that the basketball court is powerwashed as part of the work to be completed.

With regard to the pool tags, it was noted that as the contractors advised that a fob access system could not be installed on a wireless basis and as a standard access installation would be beyond the allowances of the current operating budget, new pool tags were ordered from Kodiak Signs.

**4) In Progress**

The Strata Manager advised that the following items remained in progress: receipt of final marquee sign quotation from DMB Framing; completion of swimming pool heater servicing by Imperial Paddock Pools; grinding of wading pool step by Imperial Paddock Pools; painting of step edge to change rooms by Creative Handyman; application of moss killer to recreation centre roof by Knightsbridge Property Services; completion of pool safety manual by lifeguards; opening of the swimming pool on May 19, 2012.

It was noted that an additional quotation for the marquee sign replacement has been received from SJL Construction. Only one quotation remains outstanding at this time. In conjunction with the replacement of the marquee sign, staff were requested to provide a costing estimate for the supply and installation of a new light sign box for the new sign from an electrical contractor.

**5) Electrical Kiosk Replacement**

The Strata Manager tabled copies of the contract documents received earlier in the day from Falcon Engineering. It was agreed that the Kiosk Committee would review the

contract documents, and either return them signed to staff if the documents were felt to be in order or advise on any issues with the contract documents as prepared.

**6) Landscaping**

Precision Landscaping

The Strata Manager tabled copies of the landscape maintenance logs received from Precision Landscaping since the last meeting of the Strata Council.

Davey Tree Service

The Strata Manager tabled a copy of a request forwarded to Davey Tree Service requesting the contractor inspect a tree at strata lot 452. Staff is awaiting Davey's response at this time.

Top Soil and Grass Seeding

Staff were requested to contact Faria Developments regarding their anticipated time to complete the topsoil and grass seeding work along the Boulevard.

**7) Correspondence**

The Strata Manager tabled for Council's information copies of correspondence pertaining to welcome packages, alteration to a strata lot, and renovation request.

**OTHER BUSINESS:**

Caretaker

Staff were requested to put a copy of the caretaker's job description in the agenda for the next Strata Council meeting.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:42 pm, until Tuesday, May 22, 2012, at 7:00 pm in the Recreation Centre, 1950 Lodge Drive, Coquitlam, BC.

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