

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 939, RIVER SPRINGS, HELD ON TUESDAY, APRIL 18, 2017, 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  
Jose Lopez, Treasurer  
Chris King, Garden Committee  
Annice Hardin-Tibando

Allan Grandy,  
Strataco Management Ltd.

Absent with leave: Laura Woodward, Social-Recreation Committee

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Darren Berg, at 7:04 pm.

**MINUTES OF THE MEETING OF MARCH 20, 2017:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of March 20, 2017 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 annual Easter Parade had been held and was very successful. Bartlett Tree Experts completed tree pruning work previously approved by the Strata Council in the vicinity of the recreation centre. Favourable comments have been received concerning the efforts of the new landscaper and staff were asked to pass these on to the contractor. The new fencing for the basketball court area has been installed by Steelguard Fencing; a gate is on order and is to be installed shortly. Power washing in the vicinity of the recreation centre and tennis courts has been completed by Knightsbridge Enterprises.

**STRATA MANAGER'S REPORT:**

1) **Finance Report**

Financial Statements

The Strata Manager tabled the financial statements for the months of February and March 2017. The Treasurer reported on his review of the financial statements, noting that while the bulk of the expenses were considered normal for this time of year, the snow clearing costs through the winter were significantly above budgetary allowances. It was

**MOVED AND SECONDED:**

That the financial statements for the months of February and March 2017 be adopted as distributed.

*MOTION CARRIED*

### Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters other than those actions already initiated by the Strata Council.

### Arrears Notices

The Strata Manager tabled arrears notices sent to strata lots having outstanding strata fees.

## **2) Staff Report**

### Caretakers

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

### Pest Control

The Strata Manager tabled the monthly reports received from Abell Pest Control on services provided in the area of the recreation centre.

### Power Washing

The Strata Manager tabled correspondence to Knightsbridge Enterprises notifying them of Council's acceptance of their proposal for power washing as part of the annual spring cleanup work.

### Drain Cleaning

The Strata Manager tabled correspondence to McRae's Environmental Services notifying them of acceptance of their proposal to clean the catch basins and storm drains on the property.

### Asphalt Repairs

The Strata Manager tabled correspondence to Total Projects concerning repairs to potholes in the asphalt surfaces. It was noted that a quotation from Dot Com Construction was expected to be available for review by Council shortly. Council agreed that a decision on asphalt repairs would be held in abeyance pending receipt of the second quotation.

### Pool Deck Repairs

The Strata Manager tabled correspondence to Concrete Only notifying them of Council's acceptance of their proposal for swimming pool deck concrete repairs in advance of pool opening.

### Speed Bumps

The Strata Manager tabled correspondence to LSJ Construction concerning the reinstallation of speed bumps either lost or dislocated during snow removal. Council noted that the speed bumps had now been installed.

### Lifeguards

Council discussed the interviews held to date for the lifeguard and swimming instructor positions for the upcoming swimming season, noting that interviews are ongoing. It was noted that some of the guards have indicated their desire to return to work at the pool: Rene Bell, Youbin Choi and Megan Roubini in particular have confirmed their interest. Trevor Sclater and Brenna MacDonald will not be available this summer due to other commitments. It was then

MOVED AND SECONDED:

That Rene Bell be confirmed as the head guard for the upcoming swimming season.

*MOTION CARRIED*

The Strata Manager will report back to Council on the results of the remaining interviews.

**3) Landscaping**

Recreation Centre Improvements

The Strata Manager tabled updated information from Lawn Care Plus on the improvement work in the vicinity of the recreation centre, after which it was

MOVED AND SECONDED:

To authorize Lawn Care Plus to proceed with the improvement work.

*MOTION CARRIED*

The Gardening Committee noted that pursuant to a subsequent discussion with Lawn Care Plus a further amendment to the proposal will be made in terms of recommended plants to be installed.

Tree Pruning

The Strata Manager tabled a quotation from Tree People Ltd. for pruning the large evergreen trees along Shaughnessy. It was noted that an additional quotation was expected from Bartlett Tree Experts shortly, and that once the second quotation has been received a final decision will be made by Council.

Tree Repairs and Maintenance

The Strata Manager tabled correspondence from Bartlett Tree Experts concerning various tree repairs and maintenance work.

Irrigation System

The Strata Manager tabled correspondence from University Sprinklers concerning repairs required to the irrigation system so that it will function properly during the upcoming growing season. It was

MOVED AND SECONDED:

That University Sprinklers be authorized to proceed with the required repairs.

*MOTION CARRIED*

**4) Insurance**

Electrical Damage Claim

The Strata Manager confirmed that an insurance claim had been opened concerning a failed electrical service line connection between an electric meter at a kiosk to a unit on Parkland Drive. The Strata Corporation's insurers have accepted the claim and authorized McKinley Electric to proceed with the replacement of the failed line. A \$1,000.00 deductible will apply. McKinley Electric has reported that the loss resulted from a failure within the strata lot, and the deductible will be charged back to the strata lot.

Appraisal Program

The Strata Manager tabled the letter of engagement from Suncorp Valuations concerning renewal of the insurance appraisal program. An annual insurance appraisal is completed to make certain the insurance policies are set at the appropriate levels. It was

MOVED AND SECONDED:

To renew the insurance appraisal program as per the terms proposed by Suncorp Valuations, for a three year term commencing June 2017.

*MOTION CARRIED*

5) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: startup of irrigation system (subject to required repairs); installation of temporary electric power to unit on Parkland Drive; investigation relating to ordering of new swim bands; repair to recreation centre furnace; installation of fencing for basketball court; power washing in vicinity of recreation centre.

It was

MOVED AND SECONDED:

That bright green swim bands be ordered for the 2017 swimming season.

*MOTION CARRIED*

6) In Progress

The Strata Manager advised that the following remained in progress: tree repair work on Shaughnessy by Bartlett Tree Experts; asphalt pothole repairs; repair to gate at RV parking lot; preparation of pool for opening.

7) Correspondence

The Strata Manager tabled copies of correspondence regarding welcome packages; return of RV parking lot keys; improper parking; asphalt repairs; loss of power to strata lot.

Council reviewed correspondence received concerning parking, after which it was

MOVED AND SECONDED:

That staff be requested to forward correspondence to strata lot 422 as a result of repeated reports of parking violations and failure to comply with the bylaws of the Strata Corporation, and that a \$25.00 fine be assessed against the strata lot for the parking violations.

*MOTION CARRIED*

A Council member noted that an out-of-province vehicle has been parked in the visitor parking lot. Staff were requested to notify the RCMP and to make arrangements for removal of the vehicle if the vehicle owner does not identify themselves and remove said vehicle.

8) Parking

The Strata Manager tabled parking violation notices forwarded to various strata lots since the last Council meeting.

**OTHER BUSINESS:**

Miscellaneous Maintenance Requests

Staff were requested to:

- arrange for a repair to the locking mechanism of the swimming pool gate near the recreation centre visitor parking area
- obtain a cost to repair the concrete sidewalk area around the recreation centre where some areas have sunk, creating a trip hazard
- arrange for a contractor to check on the operation of the pool deck drains
- arrange for an appropriate locking mechanism to be placed on the new gate installed near the trail access across the parking lot from the recreation centre

Bylaw Review

The Bylaw Committee reported on their review of the bylaws and submitted a lengthy document concerning proposed revisions to the bylaw draft submitted by legal counsel as a starting point. Staff were requested to update the draft, which will then be reviewed by Council.

Newsletter

Council discussed the newsletter and the costs to produce such. At the conclusion of discussion it was agreed to table the matter to the next meeting, at which time the newsletter editor could attend.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:55 pm, until Monday, May 15, 2017, at 7:00 pm in the recreation centre.

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/sj