

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 939, RIVER SPRINGS, HELD ON MONDAY, DECEMBER 18, 2017, AT 7:00 PM IN THE RECREATION CENTRE, 1950 LODGE DRIVE, COQUITLAM, BC**

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Council in attendance:                   Darren Berg  
  Cheryl Gyourov  
  Trevor Demoskoff  
  Jose Lopez  
  Chris King  
  Annice Hardin-Tibando

  Allan Grandy,  
  Strataco Management Ltd.

Absent with leave:                   Barry Wilson

**CALL TO ORDER:**

The meeting was called to order by Council member Darren Berg at 7:04 pm.

**APPOINTMENT OF COUNCIL OFFICERS:**

Nominations were called for the position of Strata Council President. Darren Berg was nominated and elected by acclamation.

Nominations were called for the position of Strata Council Vice President. Barry Wilson was nominated and elected by acclamation.

The following additional appointments were confirmed:

Treasurer	Jose Lopez
Gardening Committee	Chris King
Social/Recreation Committee	Cheryl Gyourov, Laura Woodward

It was

**MOVED AND SECONDED:**

To confirm the appointment of Trevor Demoskoff to fill the current vacancy on Council.

*MOTION CARRIED*

**DELEGATION:**

An owner appeared before Council to inquire about the possibility of renting the recreation centre for an overnight sleepover of a Beavers' Scout group. The owner provided Council with the ages of the children involved and the number of parents who would be overseeing the sleepover. Council discussed with the owner the terms and conditions of rental, after which it was

**MOVED AND SECONDED:**

That permission be given to the owner to rent the recreation centre on a "one off" basis, for a Saturday night sleepover by the Beavers' Scout group. As a rental condition, parents must remain present with the children at all times within the recreation centre for the duration of the rental, and the recreation centre must be vacated by 9:30 am the following day.

*MOTION CARRIED*

Council thanked the owner for his attendance, after which he left the meeting.

**MINUTES OF THE MEETING OF OCTOBER 23, 2017:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of October 23, 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 Christmas party had been held and was enjoyed by all who participated. Appreciation was extended to all the volunteers who assisted with the party. Mr. Berg noted that the judging of the annual Christmas light contest would be carried out at the conclusion of the Council meeting.

The President confirmed receipt of the proposal from Strataco Management Ltd. to renew the management services agreement with Strata Plan NW 939. He indicated that the prior Strata Council had conferred and approved renewal of the agreement. It was

**MOVED AND SECONDED:**

That the management services agreement between Strata Plan NW 939 and Strataco Management Ltd. be renewed for two years effective January 1, 2018, in keeping with the terms and conditions proposed.

*MOTION CARRIED*

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

**Financial Statements**

The Strata Manager tabled the financial statements for the months of September and October 2017. The Treasurer reported on his review of the financial statements, after which it was

**MOVED AND SECONDED:**

That the financial statements for the months of September and October 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 copies of arrears notices sent to those strata lot owners with unpaid strata fees.

GIC Renewal

The Strata Manager tabled correspondence confirming renewal with RBC Dominion Securities of a GIC investment forming part of the Strata Corporation's contingency reserve fund.

2017/2018 Budget Notice

The Strata Manager confirmed distribution of the 2017/2018 budget and notice of strata fees to all owners subsequent to approval of the budget at the Annual General Meeting.

**2) Staff Report**

Caretakers

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

Sump Cleaning

The Strata Manager tabled a report/quotation from Pure Plumbing to clean out a discharge sump for the storm drain system leading from the bluff area in the vicinity of a particular strata lot. It was noted that the sump had overflowed on occasion. It was

*MOVED AND SECONDED:*

To authorize Pure Plumbing to proceed with the cleaning of the sump in keeping with their report and recommendation.

*MOTION CARRIED*

Coquitlam Towing

The Strata Manager advised that Coquitlam Towing had been notified of those persons authorized to request towing services.

Coquitlam Fire Department

The Strata Manager advised that a list of the 2017/2018 Strata Council had been provided to the Coquitlam Fire Department for emergency contact purposes.

Request to Use Recreation Centre for Sleepover

It was noted that this matter had been considered earlier in the meeting.

**3) Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: distribution of notice of Annual General Meeting; Annual General Meeting; cleaning of gutters at recreation centre; cleaning of drain due to blocked discharge line on Bluff Drive; repairs to various lamp standards on site; authorization to AW Fireguard to service fire extinguishers in recreation centre.

**4) In Progress**

The Strata Manager advised that the following remained in progress: mapping of speed bump locations with CJB Restorations (to facilitate snow removal); sump cleaning by Pure Plumbing (authorized earlier in the meeting).

**5) Correspondence**

The Strata Manager tabled copies of correspondence regarding welcome packages; approval for strata lot modifications; tree issues; availability of hot chocolate at Annual General Meeting; cleaning of lake discharge chutes; alarm sounding from unit in RV

parking lot; blowing of leaves by landscaper; request for removal of tree; improper parking of motor vehicles; insurance on unit parked in RV parking.

**6) Parking**

The Strata Manager tabled correspondence forwarded to various strata lots in regards to reports of improper street parking or parking on landscaped areas within River Springs.

**7) Landscaping**

Bartlett Tree Experts

The Strata Manager tabled quotations and reports received from Bartlett Tree Experts. After review it was

MOVED AND SECONDED:

That Bartlett Tree Experts be authorized to remove the cedars near the preschool as per option 2 of their quotation.

*MOTION CARRIED*

Staff were requested to ask Bartlett Tree Experts to confer with Council member Chris King concerning the trees in question before commencing removal, and to discuss with Mr. King tree maintenance/removal work at 1969 Bow Drive. It was noted that Bartlett had applied to the City of Coquitlam for a permit to remove the tree at 1223 Parkland Drive. The City will require replanting work in the area after removal of the tree.

A report from Bartlett was also provided which noted that the City of Coquitlam had indicated the need for a flagger as a result of the closing of the sidewalk during pruning of the large evergreen trees along Shaughnessy. An estimate of costs for a flagger was provided. After a brief discussion it was

MOVED AND SECONDED:

That Bartlett Tree Experts be authorized to retain a flagger as required to complete the pruning of the large evergreen trees along Shaughnessy.

*MOTION CARRIED*

A further quotation was received from Bartlett Tree Experts for the removal of four alders and the pruning of two maples behind 1302 and 1304 Flynn Crescent. It was

MOVED AND SECONDED:

That Bartlett Tree Experts be authorized to proceed with the work.

*MOTION CARRIED*

Lawn Care Plus

The Strata Manager tabled correspondence to Lawn Care Plus confirming renewal of their contract for 2018 landscape maintenance services as previously approved by Council.

**8) Insurance**

The Strata Manager tabled the updated insurance appraisal report received from Suncorp Valuations. It was noted that as requested by Council, Normac Appraisals was instructed to provide an alternative insurance appraisal and that this was awaited.

**OTHER BUSINESS:**

Parkland Drive Visitor Parking Lot

Staff were requested to ask the line painting contractor for a quotation to designate a handicap parking stall in the visitor parking lot at Parkland Drive, and to arrange for repair of a vandalized sign in the area.

Christmas Gift

It was

*MOVED AND SECONDED:*

That staff be authorized to purchase \$50.00 prepaid Visa cards for both caretakers and the newsletter editor.

*MOTION CARRIED*

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:47 pm, until Monday, January 15, 2018, at 7:00 pm in the recreation centre.

**STRATACO MANAGEMENT LTD.**

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/sj