

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 939,  
RIVER SPRINGS, HELD ON MONDAY, JULY 18, 2016, AT 7:00 PM IN THE  
RECREATION CENTRE, 1950 LODGE DRIVE, COQUITLAM, BC**

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Council in attendance: Barry Wilson, Vice President  
Jose Lopez, Treasurer  
Chris King, Landscaping Committee  
Annice Hardin-Tibando, Social Recreation Committee  
Laura Woodward, Social Recreation Committee

Allan Grandy,  
Strataco Management Ltd.

Absent with leave: Darren Berg, President

**CALL TO ORDER:**

The meeting was called to order by the Strata Council Vice President, Barry Wilson, at 7:02 pm.

**MINUTES OF THE MEETING OF JUNE 20, 2016:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of June 20, 2016 be adopted as distributed.

*MOTION CARRIED*

**BUSINESS ARISING FROM THE MINUTES:**

A member of Council reported on the costs associated with reestablishing the Strata Corporation's website. After discussion it was

**MOVED AND SECONDED:**

That the Strata Council authorize an expense of \$30.00 per month plus taxes to reestablish the Strata Corporation's website.

*MOTION CARRIED*

**PRESIDENT'S REPORT:**

On behalf of the President, it was reported that the family day festivities were held early in the month and were considered very successful. Appreciation was extended to all those who assisted in this excellent event.

Council discussed the possible benefit of creating more shade at the swimming pool. At the conclusion of the discussion staff were requested to obtain a cost estimate to have the aluminum awning at the pool area extended to create larger areas of shade.

Staff were also requested to investigate the possibility of purchasing a propane style patio heater to provide some heating under the lifeguard canopy.

It was noted by Council that swim goggles abandoned at the pool are loaned out from time to time to pool users. Council requested that this practice stop as the swim goggles are not being sanitized between uses.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

The Strata Manager tabled the financial statements for the months of May and June 2016. The Treasurer reported on his review of the financial statements and asked staff to check on one expense item that may include a billing from a prior fiscal year. It was then

**MOVED AND SECONDED:**

That the financial statements for the months of May and June 2016 be adopted as distributed subject to clarification of the Treasurer's query.

**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.

Budget Meeting

It was agreed that the Strata Council would meet on Monday, August 29, 2016, at 7:00 pm in the recreation centre, to review the proposed budget draft prepared by staff. Council noted that in anticipation of the meeting they would be reviewing funding of the contingency reserve fund as discussed with owners at the previous Annual General Meeting.

**2) Staff Report**

Owner Inquiry

The Strata Manager tabled correspondence from a strata lot owner requesting that the Strata Corporation provide assistance with tree removal. Members of Council noted that the tree in question was located solely on the owner's strata lot, and as the owner has a lakefront lot the covenant line is established by the City of Coquitlam, which prohibits the removal of trees, shrubs etc. between the line and the water's edge. This may have a bearing on the situation and any future action. Staff were asked to forward correspondence to the strata lot owner advising that the Corporation could not provide assistance in tree removal as the tree was the responsibility of the owner.

Coquitlam Parks & Recreation

The Strata Manager tabled correspondence to the Coquitlam Parks & Recreation Department concerning potentially hazardous trees located on the Strata Corporation's property.

Super Save Fence

The Strata Manager tabled correspondence to Super Save Fence concerning a billing for fence rentals received after the fences in question had been taken down and returned to the supplier.

Caretaker Reports

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

Rental Information Sheet

The Strata Manager tabled the most recent rental information sheet, noting that as of June 27, 2016 there were 30 strata lots known to be rented at River Springs.

Pest Control

The Strata Manager tabled a service report from Abell Pest Control detailing their routine servicing in and around the recreation centre.

**3) Landscaping**

Precision Landscaping

The Strata Manager tabled the service report from Precision Landscaping for the month of May 2016, along with correspondence forwarded to the landscaper regarding items to be quoted on for completion by the contractor as requested by Council. A quotation has not yet been received from the contractor.

Triple Tree

The Gardening Committee representative reported that Triple Tree Service had provided a cost estimate to complete various work recommended in their earlier submission to the Strata Council. To be added to the quotation submitted would be the cost of purchasing soil and the necessary labour costs for the actual work. Council discussed funding of the work and it was suggested that in keeping with the preparation of the budget for the next fiscal year, the proposed improvement work be divided up into two or three segments and that funding be included as part of the operating budget. The matter was then tabled for further discussion at the budget meeting.

**4) Insurance**

Property Appraisal

The Strata Manager tabled the updated property appraisal report received from Suncorp Valuations. The valuation has been provided to the Strata Corporation's insurers to set the value of the insurance policy.

Hub International Coastal Insurance

The Strata Manager tabled correspondence to the Strata Corporation's insurers reporting an incident at the swimming pool.

**5) Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: quotations received for waste removal services from Smithrite, Progressive Waste and Waste Management; visitor parking lot sign; pothole repairs at Oxbow and Flynn, **1955 Flynn** and **1288 River**; corroded pool pump wires replaced by Global Electric; sign installation by Signarama.

It was noted that the Strata Council had previously given instructions to staff to renew the waste removal service agreement for the recreation centre with Waste Management.

It was noted that a new sign had been installed at the Parkland Drive visitor lot. Council discussed the sign installation, after which it was requested that a second sign be purchased and installed near the entrance to the visitor parking lot.

**Parkland Drive Visitor Lot Usage**

***Council reminds all residents of River Springs that the Parkland Drive visitor parking lot is intended for vehicles belonging to guests of residents, and not for residents. Council has received comments that this visitor parking lot is filled on a regular basis, and that a number of owners may be parking their vehicles in the lot, reducing the spaces available for guests.***

Staff were requested to discuss with the caretakers the monitoring of the Parkland Drive visitor parking lot.

**6) In Progress**

The Strata Manager advised that the following remained in progress: receipt of quotation for repairs to sidewalks in area of recreation centre; completion of tree maintenance and removal work by Bartlett Tree Experts at specific locations behind Bluff Drive; installation of stop sign on Parkland Drive by Creative Handyman; receipt of quotation from Knightsbridge Enterprises for supply and installation of engineered wood fibre to replace pea gravel in small playground.

**7) Correspondence**

The Strata Manager tabled for Council's information copies of correspondence pertaining to welcome packages, pending tree work by Bartlett Tree Experts, placement of basketball hoop on Parkland Drive; submission of Form K; pet bylaw infraction; improper storage of items on strata lot; report of noise disturbance.

In reviewing the correspondence staff were requested to make arrangements for a contractor to review and quote on re-leveling a yard at **1245 Bluff Drive** which was impacted during kiosk replacement work the previous year.

**8) Parking**

**Parking Violation Reports**

The Strata Manager tabled the parking violation reports received by staff and confirmed that letters had been sent to various strata lots concerning improper parking of motor vehicles. It was then

**MOVED AND SECONDED:**

That a \$25.00 fine be assessed against **1284 Bluff Drive** for the improper parking of a motor vehicle along a roadway.

**MOTION CARRIED**

It was further

**MOVED AND SECONDED:**

That a \$25.00 fine be assessed against **1243 River Drive** for each parking bylaw infraction reported in future.

**MOTION CARRIED**

**RV Parking Lot**

The Strata Manager tabled insurance verification documents for several units parked in the RV parking lot.

**OTHER BUSINESS:**

**RV Parking Lot**

Council discussed at some length amendments to the bylaws pertaining to the use and parking of recreational vehicles in the RV parking lot. It was noted that the lawyer who had undertaken a review of the bylaws for update has submitted a report to staff, who are in the process of reviewing it for the purposes of attending to minor cleanup adjustments.

**Social Recreation Committee**

The Social Recreation Committee reported that the kids' pool party will be held on August 12, 2016.

**Replacement Tree**

Staff were requested to ask Bartlett Tree Experts for their report and recommendations on planting a tree to fill in an open area along Shaughnessy near where a tree had been removed previously.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:54 pm, until Monday, September 19, 2016, at 7:00 pm in the recreation centre.

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/sj