



101 – 4126 Norland Avenue, Burnaby, BC, V5G 3S8
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Dear Owners:

Please note that we have made changes to our email system, and wish to advise that it is important that you specify your Strata Plan # at the beginning of the subject line when sending an email to Strataco. This will allow your email to be directed to the appropriate Strata Manager and be handled in a timely manner.

If you do not specify your Strata Plan # on the subject line this will delay response time.

Thank you for your cooperation.

STRATACO MANAGEMENT LTD.

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 939,
RIVER SPRINGS, HELD ON MONDAY, JUNE 20, 2016, AT 7:00 PM IN THE
RECREATION CENTRE, 1950 LODGE DRIVE, COQUITLAM, BC**

Council in attendance: Darren Berg, President
 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.

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 MAY 16, 2016:

It was

MOVED AND SECONDED:

That the minutes of the meeting of May 16, 2016 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 "Big Bin Day" had been held the previous weekend and was considered a great success. The President thanked all the volunteers who provided assistance to make this event happen.

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements

The Strata Manager tabled the financial statement for the month of April 2016. The Treasurer reported that he had reviewed the financial statement and recommended its adoption. It was

MOVED AND SECONDED:

That the financial statement for April 2016 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.

Collections

The Strata Manager confirmed the distribution of notices to various owners for unpaid strata fees.

2) Staff Report

Caretaker Reports

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

Pest Control

The Strata Manager tabled correspondence from Abell Pest Control notifying the Strata Corporation of an increase in the service fee as permitted by the the existing service agreement. Council reviewed the proposed fee increase, noting that they had no objection. It was

MOVED AND SECONDED:

To accept the fee increase proposed by Abell Pest Control.

MOTION CARRIED

Fortis BC

The Strata Manager tabled correspondence from Fortis BC concerning the Strata Corporation's PST exemption for utilities purchases. Council confirmed that staff could complete the documentation and return it to Fortis BC.

3) Landscaping

Bartlett Tree Experts

The Strata Manager tabled a report and recommendations from Bartlett Tree Experts concerning various trees located on the property. Costing estimates to proceed with the recommended work were also provided. Council noted that some of the recommendations were time sensitive and after discussion it was

MOVED AND SECONDED:

To accept the quotations from Bartlett Tree Experts for tree maintenance, repair and removal work subject to it being verified that none of the trees in question are located on an owner's strata lot.

MOTION CARRIED

Precision Landscaping

The Strata Manager tabled the service report from Precision Landscaping for the month of April 2016, and copies of correspondence forwarded to Precision Landscaping regarding the payment of funds to the contractor for clearing grass from roadway curbs, in keeping with the direction provided by Council at the previous meeting.

Gardening Committee

A member reported on the meeting held on site between members of the Gardening Committee and a representative of Triple Tree Service, to discuss recommendations for

specific garden improvements. Drawings and lists of recommended plant material were provided. It was noted that a meeting would be held by the Gardening Committee in due course to review the information. The final recommendations developed at that meeting will be used to obtain costing estimates.

4) **Legal**

The Strata Manager tabled correspondence from Hammerberg Lawyers LLP with respect to foreclosure action underway against two strata lots for unpaid strata fees.

5) **Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: receipt of quotation from University Sprinklers for replacement of defective irrigation system timer; annual fire hydrant inspection; painting of exterior of recreation centre (John Boy's Painting); painted stop lines, visitor parking curbs and parking stall lines at recreation centre; opening of swimming pool for summer swimming season; installation of wi-fi system for recreation centre and pool area; inspection and approval of pool for opening by Fraser Valley Health Authority; purchase of canopy for lifeguards.

Council reviewed the quotation from University Sprinklers for the replacement of a failed irrigation system timer, after which it was

MOVED AND SECONDED:

To proceed with replacement of the defective timer based upon the report and recommendation of University Sprinklers.

MOTION CARRIED

6) **In Progress**

The Strata Manager advised that the following remained in progress: installation of sign at visitor parking lot on Parkland Drive (Signarama); receipt of concrete repair quotations from G. Trasolini Contracting, Lions Contracting and L.S.J. Property Services.

7) **Correspondence**

The Strata Manager tabled for Council's information copies of correspondence pertaining to welcome packages, a block party, and bylaw infraction complaints.

Council reviewed correspondence from an owner outlining particular complaints about the activities at a strata lot and reported breaches of the bylaws of the Strata Corporation. Staff were directed to forward the appropriate correspondence to the strata lot in question regarding the reported bylaw infractions.

8) **Parking**

Parking Violations

The Strata Manager tabled correspondence forwarded to various residents concerning vehicles improperly parked on roadways and landscape surfaces.

Council reminds all residents that motor vehicles may not be parked on the roadways within the Strata Corporation as this is expressly prohibited by the bylaws. All roadways are fire lanes and must be kept clear of parked vehicles. Further, motor vehicles, recreation vehicles etc. may not be parked on the landscaped areas of strata lots, as this too is prohibited by the bylaws.

RV Parking Lot

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

OTHER BUSINESS:

Website

Council discussed website options as the Strata Corporation's website was compromised and shut down some time ago. The Council in the past had discussed options for creating a new website and/or using the website log-in services available through Strataco Management Ltd. At the conclusion of discussion it was agreed that a member of Council would communicate with the person who previously developed the website to determine whether it would be possible to reactivate it. If this is not possible, Council will give direction on alternative actions to be taken.

McKinley Electric

It was noted that it was now appropriate for the Strata Council to authorize the annual inspection of the electrical kiosk to ensure proper operation of the fans and heating equipment located therein. It was

MOVED AND SECONDED:

That McKinley Electric be retained to perform the annual kiosk inspection.

MOTION CARRIED

Various Maintenance

Staff were requested to:

- Obtain a cost estimate (for budgetary purposes) for removal of the gravel from the small playground located near Bow and Beedie Drive, and its replacement with engineered wood fibre.
- Arrange for the installation of a stop sign on an existing lamp post along Parkland Drive (where there is an existing stop line)

Pool Lines

It was noted that recently a problem was experienced with one of the skimmer return lines at the swimming pool. It was discovered that gravel had been placed in the suction line between the skimmer and the pool suction pump. Contractors have been involved in an attempt to free the gravel blockage and return the skimmer line to normal operation. It was also reported, as a result of recent rainfall that one or more of the swimming pool deck drains backed up. Council asked staff to check on whether it is possible that gravel may have been placed in these drains as well.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:27 pm, until Monday, July 18, 2016, at 7:00 pm in the recreation centre.

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Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/sj