

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 939,
RIVER SPRINGS, HELD ON MONDAY, MARCH 20, 2017, AT 7:00 PM IN THE
RECREATION CENTRE, 1950 LODGE DRIVE, COQUITLAM, BC**

Council in attendance: Barry Wilson, Vice President
Chris King, Garden Committee
Annice Hardin-Tibando

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Darren Berg, President
Jose Lopez, Treasurer
Laura Woodward, Social-Recreation Committee

Guest in attendance: Jane Boyer

CALL TO ORDER:

The meeting was called to order by the Strata Council Vice President, Barry Wilson, at 7:15 pm.

DELEGATION:

Ms. Boyer addressed the Council regarding her work on behalf of the St. George's Society, and advised that she had made arrangements to rent the recreation centre for an upcoming board games night and potluck. It was noted that the residents of River Springs along with some non-residents would be invited.

Ms. Boyer reviewed the activities which would be held and the goals and objectives of the Society. After further discussion of the proposed event Ms. Boyer left the meeting, with members of Council thanking her for attending.

MINUTES OF THE MEETING OF FEBRUARY 20, 2017:

It was

MOVED AND SECONDED:

That the minutes of the meeting of February 20, 2017 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

There was no President's report.

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements

The Strata Manager tabled the financial statement for the month of February 2017. The statement was tabled pending review and report by the Treasurer.

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.

GIC Renewal

The Strata Manager tabled for Council's information documentation confirming the renewal of a GIC investment within the Strata Corporation's contingency reserve fund.

Arrears Notices

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

2) Staff Report

Caretakers

The Strata Manager tabled for Council's information copies of the caretaker reports received since the last Council meeting. It was noted that in accordance with the Strata Council's request, the caretaking staff have been monitoring the use of the Parkland Drive visitor parking area. While cooperation has been received from many residents who had been previously using the parking lot to park vehicles other than those belonging to their guests, one or two vehicles are periodically parked in the area which the caretaking staff believe to belong to residents of River Springs. Council reviewed the bylaws governing use of the visitor parking area, subsequent to which it was

MOVED AND SECONDED:

That the caretaking staff be notified that final warning notices are to be posted on the vehicles found improperly parked on an ongoing basis, and that should the vehicle owners not cease improper use of the visitor parking area the offending vehicles are to be towed.

MOTION CARRIED

3) Landscaping

The Strata Manager referred Council to quotations from Lawn Care Plus for various improvements around the property. It was noted that the costs were in keeping with the funding included within the operating budget, and that the improvements will primarily be around the recreation centre and gazebo area. It was agreed after review of the quotations that the Gardening Committee would be requested to meet with the landscaper to review the proposed work and ensure that all work to be done is in keeping with the Strata Council's expectations.

Council noted their satisfaction with the performance of Lawn Care Plus to date.

4) Insurance

The Strata Manager tabled documentation forwarded to Hub International regarding an insurance claim which had been opened as a result of damage to various trees throughout the complex during snow and ice storms. Bartlett Tree Experts is currently working on these issues and the costs will be forwarded to the insurers for processing.

5) **Legal**

The Strata Manager tabled correspondence to Hammerberg Lawyers LLP concerning foreclosure action against two strata lots authorized by the Strata Council at a previous meeting.

6) **Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: receipt of quotation for annual power washing work around recreation centre; receipt of quotation for concrete pool deck repairs; receipt of quotation from University Sprinklers for irrigation system repairs; receipt of quotation from McRae's for cleaning the storm catch basins throughout the complex.

Council reviewed and discussed the various quotations submitted, after which it was

MOVED AND SECONDED:

To accept the quotation from Knightsbridge Enterprises for the annual power washing work in and around the recreation centre.

MOTION CARRIED

It was

MOVED AND SECONDED:

To accept the quotation from Concrete Only for repairs and maintenance work to the swimming pool deck.

MOTION CARRIED

It was

MOVED AND SECONDED:

To accept the quotation from University Sprinklers for replacement of a failed irrigation system timer and the installation of two check valves required by the City of Coquitlam relating to water connections to a playground.

MOTION CARRIED

It was

MOVED AND SECONDED:

To accept the quotation from McRae's for cleaning the catch basins and drain lines within the complex.

MOTION CARRIED

7) **In Progress**

The Strata Manager advised that the following remained in progress: receipt of quotations from Bartlett Tree Experts and The Tree People for pruning large evergreen trees along Shaughnessy; receipt of report and estimate from parking.com to repair pot holes and speed bump damage; startup of irrigation system by University Sprinklers; installation of new fence at basketball court and playground area by Steelguard Fencing; repairs to broken RV parking lot gate by Creative Handyman.

8) Correspondence

The Strata Manager tabled copies of correspondence requesting the deletion of late payment interest charges and correspondence requesting permission to enclose a carport.

Council reviewed the request from the owner of strata lot 209 to enclose the carport. The owner provided the required documentation to be considered with the application, and it was

MOVED AND SECONDED:

That permission be granted to the owner of strata lot 209 to enclose their carport.

MOTION CARRIED

9) Parking

Inspection Reports

The Strata Manager tabled for Council's information copies of the parking inspection reports.

Parking Infractions

The Strata Manager tabled copies of correspondence forwarded to owners regarding the parking infraction reports as submitted by the caretakers.

Response from owner: The Strata Manager tabled copies of correspondence from a strata lot owner advising that the notice sent to him regarding the improper parking of a motor vehicle on the roadway in front of his strata lot was sent in error.

Use of Visitor Parking Lot

The Strata Manager tabled copies of correspondence as forwarded to the owner of a strata lot regarding the Strata Council's prior decision to not authorize residents of River Springs to park motor vehicles in the visitor parking area.

OTHER BUSINESS:

Snow Damaged Hedge

Staff were requested to forward correspondence to a strata lot owner with regard to snow damage which has occurred to the owner's hedge which borders on a roadway. The snow damaged hedge is leaning over and into the roadway area. The owner will be requested to either tie up the hedge or effect repairs to remove the overhanging branches from the roadway.

Bylaws

It was noted by members of Council that the Bylaw Committee has met and undertaken further review of the proposed bylaw amendments. It was noted that the Committee would be forwarding their questions and comments on the suggested bylaw revisions to staff so that further discussion can take place regarding working the bylaw amendments through to a satisfactory form to be presented to the ownership.

Tree Maintenance

With respect to Bartlett Tree Experts, members of Council reviewed a proposal from Bartlett Tree Experts regarding tree maintenance and repair work in and around the recreation centre area. As some of the trees in question have subsequently been damaged by snow fall it was agreed that the contractor would be asked to meet with the Landscape Committee Chairperson

to review the quotation and ensure that the quotation includes only those items which are necessary to do.

Staff were requested to ask Bartlett Tree Experts to inspect and repair a large dangerous branch hanging from a tree near the intersection of Metcalfe and Shaughnessy.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:39 pm, until Tuesday, April 18, 2017, at 7:00 pm in the recreation centre.

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/sj