

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 939,  
RIVER SPRINGS, HELD ON MONDAY, MAY 15, 2017, 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, Garden Committee  
    Laura Woodward, Social-Recreation Committee  
    Annice Hardin-Tibando

    Allan Grandy,  
    Strataco Management Ltd.

**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Darren Berg, at 7:00 pm.

**DELEGATION:**

The owner of strata lot 1 addressed the Strata Council, raising concerns about a storm damaged tree located on common property behind the strata lot. Council asked staff to arrange for the tree to be inspected by Bartlett Tree Experts and a report provided on the tree's condition and repair required.

The owner reported that an out-of-province recreational vehicle has been parked in the visitor parking area for some time. Council noted that the caretakers would be requested to follow up on the vehicle and possibly have it towed.

The owner lastly expressed his satisfaction with the efforts of the new landscaper, after which he left the meeting, with members of Council thanking him for attending.

**MINUTES OF THE MEETING OF APRIL 18, 2017:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of April 18, 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 a number of favourable comments had been received concerning the performance of the new landscapers. Mr. Berg noted that repairs to prepare the pool for opening are ongoing and will include repairing the lock on the gate entering the pool area. It was also noted that a lock repair is required to the playground gate on Elizabeth Drive.

**STRATA MANAGER'S REPORT:**

**1) Finance Report**

Financial Statements

The Strata Manager tabled the financial statement for the month of April 2017. The Treasurer reported on his review of the financial statement, after which it was

MOVED AND SECONDED:

That the financial statement for the month of April 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.

GIC Renewal

The Strata Manager tabled copies of documentation from RBC Dominion Securities concerning renewal of a maturing GIC which formed part of the Strata Corporation's contingency reserve fund.

Arrears Notices

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

**2) Staff Report**

Caretakers

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

Recreation Centre

The Strata Manager advised that the gutter system of the recreation centre had been cleaned by Knightsbridge Enterprises.

Telus Box

The Strata Manager tabled correspondence from strata lot 292 concerning a Telus box in the driveway which appears to have sunk. The matter has been referred to Telus for attention.

Lifeguards

The Strata Manager reviewed with Council the lifeguards retained for the summer swimming season, and confirmed the meeting to be held with the lifeguards this week to make final preparations for opening of the pool on the long weekend as is normally done.

**3) Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: receipt of pool wristbands; servicing of swimming pool heater; preparation of swimming pool for opening; inspection and approval of swimming pool by Health Department; emergency call regarding reported drain backup; cleaning of storm drain system by McRae's Environmental; replacement of electrical kiosk power supply line to strata lot 3 by McKinley Electric; swimming pool deck repairs and repairs to trip hazard by swimming pool, by Concrete Only; annual fire hydrant servicing; lamp post repair near strata lot 231 by Global Environmental; RV fence/gate repair; repair to rec centre downpipe by Knightsbridge Enterprises; light repairs in rec centre changeroom by Global Environmental; repair to recreation centre furnace by Citywide Plumbing; lock installation on gate to trail system beside recreation centre; clearing of gravel from swimming pool deck drains.

It was noted that the electrical line servicing strata lot 3 from the electrical kiosk has now been replaced by McKinley Electric and an insurance claim has been opened for the failed cable. After discussion of the matter, and in light of the reported cause of failure of the cable it was

**MOVED AND SECONDED:**

That the applicable insurance deductible related to the electrical line replacement at strata lot 3 be charged back to the strata lot owner.

***MOTION CARRIED***

It was noted that the contractor cleaning the storm drain system had not provided the requested one week's advance notice of servicing. Council discussed whether a change of contractor should be considered in the future as the lack of notice had occurred on more than one occasion. At the conclusion of discussion staff were requested to communicate directly with the service contractor regarding the lack of notice.

It was noted that the fire hydrant service contractor had also not notified the Strata Corporation in advance of the scheduled servicing, which prevented notice from being given to the owners to advise of the possible dirty water which can result from the fire hydrant servicing. The contractor apologized for the oversight and noted that the water condition was not hazardous at any time.

**4) In Progress**

The Strata Manager advised that the following remained in progress: asphalt roadway repair; receipt of quotation for concrete repairs at entrance to rec centre; opening of pool (scheduled for May 20, 2017); lifeguard meeting (scheduled for May 17).

Council reviewed the quotations received for pothole repairs at strata lot 87, after which it was

**MOVED AND SECONDED:**

That staff be requested to proceed with the pothole repair.

***MOTION CARRIED***

**5) Landscaping**

**Lawn Care Plus**

The Strata Manager tabled copies of the revised quotation for repairs in and around the gazebo and rec centre area, along with authorization to proceed given to the landscaper.

**Boulevard Trees**

The Strata Manager tabled quotations from The Tree People and Bartlett Tree Experts for the pruning of the large evergreen trees along Shaughnessy. After reviewing the quotations it was

**MOVED AND SECONDED:**

To accept the quotation from The Tree People.

***MOTION CARRIED***

Irrigation System

The Strata Manager confirmed that University Sprinklers had completed repairs required to the irrigation system and it has been reported to be fully operational.

Tree Removal

The Strata Manager tabled a report and quotation from Bartlett Tree Experts regarding the removal of a tree from strata lot 120 which was considered hazardous. Staff were requested to have The Tree People provide their quotation when they are working on site.

**6) Insurance**

Winter Tree Damage

The Strata Manager tabled correspondence received in response to the Strata Corporation's request that an investigation be made into possible coverage for repairs to trees damaged by snow and ice during the winter. The matter was reviewed by the Strata Corporation's insurers and it was reported that no coverage was available.

Insurance Claim

The Strata Manager confirmed that the insurance claim for replacement of the failed power cable servicing strata lot 3 had been accepted. The work has been reported as completed and the invoice has been forwarded to the Strata Corporation's insurers for payment subject to the applicable \$1,000.00 deductible.

**7) Correspondence**

The Strata Manager tabled copies of correspondence regarding welcome packages; water loss; hydrant flushing; garbage truck striking owner's retaining wall; tree repairs; secondary suite; rental of rec centre; report of sinkhole developing.

Council considered the report of a secondary suite within a strata lot and staff were asked to send correspondence to the City of Coquitlam notifying them of the existence of the suite as the Strata Corporation's bylaws require secondary suites to be approved by the City.

It was noted that the furnace failure on the day of a rental of the recreation centre hall had an impact on the renter, and it was

MOVED AND SECONDED:

That the hall renter be reimbursed for the rental fee.

*MOTION CARRIED*

**8) Parking**

The Strata Manager tabled parking violation notices forwarded to various strata lots in regards to improper parking on roadways and on strata lot landscaped areas. In discussing the ongoing matter of roadway parking Council requested the caretaking staff post notices on vehicles found improperly parked on the roadways, and that the license plates be recorded. If any vehicle is found to be repeatedly parked on the roadway towing will be warranted.

Further correspondence was tabled from owners indicating that they had received a letter concerning improper parking of a vehicle on the roadway, and that the vehicle in question did not belong to them.

9) **Bylaws**

The Bylaw Committee reported that the sample bylaw revisions had been forwarded to staff for typing and upon completion would be provided to all Council members for consideration and discussion at a subsequent meeting.

**OTHER BUSINESS:**

Cedar Hedge

Staff were asked to forward correspondence to a residence on Metcalfe and Bow regarding the cedar hedge that is blocking light from the lamp post.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:25 pm, until Monday, June 19, 2017, at 7:00 pm in the recreation centre.

**STRATACO MANAGEMENT LTD.**

**#101-4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)**



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