

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 939, RIVER SPRINGS, HELD ON WEDNESDAY, JANUARY 3, 2007, AT 7:00 PM IN THE RECREATION CENTER, 1950 LODGE DRIVE, COQUITLAM, BC

Council in attendance:

Kelly Wainwright, President
Chuck Davidson, Vice-President
Jose Lopez, Treasurer
Chris King, Landscaping
Joanne James, Social Recreation
Cathy Hughes, Information Committee
Debbie Mann, Social Recreation (arrived 8:44 pm)

Allan Grandy,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Kelly Wainwright, at 7:06 pm.

DELEGATION:

The owner of strata lot 88 addressed the Strata Council with regard to the status of drain line repairs for a drain which runs from the bluff area behind his strata lot towards the road in front of the strata lot.

It was noted during the course of discussion that the drain runs across two strata lots and was the subject of repair some months ago. These repairs appear to be holding, and as per discussions at the previous meeting of the Strata Council, the resident caretaker has been authorized to clean the collection catch basin behind the owner's strata lot to facilitate the free movement of water through the system. Quotations have been requested for the replacement of the drain line which was installed approximately 18 – 19 years ago, to upgrade the drainage pipe and to ensure that the pipe is buried at an appropriate depth to meet current code requirements. Due to the cost of this upgrade, the potential expense was not contemplated until after the budget was finalized for presentation to the ownership at the Annual General Meeting, and unless the situation is an emergency Council would prefer to fund the upgrading of the drainage line in a subsequent budget.

The owner noted that the catch basin itself may require a larger screen to allow for more water flow and better filtration of debris entering the drain system, and understood the Strata Corporation's desire to plan for the upgrading of the drainage line within the next operating budget. The owner concurred that at this time the drain appeared to be functioning, and suggested that the resident caretaker could perhaps be instructed to clean the catch basin after each rain storm, as opposed to bi-weekly, as the blockages are more likely to occur after heavy rainfall.

The owner then left the meeting, with Council thanking him for attending.

MINUTES OF THE MEETING OF DECEMBER 6, 2006:

It was

MOVED AND SECONDED:

That the minutes of the meeting of December 6, 2006 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President confirmed that as noted in the previous meeting minutes, the Strata Corporation has agreed to an addendum to the previous contract with Strataco Management Ltd., extending the contract for 3 years. The related documentation has been signed.

The President reported that the Christmas party had been held and was enjoyed by all who attended. Thanks were extended to Joanne James for her effort in organizing the Christmas party.

Mr. Wainwright noted that the Christmas light display contest had been held, and the winner was 1233 Oxbow Way. Second place was awarded to 1982 Bow Drive, and third place to 1909 Lodge Drive. Honorable mention was given to 1905 Lodge Drive. It was noted that the Christmas light display this year was exceptional, and appreciation was extended to all owners for their efforts.

The President lastly noted that the authorized tree chipping program for the recreation centre had been approved, and that the donations will go to a charitable organization.

PROPERTY MANAGER'S REPORT:

1) Finance Report

Financial Statement

The Manager tabled the financial statement for the month of November 2006. The Treasurer reported that he had reviewed the financial statement and found it to be in order. It was then

MOVED AND SECONDED:

That the financial statement for the month of November 2006 be adopted as distributed.

MOTION CARRIED

The Treasurer asked whether the accounting program used by management could add an additional column to the balance sheet print out which would include not only the current reporting month, but also the position of the Strata Corporation at the start of the fiscal year. It was agreed that this would be investigated.

Receivables Report

The Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review, it was

MOVED AND SECONDED:

That a lien be authorized for placement against strata lot 419, for the collection of all outstanding monies and associated costs of collection, pursuant to the provisions of the bylaws of the Strata Corporation and the Strata Property Act.

MOTION CARRIED

Investment Statements

The Manager tabled for Council's information copies of the most recent investment statements received from CIBC Wood Gundy.

2) Staff Report

Caretaker Logs

The Manager confirmed receipt of the caretaker logs submitted by the Strata Corporation's caretaker. These logs are held on site for review as required.

Relief Caretaker Logs

The Manager tabled copies of the relief caretaker logs received since the last meeting of the Strata Council.

Resident Caretaker

The Manager tabled copies of correspondence to the resident caretaker concerning additional work items to be completed as authorized by the Strata Council. Staff was requested to arrange a meeting with the resident caretaker to review the timeliness of completion of previously requested items.

Reimbursement

The Manager tabled copies of correspondence regarding reimbursement to the relief caretakers for an out-of-pocket expense.

Lifeguards

It was noted that it was anticipated staff would have to call for resumes to fill positions which are expected to be open in the upcoming swimming season for lifeguards and swimming instructors at the pool. After a review of past hiring practices, it was

MOVED AND SECONDED:

That staff be authorized to advertise both within and outside of River Springs, for resumes from persons interested in filling any vacancies for lifeguard and swim instructor positions.

MOTION CARRIED

Council then discussed the remuneration paid to the lifeguards, during which it was agreed that no change would be authorized at this time.

3) Completed Items

The Manager advised that since the last meeting of the Strata Council the following items had been completed: ordering of two new signs for recreation centre from Kodiak Signs; contact with City of Coquitlam regarding receipt of funds for sale of land; repair to GFI for electrical supply in RV parking lot; marquee sign alterations to be discussed; street light repair at 1892 Bow by Global Electric.

It was noted that the matter of alterations to the marquee sign had been discussed by the previous Strata Council. Staff was requested to obtain a costing estimate as an alternative to the proposed modifications, to install gas charged arms to help left the sign screen, or alternatively, to install a block and tackle mechanism to assist the caretakers with lifting the screen.

4) **In Progress**

The Manager advised that the following items remained in progress: receipt of concrete curb repair quotations; servicing of recreation centre furnace by Citywide Plumbing; alteration to recreation centre hall floor furnace vents by Restoration Services; electrical breaker repair to swimming pool filter pump by Global Electric; ordering of pool tags for summer season.

With regards to the pool tag order, it was

MOVED AND SECONDED:

That staff be authorized to order 1,500 yellow pool tags for the upcoming swimming season.

MOTION CARRIED

5) **Landscaping**

Davey Tree Service

The Manager confirmed that Davey Tree Service has been authorized to attend to emergency tree repairs on site as a result of the recent wind storms and snow and ice, which caused damage to some trees. It was also noted that staff were currently awaiting a final report and the consultant's recommendations from Davey Tree Service on the costs to prune and/or remove the large cottonwood tree located behind 1243 River Drive at the lake edge.

Precision Landscaping

The Manager tabled copies of correspondence authorizing the emergency clean up of tree debris which had fallen on the common property, confirming renewal of the landscape maintenance contract, and confirming renewal of the garden improvement contract at Shaughnessy Place and Shaughnessy Drive. The Manager also confirmed receipt of the maintenance log from the contractor.

6) **Correspondence**

The Manager tabled copies of correspondence pertaining to recreation centre noise, and welcome packages.

It was noted that additional communications have been received from the owner of strata lot 7, requesting further modifications to the recreation centre to control noise emanating from the facility during private functions. Council noted that they would not favourably consider modifications such as upgrading the windows to twin seal windows or installing air conditioning so that doors and windows could be kept closed in the summer. Council also noted that they would not recommend any changes to the current rental times. Staff were requested to respond to the owner.

7) **2007 Meeting Schedule**

The following dates were confirmed as regular Strata Council meeting dates: January 3, February 7, March 7, April 4, May 2, June 6, July 4, August 28 (tentative budget meeting), September 5, November 7 (last Council meeting for 2007). The Annual General Meeting is scheduled for October 17, 2007. All meetings are held at 7:00 pm in the recreation centre.

OTHER BUSINESS:

Marquee Sign Messages

Council received and reviewed correspondence from an owner inquiring on the wording of messages which can be placed on the marquee sign in regards to holiday seasons. Council noted that there were no restrictions on this matter.

Owner Correspondence

Correspondence was received and reviewed from the owner of strata lot 11. Council reviewed the owner's correspondence in detail, with regards to previous discussions and communications with the owner relating to lake levels, management, inspection of the owner's home etc. At the conclusion of the discussion, staff were requested to prepare a draft response to the owner, which would be reviewed by Council before forwarding to the owner.

Email Protocol

A member of Council circulated a protocol procedure to be followed with regards to emails between members of the Strata Council. After review Council agreed that the procedure was reasonable, and it was

MOVED AND SECONDED:

That the Strata Council protocol pertaining to emails be approved.

MOTION CARRIED

Meeting with Department of Fisheries and Oceans

A member of Council reported on the onsite meeting held in December with a representative from the Department of Fisheries and Oceans. In attendance were Council members Kelly Wainwright and Chuck Davidson, Lake Committee Liaison Joan Issacs, and representatives of the Department of Fisheries and Oceans. It was reported that as a result of this meeting, the DFO has indicated that it is not concerned about the level of the lake, and that the level can be arbitrarily set by the Strata Corporation. They do, however, care about the amount of flow exiting the lake as minimal levels are required for the salmon enhancement program. The DFO gave their recommendations on the lake levels which, in their opinion, should be maintained, and provided a metering device for use by the Lake Committee in monitoring lake levels. They also reviewed the intakes for water to the lake. It was further noted that during the month of January a meeting will be held on site with the Lake Committee, to instruct the Committee on how to monitor and adjust lake levels.

It was reported that the meeting with the Department of Fisheries and Oceans was positive, and that the DFO wished to work with the Strata Corporation, Strata Council and the Lake Committee. At this time, engineering information requested from the DFO has not yet been received.

It was lastly noted that as a result of the DFO outgrowing the existing hatchery they may consider moving the same.

Meeting with City

It was noted that the Strata Council President would be meeting with a representative of the City of Coquitlam municipal council to discuss issues pertaining to the bluff and lake dredging.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:59 pm, until Wednesday, February 7, 2007, at 7:00 pm in the recreation center.

STRATACO MANAGEMENT LTD.

8553 Commerce Court

Burnaby, BC

V5A 4N4

Tel: 604-294-4141

Fax: 604-294-8956



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.

/dc