

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 939, RIVER SPRINGS, HELD ON THURSDAY, MARCH 13, 2008, AT 7:00 PM IN THE RECREATION CENTER, 1950 LODGE DRIVE, COQUITLAM, BC

Council in attendance: Kelly Wainwright, President
Chuck Davidson, Vice-President (arrived 7:20 pm)
Jose Lopez, Treasurer
Linda Fitzgerald, Social Recreation Committee
Chris King, Lake Liaison Committee

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Hamish Wheatley, Landscaping
Peter Endisch, Communications

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Kelly Wainwright, at 7:02 pm.

MINUTES OF THE MEETING OF FEBRUARY 21, 2008:

It was noted that, with regards to discussions concerning the newsletter, that some issues have been experienced by the newsletter editor with advertisers not paying for their ads on time. It is confirmed by Council that in the event that advertisers do not pay for their ads on a timely basis, that their ads in the newsletters will be removed. It was

MOVED AND SECONDED:

That the minutes of the meeting of February 21, 2008, be adopted as amended.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

It was reported that the City of Coquitlam has now issued a cheque to the Strata Corporation in the amount of \$7,100.00 representing interest on the monies to be paid to the Strata Corporation to David Avenue connector land-taking. The City confirmed that this amount was calculated at 4% for the past 31 months. Members of Council were pleased that the City of Coquitlam has seen fit to take this action and issue the interest payment to the Strata Corporation. The principle amount was received by the Strata Corporation a few months ago.

The President confirmed that an on-site meeting had been held with Davey Tree Services and staff, in addition to himself, and that work has commenced on authorized tree pruning work along Shaughnessy Street.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statement for the month of January 2008. The Finance Committee Chairperson reported that he had reviewed the financial statement and, other than a request for re-coding of an invoice for Davey Tree Service from one expense account to another, recommended its adoption. It was then

MOVED AND SECONDED:

That the financial statement for the month of January 2008 be adopted subject to the re-coding change of a Davey Tree Service invoice, as noted by the Finance Committee Chairperson.

MOTION CARRIED UNANIMOUSLY

It was then reported that, as of January 31, 2008, the Strata Corporation now has \$1,038,700.00 in its contingency reserve fund.

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No collections action was recommended by staff on any collection matters at this time, other than those actions already initiated by the Strata Corporation.

Appointment of Auditor

The Strata Manager tabled copies of correspondence confirming the appointment of Mr. Don Guthrie as auditor for the Strata Corporation for the previous fiscal year. The Finance Committee Chairperson confirmed that he has received and signed the audit engagement letter, which was returned to staff to be passed on to the auditor.

Collections

The Strata Manager tabled correspondence concerning collection activities involving strata lot 403 for members of Council's information.

Refund Request

The Strata Manager noted that the request for a refund of towing costs for an owner had been tabled from the previous meeting. It was agreed that this matter would be tabled for discussion at a later point at this meeting.

2) Staff Report

Daily Log

The Strata Manager confirmed receipt of the report logs from the resident caretaker which are kept on file for referral as needed.

Memo to Caretakers

The Strata Manager tabled copies of a memo forwarded to the caretaking staff regarding the opening of the Recreation Centre on time for user groups.

Pool Lifeguard and Swimming Instructors

It was noted that one of the previous lifeguard/swimming instructors would not be returning to work at River Springs, and that an advertisement would be placed in the newsletter concerning the need for the Strata Corporation to fill this vacancy.

Recreation Centre Damage from Private Party

The Strata Manager reported to members of Council regarding discussions held with the party responsible for causing damage to the Recreation Centre during a private function. Staff were awaiting receipt of a letter from the user regarding the proposed re-payment plan to reimburse the Strata Corporation for costs related to the replacement of a broken window and damaged tile in the men's washroom.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: memo regarding pool deck sealing, and coping stone repairs; correspondence to Mission Home Decorating regarding head rail repairs; authorization to University Sprinklers to start up irrigation system; receipt of swimming pool tags from TB Vets; repair of carport leak at Strata Corporation's strata lot; gazebo railing repair by Harmony Restorations; repair of men's washroom tile by PacWest Enterprises; tabling of information on truck acquisition and snow plow purchase for Council's information.

Concerning the above, it was then

MOVED AND SECONDED:

That staff be authorized to accept the quotation as submitted by The Crack Man for repairs to the swimming pool coping stones and for the cleaning and re-sealing of the swimming pool deck.

MOTION CARRIED UNANIMOUSLY

With regards to materials left stored for disposal in the Recreation Centre small meeting room, staff were authorized to retain the services of a contractor to remove the same. A lengthy discussion then ensued with regards to the estimated costs of purchasing a suitable pickup truck and plow which would enable the Strata Corporation to undertake snowplowing services internally rather than by looking to outside plowing services. A cost review was carried out of possible truck acquisition, plow purchase, servicing of the equipment, insurance, driver training, and the availability of the driver at times when plowing would be required.

Discussion noted the potential payback period of doing internal plowing as compared to the possible retention of outside plowing services a few times per year. At the conclusion of the discussion, it was suggested that this matter be tabled, and that staff be requested to obtain quotations for alternative plowing services. It was noted that should the Strata Corporation establish a pre-determined plowing procedure and criteria, rather than wait until after a heavy snow fall to make a decision on whether plowing services should be obtained, that the Corporation may obtain more favorable pricing for plowing services. Further discussion of this matter was tabled for a later date.

4) **In Progress**

The Strata Manager advised that the following items remained in progress: receipt of additional information from Imperial Paddock Pools for pool salt sanitizing system; preparation of pool for opening; powerwashing of tennis courts and pool area; repair of Recreation Centre refrigerator.

With regards to the pool salt sanitizing system, it was noted that no additional information has been received from Imperial Paddock Pools, and as such, it was not anticipated that sufficient information would be available, as suggested by Paddock, to enable the Strata Corporation to make a decision on this matter prior to the opening of the pool. It was noted that the Recreation Centre refrigerator was scheduled for repair the following day.

5) **Landscaping**

Davey Tree Services

The Strata Manager confirmed the onsite meeting held with Davey Tree Services representative on February 28, 2008, and the authorization for commencement for the pruning of large trees within the budget allotment previously approved by Council. Work would be focusing on the north-east end of Shaughnessy. The Strata Manager then tabled an inspection report as submitted by Davey Tree Services regarding a potentially hazardous tree behind strata lot 87. Davey Tree Services has recommended that the large tree be removed for safety reasons. It was then

MOVED AND SECONDED:

That staff be authorized to remove the tree in question, subject to staff verifying that the tree is indeed located on common property.

MOTION CARRIED UNANIMOUSLY

The Strata Manager lastly reported that Davey Tree Services has been requested to provide their quotation for the review of the trees on the bluff, and staff are currently awaiting receipt of this quotation.

6) **Correspondence**

The Strata Manager tabled for Council's information copies of correspondence regarding the following: strata lot modifications; newsletter issues; damage to property; welcome packages.

Members of Council then reviewed correspondence submitted from the owners of strata lot 36, wherein the owners have requested permission to modify their carport. It was noted a sketch was not included of the proposed modification, and the owner is to submit the required information prior to final approval being granted.

OTHER BUSINESS:

Refund

Members of Council then discussed, at considerable length, the request by a strata lot owner for a refund of costs incurred as a result of the towing of the owner's daughter's uninsured vehicle from the visitor's parking lot. Members of Council reviewed the information provided by the

owner concerning this matter, and the bylaws of the Strata Corporation, and the actions taken by staff in the removal of this vehicle. After a lengthy discussion, it was

MOVED AND SECONDED:

That the refund be authorized, with payment made to the owner for expenses incurred in the towing of the vehicle.

MOTION DENIED (2 votes for, 3 opposed)

Lake

Members of Council noted that additional information has not been received from an alternative consultant concerning leak issues, and as such, it was

MOVED AND SECONDED:

That staff be authorized to contact Gardener Lee based upon their submission to Council, and that a meeting be held to set up the parameters by which Gardener Lee would be hired to provide information on lake related issues.

MOTION CARRIED UNANIMOUSLY

Department of Fisheries and Oceans

Staff were requested to inquire of the Department of Fisheries and Oceans as to whether or not they would be stocking the lake this year.

Aquafit

It was noted that approximately twenty people had expressed interest in participating in an aquafit program. Staff were requested to determine whether or not an aquafit instructor could be obtained.

Newsletter Delivery

Members of Council then received the names of those persons who had indicated interest in delivering the newsletters. All parties who submitted their names in regards to this position had their names put into a hat and a single name was drawn, to be provided to the newsletter editor to serve as the delivery person. A second name was drawn to serve as the back-up delivery person.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:17 pm, until Thursday, April 10, 2008, at 7:00 pm in the Recreation Centre.

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