

**MINUTES OF THE BUDGET COUNCIL MEETING
STRATA PLAN LMS 3279 – BOULEVARD GREEN
WEDNESDAY, APRIL 24, 2013 AT 7:00PM
#7– 3300 PLATEAU BLVD, PORT COQUITLAM**

Name	Unit	Position	Name	Unit	Position
Rod Giles	#9	President/Treasurer	Gillian Queenan	#11	Vice President
Winson Sung	#7	Secretary			
Regrets					
Sandra Bradley	#3	Member / Volunteer			

Quay Pacific Property Management Ltd.: Louise Gulbransen

1. Call to Order

The meeting was called to order at 7: 20 by Rod Giles, President.

2. Adoption of Previous Minutes

It was **Moved** by Rod to adopt the minutes of the January 16th, 2013 council meeting. **Second** by Winson. **Carried.**

3. Financial Report

Council reviewed the financial statements for March 2013.

- a) It was moved and seconded by council to fine owners who do not pay their maintenance fees on before the first of the month as per the bylaws. A bylaw infraction letter will be mailed out the third week of each month and a fine will be levied 21 days later In accordance with Section 135 of the Strata Property Act. **Carried.**
- b) Unit in Arrears – One unit has not paid strata fees for over a year. The financial institution is making sporadic payments. Council directed Management to contact Mortgage Company in writing to inquire if the strata fee payments can be made, in full, on a regular basis.

It was **Moved** by Winson, to approve the financials up to and including March 2013 as presented. **Second** by Gillian. **Carried.**

4. Unfinished Business

- a) **Structural Beam Repairs** - Units 22, 23 and 24. – See item 5 b) below.
- b) **Concrete Walkways** - Units 10 and 11 – These two walkways were replaced last year with the standard gray concrete. It was moved and seconded by council not to apply any further coating or stain to these walkways in an attempt to match the current coloured concrete. **Carried.**
Management to call contractor who completed the work to inquire if an indent due to a foot print can be repaired.

5. **Quotes**

- a) **Tree Removal** – Davey Tree – \$2,750.00 (plus the cost of permit from City of Coquitlam). It was moved and seconded by council to approve the quote for tree removal. **Carried.**
The tree removal is to be paid from the balance of the special assessment as per special resolution of 2012 and from the operating budget. Management to mail notice indicating the trees to be removed and the reasons for the removals. Gillian to deliver notices to each owner one month prior to work being completed.
- b) **Structural Beam Repairs at Unit** – Variant Services - \$2,370.00. It was moved and seconded by council to approve quote for repairs to the structural beams at unit 22, 23 and 24. **Carried.**
This will be paid from the operating budget.
- c) **Fence Replacement.** – Allquest Contracting - \$6,870.00, Variant Service - \$6,950.00. Quote not approved. It was moved and seconded by council to approve the replacement of a section of fence, from unit 17 to 24 only. **Carried.**
Management to obtain revised quote from Variant Services. This will be paid from the operating budget.
- d) **Deck and Balcony** – Vinyl covering replacement. Sundecks Unlimited – Total for all decks - \$25,957.00. Council did not approve quote. The replacement of deck vinyl has been deferred and will be reviewed in 2014.
- e) **Painting of Wood Trim** – A. Craig & Son Painting - wood trim on buildings - \$46,000, fences - \$14,400, three arbours and four lattice posts - \$2,800.00. Pacific Heights \$70,875.00. Council did not approve quote for painting of the wood trim. It was moved and seconded by Council to approve quote for painting the fences, arbours and lattice posts. **Carried.**
A special resolution will be presented at the Annual General Meeting to raise funds for this project. Management to obtain two additional quotes.
- f) **Depreciation Reports.** As per the Strata Property Act a Depreciation Report must be completed by December 14, 2013, however a Strata Corporation can choose to waive this requirement through the passing of a $\frac{3}{4}$ vote at an Annual General Meeting. A resolution will be presented at the Annual General Meeting.
- g) **Roof Maintenance** – Roofix- \$19,305.81 Unsolicited quote. Council did not approve.

6. **Correspondence for Discussion (*Sent items are in Italics*)**

- a) **13-04-10** – Email from owner requesting to park on parking pad due to numerous break-ins while parking on the street. Council has given permission for the owner to temporally park in visitors parking from the hours of 10:00pm to 8:00am, 7 days a week, for a period of one month, providing the owner provides documentation from the RCMP and Insurance Corporation of BC for damages to her vehicle.

7. **Correspondence (*Sent items are in Italics*)**

- a) **13-01-17** – Letter to Owner – reply to request to reverse fine.
- b) **13-01-17** – Letter to owner – reply to waive administrative charges.
- c) **13-01-16** – Welcome letter to unit #8.

8. **New Business**

- a) **2013-14 Budget** – Council reviewed draft budget and recommended changes. It was moved and seconded by council to approve budget with amendments. **Carried.**
Management was directed to send copy of revised budget to council.
- b) **Pressure Washing** - Council has requested quote for pressure washing of all concrete areas, including ground floor patios, and walkways up to each unit.
- c) **Scheduling of Routing Maintenance** - Council requested routine work to be completed in June of each year in the following order: f gutter cleaning, pressure washing and window washing.
- d) **Bears in Area** – Please be advised a bear has been spotted on the property. Management to call City of Coquitlam to ask them to remove the garbage in the area of the creek. Winson is contact person. *Post Meeting Note: E. A. Landscaping called management stating he removed the garbage at no cost to the strata corporation.*
- e) **Bylaw infraction letter** – Council directed Management to send out bylaws letters regarding parking and garbage.

9. **Termination of Meeting**

There being no further business it was **Moved** by Rod that the meeting be adjourned at 10:00PM. **Second** by Winson. **Carried.**

The next scheduled is the Annual General Meeting to be held on May 23, 2013 at 7:00pm

Minutes prepared by **Quay Pacific Property Management Ltd.**

535 Front Street, New Westminster, BC V3L 1A4

Phone: 604 521 0876

Fax: 604 525 1299

Owners are advised to keep copies of all strata meeting minutes. A fee will be charged for replacement copies.
