



MOUNTAIN VIEW VILLAGE STRATA PLAN LMS 2284

**COUNCIL MEETING MINUTES
WEDNESDAY, JULY 11, 2012, 6:30 PM
Amenity Room, 223 Mountain Hwy**

COUNCIL PRESENT:

**Dawn Lagerbom Drazen Manojlovic
Andrew Prenty Barb Brennan
Pamela Johns Ralph Miller**

COUNCIL ABSENT:

Nick Fairburn

MANAGEMENT PRESENT:

**Colleen Hynes
Pacific Quorum Properties Inc.
colleen@pacificquorum.com / direct line: 604-638-1964**

1. CALL TO ORDER

Andrew Prenty, Council President declared a quorum and called the meeting to order at 6:38 p.m.

2. ADOPTION OF PREVIOUS MEETING MINUTES

The minutes of the Council meeting held on May 30, 2012 were circulated prior to the meeting.

It was:

MOVED/SECONDED (Prenty/Lagerbom) to approve the minutes as circulated.
CARRIED

3. BUSINESS ARISING

A. Action List - Attached

Majority of items completed. Follow up required on 2 items for next meeting.

4. FINANCE

A. Financial Statement

The Financial Statement to May 31, 2012 was circulated prior to the meeting.

B. Arrears

There are several owners who are not paying their fees up to date or on time.

Late fees and fines will continue to be charged on all late payments. It is very important that owners pay their strata fees on time to ensure the Corporation can meet its financial obligations every month.

Any owner with a balance over \$1,500.00 will have a lien registered against the strata lot.

5. **GENERAL MAINTENANCE**

A. **Carpet Repair Quotes**

Quotes received and reviewed.

It was:

MOVED/SECONDED (Prenty/Johns) to approve the quote from Strata G in the amount of \$1,125.00 plus taxes.

CARRIED

B. **Residential Janitorial Quotes**

Several quotes have been obtained and are being reviewed.

PQ to send task list to all quoting companies to ensure it is included in the price as well as add the sweeping of the front and back sidewalks and removing cobwebs above entrances on the ground floor.

Everyday Allstar to be asked for quote for the commercial space only.

D. **Flashing Cleaning**

PQ provided a quote from Sea to Sky to clean the flashings.

E. **Painting Quotes**

Quotes were obtained to paint the center stairwell. Council reviewed the quotes prior to the meeting.

It was:

MOVED/SECONDED (Prenty/Miller) to approve the quote from ProStar in the amount of \$1,100.00 plus taxes.

CARRIED

F. **RFS Quote**

An additional quote was obtained from Bemco in the amount of \$5,500 - \$6,500.00. This will be discussed at the AGM.

G. **Junk Day Bin Quote**

A quote was provided by Full Circle Disposal. Council approved the ordering of a 25 yard bin at a cost of \$604.80. PQ to confirm bin can be dropped off on a Saturday afternoon or a Sunday and picked up early Monday morning.

H. **Accurate Glass Quote**

PQ to request information on which doors would be repaired.

I. **Bark Mulch Quote**

PQ provided a quote from Swicks to mulch half of the back gardens.

It was:

MOVED/SECONDED (Johns/ Manojlovic) to approve the quote in the amount of \$2,162.00 plus taxes.

CARRIED

J. **Unit 305 Water Leak**

PQ provided the council with a link to the project website. The repair work is almost complete and the owner will be billed for the repairs.

- K. **Roof Reports**
PQ provided the council with the reports on the roof inspections prior to the meeting.
- L. **Replacement Blinds**
PQ to confirm Strata G will replace the blinds that are missing.
- M. **Service Requests Issued**
Copies of all service requests provided to the council.
- N. **Quote Requests**
Copies of all quote requests provided to the council.
- O. **Purchase Orders**
Copies of all purchase orders issued provided to the council.
- P. **Trellis Repairs**
PQ to request quote from Circle to repair the trellis over the garbage area, including cutting back the wisteria, use 2x6 treated lumber and do not paint.
- Q. **Removal of Cement Ashtray**
PQ to have the ashtray removed.

6. **CORRESPONDENCE**

- A. **Janitorial Contract**
PQ sent service termination to the existing janitorial company.
- B. **Owner Complaint**
Council met with owner to discuss the issues. PQ to obtain quotes to remove trees in back of building. This will have to be voted on at the AGM.
- C. **Smoking on Decks**
Residents are reminded that cigarette smoke can travel to adjacent units. Please be considerate of your neighbours.
- D. **Dog Waste**
Dog waste has been left in the hallways and sidewalks. Pet owners are reminded to clean up after your pets or you will not be permitted to keep pets in the strata lot.
- E. **Letters**
Copies of letters sent were provided to the Council.

7. **NEW BUSINESS**

- A. **Residential Parking Stalls**
PQ to send letters, including fines, to those residents who are not keeping their parking stalls clear.
- B. **Bike Room**
The bike room will be cleaned out on July 26th.
- C. **Management Contract**
The council was provided with a new contract from PQ. This contract is necessary per

the Real Estate Act.

It was:

MOVED/SECONDED (Miller/ Lagerbom) to approve the new contract including the addendum to commence use of PQ Online.

CARRIED

OWNERS SHOULD SIGN UP FOR PQ ONLINE PER THE ATTACHED REGISTRATION SHEET. THE EMAIL ADDRESS FOR THE COUNCIL WILL NO LONGER BE IN USE. ALL CORRESPONDENCE SHOULD BE DIRECTED TO PACIFIC QUORUM PER THE WEBSITE OR EMAIL ADDRESS BELOW.

THE NEXT COUNCIL MEETING IS SCHEDULED FOR SEPTEMBER 6, 2012.

PACIFIC QUORUM PROPERTIES INC.

Colleen Hynes, Property Manager

As Agents for LMS 2284

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www.pacificquorum.com

Please Note: The Real Estate Regulations may require that a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from Pacific Quorum Properties Inc.

Action List:

- Council to choose notice boards and PQ to order and have installed.
- PM to send task list to janitorial companies
- PM to direct Circle to perform wall repairs, paint and install one doorstep
- PM to arrange for junk day bin.
- PM to send PO to Swicks for bark mulch
- PM to send PO to ProStar for stairwell wall painting.
- PM to send PO to Strata G for carpet repairs.

- PM to reimburse cleaner for cost of stolen vacuum cleaner – waiting on receipt.
- PM to send letters as requested.
- PM to obtain information on Accurate Glass Quote.
- PM to obtain quote from Circle to repair garbage enclosure trellis.
- PM to request gardeners blow off sidewalks at each visit and attend early in the day.
- PM to obtain quote for blind replacement.
- PM to send letter to 105 regarding unapproved renos.