



## WILLOWS STRATA PLAN NW 1389

STRATA COUNCIL MINUTES  
THURSDAY, JULY 4, 2019, 6:30 PM

**COUNCIL PRESENT:**

|                  |                |
|------------------|----------------|
| Ilona Smith      | At Large       |
| Che Robbertze    | Vice-President |
| John Pustai      | Treasurer      |
| Janet Bremner    | Council Member |
| Damaris Campbell | At Large       |
| Mark Attar       | At Large       |

**COUNCIL REGRETS:**

|              |           |
|--------------|-----------|
| Matt Klassen | President |
|--------------|-----------|

**MANAGEMENT PRESENT:**

Martin Carey, Property Manager  
Pacific Quorum Properties Inc.  
[mcarey@pacificquorum.com](mailto:mcarey@pacificquorum.com) / Direct line: 604-634-3040

1. **CALL TO ORDER**

The meeting was called to order at 6:30p.m.

2. **ADOPTION OF PREVIOUS MINUTES – April 16, 2019**

It was

**MOVED/SECONDED**

To adopt the minutes of the April 16<sup>th</sup>, 2019 Council Meeting as presented.

**CARRIED**

3. **FINANCE**

a. **Financial Statements – May, 2019**

Council reviewed the statements for May 2019.

It was

**MOVED/SECONDED**

To table approval of the financial statements for May 2019 as presented.

**CARRIED**

b. **Current Accounts Receivable Report**

Council reviewed the arrears and requested Management continue to follow up with those in arrears.

4. **PREVIOUS BUSINESS**

a. **Repiping Strategy**

It was agreed to table discussion in relation to the repiping strategy as the Council President was not present. Council notes engagement is ongoing with legal counsel on the matter.

**WWW.PACIFICQUORUM.COM**

□ **VANCOUVER (HEAD OFFICE)**  
1777 West 75<sup>th</sup> Avenue  
Vancouver, BC V6P 6P2  
Phone: 604-685-3828 Fax: 604-685-3845  
[vancouver@pacificquorum.com](mailto:vancouver@pacificquorum.com)

□ **SURREY**  
408-7337 137<sup>th</sup> Street  
Surrey, BC V3W 1A4  
Phone: 604-635-0260 Fax: 604-635-0263  
[surrey@pacificquorum.com](mailto:surrey@pacificquorum.com)

□ **WHISTLER**  
103-1055 Millar Creek Road  
Whistler, BC V8E 0K7  
Phone: 604-905-0138 Fax: 604-905-0134  
[whistler@pacificquorum.com](mailto:whistler@pacificquorum.com)

□ **SQUAMISH**  
PO BOX 1519  
101A-38142 Cleveland Avenue  
Squamish, BC V8B 0B1  
Phone: 778-770-0380 Fax: 778-655-1927  
[squamish@pacificquorum.com](mailto:squamish@pacificquorum.com)

**KELOWNA (REGIONAL OFFICE)**  
[kelowna@pacificquorum.com](mailto:kelowna@pacificquorum.com)

**PENTICTON**  
[penticton@pacificquorum.com](mailto:penticton@pacificquorum.com)

**SALMON ARM**  
[salmonarm@pacificquorum.com](mailto:salmonarm@pacificquorum.com)

**SICAMOUS**  
[sicamous@pacificquorum.com](mailto:sicamous@pacificquorum.com)

**b. Bylaw Proposal**

Council reviewed at length a set of legally drafted updated bylaws for the Strata Corporation. Council engaged a legal firm to review the existing Strata Corporation bylaws and to present a revised updated set of bylaws. The bylaws have not been comprehensively updated for a number of years.

Council discussed the proposed set of bylaws and made a number of further changes. Council requested Management post the proposed set of new bylaws for Owners review on the PQ Online website.

**A town hall meeting will be held ahead of the next Annual General Meeting where all Owners will have an opportunity to discuss the proposed bylaw changes and provide feedback to the Council. A notice will be distributed once a date has been confirmed.**

**5. NEW BUSINESS****a. Unit Owner Refund Request**

Council reviewed a request from a unit Owner regarding a refund for a plumbing expense. Council reviewed and discussed the request which included a plumbing report which indicated the source of the back-up was in the common lines. Council agreed to reimburse the Owner for the expense.

**b. Unit Owner Repair Request**

Council discussed a request from a unit Owner for repairs to be performed. Council discussed the matter and agreed to proceed and have the drainage around the unit improved.

**c. DMS Proposals**

Council reviewed a number of proposals from DMS Mechanical for recommended mechanical repairs and items to further investigate. Council requested Management follow up and request further information in relation to the proposed work and to ask why the investigations would not fall under the maintenance contract.

**d. Any other New Business**

- Council discussed the recent fire safety inspection and requested Management follow up with Fairlane to return the serviced fire extinguishers. Council also discussed the fire safety plan as the City Fire Inspector has advised this will have to be updated over the next few years.
- Council requested Management follow up with the waste removal company to have the bin wheel replaced on one of the bins.
- Council requested Management follow up with the landscaping company to have a number of items removed from the storage room.
- Council discussed the installation of a fob reader system for the buildings to replace keys. Council requested Management follow up and obtain a number of proposals for this.

**6. TERMINATED**

There being no further business to discuss at this time, the meeting was adjourned at 9:15 p.m.

**THE NEXT COUNCIL MEETING SCHEDULED IS:  
OCTOBER 15<sup>TH</sup>, 2019**

**ONLINE ACCESS TO YOUR STRATA CORPORATION - PQ ONLINE:**

- Go to: [www.pacificquorum.com](http://www.pacificquorum.com)
- Click “SIGN UP NOW” under “Connect to Your Property – PQ ONLINE”
- Enter your name, email, property name, and address
- You will be emailed your unique log-in and password to access **PQ ONLINE**
- Once you have logged into **PQ ONLINE** for the first time, go to “MY INFO”

If you have any trouble accessing **PQ ONLINE**, please contact [techsupport@pacificquorum.com](mailto:techsupport@pacificquorum.com)

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

Martin Carey, Property Manager

408 – 7337 137th Street

Surrey, BC V3W 1A4

Tel: 604-685-3828 / Fax: 604-685-3845

Email: [mcarey@pacificquorum.com](mailto:mcarey@pacificquorum.com)

Website: [www.pacificquorum.com](http://www.pacificquorum.com)

**24-Hour Maintenance Emergency 604-685-3828**

**IMPORTANT INFORMATION** Please have this translated

**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

**重要資料 請找人為你翻譯**

これはたいせつなお知らせです。 だなたかに日本語に訳してもらってください。

**알려드립니다** 이것을 번역해 주십시오

**ସହଜୀ ନାହାଣୀ** ବିବରଣ ଅବଶ୍ୟକ ହେଉଛି ଏହା ଉପରେ ଅବଗତ

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from *Pacific Quorum Properties Inc.*