



## WILLOWS STRATA PLAN NW 1389

STRATA COUNCIL MINUTES  
THURSDAY, MAY 28, 2020, 6:30PM

### COUNCIL PRESENT:

John Pustai  
Janet Bremner  
Damaris Campbell  
Che Robbertze  
Mark Attar  
Cordula Quint

### 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 6:45 p.m.

#### 2. ADOPTION OF PREVIOUS MINUTES – April 14, 2020

It was

**MOVED/SECONDED**

To adopt the minutes of the April 14, 2020 Council meeting as presented.

**CARRIED**

#### 3. FINANCE

##### a. Financial Statements – To April, 2020

Council reviewed the statements to April, 2020.

It was

**MOVED/SECONDED**

To approve the financial statements to April, 2020 as presented

**CARRIED**

##### b. Current Accounts Receivable Report

Council reviewed the arrears and requested Management continues to follow-up with those in arrears. Council requested Management follow-up with a unit Owner in relation to a chargeback.

#### 4. PREVIOUS BUSINESS

##### a. Storage Lockers and Bike Racks

Council reviewed a number of proposals for storage lockers and bike racks installation onsite. Council discussed different potential options that could be implemented in both building. It was agreed to review the locker rooms to see what locker configurations were possible. Council requested Management send an engineer to site to review where lockers and bike racks could be placed onsite.

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**b. Tree Removal**

Council confirmed that two trees at the rear of the 1121 Building were removed by the arborist Tree Brothers. Council agreed to follow up with them regards site clean-up before releasing invoice payment.

**c. Damaged Trees/Hedges**

Council discussed the trees and hedges that run along the back of the properties where the redevelopment of the church is ongoing. It was agreed to continue to monitor and follow-up with the developer once the project is complete and coordinate replacement.

**d. Elevator –Electronic Soft Start**

Management confirmed that West Coast Elevator were currently scheduling the install of an electronic soft start device at the 1121 Howie building

**e. Annual Maintenance**

Council agreed to review annual maintenance quotes further in the Fall including siding cleaning and window cleaning.

**f. BC Hydro Box Excavation**

Council reviewed proposals for the excavation around the BC Hydro Box at the rear of the 1121 Building as there was a leak into the parkade in this area. Council discussed and agreed to proceed with this work.

**g. COVID-19 Planning**

Management confirmed that hand sanitizers had been ordered for both buildings and would be delivered shortly.

**h. Rental Parking Stall Audit**

Council reviewed a log of rental parking at both buildings and a number of further stalls were confirmed and charges agreed for outstanding fees. Council agreed to start posting notices on any cars that are not registered to use the rental stalls and to tow vehicles if requests to remove cars are not adhered to. Council will do a further review at the next meeting to confirm all charges are correct.

**5. NEW BUSINESS**

**a. Towing Contract**

Council reviewed towing contract with Coquitlam Towing. A number of Council Members were designated as authorized to towing vehicles if required from site.

**b. Rules**

Council reviewed a number of sample rules from a number of other strata corporations. It was agreed to review these further in upcoming meetings and bring forward a final draft at the next AGM. It was also agreed to add rules in relation to the use of balconies.

**c. Any other new Business**

Council discussed a number of other items including

- A leak between two units and follow up investigation. Council requested Management follow up and investigates further with the mechanical contractor on this matter.
- A pest control issue was reported by a Council Member and Management were requested to follow up and schedule an inspection during the next monthly service call.
- Council also discussed the fence that runs along the rear of the properties and what could be installed in that area after the church development is complete.
- Council also discussed distribution of minutes and agreed that minutes will be posted on PQ Online and emailed to owners going forward and owners are advised to sign up to PQ Online so they can receive minutes by email.

**6. TERMINATED**

There being no further business to discuss at this time, the meeting was terminated at 9:12 p.m.

**THE NEXT COUNCIL MEETING SCHEDULED IS:****MONDAY, JULY 13, 2020****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

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**24-Hour Maintenance Emergency 604-635-0260**

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**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

**INFORMACIÓN IMPORTANTE** Busque alguien que lo traduzca

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

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これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

**알려드립니다** 이것을 번역해 주십시오

**ਗੁਰੀ ਜਾਣਕਾਰੀ** ਬਿਸ਼ਾਸ ਕਰਕੇ ਬਿਸ਼ੇ ਕੋਲੋਂ ਪਿਆ ਹਾ ਉਲੰਧਾ ਕਰਵਾਓ

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