

**MINUTES OF BOARD MEETING**  
**SOCIETY PLAN S0013626**  
**Green Tree Village Community Centre Association**

---

**HELD:** On Thursday, February 11, 2016 at 6:30pm in the Meeting Room at 4295 Garden Grove Dr, Burnaby, BC.

**PRESENT:** Jo Ann Gillies - NW194  
Markus Hager - NW208  
Odete Passingham - NW440 (New Rep)  
Don Marsh - NW603

**REGRETS:** Carol Merrett-Hiley - NW310

**GUEST:** Lori Combs - NW440 (Prior Rep)

**STRATA AGENT:** Alex Korecki, Korecki Real Estate Services Inc.  
Nico Barbu, Korecki Real Estate Services Inc.

**CALL TO ORDER:**

The meeting was called to order at 6:30 pm.

**BOARD APPOINTMENT**

The board accepted Odete Passingham as the new NW440 representative for 2016 and thank outgoing board member Lori Combes for her service.

**MINUTES**

It was **MOVED/SECONDED** and **CARRIED** to approve the October 26, 2015 board meeting minutes as distributed.

**FINANCIAL REPORT**

1. Monthly Statement: It was **MOVED/SECONDED** and **CARRIED** to approve the financial statement for the 12<sup>th</sup> month ending December 31, 2015
2. Account Balances: The current balances for the 12<sup>th</sup> month ending December 31, 2015 in the appropriate funds are as follows.
  - Total Cash Balance \$118,339.79 (Including CRF Balance)
  - CRF Balance N/A (Contingency Reserve Fund)
3. Arrears Report: Total arrears for the strata corporation as of February 11, 2016 were \$10,375.00. It was noted that majority of the arrears were attributed to two strata corporations. The Agent is in the process of following up with the strata representatives.
4. Invoice Approval: The Board reviewed and approved an invoice from C & C Electrical in the amount of \$1,364.12, representing shower cartage repairs in the men's and women's washrooms.
5. 2016 Proposed Budget: The Board reviewed and approved the 2016 proposed operating budget in the amount of \$210,600.00. It was noted that the budget will not call for an increase in fees.

The Board further agreed to place two  $\frac{3}{4}$  vote resolutions on the agenda, in order to establish a HVAC Replacement Fund, and a Pool Deck Replacement Fund. The funds will be established via a transfer from the accumulated operating fund in the total amount of \$90,000.00

## **BUSINESS ARISING**

1. Exterior Lighting Upgrade: The Board previously discussed retrofitting the exterior walkway lighting with energy efficient lights. The Agent is in the process of obtaining exterior walkway lighting retrofit quotes.
2. Changing Room Tiles: The Board noted that the men's changing room needs to be retiled due to excessive tile and grout mildew. The Agent is in the process of obtaining changing room retiling quotes.
3. Pool Deck Replacement: Sierra Stone noted that the pool deck should be replaced within the next three years. The Agent is in the process of obtaining additional deck replacement quotes, and investigating alternate replacement options.
4. Painting & Maintenance: As approved in the previous meeting minutes, J. Norris Construction has completed painting of the ping pong and lounge rooms. The Board reviewed and approved the outstanding invoice from J. Norris Construction in the amount of \$4,021.50.

In between meetings the Board approved replacement of the men's and women's toilet partitions in the amount of \$3,310.00 (plus tax). As the work has since been completed, the Agent was directed to issue payment in full.

The Board reviewed an additional quote from J. Norris Construction in the total amount of \$8,470.00 (plus tax) to paint the gym walls and ceilings, and stairwells walls and ceilings. The Agent is in the process of obtaining additional quotes.

5. Pool Rental: The Agent is in the process of having a revised swimming pool rental agreement drafted. As discussed at the previous meetings, the Board has increased the pool rental fee to \$85/hour effective December 31, 2015.
6. Front Door: The Board reviewed front door replacement quotes from N.E.S. The Door Expert \$4,864.04 (plus tax), and B & R Doors \$5,300.00 (plus tax). It was **MOVED/SECONDED** and **CARRIED** to proceed with B & R Doors.
7. Front Desk: The Board reviewed the previously approved front desk reduction quote from J. Norris Construction in the amount of \$2,100.00 (plus tax). As the work has not yet commenced, it was agreed to defer further discussion on the issue until the next meeting.
8. FOB Audit: The Agent is in the process of scheduling a Fob Audit. The Audit will be initiated once a list of all current owners has been received from the strata corporations.
9. Gym Equipment: The Council reviewed a bicycle and treadmill repair quotes from Fitness Fixations Inc. in the amount of \$2,720.00 (plus tax). The Agent was directed to obtain bicycle and treadmill replacement quotes.
10. Office Cabinets: The Agent is in the process of obtaining quotes to install cabinets in the caretaker's office.
11. Defibrillator: The Board reviewed and approved purchase of a defibrillator, mounting cabinet, and additional pads, from Canadian Safety Supplies in the amount of \$2,048.90 (plus tax).

## **CORRESPONDENCE**

- 1) Damage Deposit: The Board reviewed a \$150 damage deposit reimbursement request from a party room renter, whom allowed the sink to become clogged. As the clog was caused by the renter, the request was rejected.
- 2) Yearly Membership: The Board reviewed a letter from a single family member, expressing dissatisfaction with new mandate requiring all single family members to register for a full year. The Board noted that the change was implemented in order to make the membership system more equitable.

## **NEW BUSINESS**

1. Shower Replacement: In between meetings the Board reviewed and approved a quote from Hoban Plumbing Services in the amount of \$3,500.00 (plus tax) to replace all showers in the men's and women's changing rooms. The work has since been completed and the invoice paid in full.
2. HVAC Preventative Maintenance: The Board reviewed quarterly HVAC preventative maintenance quotes from Pacific West Plumbing \$575.00/quarter (plus tax), DMS Mechanical \$886.13/quarter (plus tax), and Milani Plumbing \$950.00/quarter (plus tax).

It was **MOVED/SECONDED** and **CARRIED** to terminate the mechanical maintenance contract with C & C Electrical and retain Pacific West Plumbing at the cost of \$575.00/quarter (plus tax).

3. Towing Contract: The Agent noted that a towing contract has been initiated with Mundy's Towing. The staff has been asked to monitor the parking on a regular basis and remove any vehicles that do not belong to the users of the centre.
4. Internet & TV: The Board noted that staff is not able watch the TV and use the internet at the same time. The Agent will arrange to purchase the required coaxial cable splitter.
5. Depreciation Report: The Board discussed creating a long term capital maintenance plan. The Agent is in the process of obtaining depreciation report quotes, in order to help formulate a capital maintenance plan.
6. Adult Swim: The Board **MOVED/SECONDED** and **CARRIED** to reinstate adult only swim times. The new adult swim times are 9:00pm to 10:00pm, Monday to Sunday.

## **Termination**

There being no further business the meeting was terminated at 8:50pm. The next meeting will be an Annual General Meeting, and has been scheduled for Tuesday, March 15, 2016, at 7:00pm in the Meeting Room at 4295 Garden Grove Dr, Burnaby, BC.



**Alex Korecki, Dip.ULE**  
Strata Agent

### **Korecki Real Estate Services Inc.**

"Service Without Compromise"

130 - 3751 Jacombs Rd, | Richmond B.C. V6V 2R4

Office: 604.233.7772 | Fax: 604.295.5771

E-mail: alex@korecki.ca | Web: www.korecki.ca

LinkedIn | Twitter | Facebook