

# Riverlane Estates – LMS 2053

Strata Council Meeting  
Monday, November 20, 2006

## MINUTES

The meeting was called to order at 7:00 pm

Liana Jones	- Unit #86	Hilary Murphy	- Unit #5
Joanne Aletter	- Unit #54		

Olive Campbell & Malcolm Karl – Pacific Dawn Management

---

### Guest Business:

None

### Landscaping:

Kurtis, the landscape contractor supervisor gave the Council a report on the progress of the landscaping and reviews of the fall clean up plan. The trees and shrubs which were knocked down as a result of a car accident have been replanted and they will be watched over the winter to see how they do. Hilary asked that Malcolm look into the trimming of the large cedars at units 9 to 22.

### Winterization:

Owners that do not have shut off valves for their outside taps are asked to remove the hoses and wrap the outside taps to prevent them from freezing over the winter.

### Previous Minutes:

The minutes of the October 23, 2006 Council meeting were approved.

*Moved – Liana Jones, and Seconded – Hilary Murphy*

**Motion Carried**

### Property Management Report:

Council received the property management report for the month of October.

### Financial Report:

The financial report was given to Council.

*Moved – Liana Jones, Seconded - Hilary Murphy*

**Motion Carried**

### Council Reports:

### Welcome/Amenities:

Hilary reported that there had been one rental of the amenities room. The carpets in the amenities room have been cleaned and the building is looking great now. Owners please note that the amenities' building is available for rental for the month of December other than the 2<sup>nd</sup> and 23<sup>rd</sup>. Anyone wishing to rent it please contact Hilary Murphy.

**Parking:**

Owners are reminded that Owners are not to use the visitor parking stalls. Also the areas with the yellow curbing are no parking areas and cars will be towed with no notice should they be found in these two areas.

**Unit Number Identification:**

As there was no negative feedback from any Owners the numbering of the rear of the units will be completed.

**Correspondence:**

Council received one email regarding moisture in a crawl space, Malcolm will follow up on this. Emails have also been received from three units regarding vents which are leaking from all the rain, these will also be followed up on as soon as possible.

A resident contact sheet, information sheet and a notice will be mailed to all Owners along with a self addressed stamped envelope in which Owners are asked to complete and return it to the Pacific Dawn Management office as soon as possible.

**Security:**

There are no new security issues for the project.

**Pets:**

**Owners are reminded that their dogs and cats are not to be roaming the property, they are to be on a lead when on common property and Owners are responsible for cleaning up after their pets.**

**Budget:**

Council reviewed a draft budget to be presented at the upcoming Annual General Meeting. The budget and project work will be reviewed at the next Council meeting to get them finalized for presentation at the AGM. Council members note that more Owners will need to join the Council next year in order to get all the work done. Anyone interested please contact any of the Council members.

**Gutters:**

Malcolm is arranging for the gutters to be repaired and replaced as required.

**Next Meeting:**

Monday, December 13<sup>th</sup>, 2006, 7:00pm. This will be an AGM preparation meeting only.

**Adjournment:**

Meeting adjourned at 9:20 pm.

# Riverlane Estates – LMS 2053

Strata Council Meeting  
Monday, October 23, 2006

## MINUTES

The meeting was called to order at 7:03 pm

Liana Jones	- Unit #86	Hilary Murphy	- Unit #5
Joanne Aletter	- Unit #54		

Olive Campbell & Malcolm Karl – Pacific Dawn Management

### Guest Business:

None

### Landscaping:

Dave, the landscape contractor gave the Council a report on the progress of the landscaping. New trees are needed in several areas and, 8 – 9 foot trees will be planted next week. The trees and shrubs will be pruned in the next few weeks once all the leaves have fallen off the trees. Fertilization and liming of the grass has been completed. Following a discussion Council thanked Dave for attending and giving them a report.

All Owners are reminded that they are required to put their cuttings into bags; they will be picked up on Tuesday or Wednesday.

### Winterization:

Owners are asked to turn off and drain their outside taps to prevent them from freezing over the winter.

### Previous Minutes:

The minutes of the September 28, 2006 Strata Council meeting were approved.

*Moved – Liana Jones, and Seconded – Hilary Murphy*

**Motion Carried**

### Property Management Report:

Council received the property management report for the month of September.

### Financial Report:

The financial report was given to Council.

*Moved – Liana Jones, Seconded - Hilary Murphy.*

**Motion Carried**

### Council Reports:

### Welcome/Amenities:

Hilary reported that there had been no rentals of the amenities room or welcome packages distributed in September.

**Towing Contract:**

The towing contract has now been signed. Council members will be administering this contract.

**Unit Number Identification:**

It has been suggested that Council install unit numbers on the back door or in that area of each unit so that the gardeners know where they are when working at the back and also in case of emergency. Any Owners who have concerns or objections with this plan please contact the Strata Council.

**Correspondence:**

Owners are reminded to include their unit number and street address when writing to Council or the Management Company.

Olive was asked to circulate to the Owners a brief introduction of themselves to the Owners. Olive will provide a company profile along with an information and contact sheet to all Owners. Owners will be asked to return the contact sheet to Pacific Dawn so that they can update the Owners listing.

**Security:**

Owners are asked **"not to leave their garage door openers"** in their vehicles when they are parked outside. One Owner had their home entered by strangers through their garage door due to this practice.

**Next Meeting:**

Monday, November 20, 2006 at 7:00pm.

**Adjournment:**

Meeting adjourned at 8:15 pm.

# Riverlane Estates – LMS 2053

## Strata Council Meeting

Thursday, September 28, 2006

### MINUTES

The meeting was called to order at 7:00 pm

Liana Jones	- Unit #86	Hilary Murphy	- Unit #5
Joanne Aletter	- Unit #54		

Olive Campbell & Malcolm Karl – Pacific Dawn Management

---

#### Guest Business:

None

#### Previous Minutes:

The minutes of the August 24<sup>th</sup>, 2006 Strata Council meeting were approved.

*Moved – Liana Jones, and Seconded – Hilary Murphy*

**Motion Carried**

Thank you to Angelo and John who helped put the directional signs around the complex. Also thanks to Bob for repainting the directional sign at the Amenities Room.

#### Oil Patch:

The owner has tried to clean the oil off the black top however it has not all come off. Council will watch this situation to see if more staining occurs.

#### Noise:

Constant dog barking is becoming more of a problem. Olive advised that a letter was sent out based on complaints received however the unit number was incorrect. An apology will go out and a new letter will be sent to the correct unit.

Council received letters in response to the note regarding children in the last set of minutes. As this issue is a very sensitive matter it may be best handled at the next AGM.

#### Property Management Report:

Council received the property management report for the month of August.

#### Financial Report:

The financial report was given to Council. Olive will look into moving excess funds into a GIC or other higher interest bearing account on behalf on the Council.

*Moved – Liana Jones, Seconded – Hilary Murphy.*

**Motion Carried**

**Leak & Pigeon Problem:**

The leak and the pigeon problem has been resolved.

**Council Reports:****Landscaping:**

Hilary reported that she is meeting on a regular basis with the landscaping contractor and is pleased with the progress being made. Fertilizing will be done next week along with some grass seeding by newly planted trees. Olive will provide Council with a summary ledger of all expenses that have been coded to Gardening for their review.

**Welcome/Amenities:**

Hilary reported that there had been three (3) rentals of the amenities room in August.

**Towing:**

Owners are reminded that there is no parking in the fire lanes as these areas are for the use of emergency vehicles only. Also, a contract has been signed with a new towing company regarding the complex. Towing can only be authorized by Council members and Owners are asked to adhere to the parking regulations.

**Maintenance:**

The cement is lifting around unit #55, the window springs in unit #5 are broken. The wood around the right side of the front door of unit #27 needs repairing. Malcolm will follow up on these matters.

**Mole Problems:**

This problem has been resolved.

**Garbage Containers:**

Owners are reminded that their containers are to be put outside no earlier than the night before garbage pick up and they are to be removed the same evening as the pick up. No garbage or recycling containers are to be visible or left outside of these times.

**Next Meeting:**

Monday, October 23, 2006 at 7:00pm.

**Adjournment:**

Meeting adjourned at 8:10 pm.

# Riverlane Estates – LMS 2053

Strata Council Meeting  
Thursday, August 24, 2006

## MINUTES

The meeting was called to order at 7:00 pm

Liana Jones	- Unit #86	Hilary Murphy	- Unit #5
Joanne Aletter	- Unit #54		

Olive & Malcolm – Pacific Dawn Management

---

### Guest Business:

None

### Previous Minutes:

The minutes of the July 20<sup>th</sup>, 2006 Strata Council meeting were approved.

*Moved –Hilary Murphy, and Seconded –Liana Jones*

**Motion Carried**

### Curbing:

The curb damage by # 78 caused by BFI has now been repaired.

### Waste Management:

Malcolm has talked to them about their pick-up practice and will follow up once the supervisor has been to the site to investigate.

### Fines:

Two owners still have outstanding fines; Olive will follow up on these.

### Curb Painting:

Curbing will be pressure washed then painted. This should be done in the next couple of weeks.

### Financial Report:

Council approved the Financial Report to July 31, 2006.

*Moved –Liana Jones and, Seconded –Hilary Murphy*

**Motion Carried**

### Landscaping:

Council reviewed the progress made with the landscaping and the issues raised during the walk of the property and meeting with the landscape contractor. A lumberjack was called in to remove the tree stumps and some dead trees.

**Correspondence Received:**

Council received a letter from an Owner who had previously rented his unit asking for approval to once again rent the unit. Council approved this request subject to the yard being cleaned-up.

Council received a request from an owner for permission to plant a collection of perennial shrubs adjacent to the north side of the unit. Council approved this request.

Council received a letter from an owner regarding curb damage and landscaping. The curb issue has been corrected (BFI replaced the broken curbs); the landscaping issue was related to potential removal of cherry trees close to this owners unit. Council asked Olive to write a letter advising the owner that no more trees would be removed this year.

Council has received many complaints regarding several children (various ages) using the roadways as a playground and other owners driveways and frontage as basketball courts causing great disturbances and some damage. All owners are requested to have their children play in the playground or at the front of their own residence, the roadways are meant primarily for cars.

**Reminder: This is a multi-residential complex owners are asked to be considerate of the other owner's enjoyment of peace and quiet at their homes.**

Council was advised of a Break and Enter at one of the units. **Owners are asked to ensure that they close their garage doors securely at night or when leaving the complex.**

**Roof Leak:**

The leak in unit # 16 has been repaired.

**GARAGE SALE:**

Scheduled for September 16<sup>th</sup>, 2006. Liana will not be available this year to put signs up advertising the sale so Volunteers **are needed to put up signs in the local area in advance of the sale.** Please contact any member of the Strata Council if you can help with this.

**Next Meeting:**

Thursday, September 28, 2006 at 7:00 pm.

**Adjournment:**

Meeting adjourned at 8:45 p.m.

m:\riverlane\minutes\2006\ August 24, 06.doc



# Riverlane Estates – LMS 2053

## Strata Council Meeting

Monday, July 20, 2006

# MINUTES

The meeting was called to order at 7:04 pm

Liana Jones	- Unit #86	Hilary Murphy	- Unit #5
Joanne Aletter	- Unit #54		
Bob McCrea - Landmark Realty - McCrea Property Management			
Olive & Malcolm – Pacific Dawn Management			

*Regrets: Wayne Pruner (Vice-Chairperson) – Unit #61*

### Guest Business:

None

### Previous Minutes:

The minutes of the June 26, 2006 Strata Council meeting were approved.

*Moved –Liana Jones, Seconded –Hilary Murphy*

**Motion Carried**

### Resigning Council Member:

Council moved to accept the resignation of Wayne Pruner due to family and work related matters.

*Moved –Hilary Murphy, Seconded – Liana Jones*

**Motion Carried**

### Joanne Aletter is the new Chairperson for the Strata Corporation

Council thanks Bob and Angelo and other owners who have helped on various projects throughout the property.

### Business Arising from Previous Minutes:

#### Fire Safety:

The smoke detectors in each house were inspected and changed as required.

### Financial Report:

Council approved the Financial Report to the end of June 2006.

*Moved –Joanne Aletter, Seconded –Hilary Murphy*

**Motion Carried**

### Landscaping:

Following a lengthy discussion by the Council on various problems and issues relating to the landscaping it was agreed that Liana would forward the most current outstanding items list to Malcolm and he and Hilary would meet with the landscaper personally to walk the property, review the outstanding list and reach a resolution to this matter acceptable to all. Hilary will contact another stump grinder as she was not getting a response from the first one.

**Welcome Packages/Amenities Building:**

Thirty dollars (\$30.00) was received for the Amenities Building rental.

**Maintenance:**

The fence behind Unit #73 and #93 has been repaired and will be painted shortly.

**Curbs:**

Management is still following up with the garbage company (BFI) regarding the replacing curb in front of Unit #78.

**Correspondence Received:**

Council received a letter regarding installation of "window air conditioners" Following a review of the bylaws it was confirmed that "window air conditioners" are not permitted under bylaw #4-1(d), free standing units that do not require installation other than a temporary exhaust hose units are permitted.

Owners with "window air conditioners" must remove them, letters will be sent out advising of this.

Council received a request to extend the size of a patio; following a review Council's decision was not to allow this extension as it would not be in keeping with the consistent appearance of the property overall. A letter will be sent out accordingly.

Council reviewed an area where owners had removed plants and has now put grass seeds down, unfortunately the seeds are not taking and the area is looking poorly. A letter will go out to this owner requiring them to install turf which can now be purchased at Rona in small quantities. Once installed, it must be watered regularly by the owner until it is established or it will die.

**Parking: Owners are reminded that should a parking violation be reported to the council, only one warning will be given to owners, should additional violations be reported in writing, fines will be assessed to the unit owners. Everyone's co-operation on this matter would be appreciated.**

**Sink Hole:** The small sink hole near unit 79 has been filled.

**Next Meeting:**

Monday, August 24, 2006 at 7:00 pm.

**Adjournment:**

Meeting adjourned at 9:25 p.m.

m:\riverlane\minutes\2006\ June 26, 06.doc

# Riverlane Estates – LMS 2053

## Strata Council Meeting

Monday, June 26, 2006

## MINUTES

The meeting was called to order at 7:10 pm

Wayne Pruner (Vice-Chairperson) - Unit #61

Liana Jones

- Unit #86

Hilary Murphy

- Unit #5

Joanne Aletter

- Unit #54

Bob McCrea - Landmark Realty - McCrea Property Management

### Guest Business:

Unit #25 met with Council concerning the gazebo they had set up on their patio to protect their patio furniture and to help with the run off from the rain.

They also changed some of the plantings between their house and their neighbours.

### Previous Minutes:

The minutes of the May 25, 2006 Strata Council meeting were approved.

*Moved –Liana Jones, Seconded –Wayne Pruner*

**Motion Carried**

### Resigning Council Member:

Council moved to accept the resignation of Martin O'Connor as he has sold his home

*Moved –Wayne Pruner, Seconded – Liana Jones*

**Motion Carried**

### New Property Managers:

The Strata Council members were informed that McCrea Management Inc. (Bob) has sold his company to Pacific Dawn Asset and Property Management Services Inc. (Olive and Malcolm) effective July 1, 2006.

Bob Introduced Olive Campbell and Malcolm Karl at the meeting and advised members that he will be working with and attending the Council meetings with and Olive and Malcolm during the summer to make the transition as easy as possible. After that time Olive and Malcolm will take over, however, Bob will remain involved with Pacific Dawn on a consulting basis, for up to one year.

Thank you to Bob for all his help over the years and we wish him well in her retirement.

Contact with the Property Manager will still be made through Landmark's office and telephone numbers. Payment methods will remain unchanged for now.

### Fire Safety:

The smoke detectors in each house will be inspected on July 11, 12, & 13<sup>th</sup>. The schedule has been posted in the mail room. PLEASE ENSURE ACCESS IS AVAILABLE TO YOUR SUITE. If you will be away on vacation or not at home, during that time, please let Council know. It is very important that all suites have their smoke detectors checked.

### Screen Doors:

Council confirmed that all screen doors on the front of the house must be white retractable.

Prepared by: LANDMARK REALTY- McCREA PROPERTY MANAGEMENT

a division of McCrea Management

100 – 32555 Simon Ave. Abbotsford, BC V2T 4Y2

1-866-855-0800 (Toll Free) 24 hours for emergencies

**Financial Report:**

Council approved the Financial Report to the end of May 2006.

*Moved –Joanne Aletter, Seconded –Hilary Murphy*

**Motion Carried**

**Landscaping:**

The soil was dropped off June 3<sup>rd</sup> and Council noted for next year to have the soil delivered a couple of weeks earlier. Council discussed the progress the Landscapers have made and agreed that the new Property Managers will organize a list of outstanding jobs that should be scheduled in the immediate future. A stump grinder will be giving Council a price on several stumps.

**Welcome Packages/Amenities Building:**

Five rentals for the Amenities Building were received.

**Maintenance:**

Hilary will get a price to fix the irrigation timer. The fence behind Unit #73 and #93 needs some new trim and some of the lattice work on the fencing around the complex needs fixing.

**Curbs:**

The garbage company is looking into replacing the curb in front of Unit #78. Curb painting has been ordered.

**Insurance:**

A claim for \$3,234 from an oven fire was approved. Council approved it because the claim was a small amount and also because a second larger claim is pending. The second claim comes from a dishwasher that flooded the main floor when it was left running after the owner went to bed.

**Trampoline/Gazebo:**

Council reviewed the trampoline in one yard and determined that it is contrary to the strata bylaws and must be removed. A letter will be sent to the owner.

A letter will be sent to Unit #25 advising them that the Gazebo has to be taken down.

**BBQ:**

The complex held a BBQ on June 11<sup>th</sup> with 32 people in attendance. It was a great success and a special thanks to all the organizers, especially Hilary and Beth. A wine and cheese party is tentatively scheduled for another get together.

**Next Meeting:**

Monday, July 20, 2006 at 7:00 pm.

**Adjournment:**

Meeting adjourned at 9:55 p.m.

m:riverlane\minutes\2006\ June 26, 06.doc

# Riverlane Estates – LMS 2053

## Strata Council Meeting

Thursday, May 25, 2006

## MINUTES

The meeting was called to order at 7:10 pm

Wayne Pruner (Vice-Chairperson) - Unit #61	Liana Jones	- Unit #86
Hilary Murphy - Unit #5	Joanne Aletter	- Unit #54
Bob McCrea - Landmark Realty - McCrea Property Management		
Regrets: Martin O'Connor (Chairperson) - Unit #7		

### Previous Minutes:

The minutes of the April 17, 2006 Strata Council meeting were approved with the correction that owners did not have to purchase soil from Council.

*Moved –Liana Jones, Seconded –Hilary Murphy*

**Motion Carried**

### New Council Member:

Council moved to accept Joanne Aletter as the newest Strata Council Member.

*Moved –Wayne Pruner, Seconded – Liana Jones*

**Motion Carried**

### Fire Safety:

There was a fire in the oven in one house that was quickly extinguished but some smoke damage had to be cleaned. Council approved the annual service and the replacement of 50 smoke detectors this year. Council acknowledged Frank Beatty, Unit #4, who serviced all the fire hydrants at Riverlane Estates gratis.

*Moved –Joanne Aletter, Seconded – Liana Jones*

**Motion Carried**

### Financial Report:

Council approved the Financial Report to the end of March 2006.

*Moved –Wayne Pruner, Seconded –Hilary Murphy,*

**Motion Carried**

The insurance was just renewed for the year at 5% less than last year.

### Landscaping:

Four cherry trees were removed from the west side. 10 more need to be removed this Spring. Council will get a price to grind the stumps. Council will also monitor the progress that the landscapers are making and prepare a report to the supervisor. Council agreed to start up the irrigation system by the entrance frontispiece and in front of the Amenities Building.

One owner who removed a hydrangea dividing their house from a neighbour and replaced it with a cedar will be advised by Council that this is in breach of the Standard Policies and Procedures and will be charged the cost of the plant. Council should be consulted before anyone removes shrubs.

Soil will be delivered June 3<sup>rd</sup> for all Residents to share.

**Power Washer:**

Council is still looking for their power washer – did you borrow it? Please contact Council as a new one will not be purchased this year.

**Welcome Packages/Amenities Building:**

Hilary reported that she has one booking . She has thoroughly cleaned the washroom, all the blinds, windows, floors and carpet in the Amenities Building. She has also power washed the concrete and benches around the Amenities Building.

**Curbs:**

Council will look into the cost of repainting yellow curbs. The curb in front of Unit #78 was damaged by the waste company. Strata Council is looking into this.

**Mail:**

The strata mail box should not be used any longer. Please use email or contact Landmark directly.

**Next Meeting:**

Monday, June 26, 2006 at 7:00 pm.

**Adjournment:**

Meeting adjourned at 10:00 p.m.

m:\riverlane\minutes\2006\ May 25, 06.doc

**INCOME STATEMENT**

For the 2 Months Ending March 31, 2006

Riverlane

Budget Comparison to Original Budget

	C U R R E N T M O N T H			Y E A R T O D A T E		
	Actual	Budget	Variance \$	Actual	Budget	Variance \$
<b>REVENUE</b>						
Maintenance Fees	16,906.99	15,875.00	1,031.99	31,744.75	31,750.00	(5.25)
Misc. Revenue	87.45	12.50	74.95	190.95	25.00	165.95
Amenities Revenue	30.00	33.33	(3.33)	120.00	66.70	53.30
Late Charges & By-law Fines	175.00	0.00	175.00	350.00	0.00	350.00
<b>TOTAL REVENUE</b>	<b>17,199.44</b>	<b>15,920.83</b>	<b>1,278.61</b>	<b>32,405.70</b>	<b>31,841.70</b>	<b>564.00</b>
<b>EXPENSES</b>						
<b>ADMINISTRATION:</b>						
Accounting/Legal	0.00	125.00	125.00	0.00	250.00	250.00
Insurance	2,916.67	2,916.66	(.01)	5,833.34	5,833.40	.06
Management Fees	1,451.99	1,416.66	(35.33)	2,839.48	2,833.40	(6.08)
Pcopy/Postage/Printing	0.00	41.66	41.66	325.11	83.40	(241.71)
Misc. Expense	0.00	83.33	83.33	39.16	166.70	127.54
<b>TOTAL ADMINISTRATION</b>	<b>4,368.66</b>	<b>4,583.31</b>	<b>214.65</b>	<b>9,037.09</b>	<b>9,166.90</b>	<b>129.81</b>
<b>OPERATION EXPENSES:</b>						
Ground Maintenance	3,745.00	4,012.50	267.50	6,955.00	8,025.00	1,070.00
Building Maintenance	90.95	2,916.66	2,825.71	1,426.31	5,833.40	4,407.09
Snow Removal	0.00	166.66	166.66	0.00	333.40	333.40
Utilities - Electrical	193.00	208.33	15.33	399.30	416.70	17.40
Utilities - Gas	25.00	25.00	0.00	50.00	50.00	0.00
Waste Removal	829.84	875.00	45.16	1,659.68	1,750.00	90.32
Recycling	223.77	216.66	(7.11)	448.80	433.40	(15.40)
<b>TOTAL OPERATION EXPENSE</b>	<b>5,107.56</b>	<b>8,420.81</b>	<b>3,313.25</b>	<b>10,939.09</b>	<b>16,841.90</b>	<b>5,902.81</b>
Contingency Reserve Fund	2,916.66	2,916.66	0.00	5,833.32	5,833.40	.08
<b>TOTAL EXPENSE</b>	<b>12,392.88</b>	<b>15,920.78</b>	<b>3,527.90</b>	<b>25,809.50</b>	<b>31,842.20</b>	<b>6,032.70</b>
<b>NET INCOME &lt;LOSS&gt;</b>	<b>4,806.56</b>	<b>.05</b>	<b>4,806.51</b>	<b>6,596.20</b>	<b>(.50)</b>	<b>6,596.70</b>

Prepared by: Landmark Realty -  
 McCrea Property Management  
 - a division of McCrea Mgmt. Inc.

## PROPERTY MANAGEMENT REPORT

April 2006

### RIVERLANE ESTATES- STRATA PLAN LMS2053

#### Council Members:

Martin O'Connor - Unit #73  
Wayne Pruner - Unit #61

Hilary Murphy - Unit #5  
Liana Jones - Unit #86

[www.riverlane-estates.com](http://www.riverlane-estates.com)

[strata-council@riverlane-estates.com](mailto:strata-council@riverlane-estates.com)

#### Insurance:

Agent:	Coastal Insurance	May 24/05 - May 24/06
Coverage:	\$19,620,000.00	all risk \$2,500.00 deductible
	Earthquake	10% deductible
	Flood	\$25,000.00 deductible
	Sewer & Water	\$2,500.00 deductible
	Liability	\$10 million
	Directors and Officers:	\$2 million
	Volunteer's Disability:	

**Important Notice:** The building insurers have set the Deductible portion of the Insurance for water damage to \$2,500.00. This means that any tenant who is instrumental in causing a flood in the building (like leaving a tap running) could be charged \$2,500.00 for the damage to the building. To avoid this risk each Owner should talk to their contents insurance company to purchase the extra "deductible coverage".

#### Financial Report:

At the end of the 3<sup>rd</sup> month of this fiscal year revenue is over budget \$899, expenses are under budget by \$5,315. The Current account has a balance of \$42,217.55 and there is \$205,966.42 in the Contingency Reserve Fund Savings & GIC's. At the AGM January 30, 2006 the Owners voted to approve the expenditures of up to \$26,000.00 from the *Contingency Reserve Fund* to power wash units 1 to 50, to clean gutters, upper floor windows on all units and the Amenities Building, to prune cedar trees, to remove and replace selected cherry trees, and to replace smoke detectors where required.

#### Operations

An oven fire in one house resulted in an insurance claim for smoke damage.

m:\Riverlane\MonthEndReports\2005\PM Report April 06.doc



## Riverlane Estates – LMS 2053

### Strata Council Meeting

Monday, April 17, 2006

## MINUTES

The meeting was called to order at 7:00 pm

Martin O'Connor (Chairperson)	- Unit #7	Wayne Pruner (Vice-Chairperson)	- Unit #61
Liana Jones	- Unit #86	Hilary Murphy	- Unit #5
Bob McCrea - Landmark Realty	- McCrea Property Management		

### Previous Minutes:

The minutes of the March 13, 2006 Strata Council meeting were approved.

*Moved –Liana Jones, Seconded –Wayne Pruner,*

**Motion Carried**

### Fire Safety:

There were only two houses left un-inspected, after the last inspection. The sprinkler heads and smoke detector spares are now on hand

### Property Management Report:

Council reviewed the Property Management report.

### Financial Report:

Council approved the Financial Report to the end of March 2006.

*Moved –Wayne Pruner, Seconded –Martin O'Connor,*

**Motion Carried**

It was agreed to reinvest the GIC in a 12 month investment.

### Siding, Windows & Gutters:

Council approved the cleaning of siding (units #1-50), upper windows and gutters (all units).

Owners will be expected to clean lower windows.

*Moved –Martin O'Connor, Seconded –Hilary Murphy,*

**Motion Carried**

### Landscaping:

Wayne reported that the Landscaping committee is now down to two owners as one more has sold. Anyone interested in volunteering to do some spring and summer plantings and some beautification projects please contact any Council Member, or come to the Gardening Committee meeting on Monday, May 8<sup>th</sup> at 7:00 pm in the Amenities Building.

Cherry tree removal commenced April 17<sup>th</sup>, three trees were chopped down and once several have been cut a stump grinder will be brought in.

Soil will be purchased for homeowners to purchase to put in the gardens on the weekend of June 3<sup>rd</sup>.

**Amenities Building/Welcome Package:**

There was one rental of the Amenities Building. Council thanks Unit #54 for the donation of speakers for the Amenities Building.

**Correspondence:**

There was one letter concerning gardening.

**Exterminators:**

Hilary Murphy in Unit #5 will be the contact for the exterminator when they come to Riverlane Estates.

**Directional Signs:**

Council will look into directional signs showing unit numbers which would be placed at the main intersections within the complex.

**Next Meeting:**

Tuesday, May 16, 2006 at 7:00 pm.

**Adjournment:**

Meeting adjourned at 8:45 p.m.

m:\riverlane\minutes\2006\ Apr 17, 06.doc

## Riverlane Estates – LMS 2053

Strata Council Meeting

Monday, March 13, 2006

### MINUTES

The meeting was called to order at 7:10 pm

---

Martin O'Connor (Chairperson)	- Unit #7	Liana Jones	- Unit #86
Hilary Murphy	- Unit #5		
Bob McCrea	- Landmark Realty - McCrea Property Management		
<i>Regrets: Wayne Pruner (Vice-Chairperson) - Unit #61</i>			
Guest: Shelley Arding #42			

---

#### Previous Minutes:

The minutes of the February 13, 2006 Strata Council meeting were approved.

*Moved –Liana Jones, Seconded –Hilary Murphy,*

**Motion Carried**

#### Sign Lighting :

Council reviewed the lighting on the directory sign and decided it should be mounted on the Amenities Building wall so it will be properly illuminated at night. This will be the least expensive solution.

#### Financial Report:

Council reviewed the Financial Report to the end of February 2006.

*Moved –Hilary Murphy, Seconded –Liana Jones,*

**Motion Carried**

#### Landscaping:

Council discussed ideas to identify houses that want to maintain their own gardens. Council received a letter complimenting the landscapers on their great work.

#### Amenities Building:

Council received \$30.00 for rental of the Amenities Building. Council is looking for a donation of two stereo speakers for the Amenities Building stereo.

#### Correspondence:

Council reviewed three letters received about various issues, including a misaligned front door and three units with silverfish.

#### Card Access:

Liana will be in charge of the distributing of cards for access to the mailroom

#### Fire Safety:

Prepared by: LANDMARK REALTY- McCREA PROPERTY MANAGEMENT  
a division of McCrea Management  
100 – 32555 Simon Ave. Abbotsford, BC V2T 4Y2  
1-866-855-0800 (Toll Free) 24 hours for emergencies

Council agreed to order some extra smoke detectors to keep on standby. They also agreed to inspect some sprinkler lines to determine installation methods.

**Garage Sale/Garbage Bin:**

The spring garage sale will be held Saturday, May 27<sup>th</sup> and the Garbage bin will be planned for the next weekend, Saturday and Sunday June 3<sup>rd</sup> and 4<sup>th</sup>. The bin will be for large household garbage items but no hazardous waste or drywall.

**Next Meeting:**

Monday, April 17, 2006 at 7:00 pm.

**Adjournment:**

Meeting adjourned at 8:45 p.m.

m:\riverlane\minutes\2006\ Mar 13, 06.doc

# Riverlane Estates – LMS 2053

Strata Council Meeting  
Monday, February 13, 2006

## MINUTES

The meeting was called to order at 7:00 pm

Martin O'Connor (Chairperson) - Unit #7	Liana Jones - Unit #86
Wayne Pruner (Vice-Chairperson) - Unit #61	Hilary Murphy - Unit #5
Bob McCrea - Landmark Realty - McCrea Property Management	

### Council Positions:

Martin O'Connor – Chairman (President) and Maintenance  
Wayne Pruner – Vice Chairman and Landscaping  
Liana Jones – Communications (Web Coordinator)  
Hilary Murphy – Amenities Rental and Welcome

### Visitor Presentation:

Unit #49 – presented a proposal to put a watering system on his planters

### Previous Minutes:

The minutes of the December 12, 2005 Strata Council meeting were approved.

*Moved –Wayne Pruner, Seconded –Hilary Murphy,*

**Motion Carried**

### Annual General Meeting:

Council signed the new bylaws so they could be registered in Land Titles Office. They reviewed the various issues discussed at the meeting to determine if there was any strong support for certain projects on the next year.

### Property Management Report:

Council reviewed the Property Management Report.

### Financial Report:

Council reviewed the Financial Report to the end of January 2006.

*Moved –Wayne Pruner, Seconded –Hilary Murphy,*

**Motion Carried**

### Landscaping:

Everything is very wet now but the lawn care, power raking, top soil and seeding will start in March. Some tree removal is also planned. Council will look at a new idea to identify houses that want to maintain their own gardens. **People who have garden waste should leave it in a brown compost recycling bag on their front curb on Wednesdays by 8:00 am for pick up.**

### Amenities Building:

Hilary will arrange to clean the floors and carpets in the Amenities Building.

**Correspondence:**

Council received three letters complaining about dogs. Owners need to keep their dogs on a leash at all times and clean up after them immediately.

Parking is also a problem and a 20 foot clearance is necessary for emergency vehicles.

**Fines can be levied for infractions.****Directory Board Lighting:**

Hilary will follow up on this project. Martin will check on the other handyperson projects.

**Next Meeting:**

Monday, March 13, 2006 at 7:00 pm.

**Adjournment:**

Meeting adjourned at 9:05 p.m.

m:\riverlane\minutes\2006\ Feb 13, 06.doc