

**MINUTES OF THE STRATA COUNCIL MEETING
ARBUTUS COURT – LMS 1448
JANUARY 17, 2018**

ATTENDANCE:

President/Treasurer	Lew Murphy	Present	604-539-9947	103
Vice President/Secretary	Celia Moragne	Present	604-533-2740	309
Gardens & Grounds	Linda McNamara	Present	604-533-0112	108
Gardens & Grounds	Joan Gusta	Present	604-539-7729	302
Member	Florence Law	Present	604-532-1007	304

ALSO IN ATTENDANCE: Teamwork Property Management Ltd.
Tiffany Corrigan – Licensed Representative

1. CALL TO ORDER

The meeting was called to order at 7:10 pm.

2. ADOPTION OF THE MINUTES

It was moved by Lew Murphy seconded by Joan Gusta to adopt the minutes from the June 14, 2017 Council meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a. Preventative Maintenance Checklist

Council member Celia Moragne reported the preventative maintenance inspections were completed by Door Pro, DMS Mechanical, Fraser Valley Fire Protection and Richmond Elevator. All mechanical components are operating correctly and all necessary repairs were completed while the technicians were onsite.

b. Depreciation Report

Council members discussed the Depreciation Report. It was reported a wood beam at the entrance on the North West side of the building requires maintenance. The handyman will complete the necessary repairs.

c. Annual Maintenance Plan

Council reviewed the annual maintenance plan and determined all regular maintenance has been scheduled.

d. Landscaping

Joan Gusta reported on landscaping and Council discussed the pruning of the remaining cherry trees. It was moved by Joan Gusta and seconded by Celia Moragne to accept the quote from paradise landscaping in the amount of \$640.00 plus tax.

CARRIED All in Favour

e. Deck Repairs

Council discussed the deck repairs at Unit 203 and determined the repairs would be addressed in the summer 2018.

f. Fencing

Council discussed the fencing and determined a proposal would be presented to the Owners at the Annual General Meeting.

g. Refuse Removal Contract

Council discussed the refuse removal contract. The current contractor has been provided a termination letter however services will continue to be provided until May 2018. Council reviewed quotes for a new refuse contractor. It was moved by Florence Law and seconded by Linda McNamara to accept the proposal from Emterra in the amount of \$225.00 plus tax per month. **CARRIED** All in Favour

h. Mailbox Break-in

The repairs to the mailbox have been completed. Council is considering installing cages on the mailboxes to prevent future break-ins. Council will present a proposal to the Owners at the Annual General Meeting.

i. Cameras

Council reviewed a proposal for cameras and discussed the option of presenting the camera proposal to the Owners at the Annual General Meeting. Upon further discussion Council determined they would propose fencing and mailbox cages to the Owners. Council tabled the discussion on cameras as the cost is \$2,300.00 plus tax, Council may consider the cameras at a later date.

j. Parkade and Sump Drain Cleaning

The cleaning of the parkade and sump drain is approved and pending a date for completion. Subsequent to the meeting, the date for the service was scheduled on February 14, 2018.

4. FINANCIAL STATEMENTS

The November and December 2017 Financial Statements, Bank Reconciliation and Bank Statements were reviewed as prepared and presented. It was moved by Lew Murphy and seconded by Linda McNamara to approve the November and December 2017 Financial Statements as prepared and presented and to authorize Teamwork Property Management to take appropriate steps necessary to collect, on Strata's behalf, all outstanding money owing to the Strata Corporation. **CARRIED** All in Favour

5. CORRESPONDENCE

- a. There was no correspondence to consider.

6. NEW BUSINESS

a. Annual General Meeting

The Annual General Meeting has been scheduled for Wednesday, March 21, 2018 to be held in the Common Room, notices will be sent to all Owners as outlined in the Strata Property Act.

b. Budget

Council reviewed the budget for the 2018-2019 fiscal year. It was moved by Celia Moragne and seconded by Lew Murphy for the proposed budget to be presented to the Owners for consideration at the upcoming Annual General Meeting.

CARRIED All in Favour

c. Resolutions

Council discussed the Resolutions which would be presented to the Owners at the Annual General Meeting and determined a proposal would be presented for security improvements related to fencing and mailbox upgrades. In addition, Bylaw changes will be presented regarding smoking and controlled substances with the intention of creating a smoke free environment.

d. DMS Mechanical

Celia Moragne met with DMS Mechanical onsite and completed the inspection with them to review services provided. Council is satisfied with the inspection completed.

e. Richmond Elevator

When onsite the technician from Richmond Elevator recommended when the elevator is not in use to return it to the parkade. Due to the style of the building being open air, the technician advised by pushing P as you leave the elevator, it would return the elevator to the parkade which would minimize the long term maintenance.

f. Fire Alarm Awareness

Council discussed the fire alarms in the building and requests Owners do not tamper with fire alarms. In the event the fire alarm malfunctions report to Teamwork immediately. Owners are reminded Fraser Valley Fire Protection inspects the fire equipment annually to ensure proper operation.

g. Parkade Cleanup

Council discussed the parkade cleanup, it was noted a few Owners have yet to remove their personal belongings from the parkade. It was the decision of Council to send letters to those Owners advising of the Bylaws and requesting items be removed prior to a deadline, failure to do so may result in fines.

h. Overnight Visitors

Council discussed Owners with overnight visitors. It was noted an overnight visitor was in violation of the Bylaws with respect to pets. Council reminds all Owners, visitors to the property are required to be in compliance with the Bylaws at all times.

i. Courtyard Membrane

It was noted by the Council a leak was present in the parkade, Council is unable to determine the source of the leak. It was determined an inspection would be requested from DMS Mechanical to investigate if the source of the leak is a first floor Units plumbing. In addition, Council directed Teamwork to obtain quotes for an Engineer to complete an inspection of the courtyard membrane as this item is listed in the Depreciation Report. An Engineer would be able to determine if the membrane is at end of life or if it is still operating correctly. Council further directed Teamwork to obtain a quote from EPS Westcoast to complete any required sealing of the parkade ceiling once the source of the leak has been determined.

7. DATE OF NEXT MEETING: The next meeting will held on Wednesday, March 21, 2018 at 7:00 pm in the common room.

8. ADJOURNMENT: The meeting was adjourned 9:02 pm.

Please put all concerns in writing and submit to Teamwork Property Management Ltd. or a Strata Council member.
Thank You.

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