

**MINUTES OF THE STRATA COUNCIL MEETING
ARBUTUS COURT – LMS 1448**

January 18, 2017

7:00 pm.

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
Member	Lieselotte Fett	Present	778-246-1479	305
Member	Calvin Bradbury	Absent		204

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

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ADOPTION OF THE MINUTES

It was moved by Linda McNamara and seconded by Lew Murphy to adopt the minutes from the November 2, 2016 Council meeting.

CARRIED
All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a. Landscaping

The landscaper has completed the removal of the wild trees on the west side of the property and the pruning of the holly on the east side of the property.

b. Deck Repairs

Council discussed the pending deck repairs at Unit 203. Due to the weather the repairs have been postponed until spring, Council will address the matter at that time.

c. Drain cleaning

Drain cleaning was completed on January 12 & 13, 2017 by DMS Mechanical in the amount of \$1,737.50 for horizontal and vertical drain cleaning and \$852.50 for sump drain cleaning.

d. Entrance Floor

Council discussed the flooring in the entranceway which becomes slippery when wet. Council investigated distressing the flooring by a professional flooring company, however distressing is not an option for the glazed ceramic tile. Council will investigate the option of a paint on product to reduce the impact of slippery flooring. Council will discuss further at the next Council meeting.

e. Fencing

Council reviewed one quote for the installation of chain line fencing to be installed along the back road and by the garbage. Council determined additional quotes are required, and directed Teamwork to obtain the quotes to provide to Council electronically upon receipt.

4. FINANCIAL STATEMENTS

The October, November & December 2016 Financial Statements were reviewed as prepared and presented. It was moved by Lew Murphy and seconded by Celia Moragne to approve the October, November & December 2016 Financial Statements as prepared and presented.

CARRIED
All in Favour

5. CORRESPONDENCE

- a. Council reviewed a letter from an Owner reporting a concern regarding the residents of a neighbouring Unit smoking. Council directed Teamwork to send a letter to the violating Unit to advise of the impact they are having on neighbouring Units and request they take steps to ensure their smoking does not impact residents.

6. NEW BUSINESS

a. Annual General Meeting

The Annual General Meeting has been scheduled for Wednesday, March 15, 2017 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 2017-2018 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. Ratify Rule

Council discussed the ratification of the Rule regarding hardwood floors approved at the April 20, 2016 Council meeting. It was approved by Council to present the Rule to the Owners at the Annual General Meeting on March 15, 2017.

d. Exterior Painting

Council determined exterior painting will be considered in 2017 to be financed through the budget under repairs and maintenance.

e. Security Concerns

Council discussed security concerns. It was reported a break in occurred into the parkade and into the mailboxes. Council determined the assailants gained access through the man door next to the garage gate by cutting the bars on the gate. Repairs were completed to the gate by Door Pro with the installation of a metal mesh in the area where a person could attempt to access the main door. In addition, Council approved upgrades be completed to the mailboxes to protect against future break-in in the amount of \$350.00 plus tax and service call charges installed by Bell Locksmith. As security concerns exists to explain how the thief gained access to the mailbox area, it was the decision of Council to re-key the building. The re key was completed by Accurate Lock & Safe in the amount of \$784.50 plus tax. All Owners will be provided new keys by the Council President.

f. Work Safe

Teamwork reported to Council the net rates for Work Safe BC in 2016 is 0.93% and in 2017 is 0.90%. The Strata Corporation has earned an experience rating discount of 32.4% based on the claims record.

g. Garage Door Service Contract

Council reviewed the service contract renewal for the garage door from Door Pro. It was moved by Celia Moragne and seconded by Florence Law to accept the contract in the amount of \$178.00 plus tax for two services per year. Council directed Teamwork upon renewal of the contract with Door Pro to confirm when they were last onsite to complete regular maintenance.

h. DMS Mechanical

Council discussed the mechanical contract and directed Teamwork to follow up to confirm when the bi-annual service was completed.

7. DATE OF NEXT MEETING: The next meeting will be the Annual General Meeting to be held on Wednesday, March 15, 2017 at 7:00 p.m. in the common room.

8. ADJOURNMENT: The meeting was adjourned 8:50 p.m.

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

**TEAMWORK PROPERTY MANAGEMENT LTD.
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