

**MINUTES OF THE STRATA COUNCIL MEETING
ARBUTUS COURT – LMS 1448
JULY 11, 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	Absent	604-533-0112	108
Member	Klaus Iden	Present	604-321-1091	207
Member	Rachel Barnes	Present	604-961-3544	107

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

1. CALL TO ORDER

The meeting was called to order at 7:00 pm.

2. ADOPTION OF THE MINUTES

It was moved by Lew Murphy and seconded by Klaus Iden to adopt the minutes from the May 9, 2018 Council meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a. Preventative Maintenance Checklist

Owners are reminded to have their hot water tanks serviced regularly, repair and maintenance of the hot water tank is the Owners responsibility. Owners should also anticipate to replace the tank between 5 and 10 years of age. Owners should ensure the hot water tank is inspected by a professional regularly to be advised of the tanks condition.

Council was advised by a plumber onsite assisting an Owner, the water pressure was very high. The water pressure was tested and reduced by DMS Mechanical. It was determined the pressure gage had malfunctioned, DMS is aware manual pressure testing is required. Owners should be aware the reduction in water pressure is done in order to maintain proper pressure in the pipes and for the correct operation of hot water tanks.

b. Depreciation Report

Nothing to report at this time.

c. Landscaping

Council discussed the contracts with Paradise Landscaping and Services in regard to landscaping and janitorial contracts. It was moved by Rachel Barnes and seconded by Celia Moragne to approve an increase in the landscaping contract of \$100.00 per month and an increase in the janitorial contract of \$100.00 per month.

CARRIED All in Favour

Council discussed the work completed by the landscaper to prune back shrubs for the installation of the new fence. Council directed Teamwork to request the landscaper invoice for the work.

d. Deck Repairs

The repairs to the deck at Unit 203 were discussed. Council reviewed two quotes for repairs and it was Moved by Lew Murphy and seconded by Celia Moragne to approve Phoenix and Ediger in the amount of \$1,340.00 plus tax. **CARRIED** All in Favour

Council directed Teamwork to inquire with the contractor on the weight of the vinyl, Council will review this information electronically.

e. Fencing

Council reported the new fencing has been installed by Progressive Fence in the amount of \$3,989.00 plus tax. Council reported a reduction in people crossing through the property as a result.

f. Refuse Removal

Notices have been posted for recycling, organics and garbage. Any Owners with concerns please contact Teamwork Property Management or Rachel Barnes.

g. Mailbox Upgrades

The upgrades to the mailboxes are in progress. The contractor will advise when the installation will be scheduled. Notices will be posted and Owners will be advised of the location to obtain the new keys for the mailbox cage once installed.

h. Gas Sensor Testing

The testing of the carbon monoxide sensors in the parkade have been completed.

i. Parkade Waterproofing

Council discussed parkade waterproofing and determined they would monitor the status and wait for rainy weather to determine if repairs are required.

4. FINANCIAL STATEMENTS

The May and June 2018 Financial Statements, Bank Reconciliation and Bank Statements were reviewed as prepared and presented. It was moved by Rachel Barnes and seconded by Klaus Iden to approve the May and June 2018 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. Exterior Painting

Council discussed the options for painting the stucco. Council determined additional investigation is required.

b. Stucco Cleaning

Council discussed options for cleaning the stucco. Council determined additional investigation is required. Celia will report at the next Council meeting.

c. Exterior Repairs

Council noted two areas on the exterior at the front entrance which appear to require repairs. Celia Moragne will request the stucco contractors inspect the areas in question. If required additional contractors will be sourced to inspect and determine if repairs are required.

d. Dryer Vent Cleaning

Council directed Teamwork to schedule All Fresh to complete interior and exterior dryer vent cleaning. Owners will be required to provide access, notices will be posted once the date has been determined.

e. Vertical Pipe Cleaning

Council discussed vertical pipe cleaning. The horizontal pipes and sump drains were cleaned during the last two years, Council determined the vertical pipes are due for cleaning. Council directed Teamwork to obtain quotes from Atlas and DMS Mechanical to be reviewed by Council by email. Council determined approval will be provide by email as the pipes require cleaning as soon as possible.

f. Plumbing

Owners are reminded not to flush items which are not safe for septic systems. These items can build up in the system causing plumbing issues.

Rachel left the meeting at 8:28pm

g. Screen Clips

Owners who require new screen clips may request them from Council. Council will purchase in bulk to ensure all screen clips are uniform.

h. East Side Fence

Council noted the east side fence requires repairs. Approximately six areas were noted to require replacement. Council will investigate the required repairs and will complete the work if possible.

i. Gutters

Council discussed gutter cleaning. It was decided, Council will investigate the gutters further to determine if cleaning is required. The lower gutters are accessible and will likely be completed by Council member or a local labourer. Council will investigate a downspout gutter on the south-centre side of the building which appears to be clogged.

j. Electrician

Council noted a few light fixtures on the exterior of the building which are not coming on at night. Council determine it is likely due to a bulb issue. As the fixtures are inaccessible Council directed Teamwork to engage the services of an electrician to trouble shoot the issues.

7. DATE OF NEXT MEETING: The next meeting will held on Wednesday, September 19, 2018 at 7:00 pm in the common room.

8. ADJOURNMENT: The meeting was adjourned 8:45 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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