

**MINUTES OF THE STRATA COUNCIL MEETING  
ARBUTUS COURT – LMS 1448  
JUNE 14, 2017**

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**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

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**1. CALL TO ORDER**

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

**2. ADOPTION OF THE MINUTES**

It was moved by Celia Moragne and seconded by Linda McNamara to adopt the minutes from the January 18, 2017 and March 15, 2017 Council meetings.

**CARRIED**  
All in Favour

**3. BUSINESS ARISING FROM THE MINUTES**

**a. Preventative Maintenance Checklist**

Council discussed preventative maintenance items which are listed in the Depreciation Report.

The main walkways require regular maintenance, Council discussed a specialized cleaning which will be considered at subsequent meetings.

Balconies require inspection to determine if repairs are required to the vinyl membrane and the railing bolts are in need of inspection and maintenance. Council will have Andy Hornal inspect one deck which Council is aware requires repairs in order to obtain budgetary costs for repairs on remaining decks. Council will discuss these repairs at subsequent meetings over the next fiscal year.

Council reminds Owners they are responsible for maintaining the decks in a clean and orderly fashion which includes annual washing of the deck surface. Council discussed a deck which has become cluttered and the overrun of rainwater is causing damage to the fascia.

Council also discussed the installation of weatherly stripping on Common Property doors Council will request this to be quoted by Andy Hornal when onsite investigating the deck repairs.

**b. Landscaping**

The landscaper has completed pruning of some of the cherry trees at the front of the building. As discussed at the Annual General Meeting Council will balance Owners request to keep the trees to allow for privacy, and the required pruning and maintenance of the trees to keep them in good condition.

**c. Deck Repairs**

Council discussed the deck repairs with the Owner of Unit 203, Council will be addressing the matter now that the weather has improved.

**d. Entrance Floor**

Council discussed the flooring in the entranceway which becomes slippery when wet. Council will investigate the product options which can be painted on to the tile to make it gritty and improve traction. Council will source the product from Home Depot and apply the product.

**e. Fencing**

Council reviewed quotes for fencing on the back of the property to stop non-residents from using the property as a shortcut. The cost for the fencing was significant and therefore Council discussed the option of only fencing in one section of the back area. Council directed Teamwork to contact AHH Contracting to re-quote for the fencing at the back in a smaller section.

**f. Exterior Painting**

Council discussed exterior painting and determined at this time only some areas of the building require attention. Council determined the areas will be addressed by Council volunteers.

**g. Courtyard Cleaning**

Council approved a quote for courtyard cleaning from Atlas in the amount of \$1,230.00 however, they are booking into August. Council determined it was too long to wait, and sourced another contractor to complete the cleaning right away for the same price. Fresh Look Exteriors was engaged for the courtyard and Council was happy with the work. The contractors advised they also complete window washing and deck cleaning, Council will review the pricing and engage the contractor for this work where possible within the budgetary restrictions.

**h. Roof Drains**

Abney has attended to address one roof drain which was leaking and has been engaged to complete the remainder of the roof drain repairs. Council directed Teamwork to follow up with the contractor to determine when this repair will be completed.

**4. FINANCIAL STATEMENTS**

The January, February, March April and May 2017 Financial Statements were reviewed as prepared and presented. It was moved by Linda McNamara and seconded by Lew Murphy to approve the January, February, March, April and May 2017 Financial Statements as prepared and presented.

**CARRIED**

All in Favour

**5. CORRESPONDENCE**

- a.** Council reviewed a letter from an Owner in response to a letter from Council regarding smoking within their Strata Lot. The Owners have advised they have taken steps to reduce the nuisance by purchasing an air purifier. Council directed Teamwork to provide the Owners a response letter.

- b. A letter was received from an Owner in arrears on their Strata Fees providing Council with a plan for repayment. Council directed Teamwork to send a letter of response to advise the Owner the payment plan is approved.

## 6. NEW BUSINESS

### a. Insurance Renewal

Council discussed the insurance renewal and reviewed a proposal from Hub International Coastal for Guaranteed Replacement Cost. It was moved by Celia Moragne and seconded by Lew Murphy to accept the quote for Guaranteed Replacement Cost in the amount of \$14,900.00 for a policy term of 304 days. The policy will now renew at the end of the current fiscal year, and insurance will be reviewed at the budget meeting.

**CARRIED**

All in Favour

### b. Appraisal

Council reviewed the property appraisal for insurance purposes as submitted by Suncorp Valuations. The 2017 appraised value is \$7,215,700.00

### c. Feeding the Birds

Council discussed a report received where by an Owner was feeding birds on Common Property. Council communicated with the Owner and reminds Owners not to feed birds or wildlife on Common Property.

### d. Mechanical Service Contract

DMS Mechanical was onsite to complete regular maintenance, however Council had concerns regarding services completed as they were onsite for a very short time without any tools. DMS Mechanical was advised and reported on their next visit they will send a senior technician to meet with Council and review the elements included in the bi-annual service contract. Council is satisfied with this resolution and directed Teamwork to make arrangements with DMS Mechanical.

### e. Door Pro

Council discussed the garage gate. Previously Door Pro was onsite and completed temporary repairs to the gate. Council directed Teamwork to follow up on when the permanent repairs will be completed. Council also discussed the regular service contract and directed Teamwork to follow up with the contractor to determine if these services were completed.

### f. Landscaping

Council discussed the roots of some trees which are becoming a nuisance. The landscaper has advised root pruning is not to be done on large trees as it weakens the tree and may cause a collapse. Council will monitor the roots and make another plan for maintenance if required in future.

### g. Annual Maintenance Plan

Council discussed the annual maintenance plan and reported the Council completes regular cleaning of the roof drains on a quarterly intervals. Council discussed the installation of barkmulch to the outside garden beds as it has not been done in two years. Council also discussed installing additional soil in the courtyard area. Council will review the soil and barkmulch installation electronically over the summer to determine when this

will be completed by Council volunteers. Council discussed the need to have the carpets cleaned in the stairwells, Council directed Teamwork to obtain a quote from the contractor who completed the service last year.

**h. Outside Tap Repairs**

Council discussed completing repairs to the broken tap on the exterior of the building. A plumber is not required as the tap only requires a new handle, Council will address the repairs for this tap.

**7. DATE OF NEXT MEETING:** The next meeting will held on Wednesday, September 20, 2017 at 7:00 p.m. in the common room.

**8. ADJOURNMENT:** The meeting was adjourned 8:35 p.m.

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

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