

**MINUTES OF THE STRATA COUNCIL MEETING  
ARBUTUS COURT – LMS 1448  
MAY 9, 2018**

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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
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

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**1. CALL TO ORDER**

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

**2. COUNCIL POSITION APPROVAL**

It was moved by Klaus Iden and seconded by Lew Murphy to accept the Council positions as listed above. **CARRIED** All in Favour

**3. ADOPTION OF THE MINUTES**

It was moved by Celia Moragne seconded by Lew Murphy to adopt the minutes from the January 17, 2018 Council meeting. **CARRIED** All in Favour

**4. BUSINESS ARISING FROM THE MINUTES**

**a. Preventative Maintenance Checklist**

Recycling & Organics

Owners are reminded garbage, recycling and organics items are required to be sorted. Owners are requested to use compostable bags or newspaper when putting items in the organics bin, biodegradable bags are not permitted in organics. Council will place bins in the mailroom for Owners to recycle lightbulbs and batteries.

Recycling items include cans, cartons, and containers are to be washed, and flattened where possible. Glass is to be placed in the separate recycling bin and cardboard is required to be crushed or cut up and then placed in the recycling containers.

Owners are reminded Styrofoam is not permitted to be placed in the recycling bin. Personal household items are not permitted in recycling or garbage under any circumstances. Owners are requested to take these items to the appropriate depot.

Air Conditioning Units

Air Conditioning units are permitted as long as they are not hung or displayed on the window sill and are not visible from the exterior of the building. Air Conditioning units which are free standing inside the Strata Lot are permitted. Please see Bylaw 44.9 below:

A resident must ensure that no air conditioning units, laundry, flags, clothing, bedding or other articles are hung or displayed from windows, balconies or other parts of the building so that they are visible from the outside of the building.
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### Barbecues

Owners are reminded of the following Bylaw 44.2 regarding barbecues:

A resident or visitor may use gas or electric barbecues only. No hibachis or charcoal barbecues.

### Pilot Lights

As summer approaches and the Units become hot, Owners are reminded of the recommendation to turn off the pilot light on the fireplace in order to cool the Unit temperature. Instructions to turn the pilot light on and off are located on a metal plate behind the three removable brass trim plates under the fire box.

### Going on Holiday

Prevent possible water leaks by turning off the water above the hot water tank as well as switching off the heat to the hot water tank. Owners are reminded to confirm with their insurance provider regarding holiday liability limitations.

#### **b. Depreciation Report**

Owners are encouraged to obtain a copy of the Depreciation Report from Teamwork Property Management and review it for upcoming building repairs.

#### **c. Exterior Repairs**

The beam located at the front of the building on the North central end of the t-bar skylights at the entrance is showing signs of age and requires repair in one section. Council directed Teamwork to obtain quotes for repair.

#### **d. Landscaping**

Cherry tree pruning was completed by Paradise Landscaping in the amount of \$640.00 plus tax. With summer weather approaching and Owners placing plants on their decks please be reminded of the following Bylaw 44.10

A resident must not display or erect fixtures, poles, clotheslines, racks, storage sheds and similar structures permanently or temporarily on limited common property, common property or land that is a common asset. Despite the foregoing, the placing of items on the limited common property balconies or patio areas shall be limited to free standing, self-contained planter boxes or containers, summer furniture and accessories.

#### **e. Deck Repairs**

The repairs to the deck at Unit 203 will be completed this summer. Council directed Teamwork to obtain quotes for review at the next Council meeting.

#### **f. Fencing**

Council reviewed the fencing proposal and directed Teamwork to request the contractor return to update the quote for Council to ensure all components are included.

**Rachel Barnes joined the meeting at 7:47 pm.**

**g. Refuse Removal Contract**

Council encourages Owners in the complex to engage in the use of the recycling and organics program. Council requests Owners review notices which are being distributed regarding items belong in each container. Owners who have questions can contact Rachel in Unit 107 for assistance. Please sort recyclables and ensure you place items in the correct bin.

**h. Mailbox Upgrades**

Council reviewed the quote for the mailbox upgrades. It was moved Lew murphy and seconded by Klaus Iden to accept the quote from FH Security in the amount of \$6470.10.

**CARRIED** All in Favour

The mailbox cages will take time to be manufactured and installed. Owners might experience a mail interruption during the installation as Canada Post will need to be onsite to remove their locks and reinstall on the new cage. Owners will be notified in advance of the installation to make necessary preparations.

In addition, all Owners will receive a new set of keys for the new mailbox cage. Owners will be required to use the new keys to open the cage door and their existing key to open the individual mailbox. Council will deliver the exterior cage door keys once they are received from the contractor.

**i. Parkade and Sump Drain Cleaning**

The parkade and sump drain cleaning have been completed Council approved payment of the invoice.

**5. FINANCIAL STATEMENTS**

The January 2018, February 2018, March 2018 and April 2018 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 January 2018, February 2018, March 2018 and April 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

**6. CORRESPONDENCE**

a. Council reviewed a letter from an Owner in response to a letter from Council regarding items in the parking garage. The Owner explained the item is a car cover and is only left in the stall when the car is being driven all other times the car cover is on the car. Council determined this item is permissible.

b. A letter was received from an Owner in response to a letter from Council regarding items in the parking garage. The Owner advised the items in question have been removed.

**7. NEW BUSINESS**

**a. Gas Sensor Testing**

Council discussed the testing of the gas sensors located in the parkade, it was noted they are due for testing. It was moved by Celia Moragne and second by Lew Murphy to approve the proposal from Coast Gas Sensor Testing in the amount of \$180.00 plus tax.

**CARRIED** All in Favour

**b. Insurance Renewal**

Council reviewed the renewal of the insurance with Hub International. The proposal was moved by Lew Murphy and seconded by Celia Moragne to accept the proposal for Guaranteed Replacement Cost in the amount of \$18,027.00. **CARRIED** All in Favour

**c. Worksafe**

The annual filing of WorkSafe was completed by Teamwork on behalf of the Strata Corporation. The Strata Corporations net rate for 2017 is 0.90% and the premium due for payment is \$23.73.

**d. Parkade Waterproofing**

Council discussed the parkade waterproofing, and determined they would first work to identify any active leaks in the parkade. Once the active leaks are identified Council will monitor the extent of the leaking to determine if the leak could be the result of a plumbing repair. Council will work with DMS Mechanical to identify plumbing repairs in the summer months. In the winter months if any active leaks are identified Council will engage a contractor to determine if the leaks can be sealed with epoxy.

**e. Garage Remotes**

Owners who have issues with the operation of the garage remotes are requested to first change the battery (type CR2032.) In the event the battery replacement does not rectify the issue, Owners are requested to obtain a new garage remote from Door Pro by calling 604-597-4040 and request LiftMaster remote model 890MAX. Once the new remote is received Owners will need to contact Council to coordinate the programming of the remote.

**f. Undeliverable Mail**

Owners are requested to place improperly delivered mail on the tack board in the mailroom and ensure it states return to sender on the envelope.

**Linda left the meeting at 9:13 pm**

**g. Exterior Painting**

Council discussed the stucco on the exterior of the building. Council directed Teamwork to obtain quotes for stucco painting on the front of the building and trim painting on the back of the building.

**8. DATE OF NEXT MEETING:** The next meeting will held on Wednesday, July 11, 2018 at 7:00 pm in the common room.

**9. ADJOURNMENT:** The meeting was adjourned 9:40 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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