

**MINUTES OF THE STRATA COUNCIL MEETING
ARBUTUS COURT – LMS 1448
NOVEMBER 21, 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
Member	Klaus Iden	Present	604-321-1091	207
Member	Rachel Barnes	Absent	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 Klaus Iden and seconded by Lew Murphy to adopt the minutes from the September 19, 2018 Council meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a. Depreciation Report / Preventative Maintenance Checklist

There were no new items to discuss from the Depreciation Report and Preventative Maintenance Checklist.

b. Parkade Waterproofing

Council reviewed quotes for parkade waterproofing from EPS Westcoast. Council is of the opinion the repairs are time sensitive however the cost of the repairs is beyond the limitations of the budget. Council determined a Special General Meeting of the Owners will be called to obtain approval for the repairs to be expensed from the Contingency Reserve Fund.

c. Exterior Cleaning

Council reviewed quotes for exterior cleaning and determined the work would be tabled until spring.

d. Window Cleaning

Council reviewed quotes for window cleaning, it was determined the cleaning will be table until spring.

e. Exterior Repairs

Council directed Teamwork to obtain quotes for repairs to the front entrance beam. Council has noted discolouration and determined maintenance is required.

f. Vertical Pipe Cleaning

Vertical pipe cleaning by DMS Mechanical was approved by Council in the amount of \$1,737.50 plus tax at the last meeting. The service is scheduled to be completed November 27, 2018 and November 28, 2018.

g. Gutters

Council discussed gutter cleaning and directed Teamwork to obtain quotes for discussion at the next Council meeting.

h. Fire Inspection

The fire inspection was completed October 10, 2018. Unit 204 is required to provide access for inspection and repairs. Council directed Teamwork to coordinate access with the Owner.

i. Refuse Removal

Council reviewed concerns with the refuse removal contract. Council determined they are satisfied with the contractor and will continue their contract for another year.

4. FINANCIAL STATEMENTS

The September and October 2018 Financial Statements, Bank Reconciliation and Bank Statements were reviewed as prepared and presented. It was moved by Linda McNamara and seconded by Klaus Iden to approve the September and October 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. Council reviewed a letter from an Owner regarding a ductless air conditioner. The Owner reported they will complete additional research and will present the options to Council at a later date.
- b. A complaint letter was received regarding a Unit with a dog which is over size. The Owner requested Council consider an exemption. Council directed Teamwork to send a letter of response to the Owner to express the requirement to be in compliance with the Bylaws.
- c. Council reviewed a letter from a representative for an Owner who is in the process of settling the estate. The representative advised they are unable to provide payment of Strata Fees at this time. The representative requested Council cease charging interest and reverse the charges already levied. Council denied the request and directed Teamwork to send a letter to the Owner to advise of the Bylaws.
- d. A letter was received from an Owner regarding non-payment of Strata Fees. The Owner requested the Council approve a payment plan. Council directed Teamwork to provide the Owner a response requesting payment and detailing a payment plan.

6. NEW BUSINESS

a. Scupper Drains

Council discussed the scupper drain cleaning. It was reported by Lew the scupper drains were cleaned recently and appear to be operating as required.

b. Roof

Council reviewed the roof maintenance; an inspection was completed in 2014 to detail any repairs required prior to the expiry of the warranty. Council determined another inspection will be completed in order to determine required repairs. Council directed Teamwork to obtain a quote from the roof inspection company Specifex to complete a 10-year roof health check.

c. Upper Deck Resurfacing

Quotes are pending for the upper deck resurfacing, this is the first step in determining the budgetary costs. Council discussed the option of engaging a consultant for the completion of the project. Council determined once the quotes are received they will consider a consultant in more detail.

d. Ramp Entrance

In the event you must call emergency services, Council reminds Owners to advise the operator there is a ramp which can be used by medical personnel.

e. Newspapers

Council contacted the local free newspapers to reduce the subscription. Council determined too many newspapers are going to waste.

f. Special General Meeting

A Special General Meeting will be held on Wednesday January 9, 2019 to discuss a Contingency Reserve Fund expense for parkade water proofing. Owners will be notified of the meeting in compliance with the Strata Property Act and Bylaws.

7. DATE OF NEXT MEETING: The next meeting will held on Wednesday, January 9, 2019 at 7:00 pm in the common room.

8. ADJOURNMENT: The meeting was adjourned 8:55 pm.

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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- Friday, December 7, 2018 – Open 9:00 am – noon (Staff Lunch)
- Monday, December 24, 2018 – Closed
- Tuesday, December 25, 2018 – Closed
- Wednesday, December 26, 2018 – Closed
- Thursday, December 27, 2018 – Regular business hours
- Friday, December 28, 2018 – Regular business hours
- Monday, December 31, 2018 - Closed
- Tuesday, January 1, 2019 Closed
- Wednesday, January 2, 2019 – Regular business hours