

**MINUTES OF THE STRATA COUNCIL MEETING  
ARBUTUS COURT – LMS 1448  
NOVEMBER 22, 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	Absent	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 pm.

**2. ADOPTION OF THE MINUTES**

It was moved by Celia Moragne seconded by Linda McNamara to adopt the minutes from the September 20, 2017 Council meeting. **CARRIED** All in Favour

**3. BUSINESS ARISING FROM THE MINUTES**

**a. Preventative Maintenance Checklist**

Owners are requested to review the attached flyers regarding organics recycling and waste. Please be reminded organics must be placed in the organics bin. Food items are required to be removed from containers and placed in organics, and the container is to be placed in recycling. Animal waste is not permitted to be placed in organics. Owners are advised if organics, recycling, and garbage is not placed in the appropriate bins waste removal fees will escalate and those costs will be passed onto the Ownership as an increase in Strata Fees.

**b. Depreciation Report**

Council reviewed the status of the items listed in the Depreciation Report which are due for repair. Celia Moragne reported the weather stripping and the replacement of the deck bolts was completed in 2017. The first invoice of \$225.00 was paid to Andy Hornal and secondary invoice is pending receipt. Council will continue to address Depreciation Report items as they become due.

**c. Annual Maintenance Plan**

Joan Gusta reported on the annual maintenance plan. The winterization of the irrigation system has been completed and Council will be completing the shut off to exterior taps to prevent freezing in the winter. It was also noted, the bi-annual inspection of the garage door is due in December, 2017 Celia Moragne volunteered to meet with the contractors. In addition DMS Mechanical is due onsite to complete the bi-annual inspection, this service is to be scheduled with Council and a senior technician. Council directed Teamwork to schedule the service dates with Door Pro and DMS Mechanical.

**d. Landscaping**

Joan Gusta reported on landscaping and Council reviewed quotes for the removal of the maple tree at the front of the property. Bartlett Tree Experts when onsite advised Council they were of the opinion the roots were not a problem and the tree only required additional

soil. Council was in agreement with this assessment and determined the tree removal will not take place.

**e. Deck Repairs**

Council discussed the deck repairs at Unit 203 and it was determined by the contractor the damage to the deck and the poor installation a replacement membrane has caused the issues at this location. The quotes for these repairs are in progress however the contractor advised the repairs must be completed in summer as they are weather contingent.

**f. Entrance Floor**

Council discussed the entrance floor and it was reported by Linda MacNarmara none of the painted on products will provide the grip they are looking for. Linda provided an alternative option of laying mats, her experience in the flooring industry allowed her to determine the appropriate style and quality to be installed in the common areas. Council was in agreement to allow Linda to source the mats to be expensed from petty cash.

**g. Fencing**

Council discussed the fencing as the quotes are beyond the limitations of the budget fencing will be presented to the Owners at the Annual General Meeting for consideration.

**h. Stucco Painting**

Council discussed exterior stucco painting around the patios and courtyard. Council directed Teamwork to obtain quotes in order for Council to consider options prior to the end of the fiscal year end.

**i. Fire Inspection**

The second fire inspection is scheduled for December 7, 2017 to access the unit which was missed the elevator shaft and to address Common Property deficiencies noted during the first inspection. Celia Moragne volunteered to meet the contractors on this date.

**j. Water Concern**

Council determined the water running down the north stucco wall is not of consequence as the area is open air and open to the elements. The area in question was washed by Council and determined to be black algae and simply requires regular cleaning.

**k. Storage in Parkade**

Council noted storage in the parkade is not permitted. Owners are reminded only bikes and licensed and insured vehicles are permitted. Owners are requested to remove all other personal items.

**l. Electrician**

Gregg Electric was onsite to complete repairs to two lights in the front of the building and the euro panel in the amount of \$99.75.

**m. Waste Management Contract**

Council discussed the current waste removal contract and directed Teamwork to terminate the contract and obtain quotes for new refuse removal contractors to ensure costs are competitive.

#### 4. FINANCIAL STATEMENTS

The September, 2017 and October, 2017 Financial Statements, Bank Reconciliation and Bank Statements were reviewed as prepared and presented. It was moved by Celia Moragne and seconded by Lew Murphy to approve the September, 2017 and October, 2017 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

Council reviewed the ledger and correspondence from an Owner who has been in arrears for a year. It was moved and seconded to direct Teamwork to advise the Lawyer to continue with the prior direction to take legal action to collect the outstanding balance. **CARRIED** All in Favour

#### 5. CORRESPONDENCE

- a. Council reviewed correspondence from a Power of Attorney for an Owner requesting a Council contact person. The Power of Attorney lives in a different City and sometimes requires assistance with the Owners. Council agreed to the request and directed Teamwork to provide the contact information to the Power of Attorney.
- b. A letter was received from an Owner in response to Council's request for valid vehicle insurance on the vehicle parked on Common Property. The Owner complied and provided the appropriate paperwork.

#### 6. NEW BUSINESS

##### a. Mailbox Upgrades

Council discussed the recent mailbox break-in and reviewed a quote to upgrade the mailboxes with a steel box which surrounds the individual mailboxes. Council determined this matter would be brought before the Owners at the Annual General Meeting for consideration.

##### b. Cameras

Council discussed the installation of cameras on Common Property to prevent break-ins. Teamwork advised Council of the requirement to pass a Bylaw prior to the installation of cameras to be in compliance with the Personal Information Protection Act. Council determined the correct steps would be taken and the Owners would be presented with the Bylaw at the Annual General Meeting along with approval of funds for the installation of cameras.

##### c. Parkade and Sump Drain Cleaning

Council reviewed a quote for parkade sump drain cleaning and parkade cleaning. It was moved by Lew Murphy and seconded by Celia Moragne to accept the proposal in the amount of \$640.00 plus tax for sump drain cleaning and \$750.00 plus tax for parkade cleaning. Council directed Teamwork to schedule the service. **CARRIED** All in Favour

##### d. Communication to Owners

Council discussed communication to Owners and determined notices would be posted only on the bulletin board, doors to parkade, elevator, and door to recycling. Council determined all notices will be posted and removed after a reasonable time. Owners are asked not to take down Council notices as these are posted to communicate to all Owners.

7. **DATE OF NEXT MEETING:** The next meeting will held in January, 2018 at 7:00 p.m. in the common room. The date will be determined by Council and Management
8. **ADJOURNMENT:** The meeting was adjourned 8:50 pm.

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

**Please be advised of the Teamwork Christmas Holiday schedule as follows:**

- Friday, December 8,2017 – open 9:00 am – noon (Staff Lunch)
- Friday, December 22,2017 – open 9:00 am – noon
- Monday, December 25,2017 – closed
- Tuesday, December 26,2017 – closed
- Wednesday, December 27,2017 – open 9:00 am – 5:00 pm
- Thursday, December 28,2017 – open 9:00 am – 5:00 pm
- Friday, December 29,2017 – open 9:00 am – noon
- Monday, January 1, 2018 closed
- Tuesday , January 2, 2018 – open resuming regular business hours

**TEAMWORK PROPERTY MANAGEMENT LTD.**  
**#105 – 34143 Marshall Road Abbotsford, BC. V2S 1L8**  
**Office: 1-866-941-6584 (ext. 325) Fax: 604-854-1754**  
**After hour Emergency # 778-241-7787**  
**Direct: 604-743-0291**





# Think Green

- We have developed an efficient and proven multi-material recycling program which can be customized to meet any special requirements. Our experience, modern equipment and dedicated service teams will ensure that your recycling program is a success!
- Special larger outdoor 'Cardboard Only' bins are available for high volumes of corrugated cardboard disposal.

## 1 MIXED WASTE PAPER

### ACCEPTABLE:

- ✓ OFFICE PAPER
- ✓ LETTERHEAD
- ✓ ENVELOPES
- ✓ FILES
- ✓ BROCHURES
- ✓ MAGAZINES
- ✓ FLATTENED BOXES
- ✓ JUNK MAIL
- ✓ TELEPHONE BOOKS
- ✓ ANY 100% PAPER FIBRE
- ✓ CLEAN PIZZA BOXES
- ✓ DRINK BOXES
- ✓ MILK CARTONS
- ✓ CORRUGATED CARDBOARD
- ✓ (CUT TO 1' X1' PIECES)

### NOT ACCEPTABLE:

- X WAX PAPER
- X STYROFOAM
- X PLASTIC

## 2 OLD NEWSPAPER

### ACCEPTABLE:

- ✓ NEWSPAPERS
- ✓ NEWSPRINT
- ✓ FLYERS/INSERTS

## 3 MIXED CONTAINERS

### ACCEPTABLE:

- ✓ ALUMINUM/TIN CANS
- ✓ GLASS BOTTLES/JARS (CLEAR & COLOURED)
- ✓ RIGID PLASTIC CONTAINERS: MILK, BEVERAGE AND SHAMPOO BOTTLES, FOOD CONTAINERS AND ANY HOUSEHOLD PLASTIC CONTAINERS WITH THESE CODES:



### NOT ACCEPTABLE:

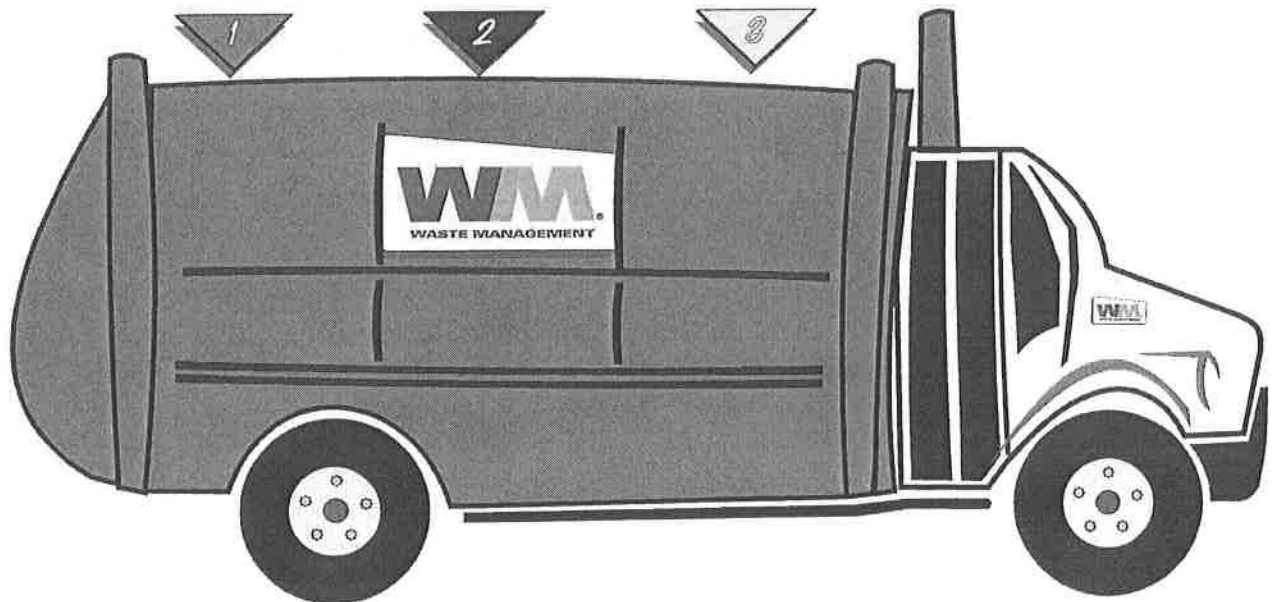
- X BROKEN GLASS
- X CERAMICS (PLATES/CUPS)
- X WINDOW GLASS
- X AEROSOL/PAINT CANS



MIXED WASTE PAPER

NEWSPAPER

MIXED CONTAINERS



We have all your waste and recycling solutions... Please call us at:

WASTE MANAGEMENT  
604-520-7800



# Think Green

## *Our Recycling Program:*

### **SIMPLE AND CONVENIENT**

You can choose to sort your recyclable material in up to three simple categories depending on your needs: **MIXED PAPER, NEWSPAPER and MIXED CONTAINERS**. Recyclable materials are collected in special wheeled containers called 'toters'. Toters are durable and safe to use indoors and outdoors. They can easily be wheeled around even when full, making them convenient for daily office use or for large clean-ups.

### **PROMPT, DEPENDABLE SERVICE**

We have over 30 years experience, a modern fleet of collection vehicles, durable equipment and fully trained customer service teams. Waste Management is dedicated to consistent, reliable service. We are fully equipped to handle all of your waste management needs quickly and efficiently.

### **WHAT HAPPENS TO MY RECYCLABLES?**

Your recyclables are collected and sent to a recycling facility. There, workers use advanced equipment to sort items by material type and other qualities. The sorted materials are compressed into large rectangular bales and shipped to processing plants to be made into new products. This sets the process in motion all over again, while helping conserve valuable natural resources. The Greater Vancouver Regional District has banned office paper, newspaper, telephone books and cardboard from going to landfill. Our recycling program includes the collection of these banned materials.

### **MORE WAYS TO RECYCLE**

Can't find what your looking for? Waste Management may not have locations in your area, but the following websites may guide you to what you need.

[www.thinkgreenfromhome.com](http://www.thinkgreenfromhome.com)  
[www.greenopolis.com](http://www.greenopolis.com)

[www.rcbc.bc.ca](http://www.rcbc.bc.ca)  
[www.encorp.ca](http://www.encorp.ca)

[www.earth911.com](http://www.earth911.com)

Please call  
us at: **604-520-7800**

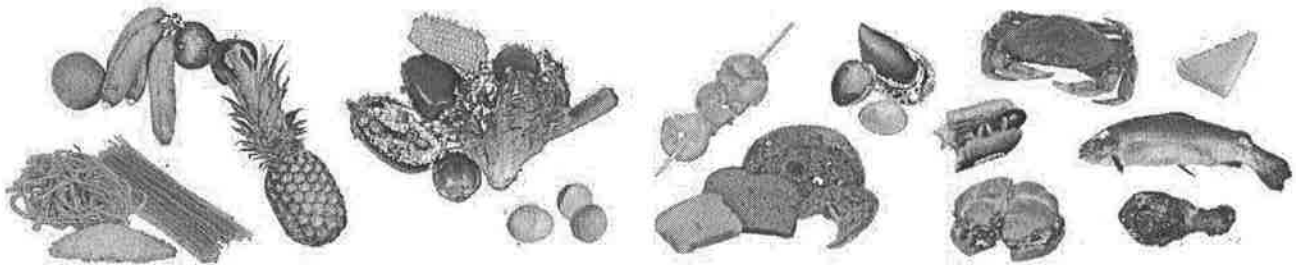


## Are you hiding something in your garbage?

One third of the garbage in our landfills is organic material (food and yard waste). That material can be composted and put to use by our local farmers. Recycling food scraps, food-soiled paper and yard waste is now mandatory and easy to do – here is a listing of acceptable items:

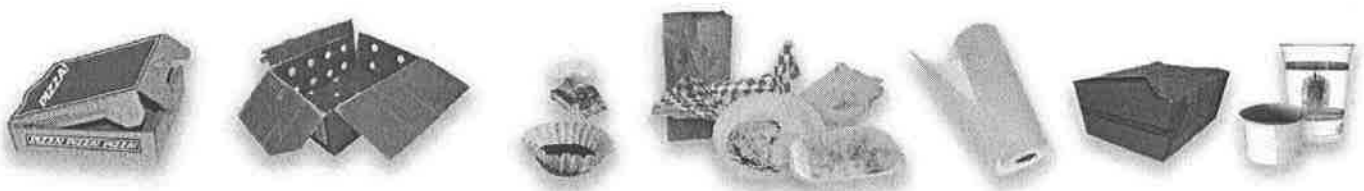
### Food

Meat, fish, dairy, fruit, vegetables, shells, bones, pasta, rice, eggshells, nutshells, bread, grains



### Food-Soiled Paper and Approved Compostable Packaging

Coffee grounds and filters, tea bags, waxed cardboard, soiled paper bags, kitchen paper towels, paper napkins, uncoated take out containers and paper plates, approved compostable containers and tableware, shredded paper (Absolutely no plastic)



### Plants and Flowers

Plants and flowers, landscape vegetation, holiday trees, untreated wood scraps, pallets, crates





## Some Compost Bin Tips:

- 1) Line the bottom of your in-home collection container with newsprint or cardboard before you start using it. This will help absorb liquid, prevent food from sticking to the bottom and reduce odours
- 2) Empty your bin every few days — even if it is not full
- 3) Rinse your bin periodically — use mild detergent or a vinegar/water solution and then add a sprinkle of baking soda or laundry detergent
- 4) Wrap peelings in newsprint or a paper towel before putting in the bin — to keep it cleaner
- 5) You can purchase compost bin liners and bags that will decompose. *Please* do NOT use bio-degradable or plastic shopping bags — they take up to 1000 years to decompose!

Once in the refuse room, you can place your organic material in one of the green toters. Waste Management will then pick up this material and dispose of it at a local facility, Harvest Power.



Just remember, **NO PLASTIC** as it will contaminate the entire batch





## Q & A on Metro Vancouver's Organics Disposal Ban

**The way we manage our waste is changing.** Together we are keeping food out of the garbage. In 2015, Metro Vancouver will introduce an organics disposal ban to support this change. These are some of the more common questions businesses in the region have asked.

### 1. What does this mean?

It means we will no longer throw food in the garbage. The ban is on disposal of the 'organic' waste. In this case 'organic' refers to things that can decay into compost, specifically food and yard waste.

Metro Vancouver, the regional government, manages all of the garbage produced from 2.3 million residents and businesses in the region (geographic range from Lion's Bay to Langley, in South Western British Columbia). Some businesses have been choosing to recycle their food waste for many years. Putting a disposal ban in place is a tool to encourage further reducing and recycling the food we waste.

### 2. Who is impacted?

The organics disposal ban applies to all waste generated in this region, whether that waste is residential, commercial, or institutional. Everyone needs to be separating food from regular garbage at home, work, school and public places.

### 3. Are we the first place to do this?

No, while our region is seen as a leader in waste management for having a firm commitment to recycling more of our garbage, we are not the first to put a disposal ban on organics. San Francisco, Halifax, Nanaimo, Portland, Massachusetts as examples. The upcoming organics ban is the latest change in the way we manage our waste, and like blue box recycling or cardboard-only bins, this practice will seem more normal over time.

### 4. What's wrong with putting food in the garbage?

In our region, about 20% of the garbage going to landfill or waste-to-energy is food; that's over 250,000 tonnes per year, and is similar to global numbers. When we throw away food all the nutrients, soil, water, money and energy that went into food production is lost. Further, food

decaying under the landfill, where there is little oxygen, produces methane, a powerful greenhouse gas that contributes to global warming. In the right conditions, food that is separated from the garbage for proper processing can decay cleanly into compost or biofuel. So instead of wasting nutrients and producing greenhouse gasses, we can capture nutrients and produce soil to grow more food in or a biofuel to replace using fossil fuels.

### 5. What are examples of the types of food that are considered banned?

Food is thrown away all along the production line, from growing to processing, to retailing and into restaurants and homes. Restaurant and retail businesses might think of pre-consumer (in the kitchen before cooking) and post-consumer (plate scrapings and leftovers) foods. The disposal ban also includes packaged and frozen food, bakery, delis and cafes – any food you can think of.

### 6. How will my business separate food from regular garbage?

You're not creating more garbage, but separating the same garbage into different containers. You need to assess how you currently manage your garbage; including ordering, storage, kitchen preparation, staff rooms, bins and contracts. Metro Vancouver has a guide to getting started for restaurants. Visit [metrovancouver.org](http://metrovancouver.org) and search 'Closing the Loop'. City websites have tips for residents, including apartments.

### 7. Is this going to cost me more money?

For many businesses, separating food from regular garbage significantly reduces the volume and service required for regular garbage. It also prompts us all to recognize and reduce waste. Some businesses already separating food from regular garbage find it cost-neutral, while others see slight decrease or increase in costs,



## Q&A CONTINUED

depending on their bin sizes and hauling service contracts. In 2014 Metro Vancouver is working with small businesses to record and share examples and costs to separating food from regular garbage. Results will be shared by end of 2014.

### **8. Do I have to commit space and provide different access to store or haul away a separate bin for food?**

You will need space for the food bin(s). Your garbage hauler may have solutions. You may be able to share a food bin with a neighbouring business or start to use smaller garbage bins.

### **9. Are there companies that provide services like hauling food to a compost facility, that can help me get started, or de-package food if required?**

As more businesses start separating waste, more services are becoming available. The Recycling Council of BC Hotline at 604-REC-YCLE (604-732-9253) maintains a current list of service providers. Many hauling businesses that collect your regular garbage can also collect food waste. Other businesses only collect recycling.

### **10. Can I line the collection bins with plastic bags?**

Nuisances like odour need to be managed in order to keep them from becoming a problem. Bins can be cleaned on the spot, or switched for cleaned bins at collection.

The facilities in our region make high-quality compost, and end users of that compost don't want product with plastics in it. Often plastic-looking bags labelled 'compostable', 'biodegradable' or similar often require very specific conditions to work. Also, it is difficult for employees to identify the bag type in large mixed waste piles. For these

reasons plastic bag liners are generally not accepted.

There are some exceptions for commercial waste, which is high volume compared to residential waste. You need to clarify your options with your landlord or service provider. For home collection use a newsprint to line your bins, or tip and rinse regularly. In addition to plastic, examples of other contaminants to avoid are labels, wrapping, elastics, meat trays, plastic cutlery, and aluminum foil.

### **11. How will the ban be enforced and will there be fines once the disposal ban is in place?**

Metro Vancouver has disposal bans on many other recyclable items like cardboard, paper and hard plastics. Enforcement is done when garbage loads are delivered to a disposal facility. There are fines associated with all disposal bans. Our priority is to keep food out of the landfill, not to develop an extensive fining process.

### **12. When does this start?**

The organics disposal ban will come into effect in 2015. Initial enforcement will include warnings and information, and after a grace period surcharges will apply. Many households and businesses are separating food waste from regular garbage already.

**Need more information? Visit [Metro Vancouver.org](http://MetroVancouver.org) and search 'Organic Disposal Ban'**



# NOTICE

## Arbutus Court – LMS 1448

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### PARKING LOT STORAGE

#### STORAGE IS NOT PERMITTED IN PARKING STALLS

Owners please be advised storage of personal items in parking stalls is not permitted.

The only items permitted in parking stalls are licensed and insured vehicles or a bicycle.

Owners are requested to please remove all items from parking stalls by  
**December 31, 2017**

Storage of items in the parkade is in violation of the Bylaws and the BC Fire Code.

Failure to remove items may result in fines or the items being removed at the Owners expense.

# NOTICE

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## **ARBUTUS COURT – LMS 1448**

### **BUILDING SECURITY**

In response to the recent mailbox break-ins Council reminds Owners not to provide access to the building to any person you do not know.

All authorized residents of Arbutus Court have been issued an entry key, all guests must enter by using the enterphone.

In addition, please do not provide access to any person you don't know by way of the enterphone unless you are expecting a guest or you can physically see them at the door.

**Please remember the security of all residents is at risk when you allow a person access who is not authorized.**

In addition, Council reminds Owners to remove all items of value from vehicles and use an anti-theft device.

Owners are requested to ensure the garage gate closes fully behind them before driving away to ensure no unauthorized individuals gain access.

**Please report any suspicious activity to the Police.**