

**MINUTES OF THE STRATA COUNCIL MEETING  
ARBUTUS COURT – LMS 1448  
SEPTEMBER 19, 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. ADOPTION OF THE MINUTES**

It was moved by Klaus and seconded by Lew to adopt the minutes from the July 11, 2018 Council meeting. **CARRIED** All in Favour

**3. BUSINESS ARISING FROM THE MINUTES**

**a. Preventative Maintenance Checklist**

Owners are reminded to have their fireplace serviced by a certified professional. Regular servicing can ensure proper operation and extend the life span.

Owners are reminded to inspect the area under their sinks and around bathtubs and toilets regularly for leaks to prevent significant water damage by identifying issues early.

Owners are reminded to check the hot water tank expiry and ensure the hot water tank is serviced regularly. Owners are requested to have a certified professional provide advice on use, regular service requirements and replacement dates.

Owners are requested to educate themselves on which items are permitted to be flushed down toilets or drained down the sink. Reminder under no circumstances is fat to be flushed down sink and baby wipes and facial wipes are not permitted to be flushed down toilets.

**b. Depreciation Report**

There were no new items to discuss from the depreciation report ongoing concerns regarding stucco cleaning, decks and parking lot membrane is discussed below.

**c. Deck Repairs**

Deck repairs at Unit 203 have been completed by Phoenix and Ediger in the amount of \$1,340.00 plus tax.

**d. Mailbox Upgrades**

The upgrades to the mailboxes will be completed Tuesday, September 25, 2018. Council has received the new keys and will be distributing to the Owners over the weekend prior to installation.

**e. Parkade Waterproofing**

Council discussed parkade waterproofing and directed Teamwork to obtain quotes for epoxy injections. Council will review the quotes at the next Council meeting.

**f. Stucco**

Council discussed cleaning the stucco, and directed Teamwork to request quotes for soft brush cleaning of the exterior to include the exterior of the gutters.

Council directed Teamwork to request window washing is completed at the time of stucco cleaning. Council determined only inaccessible windows will be cleaned by the contractors including the exterior of the glass railing.

**g. Exterior Repairs**

Council directed Teamwork to obtain quotes for repairs to the front entrance beam.

**h. Dryer Vent Cleaning**

The dryer vent cleaning was completed by All Fresh Dryer Vent Cleaning. After the cleaning was completed Council noted two areas on the exterior where lint remains, Council directed Teamwork to request the contractor return and address the areas. In addition, three Units did not provide access for dryer vent cleaning, Council requested the Owners be notified to provide access on a subsequent date.

**i. Pipe Cleaning**

Council discussed the cleaning of the vertical and horizontal pipes. It was moved by Linda McNamara and seconded by Rachel Barnes to approved vertical and horizontal pipe cleaning from DMS Mechanical in the amount of \$1,737.50 plus tax.

**CARRIED** All in Favour

**j. East Side Fence**

Council discussed the east side fence. It was determined the repairs are too extensive to be completed by Council. Council determined replacement will be discussed in the new fiscal year.

**k. Gutters**

Council discussed gutter cleaning. Council directed Teamwork to obtain quotes for gutter cleaning.

**l. Electrician**

Repairs to the exterior lights have been completed by Gregg Electric in the amount of \$411.08 including tax.

#### 4. FINANCIAL STATEMENTS

The July and August 2018 Financial Statements, Bank Reconciliation and Bank Statements were reviewed as prepared and presented. It was moved by Lew Murphy and seconded by Celia Moragne to approve the July and August 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 requesting to install a ductless mini-split A/C Unit at their Strata Lot. Council directed Teamwork to provide a response to the Owner.
- b. A complaint was received regarding a Unit with a new puppy. It was noted the puppy will grow to be in excess of the size restrictions for pets outlined in the Bylaws. Council directed Teamwork to send a letter to the Owner to advise of the Bylaw requirements.

#### 6. NEW BUSINESS

##### a. Common Property Repairs

Council discussed Common Property repairs completed by Council. Screen clips were replaced at each Unit, if Owners require replacements Council has obtained additional clips. Council replaced the glass cover for a light fixture on the exterior as it had been broken. A replacement glass cover was purchased for an exterior wall lights as the glass had been damaged. Council approved reimbursement of the expenses to Celia Moragne.

It was noted the screens on the Common room windows require replacement. It was approved by Council to order the new screens in the amount of \$25.00 plus tax for each screen.

##### b. Fire Inspection

The annual fire inspection is due to be completed. Owners will be advised of the dates and times shortly. Owners are reminded access to every Unit is required, failure to provide access will result in a return visit at the Owners expense.

##### c. Snow Removal

Council discussed the upcoming winter season. Council will provide snow removal services as volunteers. Owners are advised, they are responsible to ensure they have suitable tires on their vehicle to manage the snow.

##### d. Appraisal

The annual appraisal was completed in the amount of \$7,546,200.00.

##### e. Recycling

Council noted concerns with the contractor providing recycling services and directed Teamwork to communicate the concerns to the contractor.

Owners are reminded batteries and light bulbs are recycled by Council, please ensure you continue to deposit your batteries and bulbs downstairs.

Owners are advised recycling space is limited and Owners are requested to cut up cardboard and place inside the recycling bin. Breaking down boxes allows for additional items to be placed in the bins. In addition, the contractor is not required to remove cardboard, garbage or other items which are not placed inside the bin.

7. **DATE OF NEXT MEETING:** The next meeting will held on Wednesday, November 21, 2018 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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