

MINUTES OF THE STRATA COUNCIL MEETING
ARBUTUS COURT – LMS 1448
September 20, 2017

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

1. CALL TO ORDER

The meeting was called to order at 7:10 pm.

2. ADOPTION OF THE MINUTES

It was moved by Lew Murphy seconded by Joan Gusta to adopt the minutes from the June 14, 2017 Council meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a. Preventative Maintenance Checklist

Owners are reminded fireplaces are the responsibility of the Owner and should be serviced annually.

Council discussed deck cleaning, Owners are responsible for the regular maintenance of the decks with includes cleaning annually and reporting any deficiencies to Council. It is important Owners report any required repairs to the Council as soon as they are noticed.

b. Depreciation Report

Council reviewed the items listed in the depreciation report for servicing which includes weather stripping and railing bolts. Council member Celia has met with a contractor and obtained access to Units where necessary to confirm costs.

It was noted when inspecting the doors, some of the door frames from the patio require repairs to the frame and threshold. Council will obtain a quote from the contractor to complete repairs. It was noted clips were missing from the screens on several Unit windows, Council purchased and installed new screen clips.

During the inspection, the contractor found a deck with railing bolts which require caulking Council has coordinated the repairs at this Unit. Also, the south edge u-channel of the vinyl deck edge trims are missing, Council will coordinate replacement.

It was noted the T-bar skylight in the entranceway requires cleaning and wood repairs will also be addressed by the contractor.

Council reported an exterior tap on the south side requires repairs and the second-floor north stairwell door is not closing. Council will have these items addressed by the contractor when they are onsite.

c. Annual Maintenance Plan

The scupper drains on the roof are scheduled to be cleaned every two months by Council. Council discussed mulching of the garden beds and determined this would be considered next year.

Servicing of the mechanical equipment and the garage gate are scheduled to be completed in December. Council will meet with a senior technician to review the mechanical servicing to have a better understanding of what is completed in this service. Cleaning of the parkade will be considered in spring, Council determined the sump drain cleaning will be completed first. Council requested Teamwork to obtain a quote from Atlas for drain cleaning.

Council requested Teamwork obtain quotes for gutter cleaning for consideration at the next Council meeting. Irrigation winterization will be completed shortly by able irrigation. Council will be inspecting exterior taps and will turn off water where possible and remove hoses in order to prevent freezing.

d. Landscaping

Joan Gusta reported on landscaping and Council discussed the maple tree at the front of the property. At the Annual General Meeting, the Owners expressed they wanted Council to keep the trees where possible. However, Council has determined the largest tree in the middle must be removed as the roots are impacting the concrete and grass, and have become a tripping hazard. A suitable replacement tree will be determined by Council and installed in the appropriate season.

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. Council will obtain a quote for deck repairs along with other repairs at the property.

f. Entrance Floor

Council will continue to source options for reducing the slippery surface in the entrance lobby and will install themselves.

g. Fencing

Council discussed the fencing quotes for the smaller section of fencing are pending. Council will review electronically if required.

h. Stucco Painting

Council discussed exterior stucco painting around the patios and courtyard. Council will consider the options in summer 2018.

i. Roof Drains

Abney Roofing has attended and completed all repairs to the scupper drains.

j. West Steps

Council will request repairs from the contractor when onsite completing the repairs listed in the Depreciation Report.

k. 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. The repairs to the faucet are pending completion, Council will request repairs from the contractor when onsite completing other repairs.

l. Carpet Cleaning

Carpet Cleaning has been completed, Council reviewed the invoice and directed Teamwork to provide payment to the contractor.

4. FINANCIAL STATEMENTS

The June, July and August 2017 Financial Statements, Bank Reconciliation and Bank Statements were reviewed as prepared and presented. It was moved by Celia Moragne and seconded by Florence Law to approve the June, July and August 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 discussed a Strata Lot which has been in arrears for nearly a year, many attempts have been made to obtain the outstanding funds or request the Owner provide a payment plan. It was moved and seconded to direct Teamwork to engage a lawyer to take legal action to collect the outstanding balance. **CARRIED** All in Favour

5. CORRESPONDENCE

- a. There was no correspondence to consider.

6. NEW BUSINESS

a. Fire Inspection

Council discussed the annual fire inspection which was completed on September 19, 2017. Council reported access to one Unit and the elevator shaft were noted as deficiencies and directed Teamwork to schedule a second inspection and request Richmond Elevator attend.

b. Garden Fire

Council discussed a situation which occurred in the summer during the heat wave. An Owner reported smelling something burning upon further inspection the garden was found to be smoldering and the Fire Department was contacted. The Fire Department was able attend to the smoldering garden before it spread. Owners are reminded to dispose of cigarette butts appropriately.

c. Amenities room

A new sign will be made by Council to be posted on the amenities room door when it is occupied. Council will also install a chain across the door for added privacy when the room is in use.

d. Water Concern

Council discussed a concern with water running down the north stucco wall on the 3rd floor. Wind driven rain is running along the railing and running onto the wall on the 3rd floor, as this area is open air and installed to withstand the elements this is not a significant

concern. However Council will add additional caulking to encourage the water to run outside the building walls.

e. Storage in Parkade

Council discussed items which are being stored in the parkade. Only bikes are permitted to be stored in the parkade. Owners are requested to remove all items from the parking stalls to be in compliance with the BC Fire codes and avoid any fines from the City Fire Marshal.

f. Electrician

Two lights in the front of the building are not operating and the euro panel which is no longer being used beeps regularly. An electrician from Gregg Electric will be onsite to complete the repairs to the lights at the front of the building and to de-activate the euro panel.

g. Break-in

A recent break in occurred into the mailboxes. Council is reviewing the building and area to determine how a person may have accessed the interior of the building in order to break into the mailboxes. Council noted a locksmith may be engaged to reinforce the exterior doors and ensure they are closing correctly. Owners are asked to ensure all doors are closed behind you when entering and exiting and not to allow access to anyone you don't know.

h. Snow Removal

Council discussed snow removal for the coming 2017/2018 winter season. Last year the Council completed most of the snow removal and is considering the option of having a contractor available to call if services are required. In addition, Council discussed purchasing salt and de-icer for the winter season. More information will be provided to Owners at the next Council meeting.

7. DATE OF NEXT MEETING: The next meeting will held on Wednesday, November 22, 2017 at 7:00 p.m. in the common room.

8. ADJOURNMENT: The meeting was adjourned 9:05 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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