

**MINUTES OF THE STRATA COUNCIL MEETING
ARBUTUS COURT – LMS 1448
JANUARY 14, 2020**

ATTENDANCE:

President/Treasurer	Lew Murphy	Present	604-539-9947	103
Vice President	Rachel Barnes	Present	604-961-3544	107
Gardens & Grounds	Linda McNamara	Present	604-533-0112	108
Secretary	Klaus Iden	Present	604-321-1091	207
Member	Kelli MacLanders	Present	604-761-2782	208
Member	Joan Gusta	Present	604-539-7729	302

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 Kelli MacLanders to adopt the Minutes from the November 12, 2019 Council meeting. **CARRIED All in Favour**

3. BUSINESS ARISING FROM THE MINUTES

a. Waste Removal

Emterra Environmental removed the garbage bins in error, upon discussion with the waste company they agreed to release the Strata Corporation from their contract prior to the May 2020 deadline. Council directed Teamwork to engage Waste Connections for waste services in the amount of \$250.77 plus tax per month.

b. Depreciation Report

The draft depreciation report is pending receipt and will be reviewed by Council for errors at that time.

b. Gutters

The gutter cleaning was completed by Gorilla Property Services in the amount of \$399.00 plus tax.

c. Roof

The roof repairs have been approved and are currently pending the contractor's availability.

A leak occurred in a third floor Unit, Abney Roofing was engaged and determined the dryer vent was not adequately insulated creating condensation which therefore leaked into the Unit. Repairs were completed at the Strata's expense to insulate the dryer vent. The Owner is responsible for any repairs to the drywall inside the Unit.

d. Tree Pruning

Tree pruning was completed by Bartlett Tree Experts in the amount of \$2,592.00 plus tax. Council authorized payment of the invoice.

4. FINANCIAL STATEMENTS

The November and December 2019 Financial Statements, Bank Reconciliation and Bank Statements were reviewed as prepared and presented. It was moved by Lew Murphy and seconded by Rachel Barnes to approve the November and December 2019 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. There was no correspondence to consider at the date of the Council meeting.

6. NEW BUSINESS

a. Discoloured Stucco

Council discussed discolouration of the stucco on an outside wall. Council will inspect the area and directed Teamwork to engage the appropriate contractor to identify the discolouration; Council will consider cleaning in the Spring.

b. Parkade

Additional repairs to the parkade are required. Council directed Teamwork to engage EPS Westcoast to return and provide an additional quote for repairs.

c. Annual General Meeting

The Annual General Meeting has been scheduled for **Tuesday, March 17, 2020** to be held in the Common Room, notices will be sent to all Owners as outlined in the Strata Property Act.

d. Budget

Council reviewed the budget for the 2020-2021 fiscal year, finalization of the budget is pending receipt of the quotes for insurance.

7. **DATE OF NEXT MEETING:** The next meeting will be held **Tuesday, March 17, 2020** at 7:00 pm in the common room.

8. **ADJOURNMENT:** The meeting was adjourned 8:47 pm.

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

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