

**MINUTES OF THE STRATA COUNCIL MEETING
ARBUTUS COURT – LMS 1448
SEPTEMBER 3, 2019**

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	Absent	604-321-1091	207
Member	Kelli MacLanders	Absent	604-761-2782	208
Member	Joan Gusta	Absent	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 6:55 pm.

2. ADOPTION OF THE MINUTES

Council reviewed the Minutes from May 14, 2019 and noted a correction was required as follows:

*It was moved by Linda McNamara and seconded by Lew Murphy to adopt the minutes from the January 9, 2019 and March 12, 2019 Council meetings. **CARRIED** All in Favour*

It was moved by Lew Murphy and seconded by Linda to adopt the Minutes from May 14, 2019 as amended. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a. Depreciation Report

Council discussed the renewal of the depreciation report and reviewed four quotes. It was moved by Rachel Barnes and seconded by Linda McNamara to approve the proposal from WSP in the amount of \$2,500.00 plus tax. **CARRIED** All in Favour

b. Exterior Cleaning

The exterior cleaning of the building was completed by Just Ask BC Property Maintenance in the amount of \$1,495.00 plus tax. Council had posted a sign up sheet for deck cleaning at the Owners expense however there was not enough interest to warrant the contractor completing this service. Council determined deck cleaning will be considered again in the spring.

c. Fence

The installation of the new fence was completed by Just Ask BC Property Maintenance in the amount of \$395.00 plus tax.

d. Gutters

Council reviewed gutter cleaning and determined quotes will be obtained for consideration at the November 12, 2019 Council meeting.

e. Roof

Council reviewed the proposal from Abney Roofing for roof maintenance. It was noted overall the roof is in really good condition and most of the items are typical maintenance items, which should be addressed every 5 years. It was moved by Lew Murphy and seconded by Rachel Barnes to approve the proposal in the amount of \$4,028.00 plus tax. **CARRIED** All in Favour

f. Ramp Sign

The installation of a new sign at the ramp has been completed by Council.

g. Telus Fibre Optics

The Council met with the electrical contractor and determined the building does not have conduit inside the walls therefore exterior conduit would have to be installed which will alter the appearance of the property. Council determined at this time they will go forward with installation of fibre optics.

h. Locksmith

Council lubricated the Common Property locks and noticed an improvement in the operation. It was determined by Council a locksmith was not required to address concerns. Council will continue to monitor and complete regular maintenance as required.

i. Dryer Vent Cleaning

The dryer vent cleaning was completed May 27, 2019 in the amount of \$975.45 including tax.

j. Miscellaneous Repairs

Just Ask BC Property maintenance completed painting of twelve fireplace flutes and repairs to the fascia boards located at the top deck at the front of the building in the amount of \$500.00 plus tax.

k. Hot Water Tank

Council discussed the hot water tank at Unit 106. The Owner has turned the device off to prevent further leaking. Council is satisfied at this time, however will continue to monitor the situation.

l. Air Conditioning Unit Installation

The request to install a built in air conditioner was approved by Council with conditions. The Owner completed the installation and provided the Council with a signed Assumption of Responsibility form.

4. FINANCIAL STATEMENTS

The May, June, and July 2019 Financial Statements, Bank Reconciliation and Bank Statements were reviewed as prepared and presented. It was moved by Rachel and seconded by Linda to approve the May, June and July 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. A proposal was received from Canada Post for the installation of a parcel locker. Council determined the locker was too big and would not fit in the mail area. In addition Council had concerns on the locker impacting building security. Council will not pursue the parcel locker installation at this time.

6. NEW BUSINESS

a. Drain Cleaning

Council discussed annual cleaning of the vertical and horizontal drain system. It was moved by Lew Murphy and seconded by Linda McNamara to approve the cleaning to be completed by DMS Mechanical in the amount of \$1,737.50.

CARRIED All in Favour

b. Security

Owners are reminded to be vigilante in maintaining building security. Do not let anyone in the building that you do not know. A person who lives in the building will not be offended if you ask them to use their key rather than holding the door for them. Please remember all Owners security is at risk if you allow unauthorized persons in the building. If you receive a call from the front door and you are not expecting a guest do not provide access unless you are certain you know the individual.

c. Gas Sensor Testing

The testing of the CO monitors in the underground parkade have been completed by Coast Gas Sensor Testing in the amount of \$183.75.

d. Elevator Operating Permit

The elevator permit was received from Technical Safety BC the permit was provided to Council for posting.

e. Garbage

Council discussed the recent concerns with the garbage company specifically the issue where by the container is not being put into the containment correctly. Council determined a termination notice will be issued to Emterra and quotes will be obtained from other providers. Council directed Teamwork to request pricing from the City, Council will confirm City services included in the property taxes paid by Owners.

f. Tree Topping

Council discussed tree topping, the landscaper can only prune up to 10 feet. Council directed Teamwork to obtain quotes for topping from an Arborist.

g. Annual Fire Inspection

The annual fire inspection will be held on Thursday, October 17, 2019. Access to all Units is required on this date, notices will be posted to remind residents. Linda McNamara will be the contact onsite. If you are unable to be home on the date of the inspection please ensure you coordinate access to your Unit by requesting a friend, family member, neighbour or Council member to provide access in your behalf.

h. Fireplace Cleaning

Council discussed coordinating group fireplace cleaning for all Owners. Council directed Teamwork to obtain quotes for the service, fireplace cleaning will be at the Owners expense. Residents will be notified and requested to sign up for the service once a contractor has been chosen.

i. Snow Removal

With the winter season approaching Council discussed snow removal. Council determined they will use Owner and Council volunteers to manage the snow removal. Residents are reminded by using Owner volunteers the Council can save money on snow removal however as a result the building may not be cleared of snow immediately upon accumulation. Owners volunteers are always welcome please contact Lew for details.

7. DATE OF NEXT MEETING: The next meeting will be held **Tuesday, November 12, 2019** at 7:00 pm in the common room.

8. ADJOURNMENT: The meeting was adjourned 8:15 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**

IMPORTANT
PLEASE NOTE
Arbutus Court LMS 1448

**THE ANNUAL INSPECTION OF ALL BUILDING
FIRE SAFETY EQUIPMENT IS TO BE DONE ON
Thursday, October 17, 2019**

THE ALARM SERVICE TECHNICIANS WILL BE ARRIVING ON SITE AT APPROXIMATELY 8:00 AM. AFTER SETTING UP AND SOME INITIAL TESTING THEY WILL BEGIN IN-SUITE TESTING STARTING WITH THE UPPER FLOOR AND WORKING DOWN. AS PER ASTTBC STANDARDS OF PRACTICE A SYSTEM MAY BE TAGGED AS 'FAILED' IF ANY ROOM WITH AN ALARM COMPONENT IS NOT ACCESSED AT THE TIME OF THE ANNUAL INSPECTION. ACCESS TO ALL SUITES IS REQUIRED ON THIS DAY. PLEASE ENSURE THAT YOU, THE OWNER, OCCUPANT OR TENANT IS AVAILABLE TO PERMIT ENTRY. SHOULD YOU NOT BE AVAILABLE TO DO SO, PLEASE PROVIDE A NEIGHBOUR OR MEMBER OF COUNCIL WITH ACCESS TO YOUR SUITE. ANY RETURN TRIPS TO YOUR BUILDING MAY BE AT OWNERS EXPENSE. IF BACKFLOWS ARE BEING TESTED, WATER MAY BE SHUT OFF FOR A BRIEF PERIOD OF TIME.

THANK YOU

THE MANAGEMENT