

**MINUTES OF THE STRATA COUNCIL MEETING  
ARBUTUS COURT - STRATA CORPORATION LMS 1448  
WEDNESDAY, OCTOBER 17, 2012 @ 7:00 PM**

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**ATTENDANCE:**

President	Lorraine Danroth	Present	604-530-4954	105
Vice President	Trevor Perry	Present	604-534-2279	106
Secretary	Celia Moragne	Present	604-533-2740	309
Treasurer	Lew Murphy	Present	604-539-9947	103
Member	Sonya Tokaryk	Present	604-530-9850	209
Member	Molly Reid	Present	604-530-5512	205
Member	Florence Law	Present		304

**MANAGEMENT TEAM:** Teamwork Property Management Ltd.  
Strata Agent, Joe Hackett attended the meeting on behalf of Tom Quinton.

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**1.0 CALL TO ORDER:** The meeting was called to order at 7:28 PM in the meeting room.

**2.0 ADOPTION OF THE MINUTES:** It was noted that in July 18, 2012 minutes, item 3 d) should be revised to note "The mulch in the courtyard was completed".

It was moved Celia Moragne and Seconded by Lew Murphy to adopt the Minutes of the Council Meeting held July 18, 2012 as amended.

**CARRIED**

**3.0 BUSINESS ARISING FROM THE MINUTES:**

**a) Enterphone – (Tabled)** Due to the lack of reports received from Owners on enterphone issues, this item was tabled by Council.

**b) Depreciation Report –** Council discussed the recent amendments to the Strata Property Act and the Regulations regarding requirements for Strata's to undertake a Depreciation Report.

**c) Third Floor Walkway Post –** KCL has completed the replacement of the walkway post. Council agreed to document the replacement of this post on a site plan for future reference. It was duly noted, pursuant to the provisions of the BC Building Code, six inch diameter posts are now required.

**d) Fire Inspection –** Fraser Valley Fire Protection performed the annual fire inspection on August 13, 2012. All Strata Lots were inspected, and all the deficiencies noted were repaired.

#### 4.0 REPORTS:

a) **Financial review:** The July, August and September 2012 financial statements were reviewed. It was moved by Lew Murphy and seconded by Florence Law to adopt the July, August, and September, 2012 financial statements as presented.

**CARRIED**

It was moved by Celia Moragne and seconded by Trevor Perry to instruct Management to issue a Letter of Demand for payment to an Owner for unpaid Strata Fees.

**CARRIED**

#### 5. CORRESPONDENCE: None

#### 6. NEW BUSINESS:

a) **Access Control** – Council reviewed a quote from Door Pro for replacement of the access control system for the Parkade gate.

It was moved by Molly Reid and seconded by Trevor Perry to purchase the new garage door receiver motor and purchase forty three remotes as an emergency expenditure from the Contingency Reserve Fund from Door Pro as per their quote of \$3,940.00 plus HST.

**CARRIED**

b) **Insurance Appraisal Contract** – Council reviewed the three year contract renewal with Suncorp Valuations for the annual insurance appraisal. The total cost per year would be \$275.00 (plus HST). The appraisal will be performed in March of each year. It was moved by Sonya Tokaryk and seconded by Florence Law to approve the three year contract.

**CARRIED**

c) **Landscaping** – The Strata has been informed RL Landscaping will not be able to complete their contracted landscaping duties at this time due to health reasons. Green Leaf Landscaping has taken over the contract at the same rate in the interim until either the contract expires or RL Landscaping has returned.

d) **Snow Removal** – Council directed Teamwork to have Greenleaf submit a written proposal for snow removal to Council.

e) **Mailroom** - Owners are kindly reminded to please take care not to damage the new paint in the mailroom with shopping carts.

f) **Insurance** - All homeowners are requested by Council to ensure they have appropriate optional insurance coverage in place. The current water damage deductible for the Strata's insurance policy is \$5,000.00. Owners should ensure they have

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coverage for a \$5,000.00 Strata insurance deductible as not all policies with Strata deductible coverage cover the full amount.

**7.0 NEXT STRATA COUNCIL MEETING:** Will be held on January 16, 2013 @ 7:00 pm.

**8.0 ADJOURNMENT:** The meeting adjourned at 8:30 pm.

**Please Put All Concerns In Writing And Submit To Strata Agent or a Council Member. Thank You.**

**Teamwork Property Management Ltd.  
#105-34143 Marshall Road, Abbotsford BC V2S 1L8  
Office: 604-854-1734 (Loc. 318) Fax: 604-854-1754**

**HOLIDAY HOURS**

**Please be advised of the Teamwork holiday hours as follows:**

<b>Friday, December 14<sup>th</sup></b>	<b>9:00 am – 12:00 pm (Closed early for staff party)</b>
<b>Monday, December 24<sup>th</sup></b>	<b>Closed</b>
<b>Wednesday, December 26<sup>th</sup></b>	<b>Closed</b>
<b>Thursday, December 27<sup>th</sup></b>	<b>Regular business hours</b>
<b>Friday, December 28<sup>th</sup></b>	<b>Regular business hours</b>
<b>Monday, December 31<sup>th</sup></b>	<b>9:00 am – 3:00 pm</b>
<b>Tuesday, January 1<sup>st</sup></b>	<b>Closed</b>
<b>Wednesday, January 2<sup>nd</sup></b>	<b>Resuming regular business hours</b>