

**MINUTES OF THE STRATA COUNCIL MEETING  
ARBUTUS COURT - STRATA CORPORATION LMS 1448  
WEDNESDAY, NOVEMBER 6, 2013 @ 7:00 PM**

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**ATTENDANCE:**

Acting President				
VP/Treasurer	Lew Murphy	Present	604-534-2279	106
Secretary	Celia Moragne	Present	604-533-2740	309
Social	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.  
Tom Quinton - Strata Agent  
Mary Ann McLachlan - Assistant

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**1.0 CALL TO ORDER:** The meeting was called to order at 7:12 PM in the meeting room.

**2.0 ADOPTION OF THE MINUTES:**

It was moved by Celia Moragne and seconded by Lew Murphy to adopt the Minutes of the Council Meeting held September 4, 2013. **CARRIED**

**3.0 BUSINESS ARISING FROM THE MINUTES:**

**a) Painting** – Most of the repairs and painting around the flowerbeds have been completed. Lew Murphy will be finishing the necessary repairs shortly.

**b) Landscaping** – The the ivy has been removed on the southeast and southwest wall by Celia Moragne. Celia Moragne will purchase signs to be placed on the lawn advising people to pick up after their dogs. Several trees around the building have been cut back by Riteway. RL Landscaping has been hired to lay down the paving stones by the mail ramp. Council will enquire when the work is to be completed.

**c) General Repairs** – The scuppers and gutters were cleaned with minor repairs made. Teamwork has been directed by Council to contact Highland Roofing to inspect the roof.

**4.0 REPORTS:**

**a) Financial Review** - The September 2013 and October 2013 financial statements were reviewed. It was moved by Celia Moragne and seconded by Florence Law to adopt the September 2013 and October 2013 financial statements as presented. **CARRIED**

**5. CORRESPONDENCE:**

**a) Letter from New Owner** - A letter was received from a new Owner requesting permission their unit. Teamwork was directed by Council to notify the Owner by letter. Lew will contact the Owners Property Manager.

It was moved by Sonya Tokaryk and seconded by Florence Law to approve the request for the rental of Unit #105. **CARRIED.**

**6.0 NEW BUSINESS -**

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**a) Mechanical Systems** - DMS reported there was an inoperative motor discovered in the elevator room and also the sensors need to be checked by Honeywell. It was reported they are not CO2 they are carbon monoxide. Teamwork was directed by Council to contact Global Systems to have these tested and to contact DMS to enquire if there are any repairs to be made and if an invoice is being sent.

**b) Security Bars** - Council has approved to have security bars installed at the front entrance way above the door. Teamwork was directed by Council to call Security Machine and have this work completed.

**c) RCMP Security Check** – The RCMP have arranged to attend to give an information presentation to Owners and check the security of the building on Wednesday, November 27, 2013. All Owners are encouraged to attend the presentation.

**d) Carpet, Cleaning and Stairwells** - There was discussion on whether to clean or replace the carpet in the stairwells. Lew Murphy will provide a notice to residents requesting they double bag their garbage as improperly bagged garbage is causing stains on the carpet.

**e) Snow Clearing** - Council will contact RL Landscaping and inform him that he will be taking care of snow removal.

**f) Towing Contract** – Lew Murphy will contact A- Active Towing to renew the contract with them. Lew will to be the coordinator.

**g) Parking Passes** – It was noted there are courtesy parking passes in the amenities room for display in vehicles.

**7.0 NEXT STRATA COUNCIL MEETING:** Will be held on January 15, 2014 @ 7:00 pm.

**8.0 ADJOURNMENT:** The meeting adjourned at 8:45 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. 320) Fax: 604-854-1754**

### **HOLIDAY HOURS**

**Please be advised of the Teamwork Christmas Holiday schedule is as follows:**

- **December 13 – closed at 12:00 noon**
- **December 24 – 9:00 – 300 pm closed**
- **December 25 – December 27 - closed.**
- **December 30, - open 9:00 am – 5:00 pm**
- **December 31, - open 9:00 am - closing at 3:00 p.m.**
- **January 1, closed**
- **January 2, open resuming regular business hours.**

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**Directives**

**check on autodebit for Unit 106 strata fee not paid? Why?  
Teamwork has been asked by Council to contact Highland Roofing to check the roof.**

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**TW to write letter asking for a copy of storage insurance for vehicle belonging to Unit 106.  
TW to send reminder letter to Unit 203 for \$120.00 rental of amenities room. Wait for Lew to check before sending letter.**

**Teamwork was directed by Council to advise the prospective Owner by letter that this request has been approved.**