

**MINUTES OF THE STRATA COUNCIL MEETING
ARBUTUS COURT – LMS 1448**

Held: Wednesday, February 5, 2014

at 7:00 p.m.

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

ALSO IN ATTENDANCE: Tiffany Corrigan – Strata Agent
Teamwork Property Management Ltd.

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

2. ADOPTION OF THE MINUTES

It was moved by Sonya Tokaryk and seconded by Lew Murphy to adopt the Minutes of the November 6, 2013 Council Meeting. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

a. Landscaping

The ivy has been removed on the southeast and southwest walls, several trees around the building have been cut back and the paving stones near the mail ramp have been installed.

b. Roof Inspection

Council advised that the five year warranty on the roof is expiring this year and directed Teamwork to contact Highland Roofing to inspect the roof to determine if any warranty work is required.

c. RCMP Security Check

The security presentation with the RCMP has been postponed. The Council met with an RCMP Officer to walk the grounds and check the security of the building. The Officer praised Council for the current security improvements including trimming back the hedges, signage, and security bars. Council will continue to maintain this positive review by improving the lighting around the premises and ensuring hedges stay trimmed. Council directed Teamwork to contact the landscaper to confirm the hedge trimming schedule.

d. **Mechanical Systems**

Global Systems has been onsite to test the carbon monoxide sensors, all sensors are operational with no deficiencies at this time. DMS Mechanical reported there was an inoperative motor discovered in the elevator room. Council directed Teamwork to contact DMS Mechanical to return and undertake the repair.

e. **Security Bars**

The security bars have now been installed.

f. **Carpet Cleaning**

Council discussed their options regarding the stains on the carpet in the hallways and stairways. Council directed Teamwork to obtain quotes for carpet cleaning. Council will arrange completion of the cleaning prior to the fiscal year end.

Owners are requested to please ensure refuse is thoroughly secured before carrying it through hallways and stairways to avoid any damage to common property.

g. **Pets**

Council has obtained signs that have been placed on the lawn advising people to pick up after their dogs.

5.7 A pet owner must ensure that a pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.

4. FINANCIAL STATEMENTS

The November and December 2013 Financial Statements were reviewed as prepared and presented. It was moved by Florence Law and seconded by Molly Reid to approve the November and December 2013 Financial Statements as prepared and presented. **CARRIED**

5. CORRESPONDENCE

- a. A letter was received from an Owner requesting a Bylaw amendment be added to the Annual General Meeting agenda that clearly defines the type of air conditioners permitted. Council reviewed the existing Bylaw and concluded that it clearly defines the parameters. All Owners please be advised of Bylaw 44.9 which states that air conditioning units must not be

visible from the exterior of the building, be advised air conditioning units that sit in the window frame are not permitted

44.9 A resident must ensure that no air conditioning units, laundry, flags, clothing, bedding or other articles are hung or displayed from windows, balconies or other parts of the building so that they are visible from the outside of the building.

6. NEW BUSINESS

a. **Work Safe BC**

Teamwork advised Council of the rate information for Work Safe BC for 2014 will be reduced from \$1.06 in 2013 to \$0.82 in 2014 for \$100.00 of assessable payroll.

b. **Parking & Storage:** Effective January 1, 2014, for the purpose of providing Form B's (Strata Corporation Information Certificates) parking stall and storage locker information are required to be included. As determined by the disclosure statement and site plans parking and storage lockers are Limited Common Property. It was moved by Lew Murphy and seconded by Celia Moragne to authorize Teamwork Property Management to provide this information on behalf of the Strata Corporation. **CARRIED**

c. **AGM**

The Annual General Meeting has been scheduled for Tuesday, March 11, 2014, 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 2014-2015 fiscal year. It was moved by Sonya Tokaryk and seconded by Molly Reid that the proposed budget be presented to the Owners for consideration at the upcoming Annual General Meeting.

CARRIED

e. **Resolutions**

Council requested a new Bylaw be drafted relating to legal or illegal substances grown on the premises, due to the nature of the Bylaw, the Council was advised the Bylaw must be drafted by a Lawyer. It was moved by Lew Murphy and seconded by Celia Moragne to engage a Lawyer to draft a Bylaw for an expense in the amount of \$200.00 plus tax.

CARRIED

f. **Garage Gate**

The garage gate was inspected as part of the regular maintenance, it was noted a hinge needed to be repaired. All repairs have now been completed.

g. Trim Painting

Lew Murphy advised the trim boards on the interior of the building need to be painted. Teamwork will contact a handyman to meet with Lew to quote on the repairs.

h. Exterior Repairs

Council advised repairs on the front exterior near the second floor need to be completed as the boards appear to be rotten. When the handyman is on site Council will have him quote on these repairs as well as additional odd jobs on the property.

i. Dryer Vent Cleaning

Council advised that the anniversary for the dryer vent cleaning is quickly approaching and directed Teamwork to obtain dryer vent cleaning quotes as soon as possible.

7. DATE OF NEXT MEETING: The next meeting will be the Annual General Meeting to be held on Tuesday, March 11, 2014.

8. ADJOURNMENT: The meeting was adjourned at 9:30 p.m.

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

Tiffany Corrigan – Strata Agent
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