

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

Held: Wednesday, June 18, 2014

at 7:00 p.m.

ATTENDANCE:

President/Treasurer	Lew Murphy	Present	604-530-9947	103
Vice President	Celia Moragne	Present	604-533-2740	309
Secretary	Sonya Tokaryk	Present	604-530-9850	209
Gardens & Grounds	Florence Law	Present	604-532-1007	304
Member	Molly Reid	Present	604-530-5512	205

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

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

It was moved by Molly Reid and seconded by Sonya Tokaryk to accept the Council positions as listed above. **CARRIED**

2. ADOPTION OF THE MINUTES

The February 5, 2014 minutes were considered, it was noted by Council item 6.f Garage Gate requires the following amendment:

Garage Gate

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

It was moved by Molly Reid and seconded by Florence Law to adopt the February 5, 2014 Council Meeting minutes as amended. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

a. Roof Inspection

Council directed Teamwork to obtain a roof inspection from Inter Provincial Roof Consultants Ltd. (IPRC) who oversaw the original roofing project. Due to the fact that IPRC was the original project consultant they were willing to do a health check in the amount of \$495.00 plus tax the quote was approved by Council. The report for the health check has been received from IPRC. Teamwork sent the report to Highland roofing to advice of the required warranty repairs. Council directed Teamwork to follow up with Highland Roofing to book a date for completion of the deficiencies.

b. Mechanical Systems

Teamwork contacted DMS Mechanical to follow up on the report received regarding a fan in the elevator room which is non-operational. DMS Mechanical advised that there is also a sensor in this room that needs upgrading. Council

had Global Gas onsite to confirm that all sensors are operational. Council directed Teamwork to contact DMS Mechanical to complete repairs on the elevator room fan only. DMS Mechanical was onsite to investigate an unusually loud noise coming from the electrical room and confirmed that the noise was coming from the compressor which was found to be operational. While onsite DMS Mechanical uncovered a copper pipe with a leak in the valve that supply's the front hose bib. DMS Mechanical repaired the valve while onsite, the invoice in the amount of \$461.35 was approved by Council.

c. Carpet Cleaning

Council previously reviewed quotes for carpet cleaning of stairwell landings and common stairwells. The first quote was from Service Master Clean in the amount of \$239.90. The second quote from All Fresh Carpet & Upholstery Cleaning in the amount of \$282.45. It was moved by Celia Moragne and seconded by Florence Law to ratify Council's decision to accept the quote from Service Master Clean in the amount of \$239.90. Carpet cleaning was completed in February 2014.

CARRIED

d. Pets

Council noted there is an increase in incidents of Owners failing to clean up their pet excrement, Council witnessed an Owner allowing their dog to urinate on Common Property, and has directed Teamwork to send a letter to the Owner advising of the following Bylaw. Owners are reminded to clean up the excrement on Common Property for the benefit of all the Owners enjoyment.

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.
--

e. Garage Gate

Council requested Teamwork contact Door Pro 2 to confirm the dates of the regularly scheduled maintenance, Teamwork reported the biannual maintenance occurs in December and June.

f. Trim Painting

Council reviewed the quote for trim painting provided by A Helpful Handyman in the amount of \$1,812.00 plus tax. It was moved by Lew Murphy and seconded by Molly Reid to accept the quote from A Helpful Handyman in the amount of \$1,812.00 plus tax. **CARRIED**

g. Exterior Repairs

A quote from A Helpful Handyman was received to complete various exterior repairs in the amount of \$1,407.50 plus tax. The repairs included rotten fascia board repairs, installation of flashing in courtyard, pressure wash and paint stucco on the front of the building, spray paint fire place vents and remove

rusted and stripped screws from the west side light fixture. The exterior repairs are completed and the invoice was approved for payment by Council.

CARRIED

h. Dryer Vent Cleaning

Council reviewed quotes for interior and exterior dryer vent cleaning from Service Master clean and Air-Vac Services Canada Ltd. The quote from Service Master Clean is in the amount of \$700.00 for exterior and \$420.00 for interior cleaning for a total amount \$1,058.40 including tax and a 10% discount from Service Master Clean. The second quote was from Air-Vac Services Canada Ltd. in the amount of \$1,100.00 plus tax for interior and exterior dryer vent cleaning. It was moved by Florence Law and seconded by Molly Reid to accept the quote from Service Master Clean in the amount of \$1,058.40 including tax and discount.

CARRIED

4. FINANCIAL STATEMENTS

The January, February, March, April and May 2014 Financial Statements were reviewed as prepared and presented. It was moved by Sonya Tokaryk and seconded by Celia Moragne to approve the January, February, March, April and May 2014 Financial Statements as prepared and presented.

CARRIED

5. CORRESPONDENCE

a. Fortis BC

A letter was received from Fortis BC requesting to remove and test the gas meter to ensure the gas is measured correctly. To complete this work it will be necessary to interrupt gas service for a brief period of time. Council will post notices once the date and time has been scheduled. Council directed Teamwork to contact Fortis BC to schedule service.

b. City of Langley

A letter was received from the City of Langley alerting Owners of upcoming water main upgrades. As a result water will be turned off intermittently and at times water pressure will be reduced during the period of June 9, 2014 through to the end of July, 2014.

c. City of Langley-Recycling

A letter was received from the City of Langley advising of upcoming changes to the recycling programs. Council directed Teamwork to contact Waste Management and the City of Langley to confirm the extent to which Arbutus Court will be effected by these changes.

6. NEW BUSINESS

a. Security Light

Council noted a security light on the backside of the building, is in need of repair. Council President Lew Murphy will look into the status of this repair.

b. Janitorial

Council reviewed quotes for a replacement for the current janitor. The first quote from Paradise Landscaping and Services in the amount of \$520.00 plus tax per month. The second quote from Service Master Clean in the amount of \$509.27 plus tax per month. The third quote from Fraser Valley Interior Services in the amount of \$500.00 plus tax per month. The fourth quote from Dunn & Dusted in the amount of \$570.00 plus tax per month. The fifth quote is from Brenda's Cleaning in the amount of \$500.00 per month plus tax. It was move by Sonya Tokaryk and seconded by Lew Murphy to accept the quote from Paradise Landscaping and Services in the amount of \$520.00 per month plus tax effective June 1, 2014

CARRIED

c. Landscaper

Council received a letter from RL Landscaping that they are retiring and will no longer be able to provide landscaping services. The Council reviewed quotes for new landscapers, the first from Paradise Landscaping and Services in the amount of \$280.00 plus tax per month. The second quote from Pacific Clean Cut Landscapes in the amount of \$500.00 per month plus tax. It was moved by Molly Reid and seconded by Florence Law to accept the quote from Paradise Landscaping and Services in the amount of \$280.00 plus tax per month effective June 1, 2014

CARRIED

d. Appraisal

Council reviewed the second year updated property appraisal for insurance purposes as submitted by Suncorp Valuations. The 2014 appraised value is \$6,779,700.00.

e. Insurance Renewal

Council was presented with quotes for the renewal of the Strata Corporations insurance policy. The current insurance provider Hub International Coastal supplied three options; Guaranteed Replacement Cost for a premium of \$16,464.00, Extended Replacement Cost for 130% of appraised value in the amount of \$14,430.00 with limited additional living expenses and Extended Replacement Cost for 110% of appraised value in the amount of \$12,736.00 with limited additional living expenses. The fourth quote reviewed was from BFL Canada for Extended Replacement Cost for 110% in the amount of \$13,157.00 with limited additional living expenses. Council reviewed the costs and benefits of each policy. It was moved by Lew Murphy and seconded by Celia Moragne to accept the quote from Hub International Coastal for Guaranteed Replacement Cost in the amount of \$16,464.00.

CARRIED

f. Plants

Council President Lew Murphy purchased new plants from Clearview Garden Centre and they have been planted in the courtyard.

g. Leak

A leak occurred in Unit #303 causing damage to unit #203. The source of loss was found to originate in Unit #303, the extent of the damages are below the Strata Corporations insurance deductible, Unit #303 is responsible for the required repairs to both units.

Council would like to remind Owners to ensure they obtain a private condo insurance policy that will cover damages below the Strata Corporations deductible.
--

h. Garage Pressure Washing

Council noted after the winter season the underground parking lot is very dirty and in some parking stalls there are excessive oil stains. Council directed Teamwork to obtain quotes for vacuuming and washing in addition to quotes to pump out the underground parking lot drains. Council will review these quotes electronically.

i. Irrigation

Able Irrigation was onsite to prepare the irrigation system for summer. It was noted that the pressure in the system was higher than optimal at 100 PSI and that installing two pressure reducing valves on the copper lines one for each zone would potentially prolong the life of the system. The quote received from Able Irrigation was in the amount of \$680.00 plus tax. Council directed Teamwork to obtain additional quotes for the service providing the name of a local plumber. Council will review the quotes electronically.

j. Fireplaces

Council would like to remind Owners that are noticing the temperature level within their unit is unusually high during the summer months, Owners have the option of extinguishing the pilot light on the gas fireplace which will potentially reduce the temperature within the unit.

k. Arborist

Council discussed pruning trees in the fall and directed Teamwork to obtain quotes from Arborists to be reviewed at the in September meeting.

l. Website

Council discussed the possibility of setting up a website for Arbutus Court. Council will collect information and discuss the options at the next meeting.

7. DATE OF NEXT MEETING: The next Council meeting will be held on Tuesday, September 2, 2014.

8. ADJOURNMENT: The meeting was adjourned at 9:10 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
TEAMWORK PROPERTY MANAGEMENT LTD.
#105 – 34143 Marshall Road Abbotsford, BC. V2S 1L8
Phone: 604 -854-1734 (ex 325) Fax: 604-854-1754
Chilliwack Phone: 604-792-1794
After hour Emergency # 778-241-7787