

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

Held: Tuesday, September 2, 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	Absent	604-530-9850	209
Gardens & Grounds	Florence Law	Present	604-532-1007	304
Member	Molly Reid	Present	604-530-5512	205

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

1. CALL TO ORDER

The meeting was called to order at 6:55 p.m.

2. ADOPTION OF THE MINUTES

The June 18, 2014 minutes were considered, it was noted by Council item 3.A Roof Inspection requires the following amendment:

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 **advise them** of the required warranty repairs. Council directed Teamwork to follow up with Highland Roofing to book a date for completion of the deficiencies.

It was moved by Celia Moragne and seconded by Lew Murphy to adopt the June 18, 2014 Council Meeting minutes as amended. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

a. Roof Inspection

The roof repairs have been completed by Highland Roofing under warranty.

b. Mechanical Systems

The fan in the elevator room has been repaired and all systems are now operational.

c. Garage Gate

The regular scheduled maintenance of the gate is completed in December and June each year. Council directed Teamwork to follow up with Door Pro to confirm servicing was completed in June as an invoice was not received.

d. Trim Painting

The trim painting was completed by A Helpful Handyman however, Council noted the trim needed a second coat of paint. Teamwork obtained pricing from A Helpful Handyman for a second coat of paint in the amount of \$1,470.00 including tax. Council approved the quote by email, the trim painting is now complete.

e. Security Lights

Council discussed the exterior security lights, some lights are not working and are beyond the reach of a standard ladder. Council directed Teamwork to contact A Helpful Handyman to quote for repairs and the possible installation of additional security lights.

f. Dryer Vent Cleaning

Dryer vent cleaning has been completed by Service Master Clean.

g. Garage Pressure Washing

Council reviewed quotes for garage washing from Atlas Parking Lot Services, Valley Power Sweep and Service Master Clean. It was moved by Florence Law and seconded by Molly Reid to accept the quote from Atlas Parking Lot Services in the amount of \$750.00 plus tax.

CARRIED

h. Pipe Cleaning

Council reviewed quotes from Atlas Parking Lot Services, McRae's Environmental Services and DMS Mechanical for vertical and horizontal drain cleaning and storm catch basin cleaning. It was moved by Florence Law and seconded by Molly Reid to accept the quote from Atlas Parking Lot Services in the amount of \$450.00 plus tax and disposal fees. Council directed Teamwork to obtain additional horizontal and vertical drain cleaning quotes and confirm disposal fees prior to engaging the contractor.

CARRIED

i. Irrigation

Council reviewed costs from a plumber to install pressure reducing valves on the irrigation system. The quote from the plumber was similar pricing to the quote received from Able Irrigation. It was moved by Molly Reid and seconded by Florence Law to accept the quote from Able Irrigation in the amount of \$680.00 plus tax. Council requested Teamwork coordinate this upgrade at the next servicing of the irrigation system to possibly reduce costs.

CARRIED

j. Fireplaces

Reminder, fireplaces must be cleaned by a professional annually at the Owners expense. Council will coordinate a contractor to complete cleaning and will post a sign-up sheet for Owners.

k. Arborist

Council directed Teamwork to obtain quotes from Arborists to be reviewed electronically.

l. Website

Council met with a web designer in order to discuss options for the creation of a website for Arbutus Court. Council will be collecting pricing information to be discussed at the next scheduled Council meeting.

4. FINANCIAL STATEMENTS

The June, July and August 2014 Financial Statements were reviewed as prepared and presented. It was moved by Celia Moragne and seconded by Florence Law to approve the June, July, and August 2014 Financial Statements as prepared and presented.

CARRIED

5. CORRESPONDENCE

- a. A letter of response was received from an Owner regarding pet excrement. The Owner advised they did not realize urine was a concern and will in future pour a bottle of water in the area.

6. NEW BUSINESS

a. Fire Inspection

The annual fire inspection was completed, access to all suites was obtained.

b. Recycling Changes

Changes to the Langley recycling program includes the separating of glass items and pick up by Multi Material BC. Council has registered for a glass collection bin, and it is now in place. More information will follow regarding the glass pickup services and costs later this year.

c. Parkade Pipe

Council noted an ongoing drip from a pipe in the parkade near parking stall #6 and #7. The drip flow has recently increased and DMS Mechanical was contacted to investigate the source. The drip originated in Unit #109, and upon further investigation it was noted the hot water tank was leaking. No repairs were completed by DMS Mechanical, the Owner will be responsible for the repair.

d. Drip Tube Installation

Council discussed the watering of the hanging baskets in the courtyard and discussed the possibility of drip tube installation. Council directed Teamwork to obtain quotes for installation and servicing.

e. Snow Removal

Council discussed snow removal options, in the past Council members have volunteered to spread salt and sand on the Common Property. Council intends to engage a local contractor for snow removal. Council discussed the purchasing of salt and de-icer, Celia requested the Council purchase pet friendly products to be used on Common Property.

f. Paint Stucco

Council discussed an area of stucco on the front of the building which requires painting. Council directed Teamwork to obtain quotes from A Helpful Handyman.

7. DATE OF NEXT MEETING: The next Council meeting will be held on Wednesday, December 3, 2014.

8. ADJOURNMENT: The meeting was adjourned at 9:00 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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