

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

Held: Wednesday, December 3, 2014

at 7:00 p.m.

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**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:** Teamwork Property Management Ltd.  
Tiffany Corrigan – Strata Agent

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**1. CALL TO ORDER**

The meeting was called to order at 7:05 p.m.

**a. Website**

Council viewed a presentation from Dustin to set up a website for the property, Dustin provided Council with information regarding the costs and options of setting up the site. Council determined more discussion is needed prior to making any commitments.

**2. ADOPTION OF THE MINUTES**

It was moved by Celia Moragne and seconded by Florence Law to adopt the minutes from the September 2, 2014 Council meeting. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

**a. Garage Gate**

Teamwork confirmed with Council, servicing of the garage gate will be completed in December by Door Pro. The scheduled maintenance will occur two times per year in December and June.

**b. Security Lights**

Council reviewed a quote from A Helpful Handyman to repair the existing security lights and, to investigate whether additional lights may be added to the exterior at an additional cost. It was moved by Lew Murphy and seconded by Molly Reid to accept the quote from A Helpful Handyman in the amount of \$390.00 plus tax to repair the exterior lights and commence investigation.

**CARRIED**

**c. Garage Pressure Washing**

Garage pressure washing has been completed.

**d. Pipe Cleaning**

Storm catch basin cleaning was completed by Atlas Parking Lot. Council reviewed quotes to clean the horizontal and vertical pipes from DMS Mechanical and V&R Drain Cleaning. It was moved by Lew Murphy and seconded by Celia Moragne to accept the quote from V&R Drain Cleaning in the amount of \$1,890.00 plus tax.

**CARRIED**

Council requests Owners do not pour grease of any kind down the drains. This practice can cause blockages in the pipes and require additional cleaning and continued issues with sink backups.

**e. Irrigation**

The installation of a pressure reducing valve was completed by Able Irrigation.

**f. Fireplaces**

Council will coordinate a contractor to complete fireplace cleaning at the Owners expense. Council directed Teamwork to obtain a contractor to complete the service. A sign up sheet will be posted, once a date and cost has been obtained.

**g. Arborist**

Council reviewed quotes for Arborists to complete pruning to two Maple trees and one Cedar tree. It was moved by Molly Reid and seconded by Sonya Tokaryk to accept the quote from McConkey Arborist Services Ltd. in the amount of \$900.00 plus tax. Council directed Teamwork to confirm with the contractor the cost includes removal of the debris prior to accepting the quote.

**CARRIED**

**h. Recycling Changes**

Council reviewed a quote from Waste Management to start organic collection. The Council discussed concerns with adding this service and determined at this time they will not pursue organic collection and directed Teamwork to obtain additional information regarding when Langley will be required to commence organic collection.

**i. Drip Tube Installation**

Council reviewed two quotes regarding the installation of drip tubes for watering the hanging baskets in the courtyard. Council will table this discussion as it will not impact them until the summer months.

**j. Snow Removal**

Council are responsible for snow removal services including the spreading of salt or sand where required.

**k. Paint Stucco**

Council reviewed a quote for painting of the stucco from A Helpful Handyman Council tabled this discussion until spring.

**l. Fence & Gate**

Council reviewed a quote for the installation of a chain link fence and gate on the property. It is anticipated the fence will deter individuals from using the property as a shortcut and a gate will be installed to allow the landscapers better access. Council tabled this item to the next Council meeting.

**m. Dryer Vent Covers**

Council noted several Units are missing their dryer vent covers. Council reviewed a quote from A Helpful Handyman to replace them. It was moved by Lew Murphy and seconded by Sonya Tokaryk to accept the quote from A Helpful Handyman in the amount of \$350.00 plus tax

**CARRIED**

**n. Deck Washing**

Council reviewed a quote to wash the decks by A Helpful Handyman. Council tabled this discussion to spring.

**4. FINANCIAL STATEMENTS**

The September, October, November 2014 Financial Statements were reviewed as prepared and presented. It was moved by Celia Moragne and seconded by Lew Murphy to approve the September, October, November 2014 Financial Statements as prepared and presented.

**CARRIED**

**5. CORRESPONDENCE**

- a. There was no correspondence to review.

**6. NEW BUSINESS**

**a. Illegal Dumping**

Council noticed some rose bushes had died on the side of the building. Upon further inspection it was determined an unknown individual had illegally disposed of a chemical thought to be oil in the area. Council contacted several government agencies and sought legal advice on the proper cleanup and disposal of the materials effected. Council is in the process of completing the cleanup.

b. **Plumbing Repair**

An Owner advised Council their sink was not draining, Council engaged DMS Mechanical to snake the drain. It was determined the blockage was in the main pipe outside the Unit. The required repairs were completed by DMS Mechanical at the Strata Corporation's expense.

c. **Items Left In Mailroom**

Council noted unwanted household items have been left in the mailroom. Owners are reminded these items must be reclaimed and disposed of by the original Owner after three days.

7. **DATE OF NEXT MEETING:** The next Council meeting will be held on Tuesday, January 20, 2015.

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  
**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

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

- Friday, December 12, closed early at 12:00 pm
- Wednesday, December 24, closed early at 12:00 pm
- Thursday, December 25, closed
- Friday, December 26, closed
- Wednesday, December 31, closed early at 3:00 pm
- Thursday, January 1, closed
- Friday, January 2, closed