

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

Held: Monday, March 30, 2015

at 8:30 p.m.

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**ATTENDANCE:**

President/Treasurer	Lew Murphy	Present	604-530-9947	103
Vice President/Secretary	Celia Moragne	Present	604-533-2740	309
Gardens & Grounds	Florence Law	Present	604-532-1007	304
Gardens & Grounds	Joan Gusta	Present	604-539-7729	302
Member	Molly Reid	Present	604-530-5512	205
Member	Lieselotte Fett	Present	778-246-1479	305

**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 8:30 p.m. immediately following the Annual General Meeting.

It was moved by Celia Moragne and seconded by Molly Reid to accept the Council positions as presented above. **CARRIED**

**2. ADOPTION OF THE MINUTES**

It was moved by Celia Moragne and seconded by Molly Reid to adopt the minutes from the February 19, 2015 Council meeting.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

**a. Preventative Maintenance**

With summer approaching Owners are reminded to turn off the pilot light on the gas fireplace, to reduce the temperature within their Unit from June to September. Owners are advised to contact their insurance provider to determine if a gas fitter is a requirement.

**b. Fireplace Cleaning**

Council have posted a sign up list for fireplace cleaning, to be completed at the Owners expense. Owners wanting fireplace cleaning are requested to add their names to the signup sheet. Council reviewed a quote from Bravo Gas Fireplace Service, to complete fireplace cleaning for one Unit the cost would be \$105.00 plus tax. If the contractor is onsite to clean six or more fireplaces the cost will be reduced to \$85.00 plus tax. Council will allow Owners more time to sign up and will engage the contractor and advised the Owners of the date.

**c. Webpage**

The webpage design is underway, Teamwork has provided the webpage designer with the necessary information. Council will provide more information as it becomes available.

**d. Recycling Changes**

The recycling changes will be discussed in more detail at the next Council Meeting.

**e. Water Leak**

Service Maser Restore investigated the area in the stairwell on the front of the property where water is entering the building. It is the opinion of Service Master, an envelope specialist must be engaged to provide a scope of work, Service Master will then provide a quote to complete the repairs. Council directed Teamwork to obtain quotes for an envelope specialist.

**4. FINANCIAL STATEMENTS**

The February 2015 Financial Statements were reviewed as prepared and presented. It was moved by Celia Moragne and seconded by Joan Gusta to approve the February 2015 Financial Statements as prepared and presented. **CARRIED**

**5. CORRESPONDENCE**

- a. A letter was received from an Owner advising Council of a note posted on the bulletin board by an individual, which the Owner found offensive. Council discussed the concern and directed Teamwork to send a letter to the Owner.

**6. NEW BUSINESS**

**a. Property Appraisal**

Council reviewed the third year updated property appraisal for insurance purposes as submitted by Suncorp Valuations. The 2015 appraised value is \$6,927,800.00.

**b. Carpet Cleaning**

Council discussed carpet cleaning, and directed Teamwork to obtain quotes for the next Council meeting.

**c. Landscape Improvements**

Council discussed completing upgrades to the grass at the front entrance to include topdressing and seeding. Council reviewed a quote from the existing landscaper and directed Teamwork to obtain quotes for Council consideration at the next meeting.

**d. Electrician**

Celia advised the Council the spotlight on the front of the property requires an electrician. Council will engage an electrician through A Helpful Handyman to complete repairs.

**e. Elevator Permit**

Council noted the elevator permit has expired and directed Teamwork to obtain the paperwork from BC Safety Authority.

**f. Building Security**

Council reported the building has not had a break-in in the last year, and asks Owners to continue to be diligent in maintaining the security of personal property and shared spaces. Council reminds Owners to relock the deadbolts on the front, rear or side doors including the storage doors after entering or exiting.

**7. DATE OF NEXT MEETING:** The next meeting will be held on Thursday, May 28, 2015 at 7:00 p.m. in the common room.

**8. ADJOURNMENT:** The meeting was adjourned at 9:25 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.**  
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