

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

Held: Thursday, May 28, 2015

at 7:00 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	Absent	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 7:00 p.m.

**2. ADOPTION OF THE MINUTES**

It was moved by Lieselotte Fett and seconded by Florence Law to adopt the minutes from the March 30, 2015 Council meeting.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

**a. Preventative Maintenance**

**i. Hot Water Tanks**

Council reminds Owners to check the date on their hot water tank. Typically require replacement every eight years, a tank is past this date needs to be replaced. Owners when on vacation can save money by turning off the breaker for the hot water tank to stop the tank from continuing to heat the water.

**ii. Fire Prevention**

Owners are reminded to clean the lint trap on their dryers after every use to prevent fire. Failure to clean the lint trap also increases the time it takes for drying and as a result costing the Owner more money.

**iii. Pilot Lights**

In the summer months, Owners are reminded to turn off their pilot light to reduce the temperature within their Unit.

**iv. Flood Prevention**

Owners are reminded when they are on vacation to turn off the water valve to their hot water to reduce the risk of water damage. To turn off the water simply turn the blue, black or red valve at the top of the tank perpendicular to the pipe.

**v. Air Conditioners**

Owners are reminded as per Bylaw 44.9, air conditioners which sit inside the window frame are not permitted.

**b. Fireplace Cleaning**

Fireplace cleaning has been completed.

**c. Webpage**

The webpage is nearing completion. Council will provide additional details to Owners once completed.

**d. Recycling Changes**

The delivery of the new recycling and organics containers will take place at the end of May. The new recycling containers allow glass and plastics to be placed in the same container. Owners are requested to see the attached notice detailing the different items that can be placed in the recycling and organics containers.

**e. Water Leak**

Council reviewed quotes from several Engineers specializing in envelope repairs. It was moved by Lew Murphy and seconded by Celia Moragne to accept the quote from Levelton Consultants in the amount of \$2,350.00 plus tax.  
**CARRIED**

**f. Carpet Cleaning**

Council reviewed a quote for carpet cleaning. It was moved by Florence Law and seconded by Joan Gusta to accept the quote from All Fresh to clean the two carpeted stairwells with landings in the amount of \$289.00 plus tax. **CARRIED**

**g. Landscape Improvements**

Council reviewed quotes for topdressing, seeding and bark mulch from the landscaper. It was moved by Lieselotte Fett and seconded by Joan Gusta to accept the quote for bark mulch in the amount of \$1,700.00 plus tax. Council discussed the possibility of completing the topdressing and seeding in September 2015 and directed Teamwork to inquire with the landscaper to determine if the service will be successful if completed in the fall.  
**CARRIED**

**h. Electrician**

Repairs to the spotlight at the front of the property have been completed in the amount of \$143.33. Council discussed two areas on the first and third floors, two lights are not working after changing the bulbs. Council directed Teamwork to request the electrician complete the required repairs.

**i. Elevator Permit**

Teamwork advised the Council the elevator permit renews in June 2015. Once the permit has been received it will be emailed to Council to be posted in the elevator.

#### **4. FINANCIAL STATEMENTS**

The March and April 2015 Financial Statements were reviewed as prepared and presented. It was moved by Celia Moragne and seconded by Lieselotte Fett to approve the March and April 2015 Financial Statements as prepared and presented.  
**CARRIED**

#### **5. CORRESPONDENCE**

- a. There was no correspondence to review at this time.

#### **6. NEW BUSINESS**

##### **a. Insurance Renewal**

Council discussed the insurance renewal and reviewed a quote from Hub International Coastal for Guaranteed Replacement Cost. It was moved by Celia Moragne and seconded by Lew Murphy to accept the quote for Guaranteed Replacement Cost in the amount of \$16,677.00  
**CARRIED**

##### **b. Depreciation Report**

Council reviewed quotes from five contractors to complete the Depreciation Report. It was moved by Lieselotte Fett and seconded by Celia Moragne to accept the quoted from Levelton Consultants in the amount of \$6,800.00 plus tax for the first report. The contract includes a reduced cost for the three year update report in the amount of \$1,700.00 plus tax.

**CARRIED**

##### **c. Corporate Tax Return**

Council discussed the filing of the corporate tax return. Council directed Teamwork to have the return filed for 2012, 2013, and 2014 to be completed by Webster & Associates at a cost of \$575.00 per year.

##### **d. Pressure Washing Courtyard**

Pressure washing of the courtyard was completed by Aquaclean in the amount of \$525.00 plus tax.

##### **e. Trees**

Council received a request to plant a tree in the courtyard which can grow to 10-15 feet, Council denied the request. Council discussed the maple tree on the front of the property, the roots appear to be growing up through the grass. Council directed Teamwork to contact the landscaper and request information on whether these roots will continue to be a problem. Council will discuss this further at the next Council meeting.

##### **f. Corridor Deck Maintenance**

Repairs were completed to the corridor decks vinyl as splits were present and the posts where breaks were noticeable. The required repairs were completed in the amount of \$653.00. The invoice was approved for payment by Council.

**g. Gas Sensor Inspection**

Global Gas was onsite to complete the annual inspection of the gas sensors. Repairs were required and two cartridges were replaced. The cost for the service was in the amount of \$632.12 the invoice was approved by Council.

**h. New Hanging Baskets**

Council purchased fourteen new hanging baskets for the courtyard in the amount of \$305.88. The baskets need daily morning watering, Council requests Owners volunteer to complete watering in order to keep the complex looking its best. The task takes only 15 minutes and should be completed between the hours of 7:00-10:00 am.

**7. DATE OF NEXT MEETING:** The next meeting will be held on Wednesday, September 16, 2015 at 7:00 p.m. in the common room.

**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.**  
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