

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

Held: Wednesday, September 16, 2015

at 7:00 p.m.

**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	Absent	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

**1. CALL TO ORDER**

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

**2. ADOPTION OF THE MINUTES**

The May 28, 2015 Council meeting minutes were reviewed by Council, it was noted an amendment was required on item 3.a.v. as follows:

**3. BUSINESS ARISING FROM THE MINUTES**

**a. Preventative Maintenance**

**v. Air Conditioners**

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

Should read:

**3. BUSINESS ARISING FROM THE MINUTES**

**a. Preventative Maintenance**

**v. Air Conditioners**

Owners are reminded to review Bylaw 44.9 regarding Air Conditioners.

*44.9 A resident must ensure that no air conditioning units, laundry, flags, clothing, bedding or other articles are hung or displayed from windows, balconies or other parts of the building so that they are visible from the outside of the building.*

It was moved by Lieselotte Fett and seconded by Molly Reid to adopt the amended minutes from the May 28, 2015 Council meeting. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

**a. Preventative Maintenance**

**i. Pilot Lights**

Owners are reminded to relight their pilot lights in their fireplaces if they turned off the pilot light in the spring. If you need assistance relighting your pilot light, leave a message for Celia (returning Wednesday afternoon) to reply and start up. With warmer summers expected future June or so shutoffs are encouraged to allow overall savings and also keep condos cooler.

**ii. Security Alert**

Owners are requested to ensure doors are shut securely behind you. If you have renovations ongoing in your apartment, please go down with your contractor and check door locks following the day's renovation work. If you notice a concern with a door not locking please bring it to the attention of Council as soon as possible. Council has been made aware of occasions where the left front door has not been locked, allowing someone to enter without a key.

**iii. Recycling**

Owners are reminded of the following important recycling, and organics information. Council requests Owners ensure they are placing each type of refuse in the appropriate container. Failure to do so, may result in additional charges or fines from the contractor. Owners are asked to have consideration for others, when they deposit their refuse. The contractors will not pick up off the ground and deposit into the appropriate receptacle.

**Compost Collection Guide**

Food includes: Meat, fish, dairy, fruit, vegetables, shells, bones, pasta, rice, eggshells, nutshells, bread and grains. (ABSOLUTELY NO PLASTIC OF ANY KIND)

Food-Soiled Paper: Coffee grounds and filters, tea bags, waxed cardboard, soiled paper bags, kitchen paper towels, paper napkins, uncoated take-out containers and paper plates, shredded paper (ABSOLUTELY NO PLASTIC OF ANY KIND)

Plants and Flowers: Plants and flowers, landscape vegetation, holiday trees, untreated wood scraps, pallets, crates. (ABSOLUTELY NO PLASTIC OF ANY KIND)

Refuse: Styrofoam, plastic wrap, plastic liners, utensils, caps wrappers, produce baskets, rubber bands, bathroom waste

Recycling: Cardboard cut to fit into bins, paper, CLEANED: plastic bottles, jugs and tubs, glass bottles and jars, aluminum and metal cans

**b. Webpage**

The webpage has been completed. Please take the time to review the website at [www.arbutuscourt.com](http://www.arbutuscourt.com).

**c. Water Ingress**

The investigation into the water ingress at the parkade staircase is nearing completion. Council will review the report once received from Levelton Consultants.

**d. Carpet Cleaning**

The carpet cleaning has been completed by All Fresh in the amount of \$289.00 plus tax.

**e. Landscape Improvements**

The bark mulch installation has been completed by the landscaper in the amount of \$1,700.00 plus tax. Council discussed completing topdressing and seeding however, determined this item be tabled until spring. The report from the landscaper on the Maple tree at the front of the building confirmed at some point in time the roots on this tree will become a problem. Council decided to table this matter until the spring.

**f. Electrician**

The two areas on the first and third floors with the lights not working did not require an electrician to repair, Council was able to get the lights operating again.

**g. Depreciation Report**

The Depreciation Report is 65% complete and Levelton Consultants has requested to meet with Council to provide an overview of the report to date to ensure accuracy. Council will meet with Levelton on September 30, 2015 to review the draft report. It was moved by Celia Moragne and seconded by Lew Murphy to pay 65% of the invoice due to Levelton Consultants at this time. **CARRIED**

**4. FINANCIAL STATEMENTS**

The May, June, July and August 2015 Financial Statements were reviewed as prepared and presented. It was moved by Lieselotte Fett and seconded by Molly Reid to approve the May, June, July and August 2015 Financial Statements as prepared and presented. **CARRIED**

**5. CORRESPONDENCE**

- a. Council received a letter from an Owner in the summer regarding a wasp nest. Council directed Teamwork to contact pest control to remove the nest.
- b. A letter of response was received from an Owner regarding oil stains in the underground parking lot. The Owner detailed the steps they will take to ensure oil is not deposited in the parkade. Council is satisfied with the response.

**6. NEW BUSINESS**

**a. Annual Fire Inspection**

The annual fire inspection took place on August 4, 2015 and all suites were accessed. Fraser Valley Fire Protection noted deficiencies which need to be completed. Sixteen Units require replacement smoke alarms as they have reached an age in excess of ten years. A repair is required to one Units sprinkler and a drain plug in parking stall 31. It was moved by Celia Moragne and seconded by

Florence Law to accept the quote from Fraser Valley Fire Protection in the amount of \$1,569.45 plus tax. Council directed Teamwork to contact Fraser Valley Fire Protection to set up a date and time to return and complete the repairs. Owners requiring repairs will be notified by Council. **CARRIED**

**b. Corridor Electrical Outlets**

Council discussed scooter parking and electricity use. At this time Council has determined the electricity usage to be nominal and will revisit this matter in the future if required. Owners please note the Bylaw below.

44.5 A resident or visitor must not use common property electrical outlets with the exception of parking area outlets used while vacuuming a vehicle.
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**c. Interior Painting**

Council reviewed quotes for painting the lobby. It was moved by Lew Murphy and seconded by Celia Moragne to accept the quote from Lonnie Lussier in the amount of \$550.00 plus tax for the doors and hallway. Council approved Lonnie Lussier to install metal corner caps to protect the corners from damage in the amount of \$25.00 each plus tax. Council directed Teamwork to coordinate a date of completion for the painting. **CARRIED**

**d. Fence Repair**

The fence separating Arbutus Court from the neighbours was damaged. Council directed Teamwork to contact Steve Schoenit to complete the repairs. Repairs have since been completed in the amount of \$367.84 including tax.

**e. Stair Repairs**

Council discussed the west side stairs going into the carpark. Council determined the stairs are in need to repairs and directed Teamwork to obtain quotes.

**f. Thank you**

Council would like to thank the Owners who volunteered their time to complete the upkeep of the courtyard garden during the longest and warmest summer on record. Thank you to Joan, Linda, Beverly and Lilo.

**g. Recycling/Garbage Shed Roof**

Council discussed the garbage shed roof, which will require repairs. Council reviewed a quote from Steve Schoenit to replace the entire roof with a higher quality product in the amount of \$900.00 plus tax. Council determined Celia would look into the costs of purchasing 1 piece of roofing in order to repair the small area of concern at this time. Subsequent to the meeting, Council approved Steve Schoenit to install 1 piece of the same gauge corrugated fiberglass.

**h. Illegal Dumping**

Council has been made aware on two occasions over the last year an individual has dumped an oil like substance into the rose bushes on the back of the building. Council requests any Owners who notice a suspicious vehicle parked in this area to please report it to Council.

**i. Parking**

Council have created additional visitor parking permits and will be delivering two permits to Owners. Additional parking permits will be left in the amenities room. Owners are requested to please ensure your family/friends park their vehicle in the designated Arbutus Court parking spaces have an associated parking permit visible in the windshield. Unauthorized vehicles will be towed at the vehicle Owner's expense.

**j. Landscaping**

Council discussed the landscaping and directed Teamwork to contact the landscaper to complete additional services included in the contract. Council would like to move a few plants around the building and also request the trees be pruned. Joan offered to meet with the landscaper to determine the extra cost. It was moved by Celia Moragne and seconded by Florence Law to grant Joan the authority to engage the landscaper for services in an expense of up to \$500.00. **CARRIED**

**k. Snow Removal**

Council discussed Langley City by-law requirements for the upcoming winter season of ice and snow removal. Council directed Teamwork to obtain several quotes for sidewalk clearing with a snow blower by Steve Schoenit and possible contractor removal of snow or ice from steps and sloped areas for safe access. All to be decided

**l. Garage Door**

Council noted the garage door cables are becoming frayed. Council directed Teamwork to follow up with Door Pro regarding the bi-annual servicing.

**m. Amenities Room Rental**

Owners are advised the rental of the amenities room will now require a \$100.00 damage deposit. Owners who require the room for overnight guests are charged a fee of \$20.00 per night. Owners are required to pay damage and rental fees in advance for the room. All requests for rental should be forwarded to a Council member directly.

**7. DATE OF NEXT MEETING:** The next meeting will be held on November 30, 2015 at 7:00 p.m. in the common room.

**8. ADJOURNMENT:** The meeting was adjourned at 9:20 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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