

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

Held: Monday, January 11, 2016

at 7:00 p.m.

ATTENDANCE:

President/Treasurer	Lew Murphy	Present	604-539-9947	103
Vice President/Secretary	Celia Moragne	Present	604-533-2740	309
Gardens & Grounds	Florence Law	Absent	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

1. CALL TO ORDER

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

2. ADOPTION OF THE MINUTES

Council considered the minutes from the November 30, 2015 Council meeting. It was noted the following amendment was required;

From

President/Treasurer	Lew Murphy	Present	604-530-9947	103
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To

President/Treasurer	Lew Murphy	Present	604-539-9947	103
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It was moved by Lilo Fett and seconded by Joan Gusta to adopt the amended minutes from the November 30, 2015 Council meeting. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

a. Water Ingress

Council discussed the report from Levelton Consultants regarding water ingress at the staircase at the front of the building and into the parkade. Council reviewed a quote from a contractor advising the repairs for the front entrance area would cost \$62,500.00 plus tax. To completed repairs across the entire courtyard would be in an amount of \$345,000.00 plus tax. Another contractor requested to complete additional investigation in the courtyard to determine the status of the membrane in this area. Council directed Teamwork to request additional information from Levelton in order to complete a more extensive testing of the membrane across the entire courtyard. Due to the complexity of this project Council also discussed a consultant will be required at some point to oversee repairs.

b. Depreciation Report

The draft Depreciation Report has been completed. Council reviewed the document and directed Teamwork to advise Levelton of amendments which are required.

c. Annual Fire Inspection Deficiencies

The annual fire inspection deficiencies were completed on December 16, 2015. Access to the Units which required upgrades was obtained except for Unit 106. Council will attempt to gain access for repairs, but if unable to do so the repairs will be completed at the annual fire inspection summer 2016.

d. DMS Mechanical

The bi-annual service was completed on December 16, 2015. Council reviewed the deficiency report and determined no action was required at this time.

e. Garage Door

The bi-annual service on the garage door was completed December 16, 2015 and no deficiencies were noted.

f. Concrete Repairs

It was the decision of Council to table the discussion regarding concrete repairs until the next Council meeting.

g. Elevator – Battery Lowering

Council reviewed the quote from Richmond Elevator to install battery operated lowering technology which in the event of a power failure the elevator would descend to the lowest floor and open its doors. The cost for the installation is in the amount of \$3,835.00 plus tax. Council determined this upgrade is cost prohibitive at this time, this item will be reviewed if required in the future.

4. FINANCIAL STATEMENTS

The November 2015 Financial Statements were reviewed as prepared and presented. It was moved by Celia Moragne and seconded by Lew Murphy to approve the November 2015 Financial Statements as prepared and presented. **CARRIED**

5. CORRESPONDENCE

- a. There was no correspondence to be considered by Council.

6. NEW BUSINESS

a. Roof Repair

Council was advised of a leak in Unit 304 which appeared to be coming from the roof, the Council engaged a contractor to inspect and repair. The Owner reported the leak may have re occurred, the Council will continue to investigate if the leak is ongoing and engage the appropriate roofing contractor to complete the necessary repairs.

b. Owners Contact List

Council is updating the Owners contact list, any changes to your contact information should be forwarded to the Teamwork office and/or Council in writing.

c. Store Front

It was noted by Levelton in preparing the depreciation report, there is a required repair to one of the rubber gaskets along the jamb of the store front window at the front door. Council directed Teamwork to engage a contractor to complete the necessary repairs.

d. Gutter Repair

It was noted by Levelton in preparing the depreciation report a portion of gutter at the front of the building which lies horizontal on the concrete walkway. It has been damaged and flattened and requires replacement. Council directed Teamwork to engage a gutter contractor to complete the necessary repairs.

e. Annual General Meeting

The Annual General Meeting has been scheduled for Monday, March 7, 2016, to be held in the Common Room, notices will be sent to all Owners as outlined in the Strata Property Act.

f. Budget

Council reviewed the budget for the 2016-2017 fiscal year. It was moved by Celia Moragne and seconded by Lew Murphy for the proposed budget to be presented to the Owners for consideration at the upcoming Annual General Meeting. **CARRIED**

7. DATE OF NEXT MEETING: The next meeting will be the Annual General Meeting held on March 7, 2016 at 7:00 p.m. in the common room.

8. ADJOURNMENT: The meeting was adjourned at 9:30 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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