

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

Wednesday, April 20, 2016

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	Linda McNamara	Present		108
Gardens & Grounds	Joan Gusta	Present	604-539-7729	302
Member	Florence Law	Absent	604-532-1007	304
Member	Lieselotte Fett	Absent	778-246-1479	305
Member	Calvin Bradbury	Present		204

ALSO IN ATTENDANCE: Teamwork Property Management Ltd.
Tiffany Corrigan – Strata Agent

OBSERBER: Owner Unit 101

1. CALL TO ORDER

The meeting was called to order at 7:10 p.m.

It was moved by Lew Murphy and seconded by Joan Gusta to accept the Council positions as listed above. **CARRIED**

2. ADOPTION OF THE MINUTES

It was moved by Celia Moragne and seconded by Linda McNamara to adopt the minutes from the January 11, 2016 Council meeting. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

a. Preventative Maintenance

i. Pilot Lights

Owners are reminded to turn off the pilot light on the fireplace for summer months. Turning off the pilot light will reduce the temperature in the Unit and cut down on personal and collective costs.

ii. Barbecue

Owners are reminded of the following Bylaw 44.2 regarding barbecues and to position Barbecues away from the vinyl siding in order to prevent melting.

A resident or visitor may use gas or electric barbecues only. No hibachis or charcoal barbecues.

iii. Garage Remotes

Owners requiring new or replacement garage remotes are asked to contact Celia Moragne at Unit 309.

iv. Owner Responsibilities

Owners are reminded to check their appliances and plumbing on a regular basis to uncover leaks under sinks, washing machine area and hot water tanks.

b. 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. The quote which has been reviewed represents a budgetary estimate from one contractor and if repairs are considered in the future additional quotes will be required. Council will consider the options available for repairs and will continue to monitor the area.

c. Depreciation Report

The Council reviewed the latest version of the Depreciation Report and directed Teamwork to advise Levelton of the remaining corrections to the report. It was moved by Joan Gusta and seconded by Calvin Bradbury to approve the Depreciation Report for distribution to Owners once the corrections have been completed. Once the final report is received Owners will be provided instructions on how to obtain a copy of the report. **CARRIED**

d. Concrete Repairs

Council discussed the concrete repairs, it was moved by Joan Gusta and seconded by Celia Moragne to accept the quote from Precision Concrete Cutters in the amount of \$759.38 plus tax to remove any tripping hazards from the city sidewalk and the entrance walkway. **CARRIED**

e. Roof Repair

Council was advised of a roof leak which affected Unit 304. The leak had come through an exposed portion of the roof flashing and was professionally repaired. Council promptly completed the necessary repairs to the roof, and determined all interior repairs are the responsibility of the Owner.

f. Store Front

Council reported they were not aware if the repairs to the store front were completed. Council directed Teamwork to follow up with the contractor to confirm.

4. FINANCIAL STATEMENTS

The December 2015, January, February, and March 2016 Financial Statements were reviewed as prepared and presented. It was moved by Celia Moragne and seconded by Lew Murphy to approve the December 2015, January, February, and March 2016 Financial Statements as prepared and presented. **CARRIED**

5. CORRESPONDENCE

- a. Council reviewed a letter from a potential purchaser requesting permission to be exempt from the pet Bylaw. Council denied the request, and directed Teamwork to advise the potential purchaser of Council's decision.
- b. A letter was reviewed from an Owner requesting permission to renovate and change an exterior door to a solid door for security. It was the decision of Council to approve the renovations and exterior door change, Council requested the Owner ensure the new door reasonably conforms to the building scheme and meet all safety standards required. Council directed Teamwork to send a letter of response with the conditions of replacement and an Assumption of Responsibility.
- c. Council reviewed an unsolicited request from a fire protection company to provide a free estimate. Council determined they are not interested at this time as they are happy with the service from their current provider.

6. NEW BUSINESS

a. Water Leak

Council discussed the recent water leak at Unit 206 which affected Unit 106. An insurance claim was processed and the deductible of \$5,000.00 was charged back to the Owner of Unit 206. Owners are reminded to ensure they obtain personal insurance for coverage see attached information sheet from Hub Coastal.

b. Dryer Vent Cleaning

Council directed Teamwork to obtain quotes for dryer vent cleaning, to be reviewed at the next Council meeting.

c. Building & Window Washing

Council discussed building and window washing and directed Teamwork to obtain quotes for discussion at the next Council meeting.

d. Appraisal

Council reviewed the third year updated property appraisal for insurance purposes as submitted by Suncorp Valuations. The 2016 appraised value is \$6,867,000.00.

e. 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 \$16,811.00 **CARRIED**

f. Elevator Emergency Callout

Council reported an emergency call was required to Richmond Elevator as the elevator stopped operating. Council discussed the need for Owners to contact a Council member or the Teamwork emergency number in order to have the elevator

reactivated. Council also requested Teamwork obtain information from Richmond Elevator on the breakdown of the emergency callout fees.

g. Annual General Meeting Minutes

Teamwork reported due to an administrative error, the Annual General Meeting Minutes were mailed to the Owners missing page two of the minutes. The missing page has been attached to these minutes, Owners are requested to attach the page to the previously distributed Annual General Meeting Minutes.

h. Bylaws

The Bylaw changes which were approved at the Annual General Meeting have been registered at Land Titles. Council will distribute the updated copy of the Bylaws to the Owners.

i. DMS Mechanical Report

Council reviewed a report from DMS Mechanical regarding the failure of a fan in the mailroom area, which circulates fresh air. Council determined this fan is not required in this area, as most of the building is open air, the circulation of fresh air is not required. Council directed Teamwork to advise DMS Mechanical.

j. New Rule

It was moved by Linda McNamara and seconded by Celia Moragne to create the following new rule governing the installation of hardwood and tile floors.

Hardwood and Tile Floors

An Owner of a Strata Lot who has, or installs, hard floor surfaces such as hardwood floor or tile in a Strata Lot must take all reasonable steps to satisfy noise complaints from neighbors. Including without limitation, ensuring that no less than 60% of such hard floor surfaces, excepting only kitchens, bathrooms and entry areas, are covered with area rugs or carpets. An Owner should take reasonable action to avoid walking on such flooring with hard shoes. The flooring must be installed on top of high density top quality underlay with an acoustic rating of 63 or higher to minimize sound travel. Owners are to notify Council of alterations prior to the said installation.

CARRIED

k. Courtyard Power Washing

Council directed Teamwork to obtain quotes for power washing the courtyard and requested it be included in the quote to open the grates on the parallel drains and ensure the area is flushed out.

l. Maple Tree

Council discussed the maple tree at the front of the building, the roots are invasive and lifting the walkways. Council directed Teamwork to obtain quotes to remove the tree and replace it with a non-invasive option.

m. Recycling

Owners are reminded to follow the notices located on the bins to sort recycling where possible. Council reminds Owners household furniture or mattresses are not permitted in the garbage bin, and continuation of disposal of these items in this manner may result in additional costs or fines from the refuse removal and recycling company.

7. DATE OF NEXT MEETING: The next meeting will be held on Wednesday, June, 15, 2016 at 7:00 p.m. in the common room.

8. ADJOURNMENT: The meeting was adjourned at 9:05 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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