

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

Wednesday, June 15, 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	Present	604-532-1007	304
Member	Lieselotte Fett	Present	778-246-1479	305
Member	Calvin Bradbury	Present		204

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

It was moved by Celia Moragne and seconded by Calvin Bradbury to adopt the minutes from the April 20, 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. 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.

iii. Cardboard, Organics, and Recycling

Council requests Owners ensure all cardboard is flattened prior to being placed in the recycling. In addition, Owners are reminded to ensure organics, and recycling items are placed in the appropriate bins as per the labels attached to the containers.

b. Water Ingress

Council has commenced repairs at the staircase to prevent water ingress. Council member Calvin will complete additional waterproofing in this area.

Lew Murphy joined the meeting 7:05 pm

c. Depreciation Report

The Council reviewed the depreciation report and listed two additional corrections required. Council directed Teamwork to request the changes and provide Council with the completed report once received.

d. Concrete Repairs

The concrete repairs have been completed by Precision Concrete Cutters in the amount of \$759.38 plus tax.

e. Dryer Vent Cleaning

Council reviewed quotes for dryer vent cleaning from the inside and the outside. It was moved by Lew Murphy and seconded by Linda McNamara to accept the quote from Service Master Clean in the amount of \$929.00 plus tax. **CARRIED**

f. Building & Window Washing

Council reviewed quotes for exterior building and window washing. It was moved by Celia Moragne and seconded by Joan Gusta to accept the quote from Daykota Power Maintenance in the amount of \$2,800.00 plus tax. **CARRIED**

g. Courtyard Power Washing

Council reviewed quotes for the courtyard power washing and determined the courtyard does not need to be cleaned this year. Council member Celia Moragne volunteered to clean the perimeter drains.

h. Two Small Shingle Roofs

Council discussed the two small shingle roofs located above the parkade fans at ground level on the west side of the building. It was moved by Linda McNamara and seconded by Lew Murphy to accept the quote from Abney Roofing in the amount of \$500.00 plus tax to repair the roof. Council determined the new shingles will be in the colour 'george town grey'. **CARRIED**

i. Maple Tree

Council discussed the maple tree at the front entrance and determined there isn't a significant concern regarding the roots at this time. Council will reconsider the tree replacement in the later part of the fiscal year.

j. Store Front

Council reviewed a quote for upgrades to the glass at the front entrance. It was moved by Celia Moragne and seconded by Linda McNamara to approve the quote from N.E.S. The Door Express in the amount of \$228.00 plus tax. **CARRIED**

4. FINANCIAL STATEMENTS

The April, and May 2016 Financial Statements were reviewed as prepared and presented. It was moved by Celia Moragne and seconded by Linda McNamara to approve the April, and May 2016 Financial Statements as prepared and presented. **CARRIED**

5. CORRESPONDENCE

- a. Council reviewed a letter from the Owner of Unit 203 reporting a concern with the vinyl covering on their deck. Council will investigate the repairs and contact a contractor to complete the necessary repairs.

6. NEW BUSINESS

a. Fire Inspection

Council discussed the upcoming fire inspection to be completed in August 2016, access to all Units is required at that time. Notices will be posted closer to the date of the inspection. Owners who are unable to be home at the time of inspection can leave their keys with Council member Linda McNamara or coordinate with a neighbour or friend to be available to provide access.

b. Mechanical Components

The bi-annual inspection of the garage door and the mechanical components will be completed on June 20, 2016. Celia Moragne volunteered to meet the contractors and will report to Council any deficiencies noted.

c. Pest Control

Council discussed wasps at the building. The Owner of Unit 101 reported a significant number of wasps at their Unit. Council member Joan Gusta volunteered to meet with the Owner to determine the location of the nest. Once located Joan will contact Teamwork to coordinate pest control.

d. Watering Restrictions

Council reminds Owners to ensure they are compliant with the Township of Langley watering restrictions. Stage one is in effect May 15 – October 15 and is automatically implemented every year, and watering is restricted to 4:00 am – 9:00 am Monday, Wednesday, and Saturday, sprinklers are permitted.

e. Light Covers

Council noted the light covers over two lights on the second floor are missing, Council assumes they were broken. Council advised additional covers are located in storage, Council will install the replacement covers.

f. West Side Trees

Council discussed the west side trees which have grown significantly this year. Council will discuss in September the pruning options.

g. Front Door Lock

Owners are requested to use care when opening the front glass door. Once the key is inserted into the lock and turned to unlock the door, the Council asks Owners to pull the door open with the handle, do not pull the door open with the key. Failure to comply will result in too much pressure on the tumbler causing misalignment within the lock and therefore the key will not release from the lock.

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

8. ADJOURNMENT: The meeting was adjourned at 8:10 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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