

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

Thursday, September 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	Absent	604-532-1007	304
Member	Lieselotte Fett	Present	778-246-1479	305
Member	Calvin Bradbury	Absent		204

**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**

It was moved by Joan Gusta and seconded by Linda McNamara to adopt the minutes from the June 15, 2016 Council meeting. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

**a. Water Ingress**

Repairs to the stairwell at the front of the building at the parking level are now completed within the existing budget. Council will monitor the area to ensure the repairs are successful

**b. Depreciation Report**

The depreciation report is complete and available to Owners. A copy of the depreciation report can be obtained from the webpage [www.arbutuscourt.com](http://www.arbutuscourt.com) and from Teamwork Property Management by email [admin@teamworkpm.com](mailto:admin@teamworkpm.com) at no additional cost. Owners who require a paper copy of the report can sign up in the mailroom, Owners will be required to pay for a paper copy of the report.

**c. Dryer Vent Cleaning**

The dryer vent cleaning was completed on July 28, 2016. Four units were not cleaned from the inside however all Units were cleaned from the exterior.

**d. Building & Window Washing**

The building and window washing was completed by Daykota Power Maintenance in the amount of \$2,800.00 plus tax.

**e. Small Shingle Roofs**

The replacement of the small shingle roofs located above the two parkade fans at ground level on the west side of the building was completed on June 17, 2016. The repairs were completed by Abney Roofing and Council authorized the payment of the invoice. This repair was noted in the Depreciation Report.

**f. Store Front**

The repairs to the front door were completed by N.E.S. The Door Express in the amount of \$228.00 plus tax. This repair was noted in the Depreciation Report.

**g. Fire Inspection**

The annual fire inspection was completed and all Owners provided access to Fraser Valley Fire Protection. Council reviewed deficiencies noted by the fire inspector including an emergency light battery which requires replacement due to age. It was moved by Celia Moragne and seconded by Lew Murphy to approve the battery replacement in the amount of \$273.85. **CARRIED**

Council reviewed the quote from Fraser Valley Fire Protection to winterize the sprinkler system in the amount of \$432.00. It was moved by Lew Murphy and seconded by Celia Moragne to accept the quote from Fraser Valley Fire Protection in the amount of \$432.00. **CARRIED**

**h. Trees**

Council discussed the west side trees which have grown significantly this year. Council discussed the trees with the landscaper and they are willing to prune the trees on the west side. Council also discussed the east side holly bushes and will confirm with the landscaper if they can prune them back approximately 2 feet. The wild trees will be removed at Council's discretion.

**i. Corridor Lights**

Council completed repairs to the corridor lights by replacing four lenses which were purchased in the amount of \$79.80.

**j. Deck Repair**

Repairs to the deck at Unit 203 will be completed by Steve Schoenit to ensure the edges are secured correctly.

**4. FINANCIAL STATEMENTS**

The June, July, August 2016 Financial Statements were reviewed as prepared and presented. It was moved by Linda McNamara and seconded by Lew Murphy to approve the June, July and August 2016 Financial Statements as prepared and presented. **CARRIED**

**5. CORRESPONDENCE**

a. There was no correspondence to consider at the date of the meeting.

## 6. NEW BUSINESS

### a. Richmond Elevator

Council discussed costs to call out Richmond Elevator for an emergency call outside the regular scheduled monthly service. Council will use their discretion in determining if an emergency call is warranted. Costs are as follows Monday-Friday 8:00 am – 4:00 pm \$160.00, Monday – Friday 4:00 pm -8:00 am \$240.00, Saturday \$240.00, and Sunday \$320.00 plus tax.

### b. Front Door Lock Repair

Repairs were completed to the front door lock as the cylinder was damaged by Owners not using the handle to pull the door open. 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.

### c. Roof Repairs

Repairs were completed to the flat roof above Unit 304 by Abney Roofing. Council authorized Teamwork to pay the invoice in the amount of \$300.56.

### d. Ceiling Repairs

Council discussed the interior repairs at Unit 304. When the roof leak originally occurred Council made the decision to have Steve Schoenit investigate the issue. At the time it was thought the issue was related to the scupper drain, which was cleaned. Unfortunately, the leak re-occurred, Council determined a roofer should be contacted. As a result of this re-occurrence the Strata Council discussed the interior repairs at Unit 304. Due to the fact the leak re-occurred and repairs not completed after the first occurrence. It was moved by Linda McNamara and seconded by Lew Murphy to approve the interior repairs at the Strata's expense in the amount of \$200.00 on this occasion only. The decision was made solely due to the re-occurrence of the leak. Owners should be aware all interior repairs are the responsibility of the Owners. **CARRIED**

### e. Snow Removal

Council discussed snow removal with the upcoming snow season. Steve Schoenit will be contacted to confirm his availability to complete snow removal this season and Council will complete salting and sanding services if required.

### f. Landscaping

Council discussed the landscaping at the front of the building. The grass and rhododendrons at the front of the building need attention. Council discussed top dressing and seeding the area, or top dressing and installing sod or artificial turf. Council also discussed the possibility of doing some form of dry landscaping. It

was determined this discussion needs to be presented to the Owners Annual General Meeting.

**g. Organics and Recycling**

Council reminds Owners of the following organic, and recycling requirements. Owners should not pour fats or meat oil down drains oil and fat should be put in the Organics bin. Flushing these types of fats down the drains, can plug the drains leading to costly repairs and additional drain cleaning.

The following is a list of items permitted in organics, garbage, and recycling:

Organics food: meat, fish, dairy, fruit, vegetables, shells, bones, pasta, rice, eggshells, nutshells, bread, grains, and all oils and fats.

Organics 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 (no plastic is permitted in organics)

Organics plants and flowers: Plants and flowers, landscape vegetation, holiday trees, untreated wood scraps, pallets, crates

Garbage: plastic wrap, plastic liners, utensils, caps wrappers, produce baskets, rubber bands.

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

Light Bulbs and Batteries: These items can be recycled by taking them to London Drugs.

Owners are requested not to leave general household items by the dumpster these items should be delivered to the appropriate recycling depot or second hand store. If items are recyclable Owners are requested to break down the item and place debris into the appropriate recycling receptacle.

**h. Drain Cleaning**

Council reviewed a quote for drain cleaning from DMS Mechanical in the amount of \$1,737.50. Council determined the sump drains also require cleaning and directed Teamwork to obtain a quote in order for the drain cleaning to be completed at the same time as vertical and horizontal drains. It was moved by Lilo Fett and seconded by Joan Gusta to approve \$1,737.50 for horizontal and vertical drain cleaning.

**CARRIED**

**i. Drain Cover**

Council noted a drain cover requires replacement in the well of the west exit of the parkade, Council was able to source an appropriately sized drain cover. Subsequent to the meeting the drain cover was installed by Council.

**j. Parkade Cleaning**

Council discussed Parkade cleaning and determined this would be considered in the spring.

**k. Gutter Repair**

Council noted a downspout on the North West side of the building which is not connected correctly. Subsequent to the meeting Celia Moragne reported she had investigated and reconnected the downspout. Council will continue to monitor the gutter system through the fall to ensure there are no other repairs required.

**l. West Side Steps**

Council noted damage to the west side stairs, in the form of a burn hole. Council will contact Steve Schoenit to complete the necessary repairs.

**m. Deck Concern**

Council noted the deck at Unit 310 where water overflows the deck when plants are watered. Council determined the Owner is required to place a catch tray under the potted plants. The water running off the deck is causing staining on the exterior deck fascia which will lead to additional maintenance. Council directed Teamwork to send a letter to the Owner advising of this requirement.

**7. DATE OF NEXT MEETING:** The next meeting will be held on Wednesday, November 2, 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  
**TEAMWORK PROPERTY MANAGEMENT LTD.**  
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