

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

Wednesday, November 2, 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	Absent	778-246-1479	305
Member	Calvin Bradbury	Absent		204

ALSO IN ATTENDANCE: Teamwork Property Management Ltd.
Tiffany Corrigan – Licensed Representative

1. CALL TO ORDER

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

2. ADOPTION OF THE MINUTES

It was moved by Florence Law and seconded by Joan Gusta to adopt the minutes from the September 15, 2016 Council meeting. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

a. Fire Inspection

The deficiencies noted from the annual fire inspection have been completed by Fraser Valley Fire Protection. In addition, Fraser Valley Fire Protection was onsite to winterize the sprinkler system for a total cost of \$705.85 plus tax.

b. Landscaping

The landscaper has been directed to start pruning the holly trees and then remove the wild trees. The east side will be completed first and then the west side. Council directed Teamwork to obtain a quote from the landscaper to prune the cherry trees. Council discussed the grass on the north west side of the front entrance area, Council directed Teamwork to obtain quotes for the installation of topsoil and sod.

c. Drain cleaning

Council approved a quote for horizontal and vertical drain cleaning from DMS Mechanical in the amount of \$1,737.50. Council determined the sump drains also require cleaning and reviewed a quote from DMS Mechanical in the amount of \$852.50. It was moved by Celia Moragne and seconded by Linda McNamara to approve the sump drain cleaning from DMS Mechanical in the amount of \$852.50. Council directed Teamwork to coordinate a date for completion. **CARRIED**

d. Refuse Removal

Council discussed the organics bin and reported the bag continues to fall into the bin. Teamwork was directed to contact the refuse removal company who advise the driver will be more diligent in the placement of the bag. Council reported the bag continues to fall

into the bin due to the bag being too small. Council directed Teamwork to report to Waste Management the bag size is too small and request a larger bag be installed. Subsequent to the meeting Council met with Waste Management regarding their service and the upcoming contract renewal. The contractor reported they will make sure the compost bags are big enough to accommodate the size of the bin and reported the Strata has not been penalized with additional charges. The Council discussed with Waste Management the option of adding a lock to the bin in order to stop outside people using the bin. Waste Management advised a lock can be welded on and keys provided to residents Council is interested in considering this option and will provide details as they come available.

e. West Steps

Repairs to the west steps are pending completion as weather is a consideration. Council will consider options in the spring.

4. FINANCIAL STATEMENTS

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

5. CORRESPONDENCE

- a. Council reviewed a letter regarding the smoking Bylaw at Arbutus Court and directed Teamwork to respond to the letter stating the smoking Bylaw 44.1

6. NEW BUSINESS

a. Maintenance Record

Joan prepared a maintenance record for Council to review. The maintenance record details the repairs and maintenance the Council completes annually and biennial. Council approved the use of the maintenance record and will maintain the record.

b. Rear Parkade Lights

The light at the rear of the parkade has burnt out, Council will rent a ladder and change the light bulb as required.

c. Porch Roof

Council reviewed a quote from Abney Roofing to complete replacement of the shingles on the porch roof. Council determined the quote was too expensive for the small roof and decided to discuss the repairs with the handyman.

d. Hinged Balcony Doors

As noted on the Depreciation Report the exterior patio doors on the corner suites require maintenance every five years which would include replacement of the weatherproofing. Council determined there would be twelve doors which require upgrades. The Depreciation Report approximates the cost of repairs as \$1,000.00. Council decided the doors will be inspected to determine if maintenance is required, in the summer of 2017.

e. Aluminum Railings with Glass Panels

As per the Depreciation Report maintenance is required as noted in the report to the bolts on the aluminum railings. Council decided the railings will be inspected in the spring 2017 to determine if repairs are required.

f. Common Property Spill

Council reported an Owner removed garbage from their Unit and caused a spill of kitty Litter on the Common Property which was then tracked back into the building soiling the carpet. Owners are requested to safeguard their garbage when it is removed from the building to prevent spills. In the event a spill occurs, Owner are requested to clean up the spill immediately to be considerate of the building and the neighbours. Please refer to the Bylaws below regarding Pets

g. Entrance Floor

Council has noted the flooring in the entranceway becomes slippery when wet. Council sourced a product which is easily painted on which may prevent slipping. Council determined additional investigation is required to determine if the product will adhere to the glazed ceramic tile. Council will also obtain pricing from a flooring company for distressing.

h. Garage Remote

Owners who require an additional Door Pro Lift Master three button remote control are requested to contact the Owner of Unit 309 at 604-533-2740 or 1-250-595-7298. The cost of the garage remote including activation and a new battery is \$63.25.

i. Fencing

Council discussed the installation of a new chain link fence. The fence would be installed along the back road and by the garbage in a height of approximately six feet to stop non residents from cutting through the property. Council directed Teamwork to obtain quotes for a new fence.

7. DATE OF NEXT MEETING: The next meeting will be held on Wednesday, January 18, 2017 at 7:00 p.m. in the common room.

8. ADJOURNMENT: The meeting was adjourned 8:50 p.m.

Please put all concerns in writing and submit to Teamwork Property Management Ltd. or a Strata Council member.
Thank You.

**TEAMWORK PROPERTY MANAGEMENT LTD.
#105 – 34143 Marshall Road Abbotsford, BC. V2S 1L8
Phone: 1-866-880-8326 (ext. 325) Fax: 604-854-1754
After hour Emergency # 778-241-7787**

Please be advised of the Teamwork Christmas Holiday schedule as follows:

- Friday, December 9,2016 – open 9:00 am – noon (Staff Lunch)
- Friday, December 23,2016 – open 9:00 am – noon
- Monday, December 26,2016 – closed
- Tuesday, December 27,2016 – closed
- Wednesday, December 28,2016 – open 9:00 am – 5:00 pm
- Thursday, December 29,2016 – open 9:00 am – 5:00 pm
- Friday, December 30,2016 – open 9:00 am – 3:00 pm
- Monday, January 2, 2017 closed
- Tuesday , January 3, 2017 – open resuming regular business hours

5. Pets and Animals:

- 5.1 A resident or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
- 5.2 A resident must not keep a pet on a strata lot other than one or more of the following:
- (a) A reasonable number of fish.
 - (b) Up to 2 caged birds.
 - (c) Dogs or cats (**maximum of 2 pets**), providing the pets are at a maximum height of 15 inches at shoulder and maximum weight of 18 lbs. (AGM 2011)
- 5.3 A resident must not harbour exotic pets, including not exhaustively, snakes, reptiles, spiders, large members of the cat family or small caged mammals.
- 5.4 A resident or visitor must not permit a loose or unleashed pet at any time on common property inside the building.
- 5.5 A resident must not keep a pet which is a nuisance on a strata lot, on common property or on land that is a common asset. If a resident has a pet which, in the opinion of council, is a nuisance or has caused or is causing an unreasonable interference with the use and enjoyment by residents or visitors of a strata lot, common property or common assets, the council may order such pet to be removed permanently from the strata lot, the common property or common asset or all of them (i.e. the barking of dogs or the presence of cats in the garden).
- 5.6 A resident whose pet contravenes Bylaw 5.5 will be subject to an immediate injunction application and the owner of the strata lot will be responsible for all expenses incurred by the Strata Corporation to obtain the injunction, including legal costs.
- 5.7 A pet owner must ensure that a pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.
- 5.8 A pet owner must keep a pet only in a strata lot, except for ingress and egress.
- 5.9 A strata lot owner must assume all liability for all actions by a pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.
- 5.10 A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.
- 5.11 A resident who contravenes any of Bylaws 5.1 to 5.10 will be subject to a \$50.00 fine.