

MINUTES OF THE STRATA COUNCIL MEETING

STRATA PLAN LMS 614 - Spencer Estates

Chairperson	Eric Granberg	Present	33
Vice Chair	Bonnie Dubrulle	Present	11
Secretary/Treasurer	Joan Adams	Present	37
Landscaping	Barbara Young	Present	12
	Ron Boomsma	Absent	50
MANAGEMENT: Dave Hensman, Strata Agent			

1. Call To Order

The Chair called the meeting at 7:00 PM.

2. Adoption of the Minutes

Motion: To adopt the October 22, 2007 Council Meeting Minutes as presented.

Moved by: Eric

Seconded by: Barbara

CARRIED

3. Business Arising Out Of Minutes

a). **Landscaping:** Teamwork Property Management Ltd. presented the landscaping quotes for Council to review. Council will review the contracts and interview the candidates before making a decision in January.

b). **Tree Pruning:** Two quotes were presented for the tree pruning.

Motion: To adopt the quote from BC Plant Health Care for the price of \$6,050.00 plus GST with the condition that the trees are trimmed to a height of 12 feet.

Moved by: Eric

Seconded by: Bonnie

CARRIED

c). **Curb Repair:** This issue will be Tabled until further notice.

d). **Gutters:** A second quote will be obtained and last year's gutter company will be contacted to quote again.

4. Financial Report

Council reviewed the October and November 2007 Financial Statements.

Motion to: approve the October and November Financial Statements as prepared and presented.

Moved by: Barbara

Seconded by: Joan
CARRIED

5. Correspondence

a). **Letter Re Trees:** The trees are being cut this month.

b). **Letter Re Gutters:** The gutter issue is in process and should be completed shortly.

c). **Letter Re Parking:** The Owner was misinformed by their real-estate agent that an extra parking stall went with their unit. The Owner will not be back-charged but starting November, the unit will be charged the regular parking fee for having an extra stall. The Council also noted that the Owner's regular vehicle protrudes beyond the acceptable limit.

d). **Letter Re Unit Repair:** The repair is in process and will be charged to the unit.

e). **Letter Re Cleanup Day:** A letter was received asking about the cleanup day. A Council member visited the Owner. The matter has now been addressed.

f). **Letter Re Window:** A letter was received asking about the window repair. The work has been ordered and Teamwork will check on the progress.

g). **Letter Re Parking:** An owner has written requesting a parking stall that is coming available. Council will grant this if and when the stall becomes available. The owner also requested that a temporary fence wall be allowed to be installed to keep their young child from wandering down the ravine. This request is granted as long as it is a temporary fixture, and the cost to install and remove it is borne by the owner.

6. New Business

a). **Teamwork's Christmas Hours:** All owners are hereby advised that Teamwork's Christmas Hours will be as follows: the office will be closed December 21st at 12:00 PM, through to December 26th 2007. The Office will be closed December 31st through January 2nd 2008. The entire staff wishes you all a safe and happy Christmas and a prosperous New Year.

b). Agency Agreement: Teamwork Property Management Ltd. is licensed by the B.C. Real Estate Council (BCREC) to provide Management Services to Strata Corporations. The Real Estate Council requires that all Management Companies must have Management Contracts that comply with Real Estate Council rules. In light of this requirement, Teamwork presented the revised Contract, which is in compliance with the Real Estate Council's rules.

The Contract is a revised version of your previous Contract. Most of the differences result from an attempt to clarify the rights and responsibilities of the Agent and the Strata Corporation. Others are necessary to reflect the changes required as a result of the implementation of the regulatory requirements of the *Real Estate Services Act* (RESA) and the new licensing requirements of the B.C. Real Estate Council.

Key changes can be found in the following sections: 1.1.7; 3.11; 3.12; 3.13; 3.16; 3.17; 3.20; 3.22; 3.25; 3.30; 3.34; 3.40; 3.42; 3.43; 5.1; 5.2(d); 5.2(f); 5.4; 7; 14; 18; 19; 20; 21.

c). Teamwork Investment Program: Whereas the Envision Financial Institution's terms for the Contingency Reserve Funds have come due, Teamwork has recommended its new CRF Investment Program. After several months of negotiating Teamwork Property Management is now able to offer an opportunity to earn a greater Rate of Return on each Contingency Reserve Fund. Managed by RBC Dominion Securities, the Teamwork Investment Program's goal is to achieve a 6% annual Rate of Return (net of fees) over the previous 3.5% and 4%. Each RBC Dominion Securities Account is protected by the Canadian Investors Protection Fund (CIPF). This new Investment Program provides access to a wide range and depth of investment options, professional investment management, and an opportunity to earn a higher Rate of Return. The Teamwork Investment Program is being offered to Preferred Clients only. Teamwork will charge a \$400.00 plus GST Annual Fee for this Value Added Service.

Motion to: have Teamwork Property Management invest the CRF funds with RBC Dominion Securities 'in trust' on behalf of *Spencer Estates*.

Moved by: Barbara

Seconded by: Eric

CARRIED

d). Lights: There are several lights that are in need of repair. Eric will assess the situation and advise Teamwork on a direction for repairs.

e). Deck Repair: This issue will be Tabled to the spring because the deck repairs need to be done in the dry season.

f). Bird Feeders: A letter will be written requesting the immediate removal of the bird feeders because they attract rodents.

g). Update Package: The new Owner Welcome Packages are in need of some updating. Teamwork will address this and bring updates back to the Council at January's meeting.

h). Rules: There are some old Rules on the books that were not updated with the last changes made to the Bylaws and Rules. Council will prepare a list of the Rules with their original wording. These will be reviewed at January's meeting for updating.

i). Parking: A Unit who is using an extra parking stall will be charged \$10.00 starting with October 2007 and onward.

j). Small Claims: The previous Landscaper claimed that he had done the tree trimming for which he was paid. Council feels that this is inaccurate in that the trimming was not completely done, and that he should not have been paid. Teamwork has asked Council to provide photo evidence comparing the trees that were trimmed and those that were not. Once the photos are received, Teamwork will register a Small Claims Writ with the Courts against the Landscaper.

k). Basement Wall Repair: Teamwork will check on the status of the repair and email Council with an update.

7. Adjournment: 8:31 PM

The next meeting will be January 29, 2008 at 7:00 PM.

Please Put All Concerns To Council Or Management In Writing
And Sign Before Submitting. Thank You.

Dave Hensman, Strata Agent
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