

**MINUTES OF THE STRATA COUNCIL MEETING
WESTSIDE ESTATES – NW 3303
JULY 29, 2019**

ATTENDANCE:

President	Jeanine Nicholls	Present
Vice President	Jason Sheard	Absent
Secretary	Michael Negus	Present
Treasurer	Stuart Alexander	Present

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

1. CALL TO ORDER

The meeting was called to order at 7:07 pm.

2. ADOPTION OF THE MINUTES

It was moved by Stuart Alexander and seconded by Jeanine Nicholls to approve the Minutes of the June 24, 2019 Council Meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a) Patio Door Repairs

Council received additional pricing from NES the Door Express for patio door repairs at Units 312, 402, and 404. As the Council is only authorized to spend \$10,000.00 on patio door upgrades Council determined these three Units will be considered in the next rotation of repairs. Units 201, 202, 206, 218, 311 and 407 will be completed in the coming weeks once the contractor has received all materials and is able to schedule the work.

b) Roof and Attic Repairs

Council reported the roof maintenance has been approved and the date for completion is pending scheduling. Council determined a Notice will be posted to advise Owners during roof maintenance noise may occur.

c) Fire Department Report

All items have been addressed which were requested to be upgraded by the City Fire Marshal. A quote was received in the amount of \$980.00 to move the lock box from a location in wood to concrete. At this time this upgrade is cost prohibitive, Council will source other options in future upon review by the Fire Marshal.

d) Plumbing

DMS Mechanical has completed the repairs to an area in the ceiling to allow access to Unit 209's shut off valve.

e) Annual Fire Inspection

The annual fire inspection has been completed, no further inspections are required this fiscal year.

f) Visitor Parking Sign

Council reported on the new visitor parking sign, which is not standing straight. The repair will be addressed by the handyman when onsite to complete other work.

g) Fence

The Council discussed the fencing and reported the installation is scheduled for September 2019. The plant life will be removed prior to installation in preparation for the fence. Council discussed the retaining wall which is currently in place and how the fence will be installed. Council determined the retaining wall will be partially removed to make room for the fence and will be installed in a similar manner across the property in order to maintain a uniform appearance. Owners are advised all new plants will be installed in the fall in order to ensure successful rooting and longevity of the new plants.

Council directed Teamwork to set up a meeting with the landscaper and Council in order to review the plant life which will be removed in preparation for the fence installation.

h) Locksmith

Council advised the door in the parkade is not repaired, the contractor advised they are awaiting parts to arrive, Council directed Teamwork to contact NES. Subsequent to the meeting NES advised they will complete temporary repairs on this door to allow residents to easily enter and exit. Upon receipt of the new door NES will schedule the installation.

i) Telus Fiber Optics

Council discussed the installation of Telus Fibre Optics, the install is free of charge to all residents irrelevant of their service provided. Council determined they will only authorize installation if Telus can confirm there is conduit. Due to the age and design of the building it is possible conduit is not present in which case the alternate installations methods would be visible in the hallways. Council determined visible installations would not be suitable for the building. Council directed Teamwork to request Telus report on whether conduit is present.

j) DMS Mechanical

The boiler tear down has been completed by DMS Service. Council is satisfied with the outcome and directed Teamwork to pay the invoice in the amount of \$514.80 including tax.

k) Window Screens

Council reviewed the status of the window screen issue. Legacy Windows has requested information from the Owners with issues. Teamwork will be requesting information from those Owners who have reported a concern.

l) Depreciation Report

Council reviewed quotes for the completion of the depreciation report. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to engage WSP to complete the 3 year update of the depreciation report at a cost of \$2,500.00.

CARRIED All in Favour

m) Handyman

Repairs to the hallway wall sconces and installation of a fire rated cover in the boiler room have been completed by 604 Handyman.

n) Painting East Stairwell

Council discussed interior painting of the east stairwell. It was moved by Stuart Alexander and seconded by Jeanine Nicholls to approve the painting in the amount of \$3,500.00 plus tax. Subsequent to the meeting, the painting was completed by 604 Handyman in the amount of \$2,493.75 including tax. **CARRIED** All in Favour

o) Parkade

Council was pleased with the parkade cleaning completed by Valley Power Sweep. Council reviewed quotes for line painting, it was moved by Jeanine Nicholls and seconded by Stuart Alexander to engage Atlas Parking Lot Services to complete line painting in the amount of \$2,347.00 plus tax. **CARRIED** All in Favor

p) Carpet Cleaning

Carpet cleaning was completed by All Fresh in the amount of \$1,979.00 plus tax.

Michael Negus joined the meeting

4. FINANCIAL STATEMENTS

The June 2019 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Stuart Alexander and seconded by Jeanine Nicholls to approve the June 2019 Financial Statements, bank reconciliations, and bank statements as prepared and presented and to authorize Teamwork Property Management to take appropriate steps necessary to collect, on Strata's behalf, all outstanding money owing to the Strata Corporation. **CARRIED** All in Favor

5. CORRESPONDENCE

- a) A letter was received from an Owner requesting to install a permanent air conditioner at their Strata Lot. Council reviewed the matter in detail and determined the request is denied. Council directed Teamwork to send a letter of response to the Owner.
- b) Council reviewed a letter from an Owner reporting a vehicle break in. Council reminds Owners not to leave valuables in vehicles and directed Teamwork to add a notice to the minutes reminding Owners of vehicle security.
- c) A letter was received from an Owner requesting warranty repairs with respect to their windows. Legacy Windows was contacted and the matter is in the process of being resolved.
- d) Council reviewed a letter from an Owner reporting concerns with the railing attached to the courtyard stairs. Temporary repairs will be completed by the handyman to make the area safe. Council directed Teamwork to obtain quotes for consideration at the next Council meeting.
- e) A letter was received from Township of Langley reporting a false alarm notification and advising of the Township Bylaws regarding fines for false alarms; two are permitted per calendar year.

- f) Council reviewed a letter from Canada Post regarding the installation of a parcel locker at no cost. Council directed Teamwork to advise Canada Post there is room in the lobby and Council is interested in pursuing the installation.
- g) A complaint was received from an Owner regarding a parking stall in the underground parkade which has several personal items stored in it. Council directed Teamwork to send a Notice of Complaint letter to the Owner and request removal of all personal items as outlined in the Bylaws.

6. NEW BUSINESS

a) Pest Control

Council reviewed the pest control issues which have occurred since the last meeting. Ants were found to be building a nest on a third floor patio, Hornets built a nest inside the soffit on a second floor Unit facing the street. Several issues with pigeons were noted and installation or reinstallation of preventative screening was completed. All matters were addressed promptly by the pest control contractor and have been resolved.

b) Electric Vehicles

Council reviewed research completed by an Owner regarding electric vehicle charging stations. Council discussed the electrical requirements and costs and determined at this time installation will be cost prohibitive.

Michael Negus left the meeting

c) Pets

Council reviewed a complaint regarding a pet off leash. Council directed Teamwork to send a Notice of Complaint letter to the Owner to advise of the Bylaws. Owners are reminded pets must be leashed and under control at all times while on Common Property. Residents not in compliance with the Bylaw may be issued fines as a result

7. DATE OF NEXT MEETING

The next meeting will be held Monday, September 30, 2019 at 7:00 pm.

8. ADJOURNMENT

The meeting was adjourned at 9:50 pm.

Please put all concerns in writing and submit to Council
By email: admin@teamworkpm.com
By mail: Deposit in the suggestion box
Teamwork Property Management
Guest Suite or Recreation Room Rentals Please Email:
Westside.Estates3303@gmail.com

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Direct: 604-743-0291

NOTICE

WESTSIDE ESTATES – NW 3303

LINE PAINTING

OWNERS PLEASE BE ADVISED LINE PAINTING WILL BE COMPLETED IN THE COMING WEEKS. RESIDENTS ARE AGAIN REQUESTED TO REMOVE ALL PERSONAL BELONGINGS FROM YOUR PARKING STALLS.

VEHICLE SECURITY

OWNERS ARE REMINDED TO BE VIGILANT WHEN PARKING THEIR VEHICLES ON COMMON PROPERTY. PLEASE ENSURE VEHICLES ARE LOCKED AND DO NOT LEAVE ANY PERSONAL ITEMS IN THE VEHICLE. VEHICLE BREAK-INS HAVE OCCURRED IN THE AREA. PLEASE REPORT ANY SUSPICIOUS INDIVIDUALS OR INCIDENTS TO POLICE IN AN EFFORT TO REDUCE THEFT AT THIS PROPERTY.