

**MINUTES OF THE STRATA COUNCIL MEETING
WESTSIDE ESTATES – NW 3303
VIA ZOOM – ELECTRONIC MEETING
OCTOBER 8, 2020 AT 7:00 PM**

ATTENDANCE:

President	Jeanine Nicholls	Present
Vice President	Jason Sheard	Present
Secretary	Michael Negus	Absent
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 7:00 pm.

2. ADOPTION OF THE MINUTES

It was moved by Stuart Alexander and seconded by Jeanine Nicholls to approve the Minutes of the September 10, 2020 Council Meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a) Depreciation Report

Council discussed the depreciation report, it was moved by Stuart Alexander and seconded by Jeanine Nicholls to approve the depreciation report.

CARRIED All in Favour

The updated depreciation report will now be available to Owners, please request an electronic copy from the Teamwork office by emailing admin@teamworkpm.com. Please be sure to include your building name and Unit number.

b) Drain Cleaning

The drains attached to the gutter system have been approved for cleaning and are scheduled to be completed on October 28, 2020. The cleaning will be completed from the exterior of the building and should not impact Owners.

c) Gutter Cleaning & Repairs

Council reviewed quotes for gutter cleaning, gutter repair quotes are pending. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to accept the quote from Gorilla Property Services in the amount of \$1,699.00 plus tax. The gutter cleaning has been scheduled to be completed on October 22 and 23, 2020. The cleaning will be completed from the exterior of the building. **CARRIED** All in Favour

d) Leak in Parkade

EPS Westcoast has been engaged to complete parkade injections. They have advised the repairs will be completed in November 2020.

e) Hose Bib Shut Off

Council discussed the hose bibs in the courtyard area, the shut off devices are not accessible to Council or the Owners adjacent to the hose bibs. The recommendation from DMS Mechanical is to replace the hose bibs with frost free devices, which will

require access to the Units. Council directed Teamwork to coordinate access with the Owners in question.

f) Fire Inspection

The winterization of the sprinklers has been completed by Elite Fire Protection in the amount of \$267.00 plus tax.

g) Carport Roof Replacement

Council discussed the required replacement of the carport roof. Two roofing firms have provided quotes ranging from \$18,993.00 plus tax to \$20,275.00 plus tax. Additional quotes are in process. Council reports there is no change in the status of the carport roof at this time.

h) Patio Door Repairs

Council discussed patio door repairs at three Units and reviewed quotes from NES the Door Express. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to approve the proposal in the amount of \$4,381.70 plus tax to be expensed from the Contingency Reserve Fund, as per the approval of the Owners at the 2019 Annual General Meeting. **CARRIED** All in Favour

i) Mechanical & Plumbing

Council tabled two proposals from DMS Mechanical. The proposals have been deemed non emergent, and therefore will be discussed at subsequent meetings pending available funds in the budget.

j) Minute Distribution

The distribution of the minutes will change to email distribution starting October 8, 2020. Council will be sending a test email prior to the official email distribution commencement to confirm accurate emails are on file.

k) Asphalt Parking Lot

Council discussed pot holes in the exterior asphalt parking lot. Council reviewed additional quotes and determined the proposal will be tabled until the 2021 Annual General Meeting.

l) Fireplace Cleaning

Council discussed fireplace cleaning Teamwork reported the contractor is booking into December 2020. Council directed Teamwork to schedule the date for cleaning. Owners are responsible for the costs of the cleaning, and will be asked to sign up for the cleaning prior to the date.

m) Sign

Council discussed the front entrance sign which has fallen into disrepair. Council reviewed design options for the new sign and determined the sign company will be requested to provide a proof which Council will review at subsequent meetings.

4. FINANCIAL STATEMENTS

The September 2020 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Stuart Alexander and seconded by Jeanine Nicholls to

approve Financial Statements as prepared and presented. Council authorize Teamwork Property Management to take the appropriate steps necessary to collect, on Strata's behalf, all outstanding money owing to the Strata Corporation. **CARRIED** All in Favor

5. CORRESPONDENCE

- a) Council reviewed a letter from an Owner requesting Strata consider installing sprinklers in every Unit. Council determine the cost would be prohibitive, and therefore, denied the Owners request. Council directed Teamwork to send a letter of response to the Owner.

6. NEW BUSINESS

a) Snow Removal

Council reviewed the snow removal quote from Forster Landscaping. It was moved by Stuart Alexander and seconded by Jeanine Nicholls to approve snow removal in the amount of \$125.00 per hour plus tax for plowing, \$135.00 per hour plus tax for salting and \$50.00 per hour plus tax for shoveling, all services require a two hour minimum charge. **CARRIED** All in Favor

Council discussed the section of sidewalk on 64 Avenue which is not made of concrete. The Council has had ongoing challenges keeping this section of sidewalk safe for walking, however, due to the material the area becomes very slippery. Council directed Teamwork to contact the City to commence discussion to have the City replace this section of sidewalk with concrete.

b) Landscape Contract

Council reviewed the landscaper contract from Forster Landscaping to commence February 1, 2021. It was moved by Jeanine Nicholls and seconded by Jason Sheard to accept the new landscape contract in the amount of \$1,640.00 plus tax per month which represents a 2% increase for a contract term of two years.

CARRIED All in Favor

c) Janitorial

Council discussed recent concerns with the janitorial service. Council directed Teamwork to obtain janitorial quotes for consideration at the next meeting.

d) Moles

It was reported by an Owner, on the west side of the property, there is an issue with moles. Council reviewed a proposal from their pest contractor and approved the service in the amount of \$500.00 plus tax for a 6 month contract.

e) Water Ingress

The Owner of Unit 204 reported water ingress through the exterior wall. This area was repaired last year after a similar water ingress concern. Council directed Service Master to engage a roofer to inspect the area, and determine if the issue is a warranty repair. Council discussed the garden bed adjacent to the Unit and on the advice of the contractors and to save future harm to the Common Property or Strata Lot the garden bed will be permanently removed. Once the water ingress concern has been addressed Council will determine if additional garden beds should be removed, and material they will be replaced with.

f) Parkade Fan

It was reported by an Owner a parkade fan does not appear to be operating. DMS Mechanical has been engaged to inspect the fan and troubleshoot any concerns. Council will discuss the required repairs at subsequent meetings.

g) Carpet and Wall Damage

Council discussed recent carpet and wall damage in an exit staircase, it was decided a contractor will be engaged to determine if the carpet can be repaired. In addition the paint will be inspected and required repairs will be completed by 604 Handyman.

h) Front Entrance Landscaping

Council discussed the front entrance landscaping. Council was approached by a contractor willing to provide updates to the area. Council approved an expense up to \$700.00, the updates will be reviewed by email between meetings.

Jason Sheard and Stuart Alexander left the meeting

7. CORRESPONDENCE

- a) A letter was reviewed from an Owner reporting a noise complaint. The issues were reviewed and Council directed Teamwork to send a letter of response to the Owner.

8. DATE OF NEXT MEETING

The next meeting will be held Thursday, November 12, 2020 at 7:00 pm.

9. ADJOURNMENT

The meeting was adjourned at 8:55 pm.

Please put all concerns in writing and submit to Council

By email: admin@teamworkpm.com

By mail: Deposit in the suggestion box

Guest Suite or Recreation Room Rentals Please Email:

Westside.Estates3303@gmail.com

**TEAMWORK PROPERTY MANAGEMENT LTD.
#105 – 34143 Marshall Road Abbotsford, BC. V2S 1L8
Phone: 1-866-941-6584 (ext. 325) Fax: 604-854-1754
After hour Emergency # 778-241-7787
Direct: 604-743-0291**

BUDGET COMPARISON - NW 3303

September 2020 (Month #5)

PREPARED FOR:

Westside Estates
19721 64th Avenue
Langley, BC
V2Y 1L1

PREPARED BY:

Teamwork Property Management Ltd.
#105 - 34143 Marshall Road
Abbotsford, BC V2S 1L8
Phone: (604) 854-1734

	MTD Actual	YTD Actual	Annual	Percentage
INCOME				
Strata Fees	20,923.78	106,797.52	255,631.00	42%
Suite/Lounge Rental	0.00	350.00	500.00	70%
Interest Income	10.63	53.57	250.00	21%
Move In/Out Fee	0.00	0.00	200.00	0%
Interest/By-Law Fines	<u>0.00</u>	<u>16.58</u>	<u>0.00</u>	<u>0%</u>
TOTAL INCOME	20,934.41	107,217.67	256,581.00	42%
GENERAL EXPENSES				
WorkSafe BC	0.00	0.00	50.00	0%
Insurance (Accrued)	6,699.02	48,577.50	73,412.00	66%
Insurance Appraisal	0.00	0.00	300.00	0%
Administration	199.29	1,441.39	3,000.00	48%
Management	1,212.75	6,063.75	13,860.00	44%
Bank Charges	7.50	45.50	114.00	40%
Legal/Professional Fees	0.00	0.00	500.00	0%
Statutory Review of Books	0.00	0.00	420.00	0%
Income Tax Filing	0.00	575.00	575.00	100%
Contingency Reserve Fund	<u>4,166.67</u>	<u>20,833.35</u>	<u>50,000.00</u>	<u>42%</u>
TOTAL GENERAL EXPENSES	12,285.23	77,536.49	142,231.00	55%
BUILDING EXPENSES				
Fire Protection	0.00	4,676.91	3,500.00	134%
Repairs & Maintenance	4,794.85	13,069.14	25,000.00	52%
Pest Control	157.50	918.75	2,000.00	46%
Landscaping	1,732.50	8,662.50	20,800.00	42%
Mechanical Service Contract	373.58	373.58	2,500.00	15%
Janitorial	1,722.00	7,749.00	9,900.00	78%
Hydro - Electricity	1,344.39	4,237.55	9,000.00	47%
Natural Gas	702.48	6,177.42	21,500.00	29%
Refuse Removal	592.43	4,011.61	7,200.00	56%
Enterphone	44.37	221.85	550.00	40%
Elevator Mtce & License	221.55	1,107.75	3,000.00	37%
Water Treatment System	363.45	1,817.25	4,400.00	41%
Snow Removal	<u>0.00</u>	<u>-189.00</u>	<u>5,000.00</u>	<u>-4%</u>
TOTAL BUILDING EXPENSES	12,049.10	52,834.31	114,350.00	46%
TOTAL EXPENSES	24,334.33	130,370.80	256,581.00	51%
NET INCOME	-3,399.92	-23,153.13	0.00	

STATEMENT OF CASH BALANCES
NW 3303 - WESTSIDE ESTATES

September 2020
Month #5

Operating Funds:

Cash in Envision 168.46
Shares 36.00

Total Operating Funds 204.46

Contingency Reserve Fund:

Savings in Envision 86,370.15

Total Contingency Reserve Fund 86,370.15

Total Funds Strata Corp 86,574.61

Accounts Receivable:

Strata Fees (3110) 378.83
Move In/Out Fees (3210) 50.00
Interest/By-Law Fines (3410) 3.16
Repairs & Maintenance (4225) 111.34
Adjustments 0.00

Total Accounts Receivable 543.33

Contingency Reserve Fund as of May 1, 2020

92,012.99

Monthly Contributions 20,833.35
Interest 328.83
Insurance Temp Loan for Down Payment (May'20) (15,082.40)
Temp Loan for expenses (May/June/Sept'20) (9,300.00)
Elite Fire Protection Inv 96343 (June'20) (4,110.12)
Remdal Painting Inv 24530 (June'20) (1,312.50)
Repayment of loans (July/Aug'20) 3,000.00

Balance Contingency Reserve Fund as of September 30, 2020

86,370.15

10/8/20
ACCTG BROKER

Balance Sheet (Cash)
NW 3303 - Westside Estates - (wsid)
September 2020

Cash	
Cash in Bank	168.46
Shares	36.00
Savings - Contingency	86,370.15
Cash Total	<hr/> 86,574.61
ASSETS	
TOTAL ASSETS	<hr/> 86,574.61
LIABILITIES & CAPITAL	
Capital	
Contingency Reserve	86,370.15
Current Operating Funds	204.46
Total Equity	<hr/> 86,574.61
TOTAL LIAB. & CAPITAL	<hr/> 86,574.61

10/8/20

ACCTG | BROKER

Transaction Register
Unconsolidated Statement (Selected Properties)
Months: Sep 2020
Date Range: 09/01/2020 - 09/30/2020
(Check)

Date	Control	Posted	Reference	Payee/Payer	Property	Amount	Account Name	Notes
09/01/20	K-20342	09/20	2313	bugs Bugs Plus Pest Servi	wsid	78.75	4226 - Pest Control	
09/08/20	K-20345	09/20	490	hydro BC Hydro	wsid	1,344.39	4245 - Hydro - Electricity	
09/09/20	K-20364	09/20	2314	team Teamwork Property	wsid	199.29	4130 - Administration	
09/12/20	K-20343	09/20	489	gas FortisBC	wsid	702.48	4246 - Natural Gas	
09/14/20	K-20386	09/20	2315	brenda Brenda's Cleaning S	wsid	861.00	4235 - Janitorial	
09/14/20	K-20386	09/20	2315	brenda Brenda's Cleaning S	wsid	861.00	4235 - Janitorial	
09/14/20	K-20386	09/20	2315	brenda Brenda's Cleaning S	wsid	47.32	4225 - Repairs & Mainten	
09/14/20	K-20386	09/20	2316	bugs Bugs Plus Pest Servi	wsid	78.75	4226 - Pest Control	
09/14/20	K-20386	09/20	2317	dms DMS Service Ltd.	wsid	373.58	4234 - Mechanical Service	
09/14/20	K-20386	09/20	2318	forster Forster Landscaping	wsid	1,732.50	4230 - Landscaping	
09/14/20	K-20386	09/20	2319	viscountViscount Acquisition	wsid	44.37	4265 - Enterphone	
09/15/20	K-20391	09/20	2320	emterra Emterra Environme	wsid	592.43	4260 - Refuse Removal	
09/15/20	K-20396	09/20	2321	richmondRichmond Elevator	wsid	221.55	4267 - Elevator Mtce & Lice	
09/16/20	K-20405	09/20	2322	dms DMS Service Ltd.	wsid	258.91	4225 - Repairs & Mainten	
09/16/20	K-20405	09/20	2322	dms DMS Service Ltd.	wsid	3,532.10	4225 - Repairs & Mainten	
09/16/20	K-20405	09/20	2323	valley Valley All Door Distrib	wsid	850.50	4225 - Repairs & Mainten	
09/16/20	K-20405	09/20	2323	valley Valley All Door Distrib	wsid	217.36	4225 - Repairs & Mainten	
				Total Checks		11,996.28		