

NOTICE

WESTSIDE ESTATES – NW 3303

CARDBOARD

Council has noted many residents are not breaking down cardboard when it is placed in the cardboard bin. Breaking down the cardboard is important to ensure all residents can place their cardboard in the bin. Under no circumstances are residents permitted to place cardboard outside the bin.

SNOW REMOVAL

A snow removal contract is in place, the contractor will come automatically when snow falls. However, Council cannot guarantee the timing or interval of their attendance. Owners should ensure they are prepared for winter weather as the roadway may not be plowed when you need to leave the building.

CHRISTMAS TREES

Owners please be reminded live Christmas trees are not permitted. It is also request of Council you do not place live wreaths on the outside of your door. Live trees are a fire hazard and the process of bringing trees and wreaths in and out of the building will cause needles to be left behind causing significantly more work for the janitor.

For additional information or questions please contact Teamwork at admin@teamworkpm.com or by phone 604-854-1734 ext. 325

**MINUTES OF THE STRATA COUNCIL MEETING
WESTSIDE ESTATES – NW 3303
VIA ZOOM VIDEO CONFERENCING
NOVEMBER 12, 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 October 8, 2020 Council Meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a) Drain Cleaning

The drains attached to the gutter system were cleaned on October 28, 2020. Council was satisfied with the work completed and authorized payment of the invoice in the amount of \$1,559.54 including tax.

b) Gutter Cleaning & Repairs

Gutter cleaning was completed by Gorilla Property Services in the amount of \$1,699.00 plus tax on October 22 and 23, 2020. Council directed Teamwork to follow up with the Owners who reported overflowing gutters, to determine if the concerns have been resolved. If issues still exist a quote will be reviewed for gutter repairs at the next Council meeting.

c) Leak in Parkade

EPS Westcoast is scheduled to be onsite on November 17, 2020 to complete the injections in the parkade. Council will review the invoice by email once received.

d) Hose Bib Shut Off

Council discussed the hose bibs in the courtyard area, which require upgrades. One Owner is willing to provide access however the other Owner has denied the request. Council directed Teamwork to engage DMS Mechanical to complete the upgrades at the accessible Unit. Council directed Teamwork to send a letter to the other Unit to advise of the potential consequences of refusing access.

Council discussed the shut off of the Common Property hose bibs. Council directed Teamwork to send letters to the Owners to request the hose bibs be shut off for the winter season.

e) 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 being sourced. Council reported a shingle has come loose and was found in the driveway. Council will continue to monitor the status of the carport roof.

f) Patio Door Repairs

Council approved patio door repairs at Units 404, 402, and 106 by NES the Door Express. Council directed Teamwork to follow up with the contractor to confirm the status of the repairs.

g) Mechanical & Plumbing

Council discussed the proposals provided by DMS Mechanical, and determined the recommended repairs to the flow switch are required to be completed. It was moved by Stuart Alexander and seconded by Jeanine Nicholls to approve the proposal in the amount of \$1,473.89. Council directed Teamwork to engage DMS to complete the required repairs. **CARRIED** All in Favour

h) Fireplace Cleaning

The fireplace cleaning is scheduled for Saturday, January 30, 2021. The fireplace cleaning will cost \$85.00 including GST and is an Owner expense. Owners will be advised in January how to sign up for the fireplace cleaning.

i) Sign

Council reviewed another proof for the new building sign and determined additional changes are required. Council will continue to work with the sign company by email over the coming weeks to finalize and install the new sign.

j) Janitorial

Council reviewed quotes for janitorial services, all three quotes were significantly more expensive than the current contract. Council directed Teamwork to request the contractors confirm, how many workers will be onsite, for how many hours per day, and how many days per week.

k) City Sidewalk

Council discussed the section of sidewalk on 64 Avenue which is not made of concrete. A request was made to the Township of Langley to investigate and replace this section of sidewalk. Council will review this matter further at subsequent meetings.

l) Water Ingress

The repairs outside Unit 204 are nearing completion. A large section of membrane was removed and replaced. The contractor is currently monitoring the waterproofing to confirm water ingress has not occurred since the repairs were completed. Council directed Teamwork to obtain quotes for the installation of concrete pavers, which will be installed where the garden bed was located. Council determined other garden beds in the courtyard will be considered for removal in the coming months, depending on budgetary restrictions.

m) Parkade Fan

It was reported by an Owner a parkade fan does not appear to be operating. DMS Mechanical has reported the fan has been inspected and calibrated. Council will review the invoice and technicians notes between meetings to determine if additional repairs are required.

n) Carpet and Wall Damage

Council will be meeting with a carpet repair contractor to inspect the stairwell carpet and determine if repairs are possible. Subsequent to the meeting, it was determined repairs are complicated, as the Strata does not have additional carpet. Council will discuss this matter in January to determine what repairs will be considered.

4. FINANCIAL STATEMENTS

The October 2020 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Jeanine Nicholls and seconded by Jason Sheard 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 in complaint of another Owners dogs off leash on Common Property. Council directed Teamwork to contact the Owner of the dogs by email to provide an informal reminder of the Bylaws.
- b) A letter was received from an Owner in response to the complaint of dogs off leash and subsequent notification by email. The Owner advised the dogs are leashed at all times when on Common Property. Council is satisfied with the response at this time.
- c) Council reviewed a letter from the Owner of Unit 313 requesting repairs to their patio door. Council directed Teamwork to provide the Owner a response and to add them to the wait list for patio door repairs.

6. NEW BUSINESS

a) Common Property Access

Council noted people are unhooking the wire which blocks the openings on the 64 ave side of the property and cutting through the yards. Council will inspect the wire and determine what upgrades can be completed to prevent this in future.

b) Shrub Pruning

A complaint was received from the neighbouring complex to the east of Westside Estates. The complaint reported shrubs in the exterior parking lot have become overgrown and their branches are growing through the fence. Council directed Teamwork to request the landscaper complete the necessary pruning.

c) Salt Order

Council determined salt will be required to be ordered for the coming winter season and directed Teamwork to order 4 pails of ice melt. The snow removal contractor will plow and salt the parking lot, driveway and will clear the snow on the City

sidewalk. Council reminds Owners the contractor will attend once snow removal has commenced however, Council cannot guarantee the time and interval in which plowing will be completed. Owners are asked to be patient and use caution when navigating the property in the winter weather and to ensure their vehicles are ready for winter weather.

d) Contracts

Council discussed the new protocol for signing contracts. In future, Teamwork will send contracts to the Council President to be signed using adobe.

7. DATE OF NEXT MEETING

The next meeting will be held Thursday, January 21, 2021 at 7:00 pm.

8. ADJOURNMENT

The meeting was adjourned at 8:43 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

Teamwork Property Management Holiday Hours

- Thursday, December 24, 2020 – Closed
- Friday, December 25, 2020 – Closed
- Thursday, December 31, 2020 – Closed
- Friday, January 1, 2021 – Closed

BUDGET COMPARISON - NW 3303

October 2020 (Month #6)

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	21,681.44	128,478.96	255,631.00	50%
Suite/Lounge Rental	0.00	350.00	500.00	70%
Interest Income	11.00	64.57	250.00	26%
Move In/Out Fee	50.00	50.00	200.00	25%
Interest/By-Law Fines	<u>9.47</u>	<u>26.05</u>	<u>0.00</u>	<u>0%</u>
TOTAL INCOME	21,751.91	128,969.58	256,581.00	50%
GENERAL EXPENSES				
WorkSafe BC	0.00	0.00	50.00	0%
Insurance (Accrued)	6,699.02	55,276.52	73,412.00	75%
Insurance Appraisal	0.00	0.00	300.00	0%
Administration	152.41	1,593.80	3,000.00	53%
Management	1,212.75	7,276.50	13,860.00	53%
Bank Charges	7.50	53.00	114.00	46%
Legal/Professional Fees	0.00	0.00	500.00	0%
Statutory Review of Books	420.00	420.00	420.00	100%
Income Tax Filing	0.00	575.00	575.00	100%
Contingency Reserve Fund	<u>4,166.67</u>	<u>25,000.02</u>	<u>50,000.00</u>	<u>50%</u>
TOTAL GENERAL EXPENSES	12,658.35	90,194.84	142,231.00	63%
BUILDING EXPENSES				
Fire Protection	1,185.47	5,862.38	3,500.00	167%
Repairs & Maintenance	72.41	13,141.55	25,000.00	53%
Pest Control	603.75	1,522.50	2,000.00	76%
Landscaping	1,732.50	10,395.00	20,800.00	50%
Mechanical Service Contract	0.00	373.58	2,500.00	15%
Janitorial	861.00	8,610.00	9,900.00	87%
Hydro - Electricity	0.00	4,237.55	9,000.00	47%
Natural Gas	843.90	7,021.32	21,500.00	33%
Refuse Removal	592.43	4,604.04	7,200.00	64%
Enterphone	44.37	266.22	550.00	48%
Elevator Mtce & License	233.10	1,340.85	3,000.00	45%
Water Treatment System	363.45	2,180.70	4,400.00	50%
Snow Removal	<u>0.00</u>	<u>-189.00</u>	<u>5,000.00</u>	<u>-4%</u>
TOTAL BUILDING EXPENSES	6,532.38	59,366.69	114,350.00	52%
TOTAL EXPENSES	19,190.73	149,561.53	256,581.00	58%
NET INCOME	2,561.18	-20,591.95	0.00	

STATEMENT OF CASH BALANCES
NW 3303 - WESTSIDE ESTATES

October 2020
Month #6

Operating Funds:

Cash in Envision	229.64
Shares	<u>36.00</u>

Total Operating Funds

265.64

Contingency Reserve Fund:

Savings in Envision	<u>93,113.74</u>
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Total Contingency Reserve Fund

93,113.74

Total Funds Strata Corp

93,379.38

Accounts Receivable:

0.00

Total Accounts Receivable

0.00

Contingency Reserve Fund as of May 1, 2020

92,012.99

Monthly Contributions	25,000.02
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Interest	405.75
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Insurance Temp Loan for Down Payment (May'20)	(15,082.40)
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Temp Loan for expenses (May/June/Sept'20)	(9,300.00)
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Elite Fire Protection Inv 96343 (June'20)	(4,110.12)
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Remdal Painting Inv 24530 (June'20)	(1,312.50)
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Repayment of loans (July/Aug/Oct'20)	5,500.00
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Balance Contingency Reserve Fund as of October 31, 2020

93,113.74


11/3/20.

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

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Cash	
Cash in Bank	229.64
Shares	36.00
Savings - Contingency	93,113.74
Cash Total	<u>93,379.38</u>
ASSETS	
TOTAL ASSETS	<u>93,379.38</u>
LIABILITIES & CAPITAL	
Capital	
Contingency Reserve	93,113.74
Current Operating Funds	265.64
Total Equity	<u>93,379.38</u>
TOTAL LIAB. & CAPITAL	<u>93,379.38</u>

11/3/20

ACCTG BROKER

Transaction Register
Unconsolidated Statement (Selected Properties)
Months: Oct 2020
Date Range: 10/01/2020 - 10/31/2020
(Check)

Date	Control	Posted	Reference	Payee/Payer	Property	Amount	Account Name	Notes
10/09/20	K-20446	10/20	2324	team Teamwork Property	wsid	152.41	4130 - Administration	
10/09/20	K-20450	10/20	2325	team Teamwork Property	wsid	420.00	4161 - Statutory Review of B	
10/14/20	K-20424	10/20	491	gas FortisBC	wsid	843.90	4246 - Natural Gas	
10/15/20	K-20490	10/20	2326	brenda Brenda's Cleaning S	wsid	861.00	4235 - Janitorial	
10/15/20	K-20490	10/20	2327	bugs Bugs Plus Pest Servi	wsid	525.00	4226 - Pest Control	
10/15/20	K-20490	10/20	2327	bugs Bugs Plus Pest Servi	wsid	78.75	4226 - Pest Control	
10/15/20	K-20491	10/20	2328	elite Elite Fire Protection Lt	wsid	980.72	4220 - Fire Protection	
10/15/20	K-204911	10/20	2328	elite Elite Fire Protection Lt	wsid	204.75	4220 - Fire Protection	
10/15/20	K-20491	10/20	2329	emterra Emterra Environme	wsid	592.43	4260 - Refuse Removal	
10/15/20	K-20491	10/20	2330	forster Forster Landscaping	wsid	1,732.50	4230 - Landscaping	
10/15/20	K-20491	10/20	2331	richmondRichmond Elevator	wsid	233.10	4267 - Elevator Mtce & Lice	
10/15/20	K-20491	10/20	2332	viscountViscount Acquisition	wsid	44.37	4265 - Enterphone	
10/15/20	K-20497	10/20	2333	nes N.E.S. The Door Expr	wsid	183.75	4225 - Repairs & Mainten	
10/22/20	K-20396	10/20	2321	richmondRichmond Elevator	wsid	-221.55	4267 - Elevator Mtce & Lice	
						221.55	4267 - Elevator Mtce & Lice	
				Total Checks		6,852.68		