

NOTICE

WESTSIDE ESTATES – NW 3303

EMAIL DISTRIBUTION OF THE MINUTES

**OWNERS PLEASE BE ADVISED MINUTES WILL BE
DISTRIBUTED BY EMAIL COMMENCING:**

OCTOBER 8, 2020

**IF YOU HAVE NOT PROVIDED AN EMAIL TO THE
STRATA CORPORATION PLEASE ENSURE YOU
EMAIL admin@teamworkpm.com TO PROVIDE
YOUR EMAIL.**

**PLEASE BE AWARE IF YOU DO NOT PROVIDE AN
EMAIL PRIOR TO OCTOBER 8, 2020 YOU WILL
NOT RECEIVE THE COUNCIL MEETING MINUTES.**

**IF YOU HAVE ANY QUESTIONS OR CONCERNS
REGARDING THE EMAIL DISTRIBUTION OF
MINUTES PLEASE CONTACT THE TEAMWORK
OFFICE.**

**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 – ELECTRONIC MEETING
SEPTEMBER 10, 2020 AT 7:00 PM**

ATTENDANCE:

President	Jeanine Nicholls	Present
Vice President	Jason Sheard	Present
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 7:00 pm.

2. ADOPTION OF THE MINUTES

It was moved by Stuart Alexander and seconded by Jeanine Nicholls to approve the Minutes of the July 27, 2020 Council Meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a) Depreciation Report

Council discussed the depreciation report, and reported they are still working on reviewing the final copy of the depreciation report. Finalizing this report has been tabled until the next Council meeting.

b) Drain Cleaning

The cleaning of the main sanitary and storm horizontal drain lines was completed by DMS Mechanical in the amount of \$2,900.00 plus tax.

Council reviewed a quote for cleaning the drains attached to the gutter system. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to approve the proposal in the amount of \$1,197.00 plus tax. Council directed Teamwork to schedule this service along with the annual gutter cleaning. **CARRIED** All in Favour

c) Gutter Repairs

The Council reviewed a quote for installation of leaf screens and catchers in the amount of 7,762.18 plus tax. This cost is beyond the limitations of the budget at this time. Council will consider these upgrades in the next fiscal year.

d) Leak in Parkade

EPS Westcoast has been engaged to complete parkade injections. They will complete the injections once the rainy weather arrives.

e) Hose Bib Shut Off

Council reviewed a quote from DMS Mechanical to install new taps in the courtyard. Council had requested accessible shut off valves and the contractor has advised installing shut off valves is not possible, however, new frost free hose bibs will prevent leaks. Council directed Teamwork to contact the Owners who's Units are

adjacent to the hose bibs to discuss the required upgrades as access will be required.

f) Annual Fire Inspection

Council reviewed a quote from Elite Fire Protection for fire panel monitoring. This would allow the panel to be monitored 24-7, and in the event of a fire alarm activation, the Fire Department would be automatically dispatched. The Council has taken into account the costs to upgrade the panel, installing a designated phone line, the monthly expense for the phone line, and monthly monitoring costs. Council determined this matter would be tabled until the new fiscal year to build these costs into the budget.

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. A quote is pending for one Unit, Council directed Teamwork to follow up with the contractor.

i) Mechanical & Plumbing

Council tabled the 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. Owners who do not have an email on file have been sent letters to request email addresses. Council will be sending a test email prior to the official email distribution commencement to confirm the email is accurate.

k) Asphalt Parking Lot

Council discussed pot holes in the exterior asphalt parking lot. The quotes received are significant and Council directed Teamwork to obtain additional quotes for pavement repairs.

4. FINANCIAL STATEMENTS

The July and August 2020 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Stuart Alexander and seconded by Jeanine Nicholls to approve the July and August 2020 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 providing Council with an updated email address for the minute distribution list.
- b) A letter was received from an Owner requesting to install new carpeting. Council approved the request, and directed Teamwork to provide the Owner with the necessary paperwork, noting the relevant Bylaws.
- c) Council reviewed a letter from an Owner requesting information on what is required to replace the fireplace in their Unit. Council directed Teamwork, to advise the Owner, they must submit a proposal from a ticketed and licensed gas installer, the proposal must include obtaining the necessary permits for the installation.
- d) A letter was received from an Owner reporting their smoke alarm is not operating. Council directed Teamwork to contact the Owner and schedule Elite Fire Protection to attend and replace the smoke alarm.
- e) Council reviewed a letter from an Owner who raised concerns regarding possible murder hornets. The Owner took pictures of the hornets which were identified by the pest control contractor as bald faced hornets and no action is required.

6. NEW BUSINESS

a) Water Leak Reported

The Owners of Unit 403 and 303 reported the water leak at the Unit has re-occurred. DMS Mechanical was engaged to complete an investigation. The source of the water leak was not able to be found.

b) Garage Gate

The garage gate malfunctioned and Valley All Door was contacted on emergency to complete repairs. Upon inspection they were able to determine a bracket had come loose, the left center hinge broke and the roller was bent. Repairs were completed in order to make the gate operational in the amount of \$204.38 plus tax. The contractor advised the reason the damage occurred was due to the springs coming to end of life. The springs were replaced by Valley All Door in the amount of \$810.00 plus tax.

Council thanks Gemma for contacting Council when the gate was not operating and for meeting with the contractor to facilitate repairs.

c) Fireplace Cleaning

Council discussed fireplace cleaning and directed Teamwork to coordinate a group cleaning. The cost for the cleaning is the Owners responsibility. Additional information will be provided to Owners regarding dates, times, cost and sign up.

d) Gutter Cleaning

Council discussed gutter cleaning to be completed in the fall. Council directed Teamwork to obtain quotes for consideration at the October 8, 2020 Council meeting.

e) Sign

Council discussed the front entrance sign which has fallen into disrepair. Council directed Teamwork to obtain a quote for a replacement sign. The new sign will be attached to the wood fence and Council will consider longevity, cost, and curb appeal when making a decision on a new sign.

7. DATE OF NEXT MEETING

The next meeting will be held Thursday, October 8, 2020 at 7:00 pm.

8. ADJOURNMENT

The meeting was adjourned at 8:25 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

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