

**MINUTES OF THE STRATA COUNCIL MEETING
WESTSIDE ESTATES – NW 3303
VIA ZOOM VIDEO CONFERENCING
FEBRUARY 18, 2021 AT 7:00 PM**

ATTENDANCE:

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

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 Jeanine Nicholls and seconded by Jason Sheard to approve the Minutes of the January 21, 2021 Council Meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a) Mechanical

Council reported the plumbing repairs approved in the last meeting were completed by DMS Mechanical. Council discussed the repairs to the pipe in the ceiling on the first floor outside Unit 107. Now the repairs are complete, the ceiling drywall will be replaced.

b) Gutter Cleaning & Repairs

Council discussed the gutter repairs at two locations. A quote is pending from the gutter repair contractor, Council directed Teamwork to follow up.

c) Hose Bib Shut Off

Council discussed the hose bibs in the courtyard area, which require upgrades. It was determined a water shut off will be required to determine how the taps are plumbed into the building. Council directed Teamwork to follow up with DMS Mechanical regarding scheduling the inspection.

d) 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 noted there has been no change in the status of the carport roof, Council will continue to monitor.

e) Patio Door Repairs

Teamwork reported NES the Door Express has commenced repairs of the patio doors at Units 404, 402, and 106. Council will review the invoices by email.

f) City Sidewalk

Council discussed the section of sidewalk on 64 Avenue which is not made of concrete. Council directed Teamwork to follow up with the City on the status of this sidewalk.

g) Courtyard Upgrades

After the water ingress at Unit 204 was resolved, it was discussed upgrades are required to the gutters and drains in this area, and the installation of new concrete pavers. Council reviewed a quote from Oasis West to address the drain and install pea gravel and concrete pavers. It was moved by Jeanine Nicholls and seconded by Jason Sheard to approve the quote from Oasis West in the amount of \$2,200.00.

CARRIED All in Favour

h) Garbage

Council discussed the garbage and recycling trucks which are using the Westside property to turn around after picking up the bins, which is damaging the pavement. All of the companies have been requested to stop turning around on the property, and to back down the driveway. Council reported they have stopped turning around on the property however, are now driving around the Westside outdoor parking lot. Council will continue to monitor this situation.

i) Masks

Council reported after posting additional mask signs on the Common Property the majority of Owners are complying with the use of masks, Council thanks the Owners for their diligence in continuing this important practice.

j) Sign

The sign is in the process of being manufactured and will be installed once completed.

k) Pest Control

Council is working with the pest control contractor to resolve a concern with a squirrel. Council will continue to monitor this situation as it progresses.

4. FINANCIAL STATEMENTS

The January 2021 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Jeanine Nichols 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 multiple letters from an Owner reporting concerns with masks, and items stored in parking stalls. Council thanks the Owner for their correspondence and will take it under advisement.

b) A letter was received from an Owner requesting their garage remote be programmed. Council completed the programming.

- c) Council reviewed a letter from an Owner reporting water pooling in the west courtyard. Council will monitor the situation in the west courtyard. If the repairs are successful in the east courtyard, Council will consider completing similar repairs in the west courtyard.
- d) A letter was received from an Owner reporting a noise complaint from another Unit. Council directed Teamwork to send a letter of response to this Owner to advise in future communication they must include dates, times, duration and types of noise in the letter of complaint.

6. NEW BUSINESS

a) Sign Damage

Council reported the sign over the garage door was knocked down. Council completed the necessary repairs to re-secure the sign. Council discussed possible causes of the sign falling. Council directed Teamwork to send a letter to Owners with oversized vehicles, whereby the antennae bangs the sign and gate when entering and exiting.

b) Leak

An ongoing leak in Unit 304 and 404 has re-occurred, Service Master was onsite and was able to identify the issue. DMS Mechanical was engaged to complete the necessary repairs. Council directed Teamwork to follow up with DMS Mechanical to confirm repairs were completed as directed.

c) Appraisal

The annual insurance appraisal is required in order to obtain insurance. The contract with Suncorp Valuations requires renewal. It was moved by Jeanine Nicholls and seconded by Michael Negus to approve the proposal from Suncorp Valuations in the amount of \$825.00 plus tax. **CARRIED** All in Favor

d) Canada Post

A notice was left at the enterphone to advise Council, Canada Post requires access to replace their lock. Council unlocked the enterphone to allow Canada Post to access the system and complete the lock upgrades.

e) Parking Stall Cleanup

Notices were posted to request residents to remove personal items from their parking stall. Council advised bikes and grocery carts are permitted to be stored in parking stalls all other items, must be removed by by March 1, 2021.

f) Bylaw Parking Lot Storage

Council discussed the existing Bylaw and determined amendments will be presented to the Owners at the next Annual General Meeting to disclose clearly items permitted in the parking stalls.

g) Community Bin

Council discussed the delivery of the community disposal bin. Owners are reminded mattresses, drywall, paint, or other chemicals are not permitted in the bin. All other types of unwanted household items or garbage can be placed in the bin.

h) Insurance

The annual insurance renewal will occur on April 30, 2021. Council directed Teamwork to attempt to obtain quotes for consideration.

i) Worksafe

Teamwork Property Management reported the WorkSafe annual payroll report was filed, the net rate for 2020 was 0.75%. Teamwork reported the Strata Corporation was not required to pay a premium for 2020 as all contractors engaged had WorkSafe coverage.

j) Landscape Contract

Council discussed the landscape contract, which is an 11 month contract, the start of the contract is February 1. Council expressed concerns with the limited work completed in December and January. Council directed Teamwork to discuss with the landscaper the possibility of changing the contract to provide services over 12 months.

7. DATE OF NEXT MEETING

The next meeting will be held Thursday, March 25, 2021 at 7:00 pm.

8. ADJOURNMENT

The meeting was adjourned at 8:37 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.
2670 Minter Street Abbotsford, BC. V2T 3K2
Phone: 1-866-941-6584 (ext. 325) Direct: 604-743-0291
Fax: 604-854-1754 After hour Emergency # 778-241-7787

BUDGET COMPARISON - NW 3303

January 2021 (Month #9)

PREPARED FOR:

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

PREPARED BY:

Teamwork Property Management Ltd.
 2670 Minter Street
 Abbotsford, BC V2T 3K2
 Phone: (604) 854-1734

	MTD Actual	YTD Actual	Annual	Percentage
INCOME				
Strata Fees	20,935.26	192,386.79	255,631.00	75%
Suite/Lounge Rental	0.00	350.00	500.00	70%
Interest Income	10.48	96.76	250.00	39%
Move In/Out Fee	0.00	100.00	200.00	50%
Interest/By-Law Fines	<u>0.00</u>	<u>26.05</u>	<u>0.00</u>	<u>0%</u>
TOTAL INCOME	20,945.74	192,959.60	256,581.00	75%
GENERAL EXPENSES				
WorkSafe BC	0.00	0.00	50.00	0%
Insurance (Accrued)	6,699.02	75,373.58	73,412.00	103%
Insurance Appraisal	0.00	0.00	300.00	0%
Administration	42.21	1,715.60	3,000.00	57%
Management	1,212.75	10,914.75	13,860.00	79%
Bank Charges	7.50	75.50	114.00	66%
Legal/Professional Fees	0.00	0.00	500.00	0%
Statutory Review of Books	0.00	420.00	420.00	100%
Income Tax Filing	0.00	575.00	575.00	100%
Contingency Reserve Fund	<u>4,166.67</u>	<u>37,500.03</u>	<u>50,000.00</u>	<u>75%</u>
TOTAL GENERAL EXPENSES	12,128.15	126,574.46	142,231.00	89%
BUILDING EXPENSES				
Fire Protection	0.00	5,862.38	3,500.00	167%
Repairs & Maintenance	210.00	17,695.28	25,000.00	71%
Pest Control	315.00	2,100.00	2,000.00	105%
Landscaping	0.00	13,860.00	20,800.00	67%
Mechanical Service Contract	0.00	1,559.20	2,500.00	62%
Janitorial	913.63	11,245.63	9,900.00	114%
Hydro - Electricity	1,440.77	7,065.20	9,000.00	79%
Natural Gas	3,026.04	14,589.93	21,500.00	68%
Refuse Removal	592.43	5,788.90	7,200.00	80%
Enterphone	88.74	399.33	550.00	73%
Elevator Mtce & License	233.10	2,286.15	3,000.00	76%
Water Treatment System	363.45	3,271.05	4,400.00	74%
Snow Removal	<u>1,096.96</u>	<u>1,446.30</u>	<u>5,000.00</u>	<u>29%</u>
TOTAL BUILDING EXPENSES	8,280.12	87,169.35	114,350.00	76%
TOTAL EXPENSES	20,408.27	213,743.81	256,581.00	83%
NET INCOME	537.47	-20,784.21	0.00	

STATEMENT OF CASH BALANCES
NW 3303 - WESTSIDE ESTATES

January 2021
Month #9

Operating Funds:

Feb 9, 2021

Cash in Envision
Shares



137.38
36.72

Total Operating Funds

174.10

Contingency Reserve Fund:

Savings in Envision

105,198.30

Total Contingency Reserve Fund

105,198.30

Total Funds Strata Corp

105,372.40

Accounts Receivable:

0.00

Total Accounts Receivable

0.00

Contingency Reserve Fund as of May 1, 2020

92,012.99

Monthly Contributions

37,500.03

Interest

657.30

Insurance Temp Loan for Down Payment (May'20)

-15,082.40

Temp Loan for expenses (May/June/Sept/Nov'20)

-11,600.00

Elite Fire Protection Inv 96343 (June'20)

-4,110.12

Remdal Painting Inv 24530 (June'20)

-1,312.50

Repayment of loans (July/Aug/Oct/Dec20 & Jan'21)

7,700.00

WSP Canada (Depreciation report up to Feb 8/2020) (Nov'20)

-567.00

Balance Contingency Reserve Fund as of January 31, 2021

105,198.30

Balance Sheet (Cash)
NW 3303 - Westside Estates - (wsid)
January 2021

Cash	
Cash in Bank	137.38
Shares	36.72
Savings - Contingency	105,198.30
Cash Total	<hr/> 105,372.40
ASSETS	
TOTAL ASSETS	<hr/> 105,372.40
LIABILITIES & CAPITAL	
Capital	
Contingency Reserve	105,198.30
Current Operating Funds	174.10
Total Equity	<hr/> 105,372.40
TOTAL LIAB. & CAPITAL	<hr/> 105,372.40

Feb 9, 2021



Transaction Register
Unconsolidated Statement (Selected Properties)
Months: Jan 2021
Date Range: 01/01/2021 - 01/31/2021
(Check)

<u>Date</u>	<u>Control</u>	<u>Posted</u>	<u>Reference</u>	<u>Payee/Payer</u>	<u>Property</u>	<u>Amount</u>	<u>Account Name</u>	<u>Notes</u>
01/07/21	K-207011	01/21	495	hydro BC Hydro	wsid	1,440.77	4245 - Hydro - Electricity	
01/14/21	K-20755	01/21	496	gas FortisBC	wsid	3,026.04	4246 - Natural Gas	
01/14/21	K-20735	01/21	2354	team Teamwork Property	wsid	42.21	4130 - Administration	
01/18/21	K-20754	01/21	2355	brenda Brenda's Cleaning S	wsid	882.00	4235 - Janitorial	
01/18/21	K-20754	01/21	2356	bugs Bugs Plus Pest Servi	wsid	78.75	4226 - Pest Control	
01/18/21	K-20754	01/21	2356	bugs Bugs Plus Pest Servi	wsid	157.50	4226 - Pest Control	
01/18/21	K-20755	01/21	2357	emterra Emterra Environme	wsid	592.43	4260 - Refuse Removal	
01/18/21	K-20755	01/21	2358	forster Forster Landscaping	wsid	417.38	4280 - Snow Removal	
01/18/21	K-20755	01/21	2358	forster Forster Landscaping	wsid	262.20	4280 - Snow Removal	
01/18/21	K-20755	01/21	2359	uniquelyUniquely-Carpet Re	wsid	210.00	4225 - Repairs & Maintenanc	
01/18/21	K-20755	01/21	2360	viscountViscount Acquisition	wsid	44.37	4265 - Enterphone	
01/18/21	K-20755	01/21	2360	viscountViscount Acquisition	wsid	44.37	4265 - Enterphone	
01/21/21	K-20771	01/21	2361	brenda Brenda's Cleaning S	wsid	31.63	4235 - Janitorial	
01/25/21	K-20775	01/21	2362	forster Forster Landscaping	wsid	417.38	4280 - Snow Removal	
01/25/21	K-20776	01/21	2363	richmondRichmond Elevator	wsid	233.10	4267 - Elevator Mtce & Lice	
01/27/21	K-20779	01/21	2364	bugs Bugs Plus Pest Servi	wsid	78.75	4226 - Pest Control	
				Total Checks		7,958.88		