

TO ALL OWNERS OF WESTSIDE ESTATES
STRATA CORPORATION NW 3303



Attached to this notice, you will find a copy of the minutes of the Special General Meeting held June 24, 2019.

The Owners considered a Contingency Reserve Fund expense for the installation of fencing and new foliage. The Resolution was approved, removal of the dead trees and installation of the new fence and plants will commence at the earliest convenience of the contractor.

Property Management:

Teamwork Property Management Ltd.

Tiffany Corrigan – Licensed Representative

#105 – 34143 Marshall Road

Abbotsford, BC V2S 1L8

Phone: 604-854-1734 Extension 325

Yours truly,

TEAMWORK PROPERTY MANAGEMENT LTD.

On Behalf of the Strata Corporation



1. **CALL TO ORDER**

The Meeting was called to order at 7:00 pm by Tiffany Corrigan from Teamwork Property Management Ltd.

2. **CALLING THE ROLL AND CERTIFICATION OF PROXIES**

Prior to the start of the meeting, the registration of Owners attending, certification of proxies, and issuing of voting cards was conducted by Tiffany Corrigan of Teamwork Property Management, in accordance with the Strata Property Act.

3. **DETERMINE THE QUORUM**

The Act requires a quorum of eligible voters holding 1/3 of the Strata Corporation's votes in person or by proxy be present in order for the meeting to proceed. There are fifty five (55) Strata Lots holding votes, of which one third would be nineteen (19). There were sixteen (16) eligible voters represented in person and six (6) represented by eligible proxy voters for a total of twenty two (22) eligible voters. A total of twenty two (22) voting cards were issued to eligible voters. Teamwork Property Management reported the number of Owners registered for the meeting and confirmed a quorum was indeed present.

4. **ELECTION OF CHAIR FOR THE MEETING**

It was moved by Strata Lot 32 and seconded by Strata Lot 18 to have Tiffany Corrigan from Teamwork Property Management Ltd. Chair the Meeting.

FOR 22 OPPOSED 0 ABSTAIN 0 CARRIED.

5. **FILING PROOF OF NOTICE OF MEETING**

The Strata Property Act requires that appropriate Notice be given to all Owners either by mail to their last known address or hand-delivered on site. It was reported that Notice of the meeting, had been mailed to all Owners on June 4, 2019, giving the required notice period in accordance with the Strata Property Act. The meeting was declared legally constituted.

6. **APPROVAL OF THE AGENDA**

It was moved by Strata Lot 03 and seconded by Strata Lot 18 to approve the agenda.

FOR 22 OPPOSED 0 ABSTAIN 0 CARRIED.

7. **ADOPTION OF PREVIOUS GENERAL MEETING MINUTES**

It was moved by Strata Lot 52 and seconded by Strata Lot 03 to approve the Minutes from the Annual General Meeting held April 29, 2019.

FOR 22 OPPOSED 0 ABSTAIN 0 CARRIED.

8. **NEW BUSINESS**

Preamble

The purpose of the following Resolutions is to resolve the issue of the hedge located on the south and east sides of the property. Currently many of the trees

are dead or dying. Council requires the Owners approval to remove the trees. Removal of the trees however, leaves those Owners on the first floor with no protection from the noise created by the traffic on 64 Ave and the intersection at 197 Street. The Council's primary proposal is Resolution 1 to install a fence and landscaping as per the attached design, quote, product spec, and warranty. This proposal will include sections of fence and sections of hedging. The proposal includes additional costs for plants on the inside of the fence. Council is suggesting this proposal as there are two concerns; the existing trees are a fire hazard requiring removal; and second a plan needs to be in place to maintain the security, privacy and aesthetic of the property for the benefit of all Owners

Resolution 1 – Contingency Reserve Fund Expense – Fence & Landscaping
Be it resolved by a $\frac{3}{4}$ vote of the Owners, NW 3303, Westside Estates to approve a significant change to Common Property and an expenditure in an amount of up to \$35,000.00 from the Contingency Reserve Fund for the removal of the dead hedging, the installation of a fence and foliage as per the attached diagram.

It was moved by Strata Lot 18 and seconded by Strata Lot 55 to bring the Resolution forward for discussion.

The Owners discussed Resolution 1.

A call to vote was made by Strata Lot 32.

FOR 18 OPPOSED 4 ABSTAIN 0 CARRIED

**** As Resolution 1 was approved Resolution 2 was not considered ****

~~**Resolution 2 – Contingency Reserve Fund Expense – Landscaping**
Be it resolved by a $\frac{3}{4}$ vote of the Owners, NW 3303, Westside Estates to approve a significant change to Common Property and an expenditure in an amount of up to \$15,000.00 from the Contingency Reserve Fund for the removal of the dead hedging and the installation of a new hedge. The proposal will include costs for Council to engage a volunteer or contractor to complete regular watering and/or equipment for watering the plant life.~~

9. **TERMINATION**

There being no further business, it was moved by Strata Lot 03 and seconded by Strata Lot 18 to terminate the meeting at 7:24 pm.

FOR OPPOSED 0 ABSTAIN 0 CARRIED.

**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**

Tuesday, May 30, 2015 10:55 AM

197 St

197 St

197 St



64 Ave

64 Ave

64 Ave

6



Cambridge Flow-Thru Cedar Fence Design UNPARALLELED ROT PROTECTION



Clean & Classic

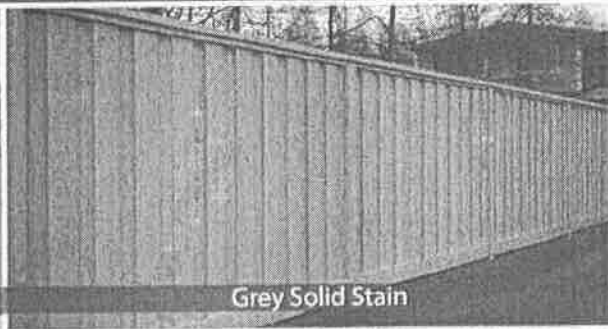
A solid Privacy Fence provides a strong physical and visual barrier resulting in the greatest privacy and security. Choose how the planks will sit in your hand-built Premium Cedar Fence.

Our Cambridge Flow-Thru design is a solid Cedar Fence with overlapping boards and a sandwich style framing system. Our exclusive design gives unparalleled rot protection and moisture drainage, while overlap boards provide extra strength and beauty. This style is available in a wide range of heights, up to a maximum of 6'6".

Other Variations:



Lattice-top with Matching Gate



Grey Solid Stain



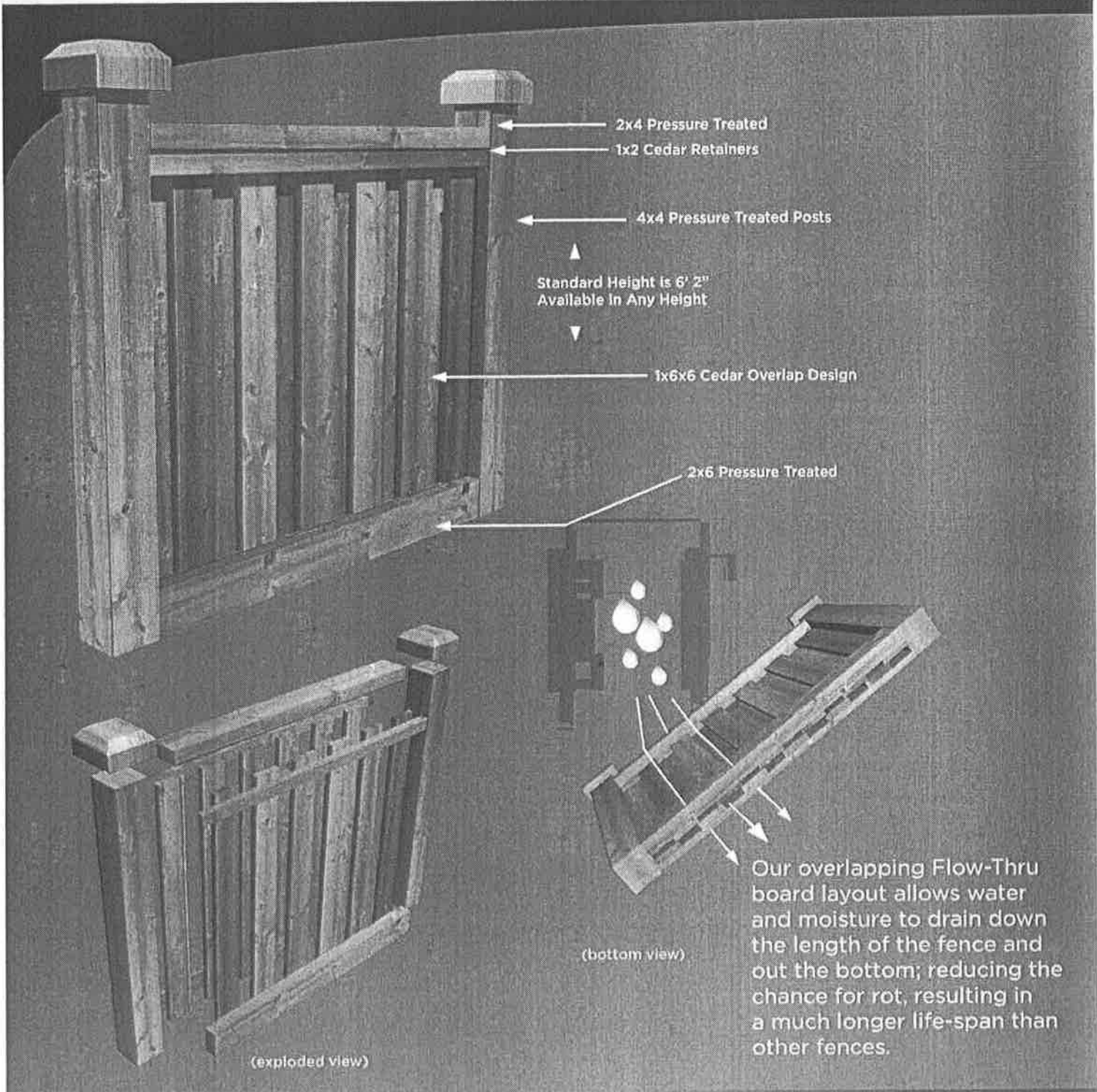
Continuous Top Rail

Premium Fence Company

17974 55 Ave. Suite 102 - Surrey, BC V3S 6C8 - (604) 576-9910 - www.premiumfence.ca

Cambridge Flow-Thru Cedar Fence Design

UNPARALLELED ROT PROTECTION



2x6 Pressure Treated

Standard Height is 6' 2"
Available In Any Height

Our overlapping Flow-Thru board layout allows water and moisture to drain down the length of the fence and out the bottom; reducing the chance for rot, resulting in a much longer life-span than other fences.

(exploded view)

(bottom view)



PFC FENCE STAINING WARRANTY

Thank you for choosing PFC (Premium Fence Co) to Install and Stain your fence. PFC has the longest guarantee in the industry on the installation and staining of cedar fences. This Warranty applies specifically to the stain, and its application. It is a 3-year Product Guarantee, combined with a 2-year Workmanship Guarantee. The following paragraphs will outline what each Guarantee covers.

3 year Product Guarantee:

Our fence stain is guaranteed to repel moisture for 3 years. This means that water will bead off the wood, thus protecting it from rot for 3 years. If, within the 3-year period our stain is not repelling moisture and this has been verified by a PFC stain technician, PFC will supply the required amount of stain to re-coat your fence, at no charge. This product warranty does not cover any labour costs to re-apply the stain.

2 year Workmanship Guarantee:

When PFC stains your fence for you, the stain is guaranteed for a period of 2 years to have no cracking, peeling or flaking. These issues usually occur when the stain is not applied correctly. Our 2-year workmanship guarantee is in place to ensure that our stain is applied correctly, and according to PFC stain application instructions. i.e. weather conditions, surface preparation, application methods etc. If verified by a PFC stain technician that your fence has these issues, and it is as a result of incorrect application (workmanship)- PFC will re-stain your fence free of charge. (labour and materials included)

This Fence Staining Warranty does not cover:

- * Fading or Graying of the fence materials. This is unavoidable, especially with transparent stains.
- * Damage resulting from abnormal use, abuse i.e. climbing/ swinging on gates, neglect or accident.
- * Accelerated rot of wood components due to excessively wet soil conditions.
- * Mold, mildew, efflorescence, and discoloration which are not stain defects.
- * Lack of proper maintenance; accidental damage; structural defects; acts of God; harmful chemicals; surface deterioration due to air pollution; vandalism; mildew accumulation; scratching, abrading or misuse/abuse of the Fence and/or Stain after installation

FOR BREACH OF ANY WRITTEN OR IMPLIED WARRANTY ON THIS FENCE STAIN/ APPLICATION, THE CONSUMER IS LIMITED TO THE FOLLOWING REMEDIES:

- * Replacement of stain materials only (3 year Product Guarantee)
- * Re-staining of the fence, performed by PFC. (2 Year Workmanship Guarantee)

Disclaimer:

- This Warranty extends exclusively to the original purchaser of the fence and will become void if there is additional construction/ staining done to the fence subsequent to initial installation/application by PFC.
- The term of this warranty begins on the date of the purchase by the consumer and continues for the specified time period of each guarantee.
- This warranty does not include any instance in which existing fence materials are used in conjunction with new fence materials, unless otherwise specified on the original contract.

To obtain performance of any obligation of this warranty, the purchaser shall:

- * provide pictures and a thorough description of the fence stain issue via email.
- * Keep the original contract for proof of purchase.

Thank you for choosing Premium Fence. We look forward to serving the Westcoast of BC for many years to come!




17974 55th Ave. Unit 102 • Surrey, BC V3S 6C8 • Phone: 604-576-9910

Tiffany Corrigan - Teamwork Prop.
Phone: 604-854-1734
Cell: 604-743-0291

#105-34143 Marshall Road
Aldergrove, BC V2S 1L8

Job Address:
19721 64th Ave
Langley, BC

Print-date: 2019-05-30

Cedar Fence Proposal - Cambridge Flow-Through

Date: May 30, 2019

Fence Specifications:

To supply and install 6' high 'Cambridge' privacy style cedar fencing as discussed - See brochure attached. Actual height ranges from 6' to 6' 6" high- this enables us to maintain streamlined top heights and minimize gaps underneath.

Pressure treated square posts are 4 1/8" x 4 1/8" wide.

Pressure treated sandwich style bottom rail consists of a 1.5" x 5.5" kickboard and .75" x 5.5" coverplate.

Cedar 1.75" x 3.75" top rails and 3/4" x 1.5" board retainers are square edge.

Cedar 7/8" x 5.75" x 6' long vertical boards are overlapped 1" (7/8"x7.75" boards may be substituted depending on availability)

Cedar 1"x1"x6' vertical privacy strips are fastened to the posts- one at each end of fence sections to prevent gaps from shrinkage.

Fence section length may vary - up to a maximum of 10 lineal feet.

Includes removal and recycling of existing fence.

Our exclusive FLOW THROUGH design provides superior rot protection and moisture drainage, while overlap boards provide extra strength and durability.

This fence has a 30 year design life.

This is a high quality hand built cedar fence - not a prefabricated panel

Post Installation Specifications:

Posts are set in concrete and topped with decorative cedar post caps.

-Set in concrete as per following PFC specifications:

- For 4x4 posts, dig a hole 20-26" deep, 6"-9" in diameter.
- Insert the post and hold it plumb.
- Pour 1-2 bags of dry mix concrete in and around the post. (use enough concrete to get the post stabilized)
- Tamp in the concrete firmly with minimum 5/8" diameter solid steel bar so that the earth surrounding the post is firm. (this cannot be achieved with a wet mix)
- Check if plumb, and re tamp if adjustment required.
- After fence is built, fill up holes with concrete and add water this time- re tamp and re check that posts are plumb.

Material, Fasteners, and Hardware Specifications:

All Staples used are stainless steel - 7/16" crown.

All Nails used are hot dipped galvanized, 3" long, ribbed shank style.

Screws to be ACQ certified #8 gauge minimum, for use in pressure treated wood.

All cedar, and pressure treated hemlock/fir materials to meet the following requirements:

- All knots to be tight and sound, varying in size from a maximum of 3" diameter in 1x6" and increasing by 1/2" in size up to 4 1/2" maximum in 12" wide material.
- To measure within 1/16" of specified thicknesses
- No holes permitted

Site Notes:

- 1) Council will need to advise and agree on exact fence location and will assume responsibility for the final location.
- 2) Fence to be stepped with the grade as needed.
- 3) See attached site map for fence location and placement.
- 4) Does not include removal of hedging or retaining walls.

Fence Warranty:

Entire scope of work has a six year structural warranty. [DOWNLOAD WARRANTY PDF HERE](#)
This is a high quality hand built cedar fence with a **30 year design life** - not a prefabricated panel

Staining Specifications:

To stain your fence two coats on both sides "wet on wet application" with a rich oil stain.

Product applied is Wood Defender™ Transparent oil stain, in **Cedar Tone**.

Wood Defender™ is a commercial grade paraffinic oil-based penetrating stain which is also a sealer and preservative. Specifically formulated for harsh climates, VOC-compliant Wood Defender has the right combination of fungicides, mildewcides and UV inhibitors to protect your fence throughout the life of the product.

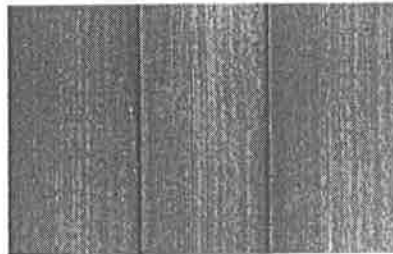
Wood Defender will help your fence repel water and resist cupping, splitting and warping by adding the necessary oils back into the wood.

This formula utilizes ultra-fine Trans Oxide pigments to highlight and reveal all of the wood grain while staining the fence. Trans Oxide pigments are ground so fine, they are very resistant to UV rays.

The Transparent Fence Stain is commonly desired on a new cedar fence where you are striving to highlight and glorify your beautiful western red cedar.

Wood Defender protects, seals and beautifies your fence for up to 5 years with one application.

Re-coats are a snap with no surface prep needed (unlike film forming stains or paint which will crack, flake and peel).



Picture shown is Cedar Tone. Physical colour samples are available upon request.

Stain Warranty:

3 year product warranty - 2 year workmanship guarantee [DOWNLOAD WARRANTY PDF HERE:](#)

Scheduling for fence staining is entirely weather dependent.

Life expectancy of stain subject to color choice, wood type and exposure to elements.

Attachments

[View All \(2\)](#)

Price Breakdown

Description	Price
Supply and install 6' fence as shown on the attached site map in red.	\$19,965.00
Stain new fence 2 coats, 2 sides	\$5,978.00

Total Price: \$25,943.00

Additional Resources:

- Read our [GOOGLE REVIEWS!](#)
- Check out the [PFC Family Story!](#)
- Review our [WorkSafeBC Clearance Letter.](#)
- Review our [5 Million Public Liability insurance.](#)
- See what is being said about us on [Social Media!](#)

Payment to be made as follows:

- 5% GST extra.
- 50% DEPOSIT REQUIRED.
- Final payment due on completion.
- Extended payment terms available- Please inquire.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. By signing here, I am in complete agreement with the contract and additional [Terms and Conditions](#)

Signature

Print Name:

Date:

STATEMENT OF CASH BALANCES
NW 3303 - WESTSIDE ESTATES

April 2019
Month #12

Operating Funds:	
Cash in Envision	814.88
Shares	34.93
Operating Reserves:	
Window Levy Reserve	0.01
Transferred balance to operating (Feb'19)	<u>(0.01)</u>
Balance Operating Reserves	0.00
Total Operating Funds	849.81
Contingency Reserve Fund:	
Savings in Envision	<u>127,932.76</u>
Total Contingency Reserve Fund	127,932.76
Unit #211 - Insurance Fund Holdback	
	1,662.97
Cheque written to Owner	(1,662.97)
Interest for Feb'19	1.90
Moved Interest to Cash in Bank	<u>(1.90)</u>
Balance of Insurance Holdback Fund	<u>0.00</u>
Total Funds Strata Corp	<u>128,782.57</u>

Accounts Receivable:	
Insurance Claims (3105)	800.00
Strata Fees (3110)	617.88
Window Replacement Levy (3137)	2,522.91
Move In/Out Fees (3210)	50.00
Interest Charges/Bylaw Fines (3410)	118.55
Levy Interest (3413)	629.52
Legal Charges (4160)	200.42
Fire Protection (4220)	42.00
Repairs & Maintenance (4225)	63.00
Adjustments	0.00
Total Accounts Receivable	<u>5,044.28</u>

Contingency Reserve Fund as of May 1, 2018	140,619.86
Monthly Contributions	50,000.04
Interest	2,247.06
Temp Loan for Insurance 2018 and expenses	(41,210.00)
Monthly repayment of temp loan for Insurance & expenses	41,210.00
Pinter Decorating & Design (approved at 2018 AGM)	(16,380.00)
Bartlett Tree Service Various Invoices (approved at 2018 AGM)	(5,455.20)
N.E.S. Door Express 2 Invoices (approved at 2018 AGM)	(8,495.50)
KCL Bldg Serv Inv 90260 (approved at 2018 AGM)	(6,424.22)
Abney Roofing Inv, 1901229558 (Approved at 2018 AGM)	(1,417.50)
Insurance Claims Various	9,200.00
Emergency Service Invoices	(27,194.48)
Temp Loan to Window Levy (Nov'18)	(4,486.19)
Levy repayment to CRF (Nov/Dec'18 & Jan/Feb/Mar'19)	1,024.81
Window Levy to CRF transfer (Feb'19)	0.01
DMS Service Inv 9926 (April'19)	<u>(5,305.93)</u>
Balance Contingency Reserve Fund as of April 31, 2019	127,932.76
Insurance Claims to be reimbursed to CRF	800.00
Adopted CRF Expenditure for Roof/Attic Repairs Balance remaining	(18,582.50)
Adopted CRF Expenditure for Patio Door Repairs (up to)	(15,000.00)
Adopted CRF Expenditure for Depreciation Report renewal (up to)	(5,000.00)
Adopted CRF contributions for May 1, 2019 to April 30, 2020	50,000.00
Adopted CRF Expenditure for Fence & Landscaping repairs	(35,000.00)
Projected CRF total at year-end April 30, 2020	<u>105,150.26</u>