

**MINUTES OF THE STRATA COUNCIL MEETING
WESTSIDE ESTATES – NW 3303
AFTER THE SPECIAL GENERAL MEETING
JUNE 24, 2019**

ATTENDANCE:

President	Jeanine Nicholls	Present Electronically
Vice President	Jason Sheard	Absent
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 7:35 pm.

2. ADOPTION OF THE MINUTES

It was moved by Jeanine Nicholls and seconded by Michael Negus to approve the Minutes of the May 27, 2019 Council Meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a) Patio Door Repairs

NES the Door Express has been engaged to complete patio door upgrades. Council directed Teamwork to follow up with the contractor to confirm when the upgrades will be scheduled for completion.

b) Roof and Attic Repairs

The contractor was engaged as per the direction of Council to complete up to \$10,000.00 on the roof repairs this summer and \$10,000.00 towards attic repairs to be completed in the fall and winter 2019. Upon review the contractor advised they would recommend contributing the entire budget to the roof at this time as the attic concerns are not as time sensitive as the required roof upgrades. An amended proposal was provided for this recommendation. It was moved by Jeanine Nicholls and seconded by Michael Negus to approve the Abney Roofing proposal in an amount of up to \$20,000 including tax for roof repairs and table attic repairs until next fiscal year.

CARRIED All in Favour

c) Fire Department Report

The water shut off valves located in the boiler room will be covered with a fire grade metal hatch to be installed by the handyman. The hatch will be easily accessible and will meet the requirements of the City Fire Marshalls request. Council directed Teamwork to follow up with NES the Door Express regarding the installation of a new lock box on the exterior adjacent to the entrance door.

d) Plumbing

Council approved a proposal to make access available to the shut off valve for Unit 209. Council directed Teamwork to follow up with DMS Mechanical to confirm when this will be addressed.

e) Annual Fire Inspection

The deficiencies noted after the Annual Fire Inspection completed in April, 2019 have been approved and are scheduled for completion on July 12, 2019. The Owners of Units 202 and 108 are required to provide access and have been notified in writing.

f) Make Up Air Unit

The repairs to the make-up air unit have been completed by DMS Mechanical at a cost of \$485.10.

g) Visitor Parking

The new visitor parking sign has been installed by Bourquin Signs in the amount of \$429.00 plus tax. Council noted the sign is not straight and directed Teamwork to request the sign be adjusted by the installer.

h) Fence

The Owners approved the installation of new fencing and foliage along the perimeter of the property to replace the dead or dying cedar trees. Council directed Teamwork to engage the contractor for the fence installation and determine when the job can be scheduled. Council directed Teamwork to communicate with the landscaper to commence removal of the dead trees prior to the installation of the fence.

i) Storage Locker

The repairs to the storage locker are pending completion. Council directed Teamwork to follow up with the contractor to confirm when repairs will be completed.

j) Janitorial Contract

The janitorial contract review is tabled until the next Council meeting.

k) Parkade Leak

The leak in the parkade located in parking stall four has been repaired. The source was determined to be the electrical conduit in the area of parking stall four. Repairs were completed to the conduit by Gregg Electric in the amount of \$414.60 plus tax.

l) Telus Fiber Optics

The Council determined the discussion regarding Telus Fibre Optics will be tabled until the next Council meeting.

m) DMS Mechanical

The recommendation report from DMS Mechanical for the boiler tear down was approved. Council directed Teamwork to follow up with DMS Mechanical to determine when the service will be completed.

n) Water Damage

The repairs to Unit 102 related to a leak in an exterior hose bib have been completed by Service Master Restoration.

o) Exterior Repairs

Repairs to the plastic detailing on the stucco located adjacent to the visitor parking on the east side of property have been completed.

p) Window Screens

Council discussed the window screen tabs which broke off when Owners removed the screens for window cleaning. Council directed Teamwork to follow up with Legacy Windows to determine a viable solution.

q) Depreciation Report

Council discussed the renewal of the depreciation report, and determined the matter would be tabled until the next meeting.

r) Graffiti

The graffiti was removed by Goodbye Graffiti in the amount of \$256.04 plus tax.

s) Locksmith

The parkade door replacement has been approved. The contractor advised the door is a custom size and takes several weeks to order. Council directed Teamwork to follow up with the contractor to confirm when the replacement will occur.

t) Handyman

The handyman was engaged to complete repairs to a few interior lights, and the installation of the fire rated cover for the water shut off valves in the mechanical room. The handyman reviewed the request to quote for painting the stairwell located on the east side of the building. The handyman advised the proposal may have to include cleaning and additional preparation. Council will review the proposal at the next Council meeting. Council discussed the installation of kick plates on the Common Property doors. Council determined as the doors are original many require more significant repairs than just kick plates. Council determined they would go forward budgeting to replace a few exterior doors each year in an effort to complete the necessary upgrades.

4. FINANCIAL STATEMENTS

The May 2019 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Jeanine Nicholls and seconded by Michael Negus to approve the May 2019 Financial Statements, bank reconciliations, and bank statements as prepared and presented and to authorize Teamwork Property Management to take appropriate steps necessary to collect, on Strata's behalf, all outstanding money owing to the Strata Corporation. **CARRIED** All in Favor

5. CORRESPONDENCE

- a) A letter was received from an Owner in complaint of the status of the parkade door. Council directed Teamwork to respond to the Owner to advise the parkade door will be replaced and the Owners advice has been taken under advisement.
- b) Council reviewed a letter from an Owner requesting their patio door be added to the list of Units who require repairs. Council directed Teamwork to send a letter of response to the Owner to confirm receipt of the request.

- c) A letter was received from an Owner in complaint of a neighbouring Unit smoking. Council directed Teamwork to send a letter of response to the Owner requesting additional details related to the infraction including Unit number of the smoker and dates of times of occurrences.
- d) Council reviewed a letter from an Owner inquiring about the landscaping and weeding. Council directed Teamwork to provide the Owner with a response letter.
- e) A letter was received from an Owner reporting a concern with pigeons. The originally installed bird screening had come down and the pigeons appear to be nesting in the area. Council directed Teamwork to engage the pest control contractor to address the area and reinstate the bird screening.
- f) Council reviewed a letter from an Owner reporting their unhappiness with the installation of the new parking sign. The Owner reported the sign was not installed straight. Council directed Teamwork to engage the contractor who installed the sign to complete the necessary adjustments to straighten the sign.
- g) A letter was received from an Owner reporting their patio door is not locking. Council directed Teamwork to engage the handyman to visit the Unit in question and provide adjustments to the patio door.
- h) A letter was received from an Owner requesting a copy of legal advice obtained by the Strata Council, on behalf of the Strata Corporation. The request for documents was denied as the legal advice in question included client solicitor privileged information.

6. NEW BUSINESS

a) Carpet Cleaning

Council reviewed a quote for carpet cleaning from All Fresh Cleaning to include all four floors and three stairwells. It was moved by Michael Negus and seconded by Jeanine Nicholls to accept the proposal from All Fresh Cleaning in the amount of \$1,979.00 plus tax. Subsequent to the meeting, the carpet cleaning was scheduled to be completed on July 8, 2019 and July 9, 2019. **CARRIED** All in Favor

b) Line Painting

Council reviewed quotes for parkade cleaning and line painting. Council determined the parkade cleaning will be completed first, notices will be posted advising residents to clean their parking stalls as all debris and vehicles must be removed for the cleaning and the line painting. The cleaning service will include power sweep and vacuuming of the outside parking lot, power sweep and power scrub of the interior parkade and disposal of debris. It was moved by Jeanine Nicholls and seconded by Michael Negus to accept the proposal for parkade cleaning from Valley Power Sweep in the amount of \$104.00 plus tax. **CARRIED** All in Favor

7. DATE OF NEXT MEETING

The next meeting will be held Monday, July 29, 2019 at 7:00 pm.

8. ADJOURNMENT

The meeting was adjourned at 8:26 pm.

Please put all concerns in writing and submit to Council
By email: admin@teamworkpm.com
By mail: Deposit in the suggestion box
Teamwork Property Management
Guest Suite or Recreation Room Rentals Please Email:
Westside.Estates3303@gmail.com

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NOTICE
SUMMER REMINDERS
WESTSIDE ESTATES – NW 3303

AS SUMMER HAS ARRIVED COUNCIL
REMINDS OWNERS TO BE
COURTEOUS WHEN USING PATIOS.
SMOKING AND NOISE CAN IMPACT
RESIDENTS SIGNIFICANTLY.

PLEASE KEEP THE VOLUME LOW
WHILE ENJOYING YOUR PATIO AND
ENSURE YOU DO NOT IMPACT
OTHER OWNERS WITH SMOKING.

COUNCIL THANKS YOU FOR YOUR
COOPERATION