

# **NOTICE**

**WESTSIDE ESTATES – NW 3303**

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## **STRATA INSURANCE**

**Owners please see attached insurance declaration for the Strata Corporation's insurance policy.**

**The terms of the policy have changed, and it is very important Owners provide a copy of the attached insurance declaration form to their personal insurance brokers.**

**For additional information or questions please contact Teamwork at  
[admin@teamworkpm.com](mailto:admin@teamworkpm.com)  
604-854-1734 ext. 325**

**MINUTES OF THE STRATA COUNCIL MEETING  
WESTSIDE ESTATES – NW 3303  
APRIL 27, 2020  
VIA ZOOM – ELECTRONIC MEETING**

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**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

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**1. CALL TO ORDER**

The meeting was called to order at 7:05 pm.

**2. ADOPTION OF THE MINUTES**

It was moved by Jeanine Nicholls and seconded by Jason Sheard to approve the Minutes of the March 30, 2020 Council Meeting. **CARRIED** All in Favour

**3. BUSINESS ARISING FROM THE MINUTES**

**a) Depreciation Report**

Council tabled this discussion as they wait for the final report to be received from WSP. Council directed Teamwork to follow up with WSP Canada on the status of the report and provide to Council by email between meetings.

**b) Courtyard Stairs**

Council reported the remaining work on the courtyard upgrades is pending dry weather, Council directed Teamwork to follow up with the contractor to schedule this work at their earliest convenience.

**c) Electrician**

Council discussed the lights at the front entrance which are not illuminated due to a tripped breaker. The electrician replaced the breakers in an effort to stop the breaker from tripping. Council noted the lights are off again, and the replacement of the breaker was not successful. Council directed Teamwork to follow up with the electrician to determine the next steps.

The leak in the parkade at parking stall 4, is coming from the electrical conduit located in the courtyard. This matter will be addressed under Leak in Parkade item 3(f).

**d) Lobby**

Council approved Remdal to complete painting of the lobby. Council directed Teamwork to follow up to determine when the painting will be completed.

**e) Gutter Repairs**

The completion of the gutter repairs is tabled until the next Council meeting.

**f) Leak in Parkade**

The Council discussed repairs to the leaks in the parkade. The leaks are located in parking stall 7, 19 and 4. Council reviewed quotes from several different contractors and Engineers who have completed repairs to parkades to prevent water ingress. Council determined the proposal from Kallio Restoration will be pursued as they intend to repair the leaks from above, rather than injecting the cracks from below. Council directed Teamwork to request a detailed cost proposal for the investigation of the source of the leaks in the courtyards. Council will review the proposal at the next scheduled Council meeting to determine the cost and whether it can be undertaken within the repairs and maintenance budget.

**g) Hose Bib Shut Off**

DMS Mechanical has been engaged to identify and label the courtyard hose bib shut off valves. DMS has advised they cannot find the shut off valves for the hose bibs and would like to access the Units adjacent to the hose bibs to confirm the shut off valve locations. Council determined they will request a quote from DMS Mechanical to install new shut off valves in the parkade or mechanical room to allow the Strata Corporation control of the shut off valves.

**h) Insurance**

Council reviewed the insurance renewal from Hub International which is due to expire April 30, 2020. An additional quote was requested however the broker was unable to provide terms for review. Council reviewed the proposal from Hub which includes an increase in deductibles and a 46% increase in the premium. In addition, the coverage will be reduced to Appraised Value from Guaranteed Replacement Cost. Owners are encouraged to provide the attached statement of coverage to their personal insurance company to ensure they obtain appropriate homeowner coverage. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to approve the insurance coverage with Hub International in the amount of \$73,412.00. **CARRIED** All in Favour

**i) Annual General Meeting**

The Annual General Meeting will be held on June 1, 2020 by restricted proxy due to COVID 19. Owners have been notified by mail regarding Council nominations. All nominations for Council must be received by May 11, 2020. The following Council members have been nominated to serve on Council for the 2020/2021 fiscal year Jeanine Nicholls, Jason Sheard, Stuart Alexander and Michael Negus. All Council member nominations will be included in the Annual General Meeting Notice. The Annual General Meeting will be held by restricted proxy with designated proxy holders. Owners will be mailed the Annual General Meeting notice and are requested to complete the included restricted proxy and provide the proxy to a designated proxy holder. On the date of the Annual General Meeting the designated proxy holders will meet following social distancing protocols to exercise the Owners votes which will be recorded in the minutes.

**j) Budget**

Council reviewed the budget for the 2020-2021 fiscal year. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to present the proposed budget to the Owners for consideration at the upcoming Annual General Meeting.

**CARRIED** All in Favour

**k) Annual Fire Inspection**

The Common Property testing of the fire equipment was completed by Elite Fire Protection on April 6, 2020. Council reviewed a quote for required upgrades to the fire equipment including repairs to the sprinkler system, repairs to the backflow device and mandatory hydro-static testing of the fire extinguishers. It was moved by Stuart Alexander and seconded by Jeanine Nicholls to approve the proposal from Elite Fire Protection for mandatory repairs in the amount of \$3,803.00 plus tax.

**CARRIED** All in Favour

The emergency replacement of the fire panel was approved by Council. The panel was installed by Elite Fire Protection in the days following the Common Property inspection. Since the installation, the fire alarm went off in the building and the Fire Department was dispatched. The Fire Department was unable to find a fire and advised Council to have the panel inspected by Elite Fire Protection. Elite Fire Protection was onsite the same week to troubleshoot why the alarms went off, Council is awaiting a definitive report on the cause of the alarm sounding. The fire panel will undergo final testing and inspection in the coming weeks. During this testing a third party must review the process and once completed the new panel installation will be approved by the Township of Langley Fire Marshal.

Council directed Teamwork to obtain 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 an alarm activation the Fire Department would be automatically dispatched.

Owners please note with the installation of the new fire panel the fire alarm is no longer a constant bell, new fire codes require the bell to ring intermittently. If you hear the bells ringing please exit the building for your safety.

**l) Drain Cleaning**

Council directed Teamwork to follow up DMS Mechanical regarding the drain cleaning proposals. Council will consider the proposal in the new fiscal year.

**m) Carpet Tile Installation**

Council approved the installation of the carpet tiles in the amount of \$730.00 plus tax by 604 handyman. Council directed Teamwork to schedule this work the second week of May 2020. The ramp area in the parkade will be shut down during this time to allow the work to be completed and to give time for the glue to cure. Owners will be notified by notices posted on the entry and exit doors.

**n) Pest Control**

The pest control contractor was onsite to complete exclusion work for pigeons which are nesting on the building. Council directed Teamwork to request the pest control contractor return to address a new concern noted by a first floor Unit. Subsequent to the meeting, an Owner reported the pigeons have returned to one of the locations already addressed by the pest control contractor. The two areas will be addressed on the same service call.

**o) Exit Door Replacement**

Council determined this repair will be tabled until the new fiscal year pending budgetary limitations.

**p) Patio Glass Replacement**

The repairs to the patio door glass at Strata Lot 7 has been completed by Clearbrook Glass in the amount of \$442.80 plus tax.

**4. FINANCIAL STATEMENTS**

The March 2020 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Jeanine Nicholls and seconded by Stuart Alexander to approve the March 2020 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) Council reviewed communication from the Township of Langley regarding vehicles parking on the yellow curb on 197 Street. The Bylaw officer advised they have communicated with the construction crew working next door and advised they are not permitted to park in this location.
- b) A letter was received from an Owner reporting a concern with a vagrant who entered the complex through the garden and gaps in the fence. The vagrants were inspecting personal items on the patios inside the fence. They were requested to leave by a resident but were slow to respond. The Owner requested the Council consider installing additional wire across the garden areas and gaps in the fence. Council directed Teamwork to contact the landscaper for a quote.
- c) Council reviewed a letter from an Owner reporting a concern with pigeons. Council directed Teamwork to engage the pest control contractor to address the area in question.

**6. NEW BUSINESS**

**a) Roof**

Council reviewed a proposal from BC Roof Inspections for the annual roof inspection. Council had chosen a one-time inspection option with BC Roof Inspections in 2019 and completed a portion of the repairs noted. Council determined they would consider another inspection to be completed in 2021.

**b) Janitorial**

Council reviewed the janitorial services during COVID 19, the janitor will complete additional touch point cleaning and will temporarily reduce the vacuuming. Council agreed to this proposal as it will not cost the Strata Corporation any additional expense.

**c) Community Bin**

Council discussed delivery of the community disposal bin. Council directed Teamwork to confirm when the construction will be completed at the property next door. Council will schedule the community bin after that time.

Jason Sheard and Stuart Alexander left the meeting at 8:40 pm.

## 7. CORRESPONDENCE

- a) Council reviewed a letter of response from an Owner who received a noise complaint. The Owner explained the steps they have taken so far to reduce the noise and the steps they will take in future which will include installation of additional rugs and underlay. The Owner advised of the issues they are facing as a family due to COVID 19 and the requirements to stay home. In addition, with the limited number of stores available they will have challenges sourcing rugs and underlay however will do what is possible during these times.

## 8. DATE OF NEXT MEETING

The next meeting will be the Annual General Meeting to be held by Restricted Proxy Monday, June 1, 2020 at 7:00 pm.

## 9. ADJOURNMENT

The meeting was adjourned at 8:53 pm.

Please put all concerns in writing and submit to Council  
By email: [admin@teamworkpm.com](mailto: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**

**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**

**THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE**

**Policy No. CNW3303**

**Declarations**

Named Insured: The Owners of Strata Plan NW 3303 Westside  
 Additional Insured(s): Teamwork Property Management Ltd.  
 Mailing Address: c/o Teamwork Property Management Ltd.  
 105 - 34143 Marshall Road, Abbotsford, BC V2S 1L8  
 Location Address(es): 19721 64 Avenue, Langley BC V2Y 1L1  
 Policy Period: **April 30, 2020 to April 30, 2021** 12:01 a.m. Standard Time  
 Loss Payable to: The Insured or Order in Accordance with the Condominium Property Act  
 Insurers: As Per List of Participating Insurers Attached.  
 Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

Insuring Agreements	Deductibles	Limit
<b>PROPERTY COVERAGES - Form STR (07/18)</b>		
All Property, All Risks, Stated Amount Co Insurance	\$25,000	\$14,384,600
Additional Living Expenses	Included	\$1,000,000
Water Damage	\$50,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$50,000	Included
Earthquake Damage	10 %	Included
Flood Damage	\$50,000	Included
Key and Lock Replacement	Nil	\$50,000
Communicable Disease Endorsement		
<b>BLANKET EXTERIOR GLASS INSURANCE - Form 820000 (02/06)</b>	Residential	\$ 100
		Blanket
<b>COMMERCIAL GENERAL LIABILITY - Form 000102-10 (06/12)</b>		
Each Occurrence Limit	\$ 500	\$5,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>	\$ 500	\$5,000,000
Products & Completed Operations - <i>Aggregate</i>		\$5,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>	\$ 500	\$5,000,000
Non-Owned Automobile - SPF #6 - Form 335002-02- <i>Per Occurrence</i>		\$5,000,000
<b>CONDO DIRECTORS &amp; OFFICERS LIABILITY</b>		
Primary Policy - Form NP-512258 (09/18)	Nil	\$2,000,000
Cyber Security and Privacy Liability - Form NP-512258		\$250,000
<b>ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY</b>		
Master Policy EIL 7230144, Form AGRC-PO 2001 Canada 11-14		
Limit of Liability – Each Incident, Coverages A-G	\$10,000 Retention	\$1,000,000
Limit of Liability – Each Incident, Coverage H	5 Day Waiting Period	\$250,000
Aggregate Limit		\$1,000,000
<b>VOLUNTEER ACCIDENT INSURANCE COVERAGE STR (08/17)</b>		
Personal Accident Limit - Maximum Benefit - Lesser of \$350,000 or 7.5x Annual Salary		\$350,000
Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000		
Program Aggregate Limit		\$10,000,000
<b>COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION</b>		
Employee Dishonesty - Form 500000 (08/14) / Excess - Form CE 14-02-4028	Nil	\$1,000,000
Broad Form Money & Securities - Form 500000 (08/14) / Excess - Form CE 14-02-4028	Nil	\$60,000
Program Aggregate Limit		\$10,000,000

Insuring Agreements	Deductibles	Limit
<b>EQUIPMENT BREAKDOWN</b>		
I Standard Comprehensive Plus, Replacement Cost - Form C780016 (01/11)	\$1,000	\$14,384,600
II Consequential Damage, 90% Co-Insurance - Form C780032 (01/11)	\$1,000	\$25,000
III Extra Expense - Form C780033 (01/11)	24 Hour Waiting Period	\$250,000
IV Ordinary Payroll – 90 Days - Form C780034 (01/11)	24 Hour Waiting Period	\$100,000
<b>PRIVACY BREACH SERVICES - Form PBE.25000 (10/16)</b>	Nil	\$50,000
<b>TERRORISM - Form LMA3030 (amended) (06/14)</b>	\$ 500	\$500,000



**Associate Vice President  
Hub International Insurance  
Brokers**

**\*\*ALL COVERAGES SUBJECT TO POLICY DEFINITIONS\*\***

This policy contains a clause(s), which may limit the amount payable. This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer. For the purposes of the Insurance Companies Act (Canada), this document was issued in accordance in the course of Allianz Global Risks US Insurance Company business in Canada. For the purposes of the Insurance Companies Act (Canada), this document was issued in accordance in the course of Sovereign General Insurance Company, as represented by Milco Insurance Inc. business in Canada. For the purposes of the Insurance Companies Act (Canada), this document was issued in accordance in the course of Certain Lloyd's Underwriters under contract B1000P048142018, as arranged by Meridian Risk Solutions business in Canada. For the purposes of the Insurance Companies Act (Canada), this document was issued in accordance in the course of Certain Lloyd's Underwriters under contract B0621MSTRA000718, as arranged by Miller Insurance Services LLP. Policy Endorsements and Exclusions as per the applicable contract: Premium Payment Clause, Electronic Data Endorsement B, Electronic Date Recognition Exclusion (Edre), War And Terrorism Exclusion Endorsement, Biological Or Chemical Materials Exclusion, Sanction Limitation And Exclusion Clause, Microorganism Exclusion (Absolute), Service Of Suit Clause (Canada) (Action Against Insurer) and Several Liability Notice – see wording for details of exclusions.

**DISCLOSURE NOTICE**

The Financial Institutions Act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction. Hub International Insurance Brokers licensed as a general insurance broker by the Insurance Council of British Columbia. This transaction is between you and Aviva Insurance Company of Canada Policy No. CNW3303.

We have no interest in the above stated Insurance Company and the Insurance Company also has no interest in our Company. The Financial Institutions Act prohibits the Insurance Company or our Company from requiring you to transact additional or other business with the Insurance Company or any other person or corporation as a condition of this transaction.

Upon completion of this transaction, Hub International Insurance Brokers will be remunerated by way of commission and/or fee, which will be paid by the insurer named above or by you, the customer.

We may work together with other appropriately licensed third parties in marketing of insurance products; we may share commissions and/or pay or receive fees as a result of a joint venture. Hub international Insurance Brokers has an agreement with Associa to pay a fee for advertising and sponsorship opportunities.

For more on how we get paid, including for information on contingent commissions we may receive from the insurer(s), please visit **About Us** at:

<https://www.hubinternational.com/en-CA/about-us/how-we-get-paid/>



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**Client No. CNW3303**

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Client Name: The Owners of Strata Plan NW 3303 Westside  
Mailing Address: c/o Teamwork Property Management Ltd.  
105 - 34143 Marshall Road, Abbotsford, BC V2S 1L8  
Location Address(es): 19721 64 Avenue, Langley BC V2Y 1L1  
Coverage Term: April 30, 2020 to April 30, 2021 12:01 a.m. Standard Time

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**Other Services and Service Providers**

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**PLATINUM LEGAL SERVICES RETAINER – CLARK WILSON LLP**

Legal advice and exclusive benefits. See Contract for details.  
Limits: \$1,000,000/Legal Proceeding \$1,500,000 Aggregate  
Fee: 100% Retained

**\$350**