

**MINUTES OF THE STRATA COUNCIL MEETING
WESTSIDE ESTATES – NW 3303
MARCH 30, 2020
VIA ZOOM – ELECTRONIC MEETING**

ATTENDANCE:

President	Jeanine Nicholls	Present
Vice President	Jason Sheard	Present
Secretary	Michael Negus	Absent
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 7:05 pm.

2. ADOPTION OF THE MINUTES

It was moved by Jeanine Nicholls and seconded by Jason Sheard to approve the Minutes of the February 24, 2020 Council Meeting. **CARRIED** All in Favour

3. CORRESPONDENCE

- a) Council reviewed a letter from an Owner in complaint of a neighbouring Unit. Complaints have been received in the past from this Owner in complaint of excessive noise from the Unit above, Council reviewed the most recent reports including dates, times, duration and location of the noise in the Unit. Council directed Teamwork to send a letter to the Owner creating the noise to request they take steps to reduce the noise.

Stuart Alexander joined the meeting

4. 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.

b) Courtyard Stairs

Council reported the remaining work on the courtyard upgrades is pending dry weather, Council anticipates completion by the end of the fiscal year.

c) Electrician

Council discussed the lights at the entrance which have been affected by a breaker tripping. The electrician provided Council with a plan to investigate the source of the issue, as the breaker could require replacement. Council directed Teamwork to engage the electrician to investigate the issues. Council will continue to monitor the situation.

The leak in the parkade at parking stall 4, is coming from the electrical conduit located in the courtyard. The electrician advised they can assist with this repair when the courtyard upgrades are completed. However the courtyard retaining wall will not be fully replaced. The Council directed Teamwork to follow up with the electrician regarding alternative repair options at this location.

d) Lobby

Council reviewed quotes for the painting the lobby. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to approve the proposal for paint and texture from Remdal in the amount of \$1,250.00 plus tax. **CARRIED** All in Favour

e) Telus Fibre Optics

The Telus Fibre Optic installation has been approved. The paperwork has been submitted to Telus Fibre Optic department however a response has not been received. Due to COVID 19 installations have been suspended. This project will be tabled at this time.

f) Gutter Repairs

The completion of the gutter repairs is pending a drain cleaning quote from DMS Mechanical, Council will review both repairs at the next Council meeting.

g) Leak in Parkade

The Council discussed repairs to the leak in parking stall 7. A new report of a similar leak is occurring in parking stall 19. Council determined additional quotes will be reviewed for both issues at the next meeting.

h) Hose Bib Shut Off

DMS Mechanical has been engaged to identify and label the courtyard hose bib shut off valves. Council directed Teamwork to follow up with DMS to confirm the status of this request.

i) Insurance

Council discussed the upcoming insurance renewal as the current policy expires April 30, 2020. Council will review the insurance proposal as it is received by email between meetings. A final decision on the insurance is anticipated to be made at the April 27, 2020 Council meeting.

j) Annual General Meeting

The Council determined the Annual General Meeting will be held in May 2020. The Council is taking into consideration the insurance renewal and COVID 19. If Owners are not permitted to gather for the Annual General Meeting in May 2020 due to COVID 19 the meeting will be held by restricted proxy.

k) Annual Fire Inspection

The Common Property testing of the fire equipment will be completed by Elite Fire Protection on April 6, 2020. The individual Unit testing will be considered at a later date once the concerns regarding COVID 19 are resolved.

Subsequent to the meeting, the testing of the fire equipment uncovered several required repairs. The fire panel stopped operating and as a result requires emergency replacement. The Council approved the quote from Elite Fire Protection by email in the amount of \$6,850.20 plus tax to be expensed from the Contingency Reserve Fund. It was also reported the backflow device test failed and several fire extinguishers are due for replacement. Council will review quotes for these additional required fire equipment upgrades as they are received.

l) Drain Cleaning

Council directed Teamwork to follow up DMS Mechanical regarding the drain cleaning proposals. Council will consider the services at the next Council meeting.

m) Canada Post Parcel Locker

The Canada Post parcel locker has been installed. The outgoing mail slot has now been unlocked, Owners are now permitted to commence use.

n) Patio Door Repairs

Council discussed patio door repairs for the 2020-2021 fiscal year and determined the patio door repairs will be considered within the proposed budget.

o) Carpet Tile Installation

Council discussed the installation of new carpet tiles on the landing and ramp from the lobby into the parkade. Council obtained new carpet tiles in the amount of \$20.00 for 40 tiles. Council reviewed a quote for installation in the amount of \$730.00 plus tax. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to accept the proposal from 604 handyman in the amount of \$730.00 plus tax. Due to COVID 19 Council will take the recommendation from the contractor on the appropriate time to complete this work. **CARRIED** All in Favour

p) Enterphone

Canada Post has been contact to schedule the upgrade of the Canada Post lock at the front entrance door. No further action is required from the Council.

5. FINANCIAL STATEMENTS

The February 2020 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Jeanine Nicholls and seconded by Stuart Alexander to approve the February 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

6. CORRESPONDENCE

- a) A letter was received from the Township of Langley advising the backflow devices are due to be tested. Council scheduled the testing to be completed by Elite Fire Protection. The backflow test failed a quote will be reviewed by Council for the required repairs.
- b) Council reviewed a letter from an Owner in complaint of ants entering their Unit. Council directed Teamwork to engage the pest control contractor. The Owner reported there is now evidence of ant activity in the hallway. The pest control contractor has been requested to return and address the issues.
- c) A letter was received from an Owner in complaint of pigeons which have started to nest in areas adjacent to their Unit. Council will discuss this concern under New Business.

- d) Council reviewed a letter from an Owner requesting repairs to the patio door. Council directed Teamwork to add the Owner to the list and to send a letter of response.
- e) A response was received from an Owner who was notified they are completing renovations outside of the approved hours. The Owner apologized and advised they will work within the hours allotted.
- f) Council reviewed a letter from an Owner in complaint of a Unit renovating and making noise outside of the approved hours. The complaints continued to be received after the Owner making the noise was notified and provided a response. Council directed Teamwork to send a letter advising failure to comply will result in fines being issued.
- g) A letter was received from the neighbouring property requesting permission to gain access to the back area of their property through the Westside property. Council agreed to the request and took steps to coordinate those who park in the area to allow access.

7. NEW BUSINESS

a) Appraisal

The annual appraisal of the property has been completed by Suncorp Valuations in the amount of \$14,384,600.00

b) Pest Control

The pest control contractor was requested to investigate pigeons who are nesting on the building. The pest contractor advised they can complete exclusion work in the amount of \$400.00 plus tax to address four locations where the birds are able to perch. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to approve the proposal in the amount of \$400.00 plus tax. **CARRIED** All in Favour

c) Exit Door Replacement

Council reviewed a quote for replacement of the exit door located at the back enterphone door. The door is not broken at this time, however Council intends to replace doors proactively going forward. Council determined this repair will be tabled until the new fiscal year.

d) Patio Glass Replacement

A quote was received to replace the glass on the patio door at Strata Lot 7. The patio door glass seal has failed causing condensation between the glass. The Owner requested the blinds be inserted inside the patio door and the install will be completed at the Owners cost. It was moved by Jason Sheard and seconded by Stuart Alexander to approve the proposal from Clearbrook Glass in the amount of \$442.80 plus tax. **CARRIED** All in Favour

e) Landscaping

Council discussed the landscaper will be transplanting some plants around the property from outside the fence to inside the fence. Council is in agreement to go forward with the upgrades.

8. DATE OF NEXT MEETING

The next meeting will be held Monday, April 27, 2020 at 7:00 pm.

9. ADJOURNMENT

The meeting was adjourned at 8:16 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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