

TO ALL OWNERS OF WESTSIDE ESTATES
STRATA CORPORATION NW 3303



Attached to this notice, you will find a copy of the minutes of the Annual General Meeting held April 29, 2019.

Strata Fees have increased for the next fiscal year. If you have your fees withdrawn automatically from your bank account, you don't need to take any action.

The new fee increase is effective May 1, 2019. Due to the date of the Annual General Meeting, changes to the pre-authorized debit system are not permitted prior to May 1, 2019. As a result those on pre-authorized payments will an increase on June 1, 2019. The June 1, 2019 Strata Fee amount will be taken from your account along with the increase in the fees from May 1, 2019.

If you prefer to pay by cheque, please remit 12 postdated cheques for the year (May 1, 2019 – April 1, 2020), or contact our office to arrange for pre-authorized automatic withdrawal from your bank account. Please make your cheques payable to Strata Plan NW 3303 (Unit #) and mail or bring them to the Teamwork office at #105 – 34143 Marshall Road, Abbotsford BC V2S 1L8.

The following Owners have been elected to serve on the 2019/2020 Strata Council.

Jeanine Nicholls	Unit 316
Jason Sheard	Unit 206
Michael Negus	Unit 107
Stuart Alexander	Unit 313

Property Management:

Teamwork Property Management Ltd.

Tiffany Corrigan – Licensed Representative

#105 – 34143 Marshall Road

Abbotsford, BC V2S 1L8

Phone: 604-854-1734 Extension 325

We look forward to working together with you and for you during the next year.

Yours truly,

TEAMWORK PROPERTY MANAGEMENT LTD.

On Behalf of the Strata Corporation,



#105 - 34143 MARSHALL RD.,
ABBOTSFORD, BC V2S 1L8

ABBOTSFORD: 604-854-1734
CHILLIWACK: 604-792-1794

FAX: 604-854-1754
TOLL FREE: 1-866-941-6584

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 twenty four (24) eligible voters represented in person and seven (7) represented by eligible proxy voters for a total of thirty one (31) eligible voters. A total of thirty one (31) 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 39 and seconded by Strata Lot 44 to have Tiffany Corrigan from Teamwork Property Management Ltd. Chair the Meeting.

FOR 31 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, together with the Proposed Budget for 2019 - 2020 had been delivered to all Owners on April 9, 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 49 and seconded by Strata Lot 17 to approve the agenda.

FOR 31 OPPOSED 0 ABSTAIN 0 CARRIED.

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

It was moved by Strata Lot 44 and seconded by Strata Lot 47 to approve the Minutes from the Special General Meeting held November 26, 2019.

FOR 31 OPPOSED 0 ABSTAIN 0 CARRIED.

8. **RATIFY RULES**

There was no Rules to be ratified.

9. **UNFINISHED BUSINESS**

There was no unfinished business to discuss.

10. **COUNCIL REPORT**

Council reported on the events of the last fiscal year and upcoming projects which will be undertaken.

11. **REPORT ON INSURANCE COVERAGE**

The Strata Corporations insurance coverage was reviewed with the Owners as per the attached report provided by the Strata's Insurance Broker, Hub Coastal International.

At 7:30 pm Strata Lot 7 joined the meeting bringing those present to twenty five (25) eligible voters represented in person and seven (7) represented by eligible proxy voters for a total of thirty two (32) eligible voters.

12. **ADOPTION OF THE PROPOSED 2019/2020 OPERATING BUDGET**

Resolution 1 – Budget

Be it resolved by a majority vote of the Owners of Strata Plan NW 3303, Westside Estates, to adopt the 2019/2020 Operating Budget of \$224,991.00 and any 2018/2019 budget surplus/deficit once the year end has been finalized will remain in the Operating Fund.

It was moved by Strata Lot 42 and seconded by Strata Lot 17 to bring the budget forward for discussion.

The Owners discussed the Operating Budget.

A call to vote was made by Strata Lot 42.

FOR 31 OPPOSED 0 ABSTAIN 1 CARRIED

Resolution 2 – Contingency Reserve Fund Expense

Be it resolved by a $\frac{3}{4}$ vote of the Owners, NW 3303, Westside Estates to approve the expenditures in the amount of \$9,534.88 from the Contingency Reserve Fund for emergency expenses which occurred in the 2018/2019 fiscal year.

It was moved by Strata Lot 51 and seconded by Strata Lot 44 to bring the Resolution forward for discussion.

At 7:42 pm Strata Lot 40 joined the meeting bringing those present to twenty six (26) eligible voters represented in person and seven (7) represented by eligible proxy voters for a total of thirty three (33) eligible voters.

The Owners reviewed the emergency expenses.

A call to vote was made by Strata Lot 44.

FOR 33 OPPOSED 0 ABSTAIN 0 CARRIED

13. NEW BUSINESS

Resolution 3 – Contingency Reserve Fund Expense

Be it resolved by a $\frac{3}{4}$ vote of the Owners, NW 3303, Westside Estates to approve an expenditure in an amount up to \$15,000.00 from the Contingency Reserve Fund for patio door repairs.

It was moved by Strata Lot 39 and seconded by Strata Lot 44 to bring the Resolution forward for discussion.

The Owners discussed Resolution 3

A call to vote was made by Strata Lot 44.

FOR 33 OPPOSED 0 ABSTAIN 0 CARRIED

Resolution 4 – Contingency Reserve Fund Expense

Be it resolved by a majority vote of the Owners, NW 3303, Westside Estates to approve an expenditure in an amount up to \$5,000.00 from the Contingency Reserve Fund to renew the Depreciation Report

It was moved by Strata Lot 45 and seconded by Strata Lot 17 to bring the Resolution forward for discussion.

The Owners considered the Resolution as presented.

A call to vote was made by Strata Lot 39.

FOR 33 OPPOSED 0 ABSTAIN 0 CARRIED

Resolution 5 – Contingency Reserve Fund Expense

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 \$30,000.00 from the Contingency Reserve Fund for the installation of a new perimeter fence, to include costs for the landscape contractor to assist with the removal and pruning of foliage.

It was moved by Strata Lot 44 and seconded by Strata Lot 39 to bring the Resolution forward for discussion.

The Owners discussed the Resolution.

A call to vote was made by Strata Lot 44.

FOR 14 OPPOSED 17 ABSTAIN 2 DEFEATED

FOR 32 OPPOSED 0 ABSTAIN 0 CARRIED.

The Owners gave thanks to those Council members who served on Council for the 2018/2019 fiscal year.

At 8:57 pm Strata Lot 39, 32, and 33 left the meeting bringing those present to twenty two (22) eligible voters represented in person and seven (7) represented by eligible proxy voters for a total of twenty nine (29) eligible voters

15. GENERAL DISCUSSION

The Owners present discussed the required roof repairs and attic upgrades. Council advised they would authorized any time sensitive roof repairs to be completed this summer as part of the approved Contingency Reserve Fund expense of \$20,000 approved by the Owners at the 2018 Annual General Meeting. Council will review the attic upgrades and present the Owners with a proposal at a later date for consideration. Council will work to complete all upgrades from the Contingency Reserve Fund in phases over the next several fiscal years.

The Owners present discussed the window cleaning as several Owners were dissatisfied with the work completed. Council determined the contractor will not be used in future.

Several Owners reported concerns with their window screens as the plastic tabs on the screens break when they are removed. Council advised they are investigating solutions with Legacy Windows and asked those present to report their Unit numbers to Teamwork Property Management to confirm affected Units.

16. TERMINATION

There being no further business, the Meeting was terminated at 9:00 pm.

FOR 29 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**

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, 2019 to April 30, 2020** 12:01 a.m. Standard Time
 Loss Payable to: The Insured or Order in Accordance with the Strata Property Act of British Columbia
 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
PROPERTY COVERAGES - Form STR (07/18)		
All Property, All Risks, Unlimited Guaranteed Replacement Cost	\$5,000	\$13,780,500
Unlimited Additional Living Expenses	Included	Included
Water Damage	\$15,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$15,000	Included
Earthquake Damage	10 %	Included
Flood Damage	\$10,000	Included
Key and Lock Replacement	Nil	\$50,000
BLANKET EXTERIOR GLASS INSURANCE - Form 820000 (02/06)	Residential	\$ 100 Blanket
COMMERCIAL GENERAL LIABILITY - Form 000102-10 (06/12)		
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
STRATA DIRECTORS & OFFICERS LIABILITY		
Primary Policy - Form NP-512258 (09/18)	Nil	\$2,000,000
Cyber Security and Privacy Liability - Form NP-512258		\$250,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY		
Master Policy EIL 7230144, Form AGRC-PO 2001 Canada 11-14	\$10,000 Retention	\$1,000,000
Limit of Liability – Each Incident, Coverages A-G	5 Day Waiting Period	\$250,000
Limit of Liability – Each Incident, Coverage H		\$1,000,000
Aggregate Limit		
VOLUNTEER ACCIDENT INSURANCE COVERAGE STR (08/17)		
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
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
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

BUDGET COMPARISON - NW 3303

April 2019 (Month #12)

PREPARED FOR:

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

PREPARED BY:

Teamwork Property Management Ltd.
#105 - 34143 Marshall Road
Abbotsford, BC V2S 1L8
Phone: (604) 854-1734

	YTD Actual 2018-2019	Annual 2018-2019	Adopted 2019-2020
INCOME			
Strata Fees	207,573.36	208,470.00	223,791.00
Suite/Lounge Rental	525.00	500.00	500.00
Interest Income	416.69	500.00	500.00
Move In/Out Fee	200.00	200.00	200.00
Other Income	40.00	0.00	0.00
Interest/Bylaw Fines/Legal	<u>7.49</u>	<u>0.00</u>	<u>0.00</u>
TOTAL INCOME	208,762.54	209,670.00	224,991.00
GENERAL EXPENSES			
Workers Compensation	0.00	50.00	50.00
Insurance	39,860.04	37,650.00	50,246.00
Insurance Appraisal	288.75	275.00	300.00
Administration	2,067.75	2,000.00	3,000.00
Management	14,553.00	13,860.00	13,860.00
Bank Charges	90.00	90.00	90.00
Legal/Professional Fees	215.34	500.00	500.00
Statutory Review of Books	420.00	420.00	420.00
Income Tax Filing	<u>575.00</u>	<u>575.00</u>	<u>575.00</u>
TOTAL GENERAL EXPENSES	58,069.88	55,420.00	69,041.00
BUILDING EXPENSES			
Fire Protection	5,779.24	3,000.00	3,500.00
Repairs & Maintenance	21,198.03	25,000.00	25,000.00
Pest Control	813.75	1,500.00	1,000.00
Landscaping	18,086.25	18,500.00	18,500.00
Mechanical Service Contract	2,020.58	2,500.00	2,500.00
Janitorial	9,082.06	8,600.00	9,500.00
Hydro - Electricity	8,301.60	8,200.00	8,500.00
Natural Gas	19,244.85	19,000.00	19,000.00
Refuse Removal	5,827.49	5,500.00	5,700.00
Enterphone	532.44	550.00	550.00
Elevator Mtce & License	3,232.45	2,800.00	2,800.00
Water Treatment System	3,997.95	4,100.00	4,400.00
Snow Removal	<u>4,416.80</u>	<u>5,000.00</u>	<u>5,000.00</u>
TOTAL BUILDING EXPENSES	102,533.49	104,250.00	105,950.00
Contingency Reserve Fund	<u>50,000.04</u>	<u>50,000.00</u>	<u>50,000.00</u>
TOTAL EXPENSES	210,603.41	209,670.00	224,991.00
NET INCOME	-1,840.87	0.00	0.00

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

Cheque written to Owner	1,662.97
Interest for Feb'19	(1,662.97)
Moved Interest to Cash in Bank	1.90
	<u>(1.90)</u>

Balance of Insurance Holdback Fund 0.00

Total Funds Strata Corp 128,782.57

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	<u>0.00</u>

Total Accounts Receivable 5,044.28

Contingency Reserve Fund as of May 1, 2018

Monthly Contributions	140,619.86
Interest	50,000.04
Temp Loan for Insurance 2018 and expenses	2,247.06
Monthly repayment of temp loan for Insurance & expenses	(41,210.00)
Pinter Decorating & Design (approved at 2018 AGM)	41,210.00
Bartlett Tree Service Various Invoices (approved at 2018 AGM)	(16,380.00)
N.E.S. Door Express 2 Invoices (approved at 2018 AGM)	(5,455.20)
KCL Bldg Serv Inv 90260 (approved at 2018 AGM)	(8,495.50)
Abney Roofing Inv, 1901229558 (Approved at 2018 AGM)	(6,424.22)
Insurance Claims Various	(1,417.50)
Emergency Service Invoices	9,200.00
Temp Loan to Window Levy (Nov'18)	(27,194.48)
Levy repayment to CRF (Nov/Dec'18 & Jan/Feb/Mar'19)	(4,486.19)
Window Levy to CRF transfer (Feb'19)	1,024.81
DMS Service Inv 9926 (April'19)	0.01
	<u>(5,305.93)</u>

Balance Contingency Reserve Fund as of March 31, 2019 127,932.76

Insurance Claims to be reimbursed to CRF	800.00
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	<u>50,000.00</u>

Projected CRF total at year-end April 30, 2020 158,732.76

WESTSIDE ESTATES - BCS 3303
For the Fiscal Year May 1, 2019 to April 30, 2020

Adopted Operating Fund	\$ 173,791.00
Adopted Contingency Reserve Fund	\$ 50,000.00
Adopted Strata Fees Total	\$ 223,791.00

PLEASE MAKE CHEQUES PAYABLE TO NW 3303 (Unit #)

Unit #	S.L. #	U/E	Operating Fund	CRF	Adopted Strata Fees	Unit #	S.L. #	U/E	Operating Fund	CRF	Adopted Strata Fees
101	1	97	252.35	72.60	324.95	217	29	104	270.56	77.84	348.40
102	2	97	252.35	72.60	324.95	218	30	99	257.55	74.10	331.65
103	3	110	286.17	82.33	368.50	219	31	94	244.54	70.36	314.90
104	4	97	252.35	72.60	324.95	301	32	95	247.14	71.10	318.25
105	5	98	254.95	73.35	328.30	302	33	98	254.95	73.35	328.30
106	6	79	205.52	59.13	264.65	303	34	99	257.55	74.10	331.65
107	7	114	296.57	85.32	381.90	304	35	99	257.55	74.10	331.65
108	8	97	252.35	72.60	324.95	305	36	100	260.15	74.85	335.00
109	9	97	252.35	72.60	324.95	306	37	100	260.15	74.85	335.00
110	10	106	275.76	79.34	355.10	307	38	99	257.55	74.10	331.65
111	11	97	252.35	72.60	324.95	308	39	100	260.15	74.85	335.00
112	12	97	252.35	72.60	324.95	309	40	99	257.55	74.10	331.65
201	13	94	244.54	70.36	314.90	310	41	99	257.55	74.10	331.65
202	14	99	257.55	74.10	331.65	311	42	99	257.55	74.10	331.65
203	15	99	257.55	74.10	331.65	312	43	105	273.16	78.59	351.75
204	16	98	254.95	73.35	328.30	313	44	95	247.14	71.10	318.25
205	17	99	257.55	74.10	331.65	314	45	104	270.56	77.84	348.40
206	18	99	257.55	74.10	331.65	315	46	100	260.15	74.85	335.00
207	19	162	421.44	121.25	542.69	316	47	95	247.14	71.10	318.25
208	20	98	254.95	73.35	328.30	401	48	96	249.74	71.85	321.60
209	21	99	257.55	74.10	331.65	402	49	99	257.55	74.10	331.65
210	22	92	239.34	68.86	308.20	403	50	99	257.55	74.10	331.65
211	23	99	257.55	74.10	331.65	404	51	99	257.55	74.10	331.65
212	24	99	257.55	74.10	331.65	405	52	95	247.14	71.10	318.25
213	25	177	460.47	132.48	592.94	406	53	104	270.56	77.84	348.40
214	26	98	254.95	73.35	328.30	407	54	100	260.15	74.85	335.00
215	27	104	270.56	77.84	348.40	408	55	96	249.74	71.85	321.60
216	28	94	244.54	70.36	314.90						
		2896	\$ 7,533.96	\$2,167.53	\$ 9,701.50			2671	\$ 6,948.62	\$1,999.13	\$ 8,947.75

Total Unit Entitlement	5567
-------------------------------	-------------

	Operating Fund	CRF	Monthly Strata Fees
Total Monthly Fees	\$ 14,482.58	\$ 4,166.67	\$ 18,649.25
Total Yearly Fees	\$ 173,791.00	\$ 50,000.00	
Total Yearly Strata Fees	\$ 223,791.00		