

**MINUTES OF THE STRATA COUNCIL MEETING
WESTSIDE ESTATES – NW 3303
OCTOBER 30, 2019**

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 Stuart Alexander to approve the Minutes of the September 30, 2019 Council Meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a) Patio Door Repairs

Council reported the repairs to the patio door at Strata Lot 43 are pending completion by NES the Door Express.

b) Roof and Attic Repairs

The roof repairs have been completed by Abney Roofing. Upon completion it was reported four skylights have come to end of life, the technicians reported there is a high probability the skylights will leak. The Council reviewed the information and authorized the roofer to replace four skylights in the amount of \$2,580.00 plus tax.

c) Fire Department Report

Nikle One Call has been engaged to install the fire department lock in the amount of \$980.00 plus tax. The lockbox will be installed in the coming weeks.

d) Fence

Subsequent to the last meeting, Council reviewed a quote from the landscaper for the installation of five foot laurels in the gaps in the fence in the amount of amount of \$1,680.00 plus tax. The planting is scheduled to be completed on November 1, 2019.

Subsequent to the meeting, it was reported by the fencing contractor the fence stain will commence on November 4, 2019.

e) Locksmith

Repairs to the third floor storage locker have been completed, Council will provide the Owner with the new keys.

The repairs to the parkade door are pending completion as the contractor awaits delivery of the new custom built door. Council expressed their concerns with the

urgency of the door repairs. Subsequent to the meeting, the door was damaged beyond repair and would no longer allow for ingress and egress. NES the Door Express have installed a temporary door to ensure operation of the door and security of the building. The door will be replaced at later date when the door on order is received.

f) Window Screens

Council reviewed the status of the window screen issue and determined additional information is required from the window contractor.

g) Depreciation Report

The first draft has been received and an initial review was completed by Council. Upon receipt of the 2nd draft of the report, Council will undertake a comprehensive review of the report and advise of any required changes before making the report available to Owners.

h) Canada Post

The installation of the parcel box by Canada Post is under way. Council will meet with the Canada Post representative to ensure the box is installed in the correct location.

i) Courtyard Stairs

Council discussed the courtyard stairs and the retaining wall which supports the courtyard fencing. Council has had many factors to consider when making decisions regarding the repair. It was moved by Stuart Alexander and Seconded by Jeanine Nichols to accept two proposals from Premium Restoration in the amount of \$2,360.00 plus tax to reinforce the stairs and prolong the life span as well as \$2,816.60 plus tax for the replacement of the wood retaining wall. **CARRIED** All in Favor

j) Enterphone

Council discussed the enterphone, and determined the security bar and lock required repairs at the enterphone located at the entrance on 64 Ave. Council directed Teamwork to engage Visount to complete the necessary repairs.

k) Sprinkler Winterization

Council approved the sprinkler winterization by Elite Fire Protection in the amount of \$230.00 plus tax to be completed Thursday, November 21, 2019.

l) Courtyard Lights

The upgrades to the courtyard lights are schedule to be completed by Gregg Electric the week of November 4, 2019.

m) Electrician

The repairs to the lights will be completed by Gregg Electric the week of November 4, 2019.

n) Front Entrance Sign

The installation of the front entrance sign is tabled until after the fence staining is completed.

o) Water Ingress

The exterior repairs to Strata Lot 16 resulting from water ingress from the courtyard will be completed in the coming week. The cost of the exterior repairs in the amount of \$2,700.69 plus tax and the emergency mitigation (invoice pending receipt) will be the responsibility of the Strata Corporation and expensed from the Contingency Reserve Fund.

p) Gutter Cleaning

Council considered gutter cleaning and determined the matter would be reviewed electronically subsequent to the meeting as additional quotes are pending receipt. The Council reviewed the quotes by email and determined the gutter cleaning will be completed by Gorilla Property Services in the amount of 1,699.00 plus tax. Council directed Teamwork to schedule the service.

The repairs to the gutter outside Unit 408 was completed by Guttertech in the amount of \$300.00 plus tax.

q) Lobby

The repairs to the conduit belonging to Telus have been completed. Due to water filling the exterior Telus communications hub, and as the conduit was not sealed on either end, water was forced down the conduit into the building. Emergency mitigation and repairs are in progress by Service Master Restoration. Council directed Teamwork to communicate with Telus to determine if any costs can be re-couped as a result of this situation.

r) Parkade Leak

Council reviewed a quote from EPS Westcoast for repairs to the ceiling at parking stall 7 where water ingress occurred. It was moved by Stuart Alexander and seconded by Janine Nicholls to accept the proposal in the amount of \$450.00 plus tax.

CARRIED All in Favor

Council directed Teamwork to coordinate the repairs with the contractor and the Owner as their vehicle will require removal for the service to be completed.

4. FINANCIAL STATEMENTS

The September 2019 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Jeanine Nicholls and seconded by Stuart Alexander to approve the September 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 regarding an insurance claim from 2016. The matter was resolved with the Owner and Council determined no further action is required.

- b) Council reviewed a letter from an Owner providing additional details regarding the underlay to be used for the installation of new floors. Council approved the upgrade and directed Teamwork to send a letter of approval and Assumption of Responsibility form.
- c) A letter was received from an Owner reporting a concern with their patio door not locking. Council directed Teamwork to engage a contractor to complete the necessary repairs to allow the door to lock.
- d) Council reviewed a letter from an Owner providing information regarding rebates for electric vehicle charging stations. Council determined they will not pursue this matter at this time.

6. NEW BUSINESS

a) **Water Loss**

A water loss occurred affecting Strata Lots 52, 44, 28. Service Master was engaged and completed the emergency mitigation and investigation which will be charged back to the source Unit. Repairs to the washing machine were completed by the Owner responsible, all Owners affected have contacted their personal insurance providers for the completion of repairs.

b) **Water Loss**

A water loss occurred affecting Strata Lots 50 and 34. Service Master was engaged to investigate the source, a plumber was required and DMS Mechanical was engaged to determine the source of the water loss. Emergency mitigation, investigation and plumbing costs will be charged back to the source Unit.

c) **Window Repairs**

The Owner of Strata Lot 11 reported concerns with the windows at their Strata Lot, repairs were required and will be completed under warranty by Legacy Windows.

d) **Elevator**

Council reported several occasions where residents have pushed the call button on the elevator and the elevator did not arrive. Richmond Elevator was onsite to complete the necessary repairs to the elevator.

e) **Front Door Lock**

Council noted the front door lock requires repairs. Council directed Teamwork to engage NES the Door Express to inspect the lock, complete the necessary repairs and ensure the entrance is secure.

f) **Parkade Exhaust Fan**

Council reviewed a report from an Owner regarding the parkade exhaust fan which appears to not be operating. Council directed Teamwork to contact DMS Mechanical to confirm inspections have been completed and proper operation of the fan.

7. DATE OF NEXT MEETING

The next meeting will be held Monday, November 25, 2019 at 7:00 pm.

8. ADJOURNMENT

The meeting was adjourned at 9:00 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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