

NOTICE

WESTSIDE ESTATES – NW 3303

COMMUNICATION WITH COUNCIL

OWNERS ARE REMINDED OF THE WAYS TO SUBMIT COMMUNICATION TO THE STRATA CORPORATION.

- 1. BY EMAIL admin@teamworkpm.com**
- 2. HAND WRITTEN IN THE SUGGESTION BOX IN THE LOBBY**

COUNCIL WELCOMES OWNERS FEEDBACK AND SUGGESTIONS.

PLEASE NOTE COUNCIL WILL COMMENCE INCLUDING AN EXCERPT FROM THE FINANCIAL STATEMENTS WITH THE MINUTES IN ORDER TO ALLOW OWNERS TO BE MORE INVOLVED IN THE CURRENT FINANCIAL STATUS OF THE STRATA CORPORATION.

EMAIL DISTRIBUTION OF THE MINUTES

COUNCIL DISCUSSED AN OPTION TO SAVE MONEY AND EMAIL DISTRIBUTION OF THE MINUTES WOULD SIGNIFICANTLY REDUCE THE ADMINISTRATIVE COSTS. OWNERS WHO HAVE NOT PROVIDED AN EMAIL ADDRESS TO TEAMWORK PROPERTY MANAGEMENT ARE ENCOURAGED TO DO SO IN ORDER TO ALLOW THE COUNCIL TO COMMENCE EMAIL DISTRIBUTION OF THE MINUTES.

THIS EMAIL SYSTEM WOULD ALSO BE A WAY TO COMMUNICATE TO OWNERS URGENT OR TIME SENSITIVE INFORMATION BETWEEN MEETINGS.

AT THIS TIME COUNCIL IS SIMPLY COLLECTING INFORMATION FROM THE OWNERS AND WILL PROVIDE ADDITIONAL INFORMATION TO THE OWNERS OVER THE COMING MONTHS REGARDING THE CHANGE TO EMAIL MINUTE DISTRIBUTION.

For additional information or questions please contact Teamwork at admin@teamworkpm.com or by phone 604-854-1734 ext. 325

**MINUTES OF THE STRATA COUNCIL MEETING
WESTSIDE ESTATES – NW 3303
VIA ZOOM – ELECTRONIC MEETING
JUNE 29, 2020**

ATTENDANCE:

President	Jeanine Nicholls	Absent
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 7:00 pm.

2. ADOPTION OF THE MINUTES

It was moved by Jason Sheard and seconded by Stuart Alexander to approve the Minutes of the April 27, 2020 Council Meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a) Depreciation Report

Council discussed the depreciation report, the corrected report has been received from WSP Canada. Council will complete a final review of the document and discuss any required changes at the next Council meeting.

b) Courtyard Stairs

Council reported the remaining work on the courtyard stairs and retaining wall upgrades have been completed by Premium Restoration, the entire job was completed in the amount of \$5,435.43.

c) Electrician

Council discussed the lights at the front entrance, the electrician was able to determine the lights were tripping due to issues with the globe lights. The electrician has capped the electricity to the two globe lights and has advised new electrical conduit will need to be run along the fence line to these lights. Council has tabled this job, they will monitor the entrance lights to ensure they stay illuminated.

d) Lobby

The painting of the lobby was completed by Remdal in the amount of \$1,312.50 and expensed from the CRF as it is part of the emergency work related to the lobby flooding last fall.

e) Gutter Repairs

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

f) Leak in Parkade

Kallio Restoration was onsite to complete repairs to the electrical conduit which is allowing water to leak into the parkade at stall 4. While onsite they identified the source of the water ingress at parking stall 7 and 19. It was communicated by the contractor completing repairs to these two sections would be a significant cost and is beyond the limitations of the budget. Council discussed the the requirement to obtain the approval of the Owners due to the cost of the repairs to the courtyards. Council also discussed the long term plans for the courtyard and the membrane replacement which is due in the coming years. Council directed Teamwork to request updates to the injection quotes, Council will consider this more affordable option in the short term.

g) Hose Bib Shut Off

Quotes are pending from DMS Mechanical to install new shut off valves from the parkade for the hose bibs in the courtyard.

h) Annual Fire Inspection

The fire inspection deficiencies have been completed. When testing the new fire panel Elite found a bell on the third floor which is not operational and requires replacement. It was moved by Jason Sheard and seconded by Stuart Alexander to approve the proposal in the amount of \$550.20. **CARRIED** All in Favour

The quote from Elite Fire Protection for fire panel monitoring is pending receipt. 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. Council directed Teamwork to follow up with Elite Fire Protection.

i) Drain Cleaning

Council reviewed quotes for drain cleaning from DMS Mechanical. Council reviewed and tabled quotes for cleaning the catch basins in the amount of \$1,500.00 plus tax and drain-tile and downspout drain lines in the amount of \$1,197.00 plus tax.

Council reviewed the proposal from DMS Mechanical for cleaning the main sanitary and storm horizontal drain lines. Council has received complaints from Owners hearing gurgling noises in the pipes which is a sign these drains are due to be cleaned. It was moved by Jason Sheard and seconded by Stuart Alexander to accept the proposal for drain cleaning in the amount of \$2,900.00 plus tax.

CARRIED All in Favour

j) Carpet Tile Installation

The carpet tile installation on the parkade ramp to the lobby was completed by 604 handyman in the amount of \$730.00 plus tax.

k) Exit Door Replacement

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

l) Community Bin

The community bin was delivered and Council thanks Owners for using the bin for disposal of unwanted household items not permitted in the garbage. The King Bin invoice was approved for payment in the amount of \$429.03.

m) Canada Post

The parcel locker was required to be moved as the mail carrier was impacted by the garage door opening in the previous location. Relocation of the parcel locker was completed at the expense of Canada Post.

4. FINANCIAL STATEMENTS

The April and May 2020 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Jason Sheard and seconded by Stuart Alexander to approve the April and May 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 a letter from an Owner in complaint of the people working at the neighbouring property congregating on Westside Property during their breaks and using the Westside parking for their personal use. Teamwork contacted the Strata Agent for the neighbouring property and the consultant advised the workers to cease the behaviour.
- b) A letter was received from an Owner requesting to renovate their Strata Lot. Council approved the renovation request and the Owner completed and signed the Assumption of Responsibility Form.
- c) Council reviewed two responses from an Owner in regards to letters sent by Council reporting a noise complaint due to the renovation occurring inside the Unit. The Owner advised they are working within the required renovation hours and will do their best to keep the noisy work to the day time hours.
- d) Council reviewed a letter from an Owner in complaint of a neighbouring Unit smoking and impacting their enjoyment of their Strata Lot. Council directed Teamwork to send a letter to the Owner to advise of the Bylaws regarding use of property.
- e) A letter was received from an Owner reporting a bird concern, pest control was engaged to address the issue. Council directed Teamwork to follow up with the Owner to confirm the matter has been resolved.
- f) Council reviewed a letter from the Fire Department advising a false alarm occurred. The City reported the first offence is not chargeable however future false alarms will come with a penalty.
- g) Council reviewed communication from the Township of Langley who provided new posters for the recycling bins, Council posted the new signs and requests Owners take the time to confirm they are placing the correct items in the correct bin.

6. NEW BUSINESS

a) Carport Roof Replacement

Council received a report from an Owner advising they had a leak above their car in the carport last winter. Abney Roofing was engaged to complete repairs, Abney reported they cannot complete repairs as the carport roof has come to end of life. Council reviewed quotes for replacement from two roofers ranging from \$18,993.00 plus tax to \$20,275.00 plus tax. Council discussed the quotes and it was determined additional discussion will take place regarding the carport roof, Stuart Alexander offered to obtain additional quotes. The costs to replace the roof, does not take into account what cannot be seen below the shingles, including sheathing or beam repairs. Council will continue to discuss this repair and source all options available. Council intends to wait to present the options to the Owners at the next Annual General Meeting in April, 2021. However, the roofers have advised they cannot guarantee the roof will remain intact for that period, Council will monitor the roof monthly and report to Owners on the status.

b) Patio Door Repairs

Council discussed patio door repairs and determined additional information is required from the Owners on the list. Council directed Teamwork to obtain pictures from all Owners for Council review. They will only be able to complete 1 or 2 patio doors within the budget this coming year and will be addressing those doors which are most in need of repairs.

c) Pest Control

Council discussed recent pest control issues specifically with birds, and pigeons. Council reviewed an invoice however additional complaints were received reporting the birds were still actively roosting. Council directed Teamwork to contact the pest control contractor to provide additional information and confirmation of work completed. Subsequent to the meeting, an urgent report was received from an Owner, a wasp nest was found in an opening into the Unit when the Owner attempted to cover the opening they were swarmed by wasps. Pest control has been sent onsite to resolve the concern and to dispose of the wasp nest. When onsite the pest control contractors will be asked to address an additional wasp nest and to review the bird nesting concerns.

d) Mechanical & Plumbing

Council reviewed two proposals from DMS Mechanical. The first is reporting the flow switch is not operating correctly, Council determined this proposal will be tabled until the July 2020 Council meeting. In addition, it was reported accessing the attic to service the equipment is very challenging as there are no platforms or walkways. Council directed Teamwork to obtain an updated quote from Abney Roofing for installation of walkways in the attic.

e) Covid 19 Safety Plan

Council reviewed the requirements set out from Work Safe BC for all Strata Corporations to develop a COVID 19 Safety Plan. Council was provided all of the required information from Work Safe, and a Council volunteer will be identified to complete the COVID 19 Safety Plan. Owners will receive communication on this

matter in the form of notices posted on Common Property. Council requests the Owners comply with the requests in an effort to keep all residents safe.

7. DATE OF NEXT MEETING

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

8. ADJOURNMENT

The meeting was adjourned at 8:45 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

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

BUDGET COMPARISON - NW 3303

May 2020 (Month #1)

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

	MTD Actual	YTD Actual	Annual	Percentage
INCOME				
Strata Fees	18,317.78	18,317.78	255,631.00	7%
Suite/Lounge Rental	350.00	350.00	500.00	70%
Interest Income	6.49	6.49	250.00	3%
Move In/Out Fee	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>	<u>0%</u>
TOTAL INCOME	18,674.27	18,674.27	256,581.00	7%
GENERAL EXPENSES				
WorkSafe BC	0.00	0.00	50.00	0%
Insurance (Accrued)	21,781.42	21,781.42	73,412.00	30%
Insurance Appraisal	0.00	0.00	300.00	0%
Administration	239.66	239.66	3,000.00	8%
Management	1,212.75	1,212.75	13,860.00	9%
Bank Charges	9.50	9.50	114.00	8%
Legal/Professional Fees	0.00	0.00	500.00	0%
Statutory Review of Books	0.00	0.00	420.00	0%
Income Tax Filing	575.00	575.00	575.00	100%
Contingency Reserve Fund	<u>4,166.67</u>	<u>4,166.67</u>	<u>50,000.00</u>	<u>8%</u>
TOTAL GENERAL EXPENSES	27,985.00	27,985.00	142,231.00	20%
BUILDING EXPENSES				
Fire Protection	0.00	0.00	3,500.00	0%
Repairs & Maintenance	1,321.74	1,321.74	25,000.00	5%
Pest Control	78.75	78.75	2,000.00	4%
Landscaping	1,732.50	1,732.50	20,800.00	8%
Mechanical Service Contract	0.00	0.00	2,500.00	0%
Janitorial	0.00	0.00	9,900.00	0%
Hydro - Electricity	1,486.89	1,486.89	9,000.00	17%
Natural Gas	2,268.15	2,268.15	21,500.00	11%
Refuse Removal	1,184.86	1,184.86	7,200.00	16%
Enterphone	44.37	44.37	550.00	8%
Elevator Mtce & License	221.55	221.55	3,000.00	7%
Water Treatment System	363.45	363.45	4,400.00	8%
Snow Removal	<u>-189.00</u>	<u>-189.00</u>	<u>5,000.00</u>	<u>-4%</u>
TOTAL BUILDING EXPENSES	8,513.26	8,513.26	114,350.00	7%
TOTAL EXPENSES	36,498.26	36,498.26	256,581.00	14%
NET INCOME	-17,823.99	-17,823.99	0.00	

**STATEMENT OF CASH BALANCES
NW 3303 - WESTSIDE ESTATES**

**May 2020
Month #1**

Operating Funds:

Cash in Envision 97.60
Shares 36.00

Total Operating Funds

133.60

Contingency Reserve Fund:

Savings in Envision 80,252.43

Total Contingency Reserve Fund

80,252.43

Total Funds Strata Corp

80,386.03

Accounts Receivable:

Strata Fees (3110) 994.95
Interest/By-Law Fine (3410) 16.58
Fire Protection (4220) 42.00
Repairs & Maintenance (4225) 1,094.18
Adjustments 0.00

Total Accounts Receivable

2,147.71

Contingency Reserve Fund as of May 1, 2020

92,012.99

Monthly Contributions

4,166.67

Interest

55.17

Insurance Temp Loan for Down Payment (May'20)

(15,082.40)

Temp Loan for expenses (May'20)

(900.00)

Balance Contingency Reserve Fund as of May 31, 2020

80,252.43

A handwritten signature is written over a rectangular stamp. The stamp contains the text "AGENT" and "WESTSIDE ESTATES".

Balance Sheet (Cash)
NW 3303 - Westside Estates - (wsid)
May 2020

Cash	
Cash in Bank	97.60
Shares	36.00
Savings - Contingency	80,252.43
Cash Total	80,386.03
ASSETS	
TOTAL ASSETS	80,386.03
LIABILITIES & CAPITAL	
Capital	
Contingency Reserve	80,252.43
Current Operating Funds	133.60
Total Equity	80,386.03
TOTAL LIAB. & CAPITAL	80,386.03



Transaction Register
Unconsolidated Statement (Selected Properties)
Months: May 2020
Date Range: 05/01/2020 - 05/31/2020
(Check)

Date	Control	Posted	Reference	Payee/Payer	Property	Amount	Account Name	Notes
05/11/20	K-19996	05/20	483	hydro BC Hydro	wsid	1,486.89	4245 - Hydro - Electricity	
05/12/20	K-20046	05/20	2272	bugs Bugs Plus Pest Servi	wsid	78.75	4226 - Pest Control	
05/12/20	K-20046	05/20	2273	forster Forster Landscaping	wsid	1,732.50	4230 - Landscaping	
05/12/20	K-20046	05/20	2274	viscountViscount Acquisition	wsid	44.37	4265 - Enterphone	
05/14/20	K-19996	05/20	484	gas FortisBC	wsid	2,268.15	4246 - Natural Gas	
05/14/20	K-20050	05/20	2275	team Teamwork Property	wsid	239.66	4130 - Administration	
05/14/20	K-20056	05/20	2276	abney Abney Roofing Ltd	wsid	231.00	4225 - Repairs & Maintenanc	
05/15/20	K-200611	05/20	2277	richmondRichmond Elevator	wsid	221.55	4267 - Elevator Mtce & Lice	
05/15/20	K-20061	05/20	2278	dms DMS Service Ltd.	wsid	387.24	4225 - Repairs & Maintenanc	
05/22/20	K-20073	05/20	2279	versluisVersluis Ventures Lt	wsid	703.50	4225 - Repairs & Maintenanc	
05/22/20	K-20074	05/20	2280	team Teamwork Property	wsid	575.00	4162 - Income Tax Filing	
05/25/20	K-20077	05/20	2281	emterra Emterra Environme	wsid	1,184.86	4260 - Refuse Removal	
				Total Checks		9,153.47		