

**MINUTES OF THE STRATA COUNCIL MEETING
WESTSIDE ESTATES – NW 3303
FEBRUARY 25, 2019 at 7:00 pm**

ATTENDANCE:

President	Jeanine Nicholls	Present
Vice President	Michael Negus	Present
Secretary	Joel Dardengo	Present
Treasurer	Tina Sheard	Present
Member	Lynn Sheard	Present

ALSO IN ATTENDANCE: Teamwork Property Management Ltd.
Tiffany Corrigan – Licensed Representative

1. CALL TO ORDER

The meeting was called to order at 7:03 pm.

2. ADOPTION OF THE MINUTES

It was moved by Joel Dardengo and seconded by Tina Sheard to approve the Minutes of the January 28, 2019 Council Meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a) Patio Door Repairs

Council discussed additional requests for upgrades to patio doors have been received from Owners. Council directed Teamwork to schedule a date with NES The Door Express for the remaining Units to be inspected for repairs.

b) Roof and Attic Inspection

The quotes for the independent roof and attic inspection are pending receipt. Council will review electronically prior to the next meeting in order to schedule the inspection as soon as possible.

c) Drain Concern

The drain repair located outside the parkade man door is pending completion. Council directed Teamwork to contact DMS Mechanical to confirm the date of completion. Subsequent to the meeting, it was confirmed DMS Mechanical will be onsite March 20-22, 2019 to complete repairs to the gutter downspouts and tie them into the perimeter drain system.

d) Deck Repairs

The deck repairs have been completed at Unit 210, by Ajax Building Supplies in the amount of \$12,948.64 plus tax. The repairs to the deck at Unit 210 were emergent and therefore will be expensed from the Contingency Reserve Fund.

e) Fire Department Report

Council discussed the report from the City Fire Marshal which detailed several deficiencies which must be completed by March 12, 2019. The repairs to the lock box are pending the fire equipment repairs have been completed by Elite Fire Protection. The two remaining issues will be resolved in the coming weeks.

f) Plumbing

Council discussed a request to move the shut off valves for Unit 209 as the valve cannot be accessed in the ceiling. As well a request was sent to DMS Mechanical to determine if the shut off valves for the Units in the mechanical room could be moved to a more accessible location. Council directed Teamwork to follow up with DMS Mechanical on this proposal.

g) Drain Cleaning

The drain cleaning will be completed on March 4 and 5 2019 by DMS Mechanical in the amount of \$2,900.00 plus tax.

h) Window Cleaning

Window cleaning will be completed in April 2019. Owners will be required to remove their screens prior to the cleaning. A date proposal was presented by the contractor, Council directed Teamwork to follow up with the contractor to confirm the number of days required for completion.

i) Fireplace Cleaning

The fireplace cleaning was completed by Service Only, Council thanks those for signing up for the service.

j) Community Disposal Bin

The community disposal bin will be onsite March 29, 2019 to April 1, 2019. Owners are reminded all types of household items are permitted to be put into the bin including furniture and electronics. Mattresses, drywall, paint and hazardous materials are not permitted. Council requests Owners be respectful of these rules if you are not sure if an item can go into the bin please contact Teamwork at admin@teamworkpm.com.

4. FINANCIAL STATEMENTS

The January 2019 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Joel Dardengo and seconded by Jeanine Nicholls to approve the January 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 in response to a letter from Council regarding visitor parking. The Owner advised the car in question did not belong to a visitor or their Unit. Council directed Teamwork to send a letter of apology.

b) Council reviewed a letter from an Owner in response to a chargeback to their Unit ledger for damages caused to the patio door by the Fire Department. The Council directed Teamwork to send a letter of response to the Owner to communicate their responsibility to pay for the damages to the door.

c) A letter was received from Staples, who has in the past allowed the Strata Corporation to obtain copies from their Langley location and the store invoiced the costs to the Strata Corporation c/o Teamwork Property Management. Staples has advised this

service can no longer be provided. Council discussed all reasonable options for printing and delivering the minutes to Owners. It was moved by Joel Dardengo and seconded by Jeanine Nicholls the minutes will be mailed to all Owners from the Teamwork Property Management office. **CARRIED** All in Favor

6. NEW BUSINESS

a) Annual Fire Inspection

The annual fire inspection is due to be completed in April 2019. Council reviewed pricing from the Elite Fire Protection for alternate service days and times. Council determined the costs for alternate service dates were too significant to be considered. Owners will be advised in advance of the fire inspection date to ensure they are home to provide access.

Council discussed the option of changing the current smoke alarms located in the Units to CO/Smoke detectors. This would be a built in device which would guard against carbon monoxide as well as smoke. Council determined the costs to be prohibitive and instead encourage all Owners to obtain a carbon monoxide sensor to be installed in their Strata Lot.

b) Bylaws

The Bylaw approved by the Owners at the recent Special General Meeting has been registered at land titles. Owners who require an updated copy of the Bylaws are asked to contact Teamwork at admin@teamworkpm.com to obtain an electronic copy.

c) Make Up Air Unit

Council reviewed a recommendation report from DMS Mechanical for required repairs to a make-up air unit in the amount of \$485.10 plus tax. It was moved by Jeanine Nicholls and seconded by Tina Sheard to approve the repair. **CARRIED** All in Favor

d) Work Safe

Teamwork reported on the 2018 annual submission for Work Safe. The rate for 2018 was 0.94% and the rate for 2019 is 0.76%. After a review of the contractors used in 2018 and a request for Work Safe clearance letters, it was determined all contractors used in 2018 had the appropriate coverage therefore, there was no cost to the Strata Corporation.

e) Janitorial

Council discussed the janitorial services over the last several months. The Council vocalized concerns regarding light bulbs not being changed, outside clean up, and safety and security concerns. Council has had a long standing and positive experience with the janitorial company Brenda's Cleaning. Therefore, Council directed Teamwork to address the issues with the company and request a new worker be assigned to the building.

f) Visitor Parking

Council discussed visitor parking and advised an Owner is parking vehicles in the visitor parking for long term use. Council directed Teamwork to send a letter to the Owner advising long term parking is not permitted at this location and the vehicles should be parked on the street. Reminder to Owners who do not require the use of

their parking stall are permitted to rent the parking stall to an Owner the Bylaws.

g) Snow Removal

Council reviewed the invoices for snow removal salting and de-icing and directed Teamwork to send copies to the neighbouring property to request they pay for a portion of the roadway plowing and salting services.

7. DATE OF NEXT MEETING

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

8. ADJOURNMENT

The meeting was adjourned at 8:47 pm.

Please put all concerns in writing and submit to Council
By email: admin@teamworkpm.com
By mail: Deposit in the suggestion box
Correspondence may also be submitted in writing by mail to Teamwork Property
Management
Guest Suite or Recreation Room Rentals Please Email:
Westside.Estates3303@gmail.com

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