

# **NOTICE**

## **WESTSIDE ESTATES – NW 3303**

---

---

### **EMAIL DISTRIBUTION OF THE MINUTES**

BASED ON THE FEEDBACK RECEIVED FROM THE OWNERS, COUNCIL WILL COMMENCE DISTRIBUTION OF THE MINUTES BY EMAIL IN THE COMING MONTHS.

OWNERS WILL NO LONGER RECEIVE PHYSICAL COPIES OF THE MINUTES.

THE REASON COUNCIL IS PURSUING THIS OPTION IS TO STREAMLINE COMMUNICATION WITH OWNERS AND TO SAVE MONEY.

OWNERS WHO HAVE NOT PROVIDED AN EMAIL ADDRESS TO TEAMWORK PROPERTY MANAGEMENT ARE ENCOURAGED TO DO SO IN ORDER TO CONTINUE TO RECEIVE THE MINUTES.

COUNCIL INTENDS TO COMMENCE EMAIL DISTRIBUTION OF THE MINUTES IN THE FALL. OWNERS ARE ENCOURAGED TO ENSURE THEIR EMAIL ADDRESS IS ON FILE PRIOR TO OCTOBER 1, 2020.

For additional information or questions please contact Teamwork at [admin@teamworkpm.com](mailto: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  
JULY 27, 2020 AT 7:00 PM**

---

**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 7:00 pm.

**2. ADOPTION OF THE MINUTES**

It was moved by Stuart Alexander and seconded by Jeanine Nicholls to approve the Minutes of the June 29, 2020 Council Meeting. **CARRIED** All in Favour

**3. BUSINESS ARISING FROM THE MINUTES**

**a) Depreciation Report**

Council discussed the depreciation report, and reported they were nearly finished reviewing the document for required changes. Subsequent to the meeting, Council provided all revisions to Teamwork Property Management Ltd, and the document was subsequently provided to WSP Canada. The Engineer has been requested to provide the final report prior to the September, 2020 Council meeting.

**b) Electrician**

Council discussed the globe lights located inside the fence at the front entrance. Council reviewed a quote for repairs and determined these upgrades will be considered this fiscal year pending available funds in the budget.

**c) Drain Cleaning**

The cleaning of the main sanitary and storm horizontal drain lines by DMS Mechanical has been scheduled for August 4 & 5, 2020 in the amount of \$2,900.00 plus tax.

**d) Gutter Repairs**

The Council directed Teamwork to obtain quotes for gutter repairs. The quotes will be requested to include leaf screens and catchers. Council will consider these upgrades in the fall.

**e) Leak in Parkade**

Council discussed the two leaks in the parkade. It was determined repairing the two leaks from the courtyard will be beyond the budgetary limitations. It was moved by Stuart Alexander and seconded by Jeanine Nicholls to accept the proposal from EPS Westcoast in the amount of \$950.00 plus tax to complete injections at two locations.

**CARRIED** All in Favour

**f) Hose Bib Shut Off**

Quotes are pending from DMS Mechanical to install new shut off valves for the courtyard hose bibs. Council will review the proposal at subsequent meetings.

**g) Annual Fire Inspection**

The repair to one bell located on the third floor has been approved. Scheduling of the repairs will be completed at the contractors earliest convenience.

Council directed Teamwork to follow up with Elite in regards to fire panel monitoring. This would allow the panel to be monitored 24-7 and in the event of a fire alarm activation, the Fire Department would be automatically dispatched.

**h) Carport Roof Replacement**

Council discussed the required replacement of the carport roof. Two roofers have provided quotes ranging from \$18,993.00 plus tax to \$20,275.00 plus tax. Additional quotes are in process. Council will report monthly on the status of the roof and provide Owners updates as new information becomes available.

**i) Patio Door Repairs**

Council discussed patio door repairs at three Units. Council reviewed pictures and quotes obtained for two Units. It was determined a quote is required for the third Unit patio door in order to allow the Council to make an informed decision.

**j) Pest Control**

Council discussed recent pest control issues specifically with birds, and pigeons. Additional reports have been received and Council directed Teamwork to engage pest control to address the areas in question.

**k) Mechanical & Plumbing**

Council tabled the two proposals from DMS Mechanical. The proposals have been deemed non emergent and therefore will be discussed at subsequent meetings pending available funds in the budget.

**l) Covid 19 Safety Plan**

Council discussed 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 and they will design the safety plan over the coming month.

**4. FINANCIAL STATEMENTS**

The June 2020 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Jeanine Nicholls and seconded by Stuart Alexander to approve the June 2020 Financial Statements as prepared and presented. Council authorize Teamwork Property Management to take the appropriate steps necessary to collect, on Strata's behalf, all outstanding money owing to the Strata Corporation. **CARRIED** All in Favor

Owners are invited to review the attached financial statements. Council reported the janitor did not submit invoices for payment since January 2020. The services were provided therefore payment is due. Four months of invoices were from the previous fiscal year. As a result, the janitorial expense will be over budget at the end of the 2020/2021 fiscal year.

## 5. CORRESPONDENCE

- a) Council reviewed a letter from an Owner reporting a wasp nest in the courtyard. The pest control contractor was engaged to remove the wasp nest.
- b) A letter was received from an Owner reporting a wasp nest inside their Unit. Pest control was engaged and the nest was treated from inside and outside the Unit. Council directed Teamwork to provide a response to the Owner.
- c) Council reviewed a letter from an Owner reporting a downspout which requires repairs. Council reviewed pictures of the downspout and directed Teamwork to obtain quotes for repairs.
- d) Council reviewed a letter from an Owner requesting an exemption to the pet Bylaw. The Owner requested a second indoor cat. Council approved the request and directed Teamwork to send a letter of approval to the Owner.
- e) A response was received from an Owner to a letter sent by Council regarding smoking. Council directed Teamwork to send a letter of response to the Owner. In addition, Council directed Teamwork to follow up with the original complainant to confirm the status of their smoking concerns.
- f) Council reviewed a letter from Richmond Elevator advising of changes in their pricing. In future all service calls related to fire inspections will be billed at the two hour minimum service call rate.

## 6. NEW BUSINESS

### a) Asphalt Parking Lot

Council discussed pot holes in the exterior asphalt parking lot. Council directed Teamwork to obtain quotes for repairs to the parking lot.

## 7. DATE OF NEXT MEETING

The next meeting will be held Thursday, September 10, 2020 at 7:00 pm.

## 8. ADJOURNMENT

The meeting was adjourned at 8:20 pm.

Please put all concerns in writing and submit to Council  
By email: [admin@teamworkpm.com](mailto:admin@teamworkpm.com)  
By mail: Deposit in the suggestion box  
Guest Suite or Recreation Room Rentals Please Email:  
[Westside.Estates3303@gmail.com](mailto: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**

June 2020 (Month #2)

**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
<b>INCOME</b>				
Strata Fees	19,690.61	38,008.39	255,631.00	15%
Suite/Lounge Rental	0.00	350.00	500.00	70%
Interest Income	10.49	16.98	250.00	7%
Move In/Out Fee	0.00	0.00	200.00	0%
Interest/By-Law Fines	<u>16.58</u>	<u>16.58</u>	<u>0.00</u>	<u>0%</u>
<b>TOTAL INCOME</b>	<b>19,717.68</b>	<b>38,391.95</b>	<b>256,581.00</b>	<b>15%</b>
<b>GENERAL EXPENSES</b>				
WorkSafe BC	0.00	0.00	50.00	0%
Insurance (Accrued)	6,699.02	28,480.44	73,412.00	39%
Insurance Appraisal	0.00	0.00	300.00	0%
Administration	457.49	697.15	3,000.00	23%
Management	1,212.75	2,425.50	13,860.00	18%
Bank Charges	9.50	19.00	114.00	17%
Legal/Professional Fees	0.00	0.00	500.00	0%
Statutory Review of Books	0.00	0.00	420.00	0%
Income Tax Filing	0.00	575.00	575.00	100%
Contingency Reserve Fund	<u>4,166.67</u>	<u>8,333.34</u>	<u>50,000.00</u>	<u>17%</u>
<b>TOTAL GENERAL EXPENSES</b>	<b>12,545.43</b>	<b>40,530.43</b>	<b>142,231.00</b>	<b>28%</b>
<b>BUILDING EXPENSES</b>				
Fire Protection	1,785.00	1,785.00	3,500.00	51%
Repairs & Maintenance	6,621.80	7,943.54	25,000.00	32%
Pest Control	0.00	78.75	2,000.00	4%
Landscaping	1,732.50	3,465.00	20,800.00	17%
Mechanical Service Contract	0.00	0.00	2,500.00	0%
Janitorial	0.00	0.00	9,900.00	0%
Hydro - Electricity	0.00	1,486.89	9,000.00	17%
Natural Gas	1,430.57	3,698.72	21,500.00	17%
Refuse Removal	0.00	1,184.86	7,200.00	16%
Enterphone	44.37	88.74	550.00	16%
Elevator Mtce & License	221.55	443.10	3,000.00	15%
Water Treatment System	363.45	726.90	4,400.00	17%
Snow Removal	<u>0.00</u>	<u>-189.00</u>	<u>5,000.00</u>	<u>-4%</u>
<b>TOTAL BUILDING EXPENSES</b>	<b>12,199.24</b>	<b>20,712.50</b>	<b>114,350.00</b>	<b>18%</b>
<b>TOTAL EXPENSES</b>	<b>24,744.67</b>	<b>61,242.93</b>	<b>256,581.00</b>	<b>24%</b>
<b>NET INCOME</b>	<b>-5,026.99</b>	<b>-22,850.98</b>	<b>0.00</b>	

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

**June 2020  
Month #2**

**Operating Funds:**

Cash in Envision 70.61  
Shares 36.00

**Total Operating Funds**

**106.61**

**Contingency Reserve Fund:**

Savings in Envision 74,061.18

**Total Contingency Reserve Fund**

**74,061.18**

**Total Funds Strata Corp**

**74,167.79**

**Accounts Receivable:**

Strata Fees (3110) 5,166.71  
Fire Protection (4220) 42.00  
Repairs & Maintenance (4225) 1,094.18  
Adjustments 0.00  
6,302.89

**Total Accounts Receivable**

**Contingency Reserve Fund as of May 1, 2020**

**92,012.99**

Monthly Contributions 8,333.34

Interest 119.87

Insurance Temp Loan for Down Payment (May'20) (15,082.40)

Temp Loan for expenses (May/June'20) (5,900.00)

Elite Fire Protection Inv 96343 (June'20) (4,110.12)

Remdal Painting Inv 24530 (June'20) (1,312.50)

**Balance Contingency Reserve Fund as of June 30, 2020**

**74,061.18**



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

Page 1  
7/10/2020  
12:15 PM

Cash	
Cash in Bank	70.61
Shares	36.00
Savings - Contingency	74,061.18
Cash Total	74,167.79
<b>ASSETS</b>	
TOTAL ASSETS	<u>74,167.79</u>
<b>LIABILITIES &amp; CAPITAL</b>	
Capital	
Contingency Reserve	74,061.18
Current Operating Funds	106.61
Total Equity	<u>74,167.79</u>
TOTAL LIAB. & CAPITAL	<u>74,167.79</u>



**Transaction Register**  
**Unconsolidated Statement (Selected Properties)**  
**Months: Jun 2020**  
**Date Range: 06/01/2020 - 06/30/2020**  
**(Check)**

Date	Control	Posted	Reference	Payee/Payer	Property	Amount	Account Name	Notes
06/12/20	K-20137	06/20	2282	team Teamwork Property	wsid	457.49	4130 - Administration	
06/15/20	K-20146	06/20	2283	elite Elite Fire Protection Lt	wsid	1,785.00	4220 - Fire Protection	
06/15/20	K-20147	06/20	2284	forster Forster Landscaping	wsid	1,732.50	4230 - Landscaping	
06/15/20	K-20146	06/20	2285	glass Clearbrook Glass (20	wsid	687.62	4225 - Repairs & Mainten	
06/15/20	K-20147	06/20	2286	j&w J&W Electric Limited	wsid	131.25	4225 - Repairs & Mainten	
06/15/20	K-20148	06/20	2287	premium5Premium Restorat	wsid	2,478.00	4225 - Repairs & Mainten	
06/15/20	K-20148	06/20	2287	premium5Premium Restorat	wsid	2,957.43	4225 - Repairs & Mainten	
06/15/20	K-20147	06/20	2288	versluisVersluis Ventures Lt	wsid	367.50	4225 - Repairs & Mainten	
06/15/20	K-20147	06/20	2289	viscountViscount Acquisition	wsid	44.37	4265 - Enterphone	
06/15/20	K-20148	06/20	2290	elite Elite Fire Protection Lt	wsid	4,110.12	2800 - Current Operating Fu	
06/15/20	K-20148	06/20	2291	remdal Remdal Palnting &	wsid	1,312.50	2800 - Current Operating Fu	
06/16/20	K-20085	06/20	485	gas FortisBC	wsid	1,430.57	4246 - Natural Gas	
06/16/20	K-20152	06/20	2292	richmondRichmond Elevator	wsid	221.55	4267 - Elevator Mtce & Lice	
				Total Checks		17,715.90		