

**MINUTES OF THE STRATA COUNCIL MEETING
WESTSIDE ESTATES – NW 3303
MAY 27, 2019 AT 7:00 PM**

ATTENDANCE:

President	Jeanine Nicholls	Present
Vice President	Jason Sheard	Present
Secretary	Michael Negus	Present
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 7:02 pm.

2. ADOPTION OF THE MINUTES

It was moved by Jeanine Nicholls and seconded by Stuart Alexander to approve the Minutes of the March 25, 2019 and April 29, 2019 Council Meetings. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a) Patio Door Repairs

The patio door inspection for phase three has been completed. The Owners approved an expense up to \$15,000.00 from the Contingency Reserve Fund. Council reviewed a quote from NES The Door Express it was moved by Jeanine Nicholls and seconded by Stuart Alexander to approve the proposal for patio door repairs in the amount of \$8,259.30 plus tax. Owners who have requested patio door repairs will be addressed in phase four. **CARRIED** All in Favour

b) Roof and Attic Repairs

The roof and attic inspection has been completed, the Owners approved at the 2018 Annual General Meeting up to \$20,000.00 from the Contingency Reserve Fund for roof and attic repairs. Council discussed the proposal from Abney Roofing. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to engage Abney Roofing to complete roofing repairs in an amount of up to \$10,000.00. **CARRIED** All in Favour

Council will engage Abney Roofing to complete attic upgrades in an amount of up to \$10,000.00 to be considered in the fall 2019.

c) Fire Department Report

Two repairs remain from the Fire Department report, new lock box and fire prevention in the mechanical room. Council directed Teamwork to follow up with NES The Door Express on this upgrade and to engage 604 Handyman to install the fire prevention in the mechanical room.

d) Plumbing

Council reviewed a proposal for repairs to the shut off valve for Unit 209. Due to the ceiling structure the valve can not be shut off. The recommendation report provided a proposal to move the shut off valve, Council determined the expense was too

significant and instead they will request the plumber cut a notch in the 2x4 causing the issue, it was determined the 2x4 is not supporting the ceiling.

e) Window Cleaning

Council reported the window cleaning has been completed.

f) Community Disposal Bin

Council reported the community disposal bin was delivered and was a success.

g) Annual Fire Inspection

The annual fire inspection was completed. Council reviewed the list of deficiencies from Elite Fire Protection. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to approve the deficiency proposal in the amount of \$526.00 plus tax.

CARRIED All in Favour

h) Make Up Air Unit

The repairs of the air make up unit in the parkade are approved at a cost of \$485.10. The contractor advised materials were required to be ordered. Council directed Teamwork to follow up to confirm if the materials have been received.

i) Visitor Parking

Council discussed the visitor parking and the installation of a sign to designate parking for Westside Estates. Council also discussed a sign which has fallen down which requiring installation. It was moved by Jeanine Nicholls and seconded by Jason Sheard to approve the sign installation and repairs to the broken sign in the amount of \$429.00 plus tax.

CARRIED All in Favour

Owners are reminded parking is for visitor use only long term parking is not permitted. If you require long term parking please request permission from Council in advance.

j) Snow Removal

Teamwork reported the neighbouring property Kingsway Apartments provided payment for their portion of shared costs related to snow removal on the entrance driveway.

k) Fence

Council discussed the issue of the dying perimeter trees and installation of a fence. Teamwork presented the Council with the factors they are required to consider in regards to the Strata Property Act. Council determined a Special General Meeting will be held to obtain Owners approval for the significant change to Common Property.

l) Lights

The electrician was onsite to complete repairs to lights on the Common Property in the amount of \$179.55 including tax. Subsequent to the meeting, it was determined electrical repairs are required to a light in the parkade adjacent to the entry door. Council directed Teamwork to engage the electrician.

m) Elevator

Council reported the elevator stopped operating, the technician was contacted and completed the necessary repairs. No further issues resulted from the break down.

n) Enter Phone

The enterphone ceased operating and the technician was engaged to investigate the issues. The technician was able to complete the necessary repairs to the enterphone.

o) Storage Locker Break-In

A storage locker located on the fourth floor was broken into, Council reviewed a quote for repairs to the door and the lock. It was moved by Jeanine Nicholls and seconded by Michael Negus to approve the repairs to the storage locker door in the amount of \$1,702.95 plus tax. **CARRIED** All in Favour

p) Mail Delivery

Council discussed the issues with the mailbox including non delivery of mail and the mailboxes being left unlocked. Council has escalated the issues to Canada Post and has determined the matter has been resolved.

q) Janitorial Contract

Council determined the janitorial contract discussion will be tabled until next meeting.

4. FINANCIAL STATEMENTS

The March and April 2019 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Jason Sheard and seconded by Michael Negus to approve the March and April 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 requesting repairs to the exterior light outside their Unit. The Council directed Teamwork to engage a contractor to replace the light fixture.
- b) Council reviewed a letter from an Owner reporting concerns with the window screens. Council directed Teamwork to add the Owner to the list of Units who require repairs. Council discussed screens in more detail under item 6(h).
- c) A letter was received from an Owner in regards to a crack in the drywall which has occurred inside the Unit. Council reviewed the historical information and legal advice on the Strata Corporation's responsibilities. Council determined the repairs are the Owner's responsibility and directed Teamwork to send the Owner a letter of response.
- d) Council reviewed a letter from an Owner reporting concerns with the window screens at their Strata Lot. Council directed Teamwork to add the Owner to the list of Units who require repairs. Council discussed screens in more detail under item 6(h). The Owner also requested Council consider completing repairs on the parkade doors. Council directed Teamwork to provide the Owner a response.

- e) A letter was received from an Owner reporting a leaking gutter. The Council directed Teamwork to engage a gutter contractor to complete the necessary repairs.
- f) Council reviewed a letter from an Owner reporting patio door repairs are required at their Strata Lot. Council directed Teamwork to add the Unit to the list of patio door repairs to be considered as part of phase 4.
- g) A letter was received from an Owner reporting pigeons nesting above their patio. The pest control contractor was engaged to address this concern.
- h) A letter was received from an Owner reporting they have storage insurance on the vehicle parked on Common Property. Council directed Teamwork to provide a response to the Owner.
- i) Council reviewed a letter from an Owner reporting a leak in the ceiling of their Unit. The resultant damage was minimal, a plumber was engaged to complete the necessary repairs and Service Master completed the required repairs to the ceiling drywall.
- j) A letter was received from an Owner requesting to renovate their Unit. The Council approved the request with conditions and directed Teamwork to send the Owner a letter of response with an Assumption of Responsibility form.
- k) Council reviewed a letter from an Owner reporting repairs to their fireplace are required. Once the Owner obtains a detailed report on the required repairs Council will review it and determine approval.
- l) A letter was received from an Owner requesting their son to have authority over the Strata Lot. The request is missing the required details for Council to facilitate the request. Council directed Teamwork to send a response to the Owner requesting additional details.
- m) Council reviewed a letter from an Owner requesting a new garage fob and to request Council consider electric car charging stations. Council determined they will request the Owner to complete some research on the installation of charging stations. Council will consider the matter further at subsequent meetings.

6. NEW BUSINESS

a) Parkade Leak

Council discussed the parkade leak located in parking stall 4. DMS Mechanical was onsite and determined the leak is coming from the courtyard above. Council directed Teamwork to obtain quotes for repairs.

b) Hytec Water Filtration

The necessary upgrades to the Hytec water filtration system have been completed.

c) Telus Fiber Optics

The Council determined the discussion regarding Telus Fibre Optics will be tabled until the next Council meeting.

d) DMS Mechanical

Council reviewed a recommendation report from DMS Mechanical regarding the boiler tear down which is completed regularly to maintain the system. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to approve the recommendation report in the amount of \$1,000.65 plus tax. **CARRIED** All in Favour

e) Water Damage

Water damage occurred at Unit 102 due to the failure of the exterior hose bib. The damage to the Strata Lot is below the Strata Corporation's deductible. Therefore the Strata Corporation is responsible for the repairs to the pipe and the mitigation of the loss. Removal of an interior wall and a portion of stucco were required for access to repair the pipe therefore, the Strata Corporation is responsible for repairs to the wall. All repairs to the interior of the Strata Lot are the responsibility of the Owner.

f) Drain Leak

A leak in a drain above Unit 208 occurred causing ceiling damage. DMS Mechanical was engaged to complete the necessary repairs and Service Master was engaged to repair the hole in the ceiling as it resulted from the plumber obtaining access to the pipe. All costs related to the repairs are the responsibility of the Strata Corporation.

g) Exterior Repairs

While onsite Service Master reported a concern with stucco damage to plastic detailing located adjacent to the visitor parking on the east side of property. Service Master was requested to complete the necessary repairs.

h) Window Screens

Council discussed the window screens. Council reviewed the list of Units and reported the matter is currently being reviewed by Legacy Windows to determine the suitable resolution.

i) Depreciation Report

Council discussed the renewal of the depreciation report, and determined the matter would be tabled until the next meeting.

j) Fire Alarm

The fire alarm was activated when the Fire Department arrived they determine there was no fire however a trouble signal was reported on the alarm panel. Elite Fire Protection was engaged to investigate the trouble signal. The issue was determined to be the result of a faulty sensor in the mechanical room, Elite completed the necessary repairs.

k) Graffiti

Council discussed an area of graffiti on the Common Property. Council directed Teamwork to engage Goodbye Graffiti to complete the required services. Council set a budget of up to \$500.00 for the required repairs.

l) Locksmith

Council reviewed the proposal regarding the parkade door. NES The Door Express reported they have made all many repairs to this door over the last several years, it was determined the door is at end of life and requires replacement along with upgraded hardware. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to engaged NES The Door Express to completed repairs in the amount of \$1,621.86 plus tax. **CARRIED** All in Favour

m) Security

Council reminds residents to be vigilant when entering and exiting the building, access to the building should not be provided unless you know the individual. Owners are reminded not to leave valuables in vehicles and to ensure vehicles are locked and an anti-theft device is used. Any suspicious individuals or circumstances should be reported to Police.

n) Handyman

Council reviewed a series of small repairs which are required on the Common Property. Council directed Teamwork to engage 604 Handyman to complete the necessary repairs to wall sconces, exterior lights, fire prevention in mechanical room, kick plates and painting.

o) Carpet Cleaning

Council directed Teamwork to obtain quotes for carpet cleaning to be considered at the next Council meeting.

p) Line Painting

Council reviewed parkade cleaning and line painting. Council directed Teamwork to obtain the necessary quotes for consideration at the next meeting.

q) Paint Stairwell

It was noted by Council the stairwell on the east side requires painting. Council directed Teamwork to request quotes from 604 handyman.

r) Kick Plates

In response to Owners requests to complete upgrades to the parkade doors, Council directed Teamwork to obtain quotes for consideration at subsequent meetings.

s) Landscaper

Council noted a section of the property on the east side where by garbage and debris does not appear to be removed from the Common Property. Council directed Teamwork to request the landscaper to complete the necessary work in this area.

7. DATE OF NEXT MEETING

The next meeting will be held Monday, June 24, 2019 at 7:00 pm.

8. ADJOURNMENT

The meeting was adjourned at 9:16 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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