

**MINUTES OF THE STRATA COUNCIL MEETING
WESTSIDE ESTATES – NW 3303
VIA ZOOM VIDEO CONFERENCING
JANUARY 21, 2021 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 7:00 pm.

2. ADOPTION OF THE MINUTES

It was moved by Stuart Alexander and seconded by Jeanine Nicholls to approve the Minutes of the November 12, 2020 Council Meeting. **CARRIED** All in Favour

3. BUSINESS ARISING FROM THE MINUTES

a) Gutter Cleaning & Repairs

Council discussed the gutter repairs at two locations. A quote is pending from the gutter repair contractor, Council directed Teamwork to follow up.

b) Leak in Parkade

EPS Westcoast was onsite to inspect the parkade and determine there are no leaks at this time. Council will continue to monitor the parkade for concerns.

c) Hose Bib Shut Off

Council discussed the hose bibs in the courtyard area, which require upgrades. It was determined a water shut off will be completed to determine how the taps are plumbed into the building. Council directed Teamwork to schedule the inspection.

d) Carport Roof Replacement

Council discussed the required replacement of the carport roof. Two roofing firms have provided quotes ranging from \$18,993.00 plus tax to \$20,275.00 plus tax. Additional quotes are being sourced. Council noted there has been no change in the status of the carport roof. Council will continue to monitor the status of the carport roof.

e) Patio Door Repairs

Council directed Teamwork to follow up with the contractor regarding patio door repairs at Units 404, 402, and 106.

f) Mechanical & Plumbing

Council discussed the proposals provided by DMS Mechanical, and determined the recommended repairs to the flow switch are required to be completed. It was moved by Stuart Alexander and seconded by Jeanine Nicholls to approve the

proposal in the amount of \$1,473.89. Council directed Teamwork to engage DMS to complete the required repairs. **CARRIED** All in Favour

Council discussed the proposal from DMS Mechanical for repairs to the temperature and pressure valves. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to approve the proposal in the amount of \$1,116.68.

CARRIED All in Favour

Council reviewed a proposal from DMS Mechanical for repairs to a pipe in the ceiling on the first floor. It was moved by Stuart Alexander and seconded by Jeanine Nicholls to approve the proposal in the amount of \$1,756.23

CARRIED All in Favour

g) Fireplace Cleaning

The fireplace cleaning is scheduled for Saturday, January 30, 2021. The fireplace cleaning will cost \$85.00 including GST and is an Owner expense. Council determined notices will be distributed by email as a reminder for Owners to sign up.

h) Sign

Council reviewed quotes for a new front entrance sign. It was moved by Jeanine Nicholls and seconded by Michael Negus to accept the proposal from Northwest Landscape & Stone Supply in the amount of \$1,497.00 plus tax. Stuart Alexander will coordinate installation of the sign. Council discussed removal of the old sign and it was determined Michaela and Stuart will break down the pieces and dispose of them. **CARRIED** All in Favour

i) Janitorial

Council reviewed quotes for janitorial services, including the number of workers, hours per day, and days per week. Council determined they will not change janitorial contractors at this time. Council reviewed communication from Brenda's Cleaning advising of a \$20.00 per month plus tax increase in the monthly contract. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to accept the contract increase in the amount of \$20.00 per month plus tax. **CARRIED** All in Favour

j) City Sidewalk

Council discussed the section of sidewalk on 64 Avenue which is not made of concrete. No additional information has been provided by the Township of Langley. Council directed Teamwork to follow up with the Township to determine their long term plans for this section of sidewalk.

k) Water Ingress

The water ingress at Unit 204 has been resolved. Council reviewed communication from the Owner advising of water pooling outside the Unit due to a faulty drain pipe. Council completed temporary repairs to the drain system. Quotes are pending from the landscape contractor to install new concrete tiles and from the gutter contractor to complete permanent repairs to the gutter system in this area. Council directed Teamwork to follow up with both contractors to request their quotes.

l) Parkade Fan

Council reported the fan in the parkade has been operating normally and there are no further concerns with this equipment.

m) Carpet and Wall Damage

The repairs to the carpet has been completed by Uniquely – Carpet Repairs Only Ltd. in the amount of \$200.00 plus tax.

n) Common Property Access

Council noted people are unhooking the wire which blocks the openings on the 64 Avenue side of the property and cutting through the yards. Council has made adjustments to the wires, however due to the material of the wire, continual adjustments will be required.

o) Shrub Pruning

Council will inspect the shrubs in question to confirm the work was completed. Subsequent to the meeting it was noted a shrub on the east side of the property has fallen over. The landscaper was requested to reinstall the shrub.

4. FINANCIAL STATEMENTS

The November and December 2020 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Jeanine Nicholls and seconded by Stuart Alexander to approve 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

5. CORRESPONDENCE

- a) Council reviewed a letter from an Owner reporting a pest concern in their Unit. Pest control was engaged and resolved the concern.
- b) A letter was received from an Owner reporting a broken fence at the back of the property, Council discussed this matter under item 6(a).
- c) Council reviewed a letter from an Owner reporting concerns with water pooling outside their Unit in the courtyard. Council completed temporary repairs to the gutter and discussed this matter further under item 3(l).
- d) Council reviewed a letter from an Owner reporting a concern regarding birds nesting at their Unit. This matter is discussed under item 6(b).
- e) A letter was received from an Owner reporting a concern regarding a possible squirrel in the soffit at their Unit. This matter is discussed under item 6(b).
- f) Council reviewed a letter from an Owner in complaint of a neighbour below them who continues to bang on their ceiling. Council directed Teamwork to send a letter to both Owners regarding the noise concerns.

- g) A letter was received from an Owner requesting their patio door be repaired, the Owner was advised they have been added to the patio door repair list. The Owner also inquired about the process to have renovations approved. The Owner was advised by email to submit the renovation request to Council in writing.
- h) Council reviewed a letter from an Owner reporting they are renovating and will be removing the tile in their Unit and replacing it with new tile. The Owner was advised no construction garbage is permitted in Strata garbage and they are requested to notify neighbours regarding the renovation noise.
- i) Council reviewed a letter from an Owner reporting residents not wearing masks. Council directed Teamwork to send a letter of response. The Owner did not indicate the name or Unit number of the individual not wearing a mask therefore Council cannot enforce the Bylaws.
- j) A letter was received from an Owner in complaint of an Owner placing outside garbage in Strata garbage, and the Owner noted an Owner was see not wearing a mask. The Owner did not indicate the names or Unit numbers of those noted in the complaint, therefore Council is not able to enforce the Bylaws. Council will increase the number of notices posted in the building as a reminder to wear masks. In regards to the garbage concern, Council determine there was no impact to other Owners or the property from the outside garbage disposal. Council will monitor the matter, Owners disposing items not permitted in garbage or overloading the garbage bins impacting other Owners use or increasing the disposal costs will be penalized.
- k) Council reviewed a letter from an Owner requesting an additional key, Owners are reminded to contact the locksmith directly, their phone number is engraved on the existing keys.
- l) Council reviewed a letter from an Owner in complaint of noise coming from a Unit above them. Council directed Teamwork to send a letter of response to the Owner.
- m) A letter was received from an anonymous person in complaint of an Owner allowing their dog to urinate and defecate in a planter box. As the complaint was missing key information Council can not action the complaint. Owners are reminded of the pet Bylaws noted below.
- n) Council reviewed a letter from an Owner reporting a concern whereby an Owner allowed their dog to urinate in the elevator and did not clean it up. Council reminds Owners of the Bylaw related to dogs below.

An owner of a pet shall not permit the pet to urinate or defecate on the common property, and if any pet does urinate or defecate on the common property, the owner shall immediately and completely remove all of the pet's waste from the common property and dispose of it in a waste container or by some other sanitary means.

6. NEW BUSINESS

a) Fence Repairs

Council received a report the fence at the north east side of the property has fallen. Council completed temporary repairs and will continue to monitor the fence. Council discussed replacement however will not consider fence replacement at this time.

b) Pest Control

Council reviewed reports from the pest control contractor regarding moles, the contractor confirmed there is no further activity. Council reviewed a concern from an Owner regarding birds nesting in the roof line adjacent to their patio, pest control attended to reinstall the bird prevention in this area. The Owners also reported a concern with a possible squirrel inside the soffit at their Unit. Council discussed the concern and directed Teamwork to engage the pest control contractor to address this issue.

c) Garbage

Council discussed the garbage and recycling trucks which are using the Westside property to turn around after picking up the bins. The Council directed Teamwork to reach out to the neighbouring property who shares the entrance road to discuss the damage to the pavement due to garbage trucks turning around. Garbage and recycling will be requested to back down the entrance driveway to avoid turn around. Council will continue to monitor these concerns.

d) Masks

Council discussed the signs posted on Common Property requesting Owners wear masks. Council determined they will increase the number of signs posted on Common Property in an effort to continue to remind residents to wear a mask while on Common Property. Council discussed the complaints received and determined a letter will be sent to an Owner who has been seen continually on Common Property without a mask.

e) Exterior Lights

Council noted two lights on the exterior which have burnt out bulbs. Council directed Teamwork to request the janitor replace the bulbs.

7. DATE OF NEXT MEETING

The next meeting will be held Thursday, February 18, 2021 at 7:00 pm.

8. ADJOURNMENT

The meeting was adjourned at 8:50 pm.

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

TEAMWORK PROPERTY MANAGEMENT LTD.
2670 Minter Street Abbotsford, BC. V2T 3K2
Phone: 1-866-941-6584 (ext. 325) Direct: 604-743-0291 Fax: 604-854-1754
After hour Emergency # 778-241-7787

BUDGET COMPARISON - NW 3303

December 2020 (Month #8)

PREPARED FOR:

Westside Estates
19721 64th Avenue
Langley, BC
V2Y 1L1

PREPARED BY:

Teamwork Property Management Ltd.
2670 Minter Street
Abbotsford, BC V2T 3K2
Phone: (604) 854-1734

	MTD Actual	YTD Actual	Annual	Percentage
INCOME				
Strata Fees	21,669.96	171,451.53	255,631.00	67%
Suite/Lounge Rental	0.00	350.00	500.00	70%
Interest Income	11.13	86.28	250.00	35%
Move In/Out Fee	50.00	100.00	200.00	50%
Interest/By-Law Fines	<u>0.00</u>	<u>26.05</u>	<u>0.00</u>	<u>0%</u>
TOTAL INCOME	21,731.09	172,013.86	256,581.00	67%
GENERAL EXPENSES				
WorkSafe BC	0.00	0.00	50.00	0%
Insurance (Accrued)	6,699.02	68,674.56	73,412.00	94%
Insurance Appraisal	0.00	0.00	300.00	0%
Administration	35.49	1,673.39	3,000.00	56%
Management	1,212.75	9,702.00	13,860.00	70%
Bank Charges	7.50	68.00	114.00	60%
Legal/Professional Fees	0.00	0.00	500.00	0%
Statutory Review of Books	0.00	420.00	420.00	100%
Income Tax Filing	0.00	575.00	575.00	100%
Contingency Reserve Fund	<u>4,166.67</u>	<u>33,333.36</u>	<u>50,000.00</u>	<u>67%</u>
TOTAL GENERAL EXPENSES	12,121.43	114,446.31	142,231.00	80%
BUILDING EXPENSES				
Fire Protection	0.00	5,862.38	3,500.00	167%
Repairs & Maintenance	731.86	17,485.28	25,000.00	70%
Pest Control	183.75	1,785.00	2,000.00	89%
Landscaping	1,732.50	13,860.00	20,800.00	67%
Mechanical Service Contract	0.00	1,559.20	2,500.00	62%
Janitorial	861.00	10,332.00	9,900.00	104%
Hydro - Electricity	0.00	5,624.43	9,000.00	62%
Natural Gas	2,990.16	11,563.89	21,500.00	54%
Refuse Removal	0.00	5,196.47	7,200.00	72%
Enterphone	0.00	310.59	550.00	56%
Elevator Mtce & License	479.10	2,053.05	3,000.00	68%
Water Treatment System	363.45	2,907.60	4,400.00	66%
Snow Removal	<u>538.34</u>	<u>349.34</u>	<u>5,000.00</u>	<u>7%</u>
TOTAL BUILDING EXPENSES	7,880.16	78,889.23	114,350.00	69%
TOTAL EXPENSES	20,001.59	193,335.54	256,581.00	75%
NET INCOME	1,729.50	-21,321.68	0.00	

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

**December 2020
Month #8**

Operating Funds:

Cash in Envision 299.91
Shares 36.00

Total Operating Funds 335.91

Contingency Reserve Fund:

Savings in Envision 100,243.01

Total Contingency Reserve Fund 100,243.01

Total Funds Strata Corp 100,578.92

Accounts Receivable:

0.00

Total Accounts Receivable 0.00

Contingency Reserve Fund as of May 1, 2020

92,012.99

Monthly Contributions 33,333.36

Interest 568.68

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

Temp Loan for expenses (May/June/Sept/Nov'20) -11,600.00

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

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

Repayment of loans (July/Aug/Oct/Dec20) 7,000.00

WSP Canada (Depreciation report up to Feb 8/2020) (Nov'20) -567.00

Balance Contingency Reserve Fund as of December 31, 2020 100,243.01

Jan 13, 2021



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

Cash	
Cash in Bank	299.91
Shares	36.00
Savings - Contingency	100,243.01
Cash Total	100,578.92
ASSETS	
TOTAL ASSETS	100,578.92
LIABILITIES & CAPITAL	
Capital	
Contingency Reserve	100,243.01
Current Operating Funds	335.91
Total Equity	100,578.92
TOTAL LIAB. & CAPITAL	100,578.92

Jan 13, 2021



Transaction Register
Unconsolidated Statement (Selected Properties)
Months: Dec 2020
Date Range: 12/01/2020 - 12/31/2020
(Check)

<u>Date</u>	<u>Control</u>	<u>Posted</u>	<u>Reference</u>	<u>Payee/Payer</u>	<u>Property</u>	<u>Amount</u>	<u>Account Name</u>	<u>Notes</u>
12/15/20	K-20614	12/20	494	gas FortisBC	wsid	2,990.16	4246 - Natural Gas	
12/18/20	K-20677	12/20	2345	brenda Brenda's Cleaning S	wsid	861.00	4235 - Janitorial	
12/18/20	K-20677	12/20	2346	bugs Bugs Plus Pest Servi	wsid	183.75	4226 - Pest Control	
12/18/20	K-20677	12/20	2347	eps EPS Westcoast Cons	wsid	498.23	4225 - Repairs & Mainten	
12/18/20	K-20678	12/20	2348	forster Forster Landscaping	wsid	1,732.50	4230 - Landscaping	
12/18/20	K-20678	12/20	2348	forster Forster Landscaping	wsid	417.38	4280 - Snow Removal	
12/18/20	K-20678	12/20	2349	nes N.E.S. The Door Expr	wsid	233.63	4225 - Repairs & Mainten	
12/18/20	K-20678	12/20	2350	team Teamwork Property	wsid	35.49	4130 - Administration	
12/21/20	K-20681	12/20	2351	remdal Remdal Painting &	wsid	120.96	4280 - Snow Removal	
12/21/20	K-20684	12/20	2352	richmondRichmond Elevator	wsid	233.10	4267 - Elevator Mtce & Lice	
12/30/20	K-20699	12/20	2353	safety Technical Safety BC	wsid	246.00	4267 - Elevator Mtce & Lice	
				Total Checks		7,552.20		