

**MINUTES OF THE STRATA COUNCIL MEETING  
WESTSIDE ESTATES – NW 3303  
SEPTEMBER 30, 2019**

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**ATTENDANCE:**

|                |                  |         |
|----------------|------------------|---------|
| President      | Jeanine Nicholls | Present |
| Vice President | Jason Sheard     | Absent  |
| Secretary      | Michael Negus    | Present |
| Treasurer      | Stuart Alexander | Absent  |

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

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**1. CALL TO ORDER**

The meeting was called to order at 7:00 pm.

**2. ADOPTION OF THE MINUTES**

It was moved by Michael Negus and seconded by Jeanine Nicholls to approve the Minutes of the July 29, 2019 Council Meeting. **CARRIED** All in Favour

**3. BUSINESS ARISING FROM THE MINUTES**

**a) Patio Door Repairs**

Council reported NES the Door Express completed repairs at Units 201, 202, 206, 218, 311 and 407. Council reviewed the remaining budget in the amount of \$1,327.73 and the quotes for Units 312, 402, and 404. The Owner of Unit 312 submitted correspondence explaining significant concerns with their patio door. It was moved by Jeanine Nicholls and seconded by Michael Negus to approve repairs to the patio door at Unit 312 in the amount of \$1,261.55 plus tax. Repairs to the patio doors at Unit 402 and 404 are tabled until the next fiscal year. **CARRIED** All in Favour

**b) Roof and Attic Repairs**

Council reported the roof maintenance is 90% completed. Subsequent to the meeting, the roofing contractor advised they will be returning to complete the remaining metal work in the upcoming weeks and they recommend replacing four skylights. The roofer advised failure to replace the skylights will result in leaking. Council reviewed the information electronically and authorized the roofer to replace four skylights in the amount of \$2,580.00 plus tax.

**c) Fire Department Report**

With the completion of the front entrance upgrades, it was noted the fire department lock box is required to be installed in a new location Council reviewed and approved the quote electronically from Nikle One Call in the amount of \$980.00 plus tax. The lockbox will be installed in the coming weeks.

**d) Fence**

The Council reported the fence installation has been completed in the amount of \$19,965.00 plus tax. Council approved the invoice from the landscaper to remove the required foliage in the amount of \$2,428.00 plus tax. The fence will be stained pending

the appropriate weather in the amount of \$5,978.00 plus tax. Council discussed at length the new landscaping which will be installed at the gaps in the fence. Council directed Teamwork to request a quote from the landscaper. Subsequent to the meeting, the quote was received in the amount of \$808.70 plus tax. Council will review and approve by email.

**e) Locksmith**

The door from the lobby to the parkade is pending replacement. Upon communication with the contractor it was reported the door is pending arrival and will be installed as soon as it is received due to the door being a custom size it must be custom ordered. Council noted the storage locker door which was damaged had yet to be replaced, upon communication with NES the Door Express it was advised this door has been received and will be installed in the coming weeks.

**f) Window Screens**

Council reviewed the status of the window screen issue. Legacy Windows has requested information from the Owners with issues. Teamwork has received information from several Unit Owners affected however not all of them. A deadline will be made to provide this information, Owners who do not communicate by the deadline will not receive new screens. Owners are reminded screens are the Owners responsibility and therefore any Owner wanting to upgrade their screens at their own cost are permitted to do so at any time.

**g) Depreciation Report**

Council commenced discussion on the draft depreciation report. Upon review several updates were noted. Teamwork was directed to request the updates from WSP. Upon receipt of the 2<sup>nd</sup> draft of the report, Council will make a comprehensive review of the report and advise of required changes.

**h) Painting East Stairwell**

Completed by 604 Handyman in the amount of \$2,493.75 which came in below the original quote for the repairs.

**i) Line Painting**

Atlas Parking Lot Services completed the line painting in the amount of \$2,347.00 plus tax. However the invoices received do not match the estimate, Council directed Teamwork to communicate with the contractor to resolve the error.

**j) Canada Post**

Council reviewed a confirmation from Canada Post for the installation of a parcel box in the lobby. This box will allow the mail carrier to leave parcels for Owners onsite, the supervisor in charge of installations will be in touch with Council when the installation is scheduled.

**k) Electrical Conduit Repairs**

A leak in parking stall 4, resulted in repairs to the electrical conduit. Council authorized the repairs and they were completed by Gregg Electric in the amount of \$414.60 plus tax.

**l) Courtyard Stairs**

Temporary repairs to the courtyard stairs and railings have been completed by 604 handyman. Council reviewed quotes for new stairs and discussed the other upgrades required in the courtyard. Council determined more discussion and review of the courtyard area is required prior to making a decision.

**4. FINANCIAL STATEMENTS**

The July and August 2019 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Michael Negus and seconded by Jeanine Nicholls to approve the July and August 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 complaint of the courtyard repairs which were completed. The handyman returned to remove a bolt which was not flush with the retaining wall.
- b) Council reviewed a letter from an Owner in complaint of the courtyard repairs being completed and directed the contractor to complete additional work. Council directed Teamwork to send a letter to the Owner to advise in future do not direct contractors employed by the Strata Corporation.
- c) A letter was received from an Owner in response to a request from Council for the Owner to remove personal items in their parking stall. The Owner provided a response, however the items remain in the parking stall. Council directed Teamwork to send a letter to the Owner to advise if not removed by a deadline a removal company will be engaged and the items will be removed and disposed of at the Owners expense.
- d) Council reviewed a letter from an Owner requesting permission to store a grocery cart in their parking stall. Council reviewed the Bylaws and granted the request of the Owner. Council directed Teamwork to send a written response to the Owner.
- e) A letter was received from an Owner requesting their name be updated on the enterphone. Due to required repairs to the enterphone the Council determined this request will be discussed under New Business.
- f) Council reviewed a letter from an Owner reporting positive remarks regarding the patio door upgrades completed at their Strata Lot. Council thanks the Owner for their report.
- g) A complaint was received from the neighbouring complex Logan's Reach, whereby they have noted residents of Westside Estates depositing recycling items into their recycling bins. Council reminds Owners to only place recycling items in the bins identified on the property to belong to the Strata Corporation.
- h) A letter was received from an Owner regarding parking. The Owner has noted a vehicle moved from their assigned stall and is now parking in visitor parking. The

Owner is concerned as they requested a new parking stall assigned but were denied. Council directed Teamwork to send a letter to the Owner to advise there are no other parking stalls available and the vehicle in question is parking in violation of the Bylaws and a Notice of Complaint letter will be sent to the Owner of the vehicle.

- i) Council reviewed a letter from an Owner reporting a concern with pigeons nesting on the North West side of the property. Council directed Teamwork to request the pest control contractor install bird nesting prevention in the area.
- j) A letter was received from Elections Canada requesting access to the building to canvass for the upcoming election. Council was provided all the relevant information including legal advice on the matter and determined they are not authorized to prevent access.
- k) Council reviewed a letter from a contractor requesting a gate be installed adjacent to the front of the building. Council advised at this time a gate will not be considered, and directed Teamwork to advise the contractor.
- l) A letter was received from an Owner reporting water ingress in parking stall #4. It was noted repairs are required to the electrical conduit in this area. Repairs were approved and completed and the water ingress into parking stall #4 is resolved.
- m) Council reviewed a letter from an Owner requesting to renovate. Council determined there are no concerns with the request and directed Teamwork to send a letter of approval along with an Assumption of Responsibility form to the Owners.
- n) A complaint letter was received from an Owner regarding the installation of the new fence, the Owner reported concerns with the decision to leave sections unfenced where landscaping will be installed. Council directed Teamwork to send a letter of response to the Owners to advise of the status of the plant life installation and explain the changes were approved by the Owners at Special General Meeting.
- o) A letter was received from an Owner in complaint of the roof maintenance recently completed. The Owners advised they were not advised of the maintenance being completed or the requirement for the skylight to be removed. The Council reported notices were posted in the lobby explaining these details. The Owner reported scuff marks left inside the skylight area from the workers when onsite. Council determined the scuff marks will be repaired as they were the result of a contractor hired by the Strata Corporation. Council directed Teamwork to advise the Owner and hire the handyman to complete repairs.
- p) Council reviewed a letter from an Owner requesting patio door repairs, the Owner advised their patio door is in need of repairs and their use and regular operation of the door is impacted. Council discussed this matter under 3(a) and determined the Unit would receive repairs. Council directed Teamwork to send a letter to the Owner to advise.
- q) A letter was received from an Owner requesting additional repairs be completed inside their Strata Lot. Council discussed this matter under 6(b).

- r) Council reviewed a letter from an Owner reporting a leak in the parkade above parking stall #7. Council directed Teamwork to contact EPS Westcoast to determine if this repair is still under warranty, or to provide a quote for additional repairs in this area. The Owner was advised to cease parking in this parking stall until repairs can be completed.
- s) A letter was received from an Owner's tenant advising they intend to renovate the Unit. The information provided by the Owners tenant did not include enough information for Council to make an informed decision therefore the Council directed Teamwork to send a letter of response to the Owner requesting additional details.
- t) Council reviewed a letter from the Township of Langley. The letter reported on the status of recycling in the Township and advised new tote bags are available to Owners which would allow Owners to fill the bags in their Units and carry them to the recycling area on the property. Owners interested in obtaining the tote bags can contact the Township directly.

## 6. NEW BUSINESS

### a) Enterphone

Council discussed the enterphone, it was noted the device at the front of the building does not have a working key and therefore the lock needs to be drilled and reinstalled. Council directed Teamwork to engage NES the Door Express to complete this upgrade. The enterphone also requires a new upgraded Canada Post lock, once the front enterphone is accessible Canada Post will be notified. Until which time as the enterphone lock is repaired upgrades to the front enterphone will not be possible, Council will be discussing options for changing the display names at the coming meetings.

### b) Emergency Repairs

The Owner of Strata Lot 36 reported a concern of damage to the ceiling of their Strata Lot. As the Unit has only attic space above it, there was no obvious source for the damage and no contractors have entered the attic in many months. Emergency restoration services were engaged along with pest control services, without any evidence it was not verifiable however, it was determined the damage could have been caused by an animal accessing the attic. Pest control made the necessary upgrades to the exterior and as the ceiling had to be opened to determine the source the ceiling was replaced to paint ready status. The Owner has requested their ceiling be painted and texturized however this repair and maintenance is the responsibility of the Owner. Council directed Teamwork to send a letter to the Owner to advise.

### c) Sprinkler Winterization

Sprinkler winterization is due to be completed by Elite Fire Protection. It was moved by Michael Negus and seconded by Jeanine Nicholls to approve the sprinkler winterization by Elite Fire Protection in the amount of \$230.00 plus tax for two hours of service. **CARRIED** All in Favor

### d) Courtyard Lights

Council reviewed a quote for upgrades to the courtyard lights. The light standards and the globe fixture will remain however the light fixture will be upgraded to a LED. It was

moved by Jeanine Nicholls and seconded by Michael Negus to approve the upgrades to the lights at the courtyard by Gregg Electric in the amount of \$197.56. The lights at the front of the property will remain for the time being as they are now inside the fence.

**CARRIED** All in Favor

**e) Electrician**

It was noted other lights on the property required repairs including lights in the parkade, a globe light at the front entrance and the light outside the middle parkade exit door. Council directed Teamwork to engage Gregg Electric to complete repairs to these areas when onsite.

**f) Landscape Contract**

Council reviewed the landscape contract renewal with Forster Landscaping. It was moved by Michael Negus and seconded by Jeanine Nicholls to approve the contract renewal from Forster Landscaping in the amount of \$1,625.00 per month.

**CARRIED** All in Favor

**g) Snow Removal**

Council reviewed the proposal from Forster Landscaping for snow removal services there is no increase in cost from last year. Council accepted the snow removal contract from Forster Landscaping. Council will request the neighbouring property Kingsway share the costs for plowing services on the shared driveway.

**h) Front Entrance Sign**

As the new fence has been installed the building sign needs to be moved and re-secured. Council will secure the sign to the fence once the fence has been stained.

**i) Front Entrance Lights**

Council discussed the front entrance lights to determine if additional lights are required to be installed. At this time Council has determined the current lighting is sufficient and will request the electrician ensure both lights are operational.

**j) Water Ingress**

The Owner of Strata Lot 16 reported water ingress at their Unit. Emergency restoration services was engaged and it was determined the source of the water ingress is from the courtyard and a planter box adjacent to the Unit. The contractor was instructed to complete emergency mitigation and repairs to the exterior of the building at the Strata's expense. All interior repairs will be at the Owners expense. Council directed Teamwork to follow up with the restoration contractor to confirm the costs for repairs in order to ensure timely completion of the work.

**k) Room Bookings**

Owners please be advised amenity room and guest suite bookings should be forwarded to the following email [westside.estates3303@gmail.com](mailto:westside.estates3303@gmail.com)

**l) Garbage Enclosure Repairs**

The Council directed Teamwork to engage 604 handyman to complete repairs to the garbage enclosure as several of the pergola boards had come loose. All repairs have now been completed.

**m) Dumping**

Council has noticed several incidents of garbage being dumped on the east side of the property. Council will continue to monitor and requests Owners report any incidents when they occur.

**n) Gutter Cleaning**

Council directed Teamwork to obtain quotes for gutter cleaning. It was also noted a gutter adjacent to Unit 408 requires repair which will be addressed at the same time. Council will review the estimates at the next Council meeting.

**o) Lobby**

Water ingress was noted in the lobby, upon investigation it was determined the water was coming from an electrical conduit serviced by Telus. Telus was contacted and attended and confirmed they will complete the required repairs to seal the conduit to stop future issues with water ingress. Council directed Teamwork to communicate with Telus regarding the costs for the emergency mitigation. Additional information will be reported as it is received.

**7. DATE OF NEXT MEETING**

The next meeting will be held Monday, October 28, 2019 at 7:00 pm.

**8. ADJOURNMENT**

The meeting was adjourned at 9:05 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  
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**