

**MINUTES OF THE STRATA COUNCIL MEETING  
WESTSIDE ESTATES – NW 3303  
JANUARY 27, 2020**

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**ATTENDANCE:**

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

**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 7:10 pm.

**2. ADOPTION OF THE MINUTES**

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

**3. BUSINESS ARISING FROM THE MINUTES**

**a) Patio Door Repairs**

Council reported the repairs to the patio door at Strata Lot 43 have been completion by NES the Door Express. Council authorized payment of the invoice and determined patio door repairs will be considered again at the Annual General Meeting.

**b) Fire Department Report**

Nikle One Call has installed the new lockbox from the Fire Department. Council authorized payment of the invoice.

**c) Locksmith**

The repairs to the garage door adjacent to the lobby have been completed. Council authorized payment of the invoice. Council discussed future door repairs and directed Teamwork to request a quote for the exterior door on the north east end adjacent to the enterphone requesting the new door include a kick plate, to prevent future damage.

**d) Window Screens**

The window screens will not be replaced without a cost. Council discussed this matter and determined it will be reviewed with the Owners as screens are typically an Owners responsibility.

**e) Depreciation Report**

Council has received the amended report and will review for next meeting.

**f) Courtyard Stairs**

Council reported the remaining work on the courtyard stairs has not been completed. Council directed Teamwork to follow up with KCL to confirm the date for completion.

**g) Electrician**

The repairs to the lights have been completed by J&W Electric. Council discussed the globe light located inside the fence on the south east side of the entrance. The electrician reported the electricity to this light was cut underground somewhere, the electrician capped off the lights to make it safe. Council directed Teamwork to request a quote from the electrician to reroute the electrical conduit to the globe from the building. Council will consider this upgrade at the next meeting.

Council noted lights are out at the entrance on the south side, and a light on the north side is now working but due to its location it shines into the Owners Units. Council also noted a leak occurring in the parkade which was previously identified to be coming from the electrical conduit in the courtyard. Council directed Teamwork to request the electrician review and report on these three issues.

**h) Lobby**

The Council directed Teamwork to request quotes for the lobby to complete paint and texture, in the area affected by the flood.

**i) Gas Leak**

At the Owners request Council reviewed the events which transpired related to the gas leak. Council determined the original communication to the Owner was accurate and directed Teamwork to send a second letter to the Owner to confirm the Council's position.

**4. FINANCIAL STATEMENTS**

The November and December 2019 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Jeanine Nicholls and seconded by Stuart Alexander to approve the November and December 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

Council reviewed invoices for snow removal and directed Teamwork to request additional information from the contractor regarding the time it takes to complete shoveling.

**5. CORRESPONDENCE**

- a) A letter was received from an Owner reporting the theft of an ash tray from their patio in the courtyard. Council discussed the concern and determined once the stairs and retaining wall repairs are completed they would investigate if the gates can be locked.
- b) Council reviewed a letter from the new Owner of Strata Lot 21 requesting an exemption to the Pet Bylaw. Council reviewed the request and determined the Bylaw does allow them to make an exemption. The Owners request to have two small dogs was approved by Council for the life of the current dogs.
- c) A letter was received from an Owner requesting an update on the status of the courtyard and stair repairs. The contractor will be returning to complete the retaining wall portion in March 2020.

- d) Council reviewed a letter from an Owner inquiring about the hallway temperature, snow removal, access to the amenities room/guest suite and attending meetings. Council directed Teamwork to provide a written response to the Owner regarding their concerns.
- e) A letter was received from an Owner requesting to renovate their Strata Lot upon taking possession. Council reviewed the renovation details and approved the request with conditions. Council directed Teamwork to issue an approval letter requesting the Owner complete and return to the management Office an Assumption of Responsibility Form.
- f) Council reviewed a letter from an Owner requesting to renovate their Unit specifically installation of a new mantel and stone work around the fireplace. Council approved the request with conditions. Council directed Teamwork to issue an approval letter along with an Assumption of Responsibility Form.
- g) A letter was received from an Owner requesting their name be updated at the enterphone. Council was provided the details and response letter sent to the Owner.
- h) Council reviewed letters from three Owners regarding gutter concerns. Council dealt with the concerns under New Business item 6(c).
- i) A letter was received from an Owner regarding a leak in the parkade which is dripping on their car causing damage. Council discussed the issue under New Business 6(g).
- j) Council reviewed a letter from several Owners in response to a letter from Council requesting the Owners identify the water shut off valves in their Units which control the Common Property hose bib. Several of the Owners reported they do not have a shut off valve inside their Unit. Council determined the hose bibs in the courtyard could be controlled by a shut off valve in the parkade and directed Teamwork to request DMS Mechanical identify and label these shut off valve locations at the next visit for regular service.
- k) A letter was received from an Owner reporting a noise complaint from a neighbouring Unit. The Owner was previously advised of the concerns and Council is attempting to resolve the concerns amicably. Council directed Teamwork to send letters to the complainant to request dates, times, duration and location in the Unit of the noise concerns in order to assist with resolving the matter.
- l) Council reviewed a letter from Richmond Elevator advising a change in the Elevator Act and Regulations which requires additional maintenance programs be created and implemented. As a result an increase in the contract will occur, Council will review the new contract when it is received from Richmond Elevator.

## **6. NEW BUSINESS**

### **a) Telus Fibre Optics**

Council discussed fibre optic installation and directed Teamwork to request Telus

investigate the building to determine how the fibre would be installed.

**b) Janitorial Contract**

The janitor provided a notification of an increase in the monthly rate by \$35.00 plus tax to \$820.00 plus tax per month due to an increase in minimum wage. It was moved by Jeanine Nicholls and seconded by Stuart Alexander to approve the increase of \$35.00 plus tax per month. **CARRIED** All in Favor

**c) Gutter Repairs**

Council received reports from three Strata Lots 20, 41, and 16 regarding concerns with the gutters. Council directed Teamwork to request a contractor address the issues.

**d) Water Loss**

Council discussed a water loss which originated at Strata Lot 50 and affected Strata Lot 34. The source of the loss was determined to be from two locations, one within the Strata Lot and one on Common Property. There was no way to definitively determine which source caused the damage in the Unit below. Therefore, Council determined the plumbing costs and emergency mitigation costs will be the responsibility of the Strata Corporation and expensed from the Contingency Reserve Fund. Invoices from DMS Mechanical and Service Master are pending. Repairs to Strata Lot 34 are at the Owners expense.

**e) Water Loss**

A water loss occurred inside Strata Lot 44 affecting Strata Lot 28. The source was found to be the water supply line hoses. The Owners engaged a plumber to identify the source and replace the supply lines at the Owners expense. The Owner of Strata Lot 44 will be charged back for the emergency mitigation cost of \$2,459.87 due to the washing machine failure.

**f) Pest Control**

An Owner reported a pest control concern which could not be resolved using traditional methods. The pest control contractor for the Strata Corporation investigated the issue and advised Council of a treatment plan which takes three weeks to complete and will cost \$350.00 plus tax. Council approved the service by email to ensure the issue is resolved and does not affect any other Units.

**g) Leak in Parkade**

The Owner in parking stall 7 reported another concern with water ingress into the parkade from the courtyard above. EPS Westcoast who completed the previous repairs was onsite to advise this is a new issue not related to the previous repairs. Council reviewed a quote however determined additional quotes and opinions are required as this matter is not being resolved and continues to reoccur. Council directed Teamwork to engage the services of an Engineer, and another contractor. Council will review this information at the next Council meeting.

**7. DATE OF NEXT MEETING**

The next meeting will be held Monday, March 30, 2020 at 7:00 pm.

## 8. ADJOURNMENT

The meeting was adjourned at 9:23 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**

# NOTICE

## **Westside Estates – NW 3303**

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### **BUILDING SECURITY**

Owners please ensure you remove all items of value from vehicles and use an anti-theft device in order to prevent break-ins or theft.

Please do not leave anything of value on Common Property including the lower level patio, as many of these areas are not secure and can be accessed by the public.

Owners are asked to ensure the garage gate closes fully behind them before driving away to ensure no unauthorized individuals gain access.

Council reminds Owners not to provide access to the building to persons you do not know.

**Please remember to be vigilante with building security. Please report any suspicious activity to the Police.**