

**MINUTES OF THE STRATA COUNCIL MEETING  
WESTSIDE ESTATES – NW 3303  
NOVEMBER 25, 2019**

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**ATTENDANCE:**

President	Jeanine Nicholls	Present
Vice President	Jason Sheard	Present
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 Jeanine Nicholls and seconded by Jason Sheard to approve the Minutes of the October 30, 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 are pending completion by NES the Door Express.

**b) Roof and Attic Repairs**

The roof repairs have been completed by Abney Roofing in the amount of \$19,185.00, plus tax. Emergency repairs to four skylights were also completed by Abney Roofing in the amount of \$2,580.00, plus tax.

**c) Fire Department Report**

Nikle One Call reported they are waiting to receive the new lockbox from the fire department and once received will be installed.

**d) Fence**

The fence installation and plantings have been completed by Premium Fence and Forster Landscaping Council approved payment of the invoices in a total amount of \$27,787.65, including tax. The staining of the fence was completed by Premium Fence and Council approved payment of the invoice in the amount of \$6,276.90 including tax.

**e) Front Entrance Sign**

As the fence stain is now completed, Council will go forward with the installation of the sign at the 64 Avenue entrance.

**f) Locksmith**

The locksmith installed a temporary door from the lobby to the parkade as the door was custom ordered and delivery has been delayed. Council is satisfied with the solution for the time being and directed Teamwork to follow up in the new year to confirm a date for the installation.

**g) Window Screens**

The window screen replacement has been tabled until the contractor can advise if the new screens will be provided under warranty. If a warranty claim is not available Council will advise those Owners affected, replacement of the window screens can be completed at the Owners expense.

**h) Depreciation Report**

Council is awaiting the final draft of the Depreciation Report, once received the document will be reviewed by Council.

**i) Canada Post**

The installation of the parcel box by Canada Post has been approved and will be installed in the coming weeks.

**j) Courtyard Stairs**

Council approved the repairs to the courtyard stairs as proposed by Premium Restoration in the amount of \$5,176.60, plus tax. Completion of the repairs is pending the contractor's availability.

**k) Enterphone**

Viscount was onsite to complete upgrades to the enterphone at the 64 Avenue Entrance. A new lock was installed and the security bar was replaced. The invoice for the upgrades is pending.

**l) Sprinkler Winterization**

The sprinkler winterization was completed by Elite Fire Protection in the amount of \$194.25, including tax.

**m) Electrician**

The repairs to the lights have not been completed by Gregg Electric. The Contractor advised they were onsite and completed repairs and provided an invoice. Council confirmed the repairs have not been completed. As a result Council directed Teamwork to engage a different electrician to complete the repairs.

**n) Gutter Cleaning**

The Gutter cleaning quote has been approved presented by Gorilla Property Services, in the amount of 1,699.00, plus tax. The date of completion is scheduled for **December 6, 2019**.

**o) Lobby**

The Council reviewed a quote for repairs to the lobby. It was moved by Jeanine Nicholls and seconded by Michael Negus to accept the proposal from 604 Handyman in the amount of \$1,680.00, plus tax for the installation of the drywall. Council will engage a painter to complete the texturizing and painting. **CARRIED** All in Favour

**p) Parkade Leak**

The repairs in the parkade are scheduled to be completed **November 27, 2019** by EPS Westcoast in the amount of \$450.00, plus tax.

**q) Front Door Lock**

Council noted the front door lock requires repairs. Subsequent to the meeting, repairs to the front door were completed by NES the Door Express in the amount of \$183.75, including tax.

**r) Parkade Exhaust Fan**

A report is pending from DMS Mechanical regarding the status of the parkade fan. Council will review this matter in more detail at the next meeting.

**4. FINANCIAL STATEMENTS**

The October 2019 Financial Statements, bank reconciliations, and bank statements were reviewed. It was moved Jeanine Nicholls and seconded by Jason Sheard to approve the October 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 response to a letter from Council regarding parking. Council is satisfied with the response and determined no further action is required.
- b) Council reviewed a letter from an Owner requesting an update to the enterphone, Council will complete the request now that the enterphone is repaired.
- c) A letter was received from an Owner requesting Council advise Owners to shut off exterior hose bibs to prevent freezing and or damage to the plumbing components. Council identified the locations of the hose bib shut off valves and directed Teamwork to contact the Owners in question to request shut off for the winter.
- d) Council reviewed a letter from an Owner in response to a letter from Council regarding items being stored in their parking stall. The Owner advised items will be removed.
- e) A letter was received from an Owner regarding a concern with their sink, and required repairs. Teamwork provided the Owner the location of their shut off valve and the Owner has completed repairs to the sink.
- f) Council reviewed a letter from an Owner in complaint of a Unit causing unreasonable noise. Council directed Teamwork to send a Notice of Complaint letter to the violating Unit and request steps be taken to minimize the noise concerns.

**6. NEW BUSINESS**

**a) Gas Leak**

Council discussed a recent incident whereby the Owner of Strata Lot 23 was renovating and a gas leak occurred from their fireplace. Fortis and Emergency services were onsite to complete an emergency gas shut down and to ensure the building was safe. The Owner completed the necessary repairs to the fireplace at the Owners expense using a licensed gas fitter. Fortis inspected the repairs and restored

the gas to the building. As a result of the shutdown of the gas all pilot lights in the building were extinguished. The licensed gas fitter, at the direction of Council, completed the lighting of the pilot lights to all Strata components for as many Unit Owners gas fireplaces as were available the same day. The Owner submitted correspondence to the Strata Corporation contesting their responsibility to pay all costs. The Strata Council was not in agreement, it was moved and seconded to charge back the costs for the licensed gas fitter to the Owner of Strata Lot 23. Council directed Teamwork to send a letter to the Owner to advise of the Council's decision.

**CARRIED** All in Favor

**b) Boiler Repairs**

Council received a recommendation report for boiler repairs from DMS Mechanical. It was moved by Jeanine Nicholls and seconded by Jason Sheard to approve the proposal for the installation of a new igniter in the amount of \$483.42, plus tax.

**CARRIED** All in Favor

**7. DATE OF NEXT MEETING**

The next meeting will be held Monday, January 27, 2020 at 7:00 pm.

**8. ADJOURNMENT**

The meeting was adjourned at 9:00 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**

**Teamwork Property Management Holiday Hours**

- Friday, December 13, 2019 – Open 9:00 am – noon (Staff Lunch)
- Tuesday, December 24, 2019 – Closed at noon
- Wednesday, December 25, 2019 – Closed
- Thursday, December 26, 2019 – Closed
- Friday, December 27, 2019 – Closed
- Monday, December 30, 2019 – Closed
- Tuesday, December 31, 2019 – Closed
- Wednesday, January 1, 2020 – Closed
- Thursday, January 2, 2020 - Regular business hours