

STRATA PLAN NW 2040

Annual General Meeting held October 29, 2024

DRAFT Minutes

PART I - Housekeeping

- 1. Certify proxies and issue voting cards (registration)**
- 2. Determine that there is a quorum.**
Meeting commenced at 7:02pm
26 owners represented, in person or by proxy
- 3. Present proof of notice of the 2024 Annual General Meeting ("AGM")**
Presented and approved.
- 4. Approve the Agenda for the 2024 AGM**
Approved unanimously.
- 5. Present proof of insurance for the strata complex**
Presented and approved.
- 6. Introduction of the 2023-2024 Mountain Gate Strata Council:**
President & Secretary – Aaron Ydenberg
Treasurer – Michael Horvath
Secretary - Derek Martinig
Landscape Liaison – Alana Prociuk
Maintenance Liaison – Kieron Gibbons
Maintenance Liaison – Fayyaz Fatehali
- 7. Approve and accept 2023 AGM minutes**
Approved as presented.
- 8. Approve and adopt the 2023/2024 Financial Statements, as prepared by Marsh & Marsh, Chartered Accountants**
Approved.
- 9. Motion to retain Marsh and Marsh for accounting services for 2024/2025**
Approved.

10. Motion to accept updated rules

These changes update strata rules to more inclusive language (ie. removing “Christmas decorations”) and fix formatting and typographical errors throughout. There are no substantial changes to the spirit of any of the rules.

Approved unanimously.

PART II - Budget

Context: Council projected a CRF contribution of \$35,729.81 to the CRF at the 2023 AGM. After making this contribution, we finished fiscal year 2023-2024 with an additional surplus operating balance of \$30,447.83.

1. Motion to carry forward the 2023-2024 operating fund balance (\$30,477.83) to:

- a. The general CRF; or,
- b. A special allocation in the CRF for an electrical upgrade project (see agenda item 17)

20 in favour of option a, 6 in favour of option b. Option a approved.

2. Motion to Approve Proposed 2024-2025 budget in Attachment E with a 0% increase in fees.

Approved unanimously

3. Motion to Amend Approved 2024-2025 Budget to increase fees by 2% retroactively to September 1, 2024.

Approved unanimously

4. Capital expenditures prior to depreciation report

Be it resolved that the Strata place on hold all non-urgent capital expenditures (the proposed power upgrade, for example) until a refreshed depreciation report has been produced and reviewed by Owners.

4 in favour, 22 not in favour. Motion is not passed.

PART III - Projects and capital expenditures

Each of the items below would be added as capital expenditure to the approved budget in Attachment E. Effectively, each item that is approved would reduce the estimated amount being contributed to the Contingency Reserve Fund (CRF) at the end of the fiscal year.

1. Depreciation Report, Building Envelope assessment report, resource/asset management plan.

Motion: Council will obtain a building envelope assessment, updated depreciation report, asset management plan, and/or future request for proposals. Estimated cost - \$10,000.

Approved unanimously

Discussion: An owner was curious about the condition of the vehicle bridge entry to Moorside Place and recently contacted the City of Burnaby to see who was responsible for the bridge. Since the bridge transitions from public street to private property the answer is unclear. The owner spoke with five City staff, none of whom knew who was responsible for the bridge. Council noted that the last inspection of the bridge was Sept. 2015.

Council intends to conduct an asset condition assessment of the Moorside vehicle bridge in the 2024-25 fiscal year.

2. Rooves

Motion: Whereas reports from a Strata contractor who oversaw the flat roof installation that the roofing below the flashed diverters wasn't installed correctly; whereas the roofing assessment performed by Design Roofing didn't inspect the flat roofs immediately beneath said flashing diverters; whereas one flat roof in the aforementioned area has already leaked at considerable expense to an individual owner, be it resolved that the Strata Council will organize the timely inspection of the roofing and sealing below the flashing diverters to confirm correct installation. A reasonable number of flashing diverter inspections should suffice followed by a comprehensive report back to Owners.

Discussion: Council noted that the contractor responsible for the roof maintenance in October, Neo Roofing, confirmed that the diverters were not the issue in creating a leak risk.

An owner noted that when new roofs were installed in 2011 and 2012, Essential Restoration was hired to oversee the roofing contractor while they were installing flat

roofs. Owners asked if Neo Roofing inspected the areas Essential Restoration identified as potentially problematic.

Owners also asked if Neo Roofing provides a warranty for their services. Council confirmed they warrant workmanship for 10 years.

Owners asked how the vote impacts Council? Council would be obligated to endorse Neo Roofing's report as sufficient evidence that sealing below flashing diverters (and flat roofs) is sufficient to prevent leaks.

26 voted in favour, 1 voted against. Motion approved

3. Electrical capacity upgrade project.

Council recommends approval of a funding plan to cover the costs of the recommended transformer upgrades. Estimated cost for this project based on ChargeFWD's EV Ready Plan is \$104,353.

Council proposes the following next steps:

- a. Develop and issue an RFP to obtain detailed quotes from qualified electrical engineering contractors for the electrical capacity upgrade project based on the recommendations made in the EV Ready Plan.
- b. Bring council's selected proposal to owners at a Special General Meeting (SGM) or the 2025 AGM.

Note - Based on a total cost of \$104,353 (less \$30,448 carried forward), a **special levy of roughly \$2,100 per strata lot** would be needed to fund the remainder of the project.

- c. Should the project move forward, draft new Strata Rules specifically addressing heat pumps
- d. Investigate other possible means of permitting individual level 2 charging stations such as the DCC-11 (<https://rve.ca/en/products/dcc-11/>) with the City of Burnaby.

Discussion: Owners discussed the capacity issue at one of the transformers and Council acknowledged that an upgrade is needed. Owners asked if rebates from BC Hydro, other sources would be refunded to owners. Owners understood that it would. Owners discussed the EV (DCC-11) and heat pump options they have available with current capacity. Owners are able to install devices that prevent maxing electrical load in their units. However, City of Burnaby requirements are preventing owners from installing devices with existing capacity. Alternatively, going ahead with the transformer upgrade may meet the City of Burnaby's current requirements, allowing owners to install a DCC-11 (or other device).

Motion: Direct council to proceed as indicated above.

11 voted in favour, 14 voted against. Motion defeated.

4. Carport and patio lighting project.

Motion: Replace existing fixtures in carports and back yard patios (72 fixtures in all) with a modern LED fixture. Exact model to be selected by council following consultation with owners. Fixtures are to be professionally installed.

Possible design options:

- White finish (\$49.83/unit at Home Depot)
- [Defiant 180 Degree Integrated LED Twin Head Flood Light](#), white finish (\$64.98/unit at Home Depot)
- [Defiant 240-Degree Twin Head 2000 Lumens Wired LED Integrated Security Light](#), white finish (\$99.00/unit at Home Depot)

Estimated cost - \$8,000 – \$10,000

Units with balcony have strata-responsible lighting fixture on balcony. Owners discussed consistency of appearance and brightness. Owners acknowledged that the possible design options provided by Council would be insufficient. Council will consult owners on good value light fixtures.

17 voted in favour, 8 voted against. Motion Approved

5. Sign Repair or Replacement

Mountain Gate's large wooden sign is at the corner of Forest Grove and Ash Grove is at the end of its lifespan.

Option A - Replace with a new sign. Estimated cost - \$10,000+ (based on council research and AGM documentation from 2019).

Option B - Remove rotting material, remediate and protect existing sign as much as possible. Estimated Cost - \$2500

Option C - Remove the sign. Estimated cost - \$1000

Discussion: Council acknowledged that this sign is not necessary for showing street addresses. The owners asked if the sign was dangerous. Council confirmed it is not dangerous.

1 voted in favour of option A, 22 voted in favour of option B, 3 voted in favour of option C. Option B approved.

6. French Drains

Owners asked about french drains installed in 2023-24 that are not draining properly. Council will call the plumbing company that installed the drains to regrade. They previously regraded a drain that was not draining properly.

PART IV - 2024-2025 Council

1. Motion to Elect the 2024-2025 Strata Council

Incumbent Candidates:

Fayyaz Fatehali
Derek Martinig
Alana Prociuk

Incoming Candidates:

Stephanie Salbach
Guilherme Camillo

Approved unanimously.

2. Adjourn Meeting

Meeting adjourned 8:36 PM