

**MINUTES OF THE MEETING OF  
STRATA COUNCIL  
STRATA PLAN NW 2040**

November 23, 2023

HELD IN PERSON

**COUNCIL IN ATTENDANCE**

Aaron Ydenberg	Strata Chair & President
Derek Martinig	Secretary
Michael Horvath	Treasurer
Fayyaz Fatehali	Maintenance Liaison
Alana Prociuk	Landscape Liaison

**REGRETS**

Kieron Gibbons	Special Projects Liaison
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**CALL TO ORDER**

Meeting was called to order by the Strata Chair at 7:45pm.

**STANDING BUSINESS**

1. *Approval of previous meeting minutes (October 2023)* – The minutes from the previous meeting were reviewed and approved.
2. *Approval of meeting agenda* – The agenda was reviewed and approved with the addition of item 13 – Real estate agent requests for forms.
3. *2023-2024 Budget Review and Approval* – The 2023-2024 budget, presented at the AGM, was updated with feedback on capital projects from owners. The updated budget was reviewed by the Council and approved for distribution. It was noted that the percentage of the operating budget earmarked for the Contingency Reserve Fund (CRF) should be reported in the communication to the owners. It was the expressed desire of owners to maximize contributions to the CRF in the coming year. The updated budget will be emailed out in the next week to all owners.
4. *Council Roles and Responsibilities* – Council spent considerable time on-boarding the new members to the different roles and responsibilities of the strata council.
  - a. *Finance* - Michael and Fayyaz have volunteered to accept signing authority with the departure of Terry and James from the strata council. These changes will be finalized with Scotia Bank shortly. We also discussed the AGM motion to invest \$50,000 of CRF in a one-year Guaranteed Interest Certificate (GIC) to capitalize on higher-than-normal interest rates. Council will first inquire with our current financial institution on what investments would be available to business like our strata.
  - b. *Communication* – It was explained that we have switched to a new website hosting service and the transition included all the previous information (including forms, minutes, and bylaws/rules, etc.). The website remains [www.mountaingate.ca](http://www.mountaingate.ca). We discussed the importance of posting minutes in a timely manner and agreed to both post minutes to the website and email them to owners shortly after each meeting.
  - c. *Other* – The council will also be transitioning away from using the MS Teams platform for the management of internal communication and documents. We will likely be transitioning

to Google Docs and using an external USB hard drive (as a back-up) going forward. Before proceeding with the transition, council will look at the accessibility of using this platform and, if necessary, others. We also attempted to assign council leads to the different capital projects approved at the recent AGM.

- d. *Windows & Special General Meeting (SGM)* – Among the other capital projects, council discussed the request for a special general meeting to review window replacements and financing options. It was noted that three quotes were obtained during the last fiscal year. Due to significantly higher costs, the third quote was ruled out. Council has decided to reach out to the contractor who provided the most comprehensive quote, Centra Windows. We will request pricing for the different window options (including sliding doors in basements) and to see what payment/financing options may be available through Centra.

Council is planning to host a “demo day” sometime in the Spring (March-April) for owners to review the selected windows. This demo would then be followed by a SGM (likely within 2-4 weeks of the demo day).

5. *Approval of Draft AGM minutes* – The minutes from the AGM, held on November 16, 2023, were reviewed, and accepted. It was noted that the AGM minutes are not approved until the subsequent AGM (Fall 2024).

#### **PREVIOUS BUSINESS**

6. *Rentokil contract termination and trap collections* – Council will proceed with sending an official contract termination letter to Rentokil and request that they collect their traps around the complex. It was noted that council will likely continue to use Rentokil for pest/rodent issues on an as needed basis, as that service has been quick and effective in the past.
7. *Dryer Vent repairs* – The dryer vent repairs have been completed on the two units (9140 and 9155 Ridgemoor).
8. *Roof/gutter cleaning* – The need to clean rooves and gutter before the winter weather gets worse was discussed. The contractor who previously completed the work is not available until January 2024, which was felt to be too long of a wait. Fayyaz has investigated other options and the one quotation received so far is considerably higher than the previous quote. The main difference between the quotes are the methods used to clean the rooves and gutters. The original contractor conducted the work from the ground using extendable “tucker poles”. The new contractor has staff that go onto the roof to complete the work and includes options for moss removal. Council noted that chemical cleaners (even ones that claim to be biodegradable) should be avoided as they can enter the waterways around the complex and impact wildlife negatively. Council will wait to obtain a second quotation before scheduling the work.

#### **NEW BUSINESS**

9. *Electrical Survey* – The work previously completed by Micheal was discussed. Michael has sourced several engineering firms/contractors that complete this type of work and will forward this information along to Derek to follow-up on.
10. *Drainage Upgrades* – The extent of the drainage upgrades was discussed for the benefit of the new council members. There are three areas around the complex that require upgrades and a contractor has been identified to complete the work. Fayyaz will reach out to the contractor to determine

when they may be available to complete the work and provide an update on the timing of the project.

11. *Investment of CRF Funds* – Already discussed (see item 4a above).
12. *Building Envelope Assessment* – The need to complete a comprehensive assessment of the entire building envelope was discussed, including who could/should complete this work. The water leaks that resulted from inclement weather on the flat portions of the rooves were identified as the highest priority based on risk. Council will look for external contractors who may be able to assess the rooves with the purpose of identifying possible fail points and provide recommendations for remediation (as needed). The council notes that the remaining building envelope, still comprised primarily of painted cedar, may need to be replaced on an as needed basis, and will also look for a contractor to conduct a thorough assessment of each building.
13. *Real estate agent requests for forms* – Members of council have recently been pressured by real estate agents to provide forms (required to complete a sale) on an urgent basis. The *Strata Property Act* dictates the turn-around time for the provision of forms and permits strata councils to charge more for “rush” forms. It was noted that strata will attempt to provide forms on an urgent basis, when possible, however, the responsibility to provide adequate notice falls on the respective agent.

Meeting was concluded at 9:20pm.

Next meeting is tentatively scheduled for January 11, 2024.