

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

February 13, 2024

HELD IN PERSON

COUNCIL IN ATTENDANCE

Aaron Ydenberg	Strata Chair & President
Derek Martinig	Secretary
Fayyaz Fatehali	Maintenance Liaison
Kieron Gibbons	Special Projects Liaison
Alana Prociuk	Landscape Liaison
Michael Horvath*	Treasurer

**Attended Virtually*

GUESTS

Christopher Chatterton	Sales Estimator/Owner – Centra Windows
------------------------	--

CALL TO ORDER

Meeting was called to order by the Strata Chair at 7:30pm.

STANDING BUSINESS

1. *Approval of previous meeting minutes (January 2024)*

The minutes from the previous meeting were reviewed and approved.

2. *Approval of meeting agenda*

The agenda was reviewed and approved.

3. *Financial Updates*

Strata was informed that the signing authority documentation for Fayyaz and Michael had not been processed yet by Scotiabank; however, all forms have been completed and submitted. Aaron will follow up with our account manager to remedy the issue.

In January, Strata received a notice from Georgeson, an asset recovery firm, noting that the Strata had an unclaimed asset. After discussing the legitimacy of the letter, it was decided to follow-up on the letter. Council was informed that we are due approximately \$1000 which is currently maintained in an account related to insurance premiums. It was noted that Georgeson will take a percentage of this holding, but it was decided to proceed with obtaining these funds for general revenue.

Michael has submitted the financial documents from the first two quarters of the year to Marsh & Marsh, our accounting firm. Council will review the mid-year report when provided.

4. *New Strata Member Onboarding*

Michael has completed the transfer of the strata documents from MS Teams to Google Docs and shared access to the folder with council. Aaron has also backed-up all strata documents to the portable USB hard drive to ensure data storage redundancy.

5. *Landscaping Update*

Alana has met and conducted a site inspection with the owner of Beaudry, our landscaping contractor. They discussed the need to repair the retaining wall at 9065 Moorside Place among other beautification projects around the complex. Beaudry will remove the ivy around the retaining wall to fully inspect the issues and provide a quotation to complete the repair. Beaudry will also provide quotations to lay bark mulch around the complex and provide topsoil for the signage boxes.

The current condition of the signage boxes and signs was then discussed. Council acknowledges that the signage boxes need to be replaced and will request a quotation from Beaudry for this work. The complex signage however will require further discussion, as several of the support posts are rotten and/or shifting. Signage repairs or replacement will likely be something that needs to be addressed in next year's budget.

Finally, Beaudry provided an updated quotation for another year of service which included a 5% increase in total cost. Council discussed the quality of work, communication with staff and cost of the work and decided to resign with Beaudry for another year.

PREVIOUS BUSINESS

6. *Rentokil contract termination and trap collection*

The termination letter was sent to Rentokil and in response, the company noted that strata had several unpaid invoices for work completed this year and last. Council noted that no one from Rentokil has been on-site to perform any regular maintenance, beyond the ad hoc callouts to address specific issues. Those callouts were billed separate to the monthly fees and paid in a timely manner. Council will request the dates and times of service provision (for each month) prior to settling any overdue invoices.

7. *Electrical Capacity Assessment/Survey*

Derek reported that ChargeFWD has conducted their initial site inspection and walk-through. A second site inspection will be required with staff from BC Hydro to obtain average usage numbers for ChargeFWD's report. It was noted that due to the initial set-up of our complex, BC Hydro is unable to provide accurate usage without coming on-site.

During the initial on-site inspection, three possible options were discussed in terms of EV charging for the complex.

- No change – each unit has access to a standard outlet in the carport, which is quite uncommon. The amount of driving done by each owner/tenant should be supported with this option, based on average driving distance of 30 kms per day.
- Shared charging between all units in a four-plex – a fifth meter would be installed in each four-plex electrical room and some concrete excavation would be required to run power to each carport. A load sharing system would be required to ensure efficient charging. This system would enable owners to have up to level 2 charging at times.
- Large-scale upgrades to complex service – this option would require significant concrete work, landscaping repairs, upgrades to the transformers and individual unit upgrades. This option is likely cost-prohibitive, but an estimate will be included in the report.

8. *Investment of CRF Funds*

Due to the signing authority delay, Council has not been able to invest the \$50,000 (approved at the AGM) into a short-term GIC investment. It was noted that Scotiabank currently has a 1-year nonredeemable GIC available for 5.2%. Aaron will contact our account manager and express our interest in this offer.

9. *Drainage Update*

We are still waiting on a second quote for the drainage project. Council has engaged with Trust-It Plumbing to provide this second quote.

10. *Building Envelope and Roof Assessment*

Derek was able to obtain quotes from the three contractors provided by Alana. Strata reviewed quotes from Design Roofing, Neo Roofing and BC Roof Inspections. All three quotes included comprehensive inspections of both flat and pitched rooves and recommendations to address any identified issues. It was decided to proceed with Design Roofing to have this assessment conducted.

As part of the submission process, the contractors were asked to include an assessment of the roofing anchors currently in place, following the feedback received from Aquarius during the gutter cleaning project. Design roofing requested a photo of what was currently in place and noted that on some buildings temporary roof anchors were still installed. These anchors are often installed by roofing contractors but are subsequently removed after more permanent anchors are installed. Design roofing has committed to providing some recommendations on how this can be remedied but noted that permanent anchors are often costly and require an engineer's approval. Derek will inform Design Roofing of our decision to proceed with their inspection and obtain the date(s) for the assessment.

11. *Window Replacement SGM*

(Note: Christopher (Chris) Chatterton from Centra attended for this agenda item only.)

Chris provided a visual demonstration on how Centra would remove the current aluminum framed windows and replaced them with new vinyl windows, manufactured by Centra. He noted that the work would likely take several months. The usual approach would be to remove and replace windows for a single unit before moving on to the next. He noted that two teams might work simultaneously on this project. Each unit will likely take between 2-3 days to complete and indoor access will be needed during that time. In preparation for the work, owners would need to remove window blinds and move large furniture away from the windows during the construction. Chris has committed to attending the complex for an 'open house' to show the windows that will be installed and answer any questions owners may have. This 'open house' would likely be 2-3 weeks before the Special General Meeting (SGM).

In terms of next steps, council will be conducting a complex-wide 'window' count with Chris to ensure that the quoted price is accurate. Once the final quotation is provided, council will look at possible payment schedules before setting a date for the SGM. Council is targeting mid-late April for the SGM.

12. Owner Requests for Exterior Building Modifications

Aaron informed owners of the decisions made at the last meeting. No new requests have been received.

NEW BUSINESS

13. Moss Removal and Window Cleaning

Fayyaz obtained a quote from Aquarius Window Cleaning to have the windows cleaned and the moss on the rooves removed. The cost to remove the moss, using dry scrubbing only, would greatly exceed the annual budget for this work. It was decided to proceed with the cleaning of the exterior windows (to be scheduled in May and dependent on the results of the SGM) and depending on the recommendations of the roofing assessment, decide if we should proceed with moss removal in the future. Fayyaz will reach out to Aquarius to accept the quotation and tentatively schedule the window cleaning.

14. Reminders – Carport Cleaning

Council discussed the need for complex-wide carport inspections. It was agreed that there would be benefit in conducting these inspections in the spring. Dates for the inspections will be determined at the next meeting and communicated to the owners in advance.

15. Updates to Strata Rules

Derek noted that the Strata Rules currently posted to the website do not include several recent changes approved at the Annual General Meeting. There are also several other areas that need to be updated to reflect process changes (e.g. maintenance fee payments). Derek has volunteered to review the currently posted rules and provide council with a revised version for feedback and adoption. It was noted that any changes to strata rules come into effect immediately; however, the rules still need to be ratified at the next Annual General Meeting.

Meeting was concluded at 9:45pm.

Next meeting is tentatively scheduled for March 12, 2024.