

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

March 12, 2024

HELD IN PERSON

**COUNCIL IN ATTENDANCE**

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

*\*Attended Virtually*

**CALL TO ORDER**

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

**STANDING BUSINESS**

1. *Approval of previous meeting minutes (February 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*

Due to poor communication from our account manager at Scotiabank and the limited availability of council members to attend the branch during the week, signing authority changes have not been finalized. Fayyaz and Michael will attempt to schedule a time in the coming weeks to attend the branch and finalize the documents.

Council has informed Georgeson of the decision to collect the outstanding monies owed to the Strata and are currently waiting on a cheque.

4. *New Strata Member Onboarding*

Council members have now been provided with access to the email inbox to ensure there is appropriate coverage during absences and to communicate urgent messages.

5. *Landscaping Update*

Alana was informed by Beaudry (landscaping contactor) that the landscaping (railway) ties required to repair the retaining wall at 9065 Moorside Place are no longer available. They are currently sourcing other options before providing a quote to complete the work.

At the request of council, Beaudry provided a quotation to complete the following work:

- a) Add topsoil to the signage boxes around the complex (three areas).
- b) Provide and spread bark mulch under shrubs, trees, and rhododendrons around complex's common areas.
- c) Build and install new boxes for the four signs around the complex. Removal of current boxes also included.

Council reviewed and approved the quotation provided. Alana will inquire as to whether, during the installation of the new boxes, the sloping signs can be straightened and shored up.

Finally, council will request that Beaudry also remove some of the yard debris around the complex that has been historically left. Concern was raised about larger debris (tree branches, etc.) that may pose a fire risk during the warmer months, if left unattended.

## **PREVIOUS BUSINESS**

### **6. *Rentokil contract termination and trap collection***

We have not received any further feedback from Rentokil since the correspondence received last month. Council notes that Rentokil's traps have yet to be removed from the complex.

Council also discussed correspondence from an owner on Braemoor regarding an on-going rodent problem. Previous records and meeting minutes were reviewed to determine if there were any previous issues noted for the unit and nothing was found. Council has historically contracted pest control services to address possible entry points into the unit and, if required place traps around the buildings; however, pest and rodent control measures inside the unit have been left to owners. A consistent approach was used in this circumstance as Rentokil was brought in to review the exterior of the building and eliminate possible entry points. Council members also volunteered to share traps and other devices, they have previously used, with the owners of the unit to aide in resolving their problem.

### **7. *Electrical Capacity Assessment/Survey***

There was nothing to report at this time as council is still waiting on the reports from ChargeFwd.

### **8. *Investment of CRF Funds***

The paperwork has been prepared by Scotiabank but due to the signing authority delays, the investments have not been finalised.

### **9. *Drainage Update***

Council received a quote from Trust-It Plumbing on February 26, 2024 to complete drainage work in three areas around the complex. The members of council reviewed the quotes from both Trust-It Plumbing and Drainrock and decided to proceed with the plan proposed by Trust-It. The decision to accept the quote was approved virtually on February 27, 2024.

Trust-it will commence the project on Friday, March 15, 2024. It was noted that Trust-It will require the two parking spots located across from 9088 Moorside Place to store the crush gravel required to complete the work. An email with this information will be circulated later in the week.

### **10. *Building Envelope and Roof Assessment***

Design Roofing attended on February 28-29, 2024, to complete their assessment of the rooves on all nine buildings in the complex. A detailed report was provided for council's review on March 6, 2024, which included a quote to complete regular maintenance (recommended on an annual basis) and repair items that require more immediate attention.

The primary purpose of the assessment was to determine if there were any structural or design concerns related to the flat rooves which may have contributed to the significant roof leak

experienced in December 2022. The report did not identify any concerns related to the flat rooves that require immediate attention, nor were any design concerns raised.

The quotation provided was not itemized for the different recommendations provided by Design Roofing. It should also be noted that the total cost of the quotation was well beyond what council has budgeted for roofing repairs and/or preventative maintenance this year. To address this concern, council will request an itemized quotation to determine what can be completed immediately (e.g. repairs) and what may be budgeted for next year (e.g. preventative maintenance). Moss removal was also identified in the report with a recommendation to attend to it annually. As this is the second contractor to raise it as a concern, council will consider budgeting for moss removal next year.

#### *11. Window Replacement SGM*

Council has now received an updated quote from Centra based on a more accurate window count. Aaron and Michael spent time preparing possible payment plans for both inside and outside units and presented the estimated costs at the meeting. Based on the recommendation of Centra, a 10% contingency was added to the total cost per unit to account for wood rot and repairs identified during the removal of the existing windows. The total cost per unit, based on the newest quotation from Centra, was more than \$25,000. Council members voiced concern that this amount may not be feasible for many owners.

Discussion ensued about the possibility of obtaining additional quotes. For historical context, last year council obtained quotes from three separate contractors. One quote far exceeded the others in terms of cost and was immediately ruled out. When comparing the two remaining quotes (which were similar in cost) it was noted that Centra's quote included the painting and installation of wooden trims around the windows. A decision was made to proceed with Centra at that time based on the information available to strata.

A member of council has now received a quotation from another contractor, Vinylco Windows, which is significantly less than that provided by Centra, and it seems to offer a similar service. This quotation had not been provided to all members of council for review prior to the meeting. To ensure the quality of the products and services of the new quotation, further research will be done by strata. Council may also seek out another quotation to ensure they are making the most informed decision, before proceeding to a special general meeting (SGM).

Council acknowledges that this will delay the planned SGM tentatively scheduled in April; however, it was felt that this decision was in the best interest of the owners.

#### *12. Moss Removal and Window Cleaning*

Based on the delays noted above, council has scheduled Aquarius to complete the window cleaning of the complex the week of May 6-8, 2024.

#### *13. Reminders – Carport Cleaning*

Council has decided to proceed with an inspection of carports and electrical rooms the weekend of April 13-14, 2024. Aaron will send out a reminder to all owners asking that carports are compliant with the strata rules and that personal items are not stored in the common property electrical rooms. The results of the inspection will be reviewed at the next strata meeting and

owners found not in compliance will be provided written reminders to address their specific deficiencies.

*14. Updates to Strata Rules*

Nothing to report – a review of the strata rules has been deferred to the next meeting.

**NEW BUSINESS**

*15. Asphalt Repairs*

Council received a verbal quotation from Robin (an owner and employee of BA Blacktop) to obtain some asphalt to patch the sagging areas on the Moorside bridge. Robin would also provide volunteers to pack the asphalt with his supervision. Council stated their appreciation of Robin's offer and approved the proposed work. It was noted that this work is ideally done when the weather is warmer, so it will be scheduled based on Robin's availability in late Spring or Summer.

Meeting was concluded at 9:45pm.

Next meeting is tentatively scheduled for April 16, 2024.