

**MINUTES OF THE MEETING OF STRATA COUNCIL**  
**STRATA PLAN NW 2040**  
December 4th, 2024  
HELD IN PERSON

**COUNCIL IN ATTENDANCE**

Derek Martinig - Strata Chair & President  
Stephanie Salbach - Treasurer  
Guilherme Camillo - Secretary  
Alana Prociuk - Landscape Liaison  
Fayyaz Fatehali - Maintenance Liaison

**REGRETS**

N/A

**CALL TO ORDER**

Meeting was called to order by the Strata Chair at 7:05pm.

**STANDING BUSINESS**

1. Approval of meeting agenda  
The agenda was reviewed and approved.
2. Approval of previous meeting minutes (October 2024)  
The minutes from the previous meeting were reviewed and approved.
3. Council transition plan & welcoming of new Council members
  - a. Assignment of strata council roles
    - i. Council has discussed its organization for the coming term and has assigned roles for each member. Alana and Fayyaz are continuing on their current roles as both Landscaping and Maintenance Liaisons, respectively Derek has stepped into the role as President. Guilherme takes over as Secretary while Stephanie joins as a Treasurer.
  - b. Signing authority & transition of miscellaneous accounts
    - i. Council has discussed the necessary steps that it has to take to transition the signing authority over to the next relevant members. Both Derek and Stephanie will reach out to Aaron and Michael, our former President & Treasurer to start the process, and get the required forms submitted to ScotiaBank for processing.
    - ii. Council has discussed the transition plans of other accounts such as the email address and website hosting accounts. Guilherme and Derek are to follow up with Aaron on this matter.
  - c. Thank-you gifts for exiting council members.
    - i. Council has discussed giving appreciation gifts for the departing council members. Alana and Stephanie have volunteered to organize the gifts. The incoming council

also wanted to express their gratitude for the contributions of Aaron, Michael and Kieron over the past several years.

4. Landscaping updates

- a. Alana reported that Barlett was on-site in late October and completed the tree pruning around the complex. The other projects around the complex, to be performed by Beaudry Landscaping, have now also been completed.

## **PREVIOUS BUSINESS**

5. Ongoing miscellaneous repairs

a. Roof repairs

- i. The council was updated on the completion of the inspection and necessary sealant application by Neo Roofing on November 27th. The invoice for this work is still pending. Additionally, as directed in the last AGM, Neo Roofing has been asked to provide an extended report on the completed work to address the potential concerns raised by owners. Council is hopeful that the information included in the invoice by Neo Roofing will include a detailed summary of the work completed which will then be shared with all owners.

b. Asphalt repairs

- i. Minor repairs to the deteriorating asphalt on the Moorside car bridge were completed by Fayyaz in the Fall. Council acknowledges that a more comprehensive inspection of the bridge is still needed and will seek out the expertise of an engineering firm in the new year to conduct that assessment. Fayyaz also spoke to a contractor about a quote for repaving the entire complex. The contractor noted that in addition to resurfacing the asphalt, there would likely be some significant concrete work that needs to be completed. Noting that concrete repairs will certainly increase the cost, Council has still requested a quote with a detailed work plan. This work has not been budgeted for in the current fiscal year and would be for future planning.

c. Building Maintenance

- i. Lower bathroom insulation on 9277 Braemoor: Attila has built a box around above the front door, following the addition of more insulation below the bathroom; This box hasn't been painted yet and has been outstanding for an extended period of it; Council will follow up on finishing this work
- ii. Siding on 9150 Ridgemoor: Siding was rotten, allowing for rodents to get into the building. Work has been completed to accepted standards.
- iii. Siding rot on 9057 Moorside: Work has been completed to accepted standards.

- iv. Stair sealing: Council will confirm what is still pending from the work that was initiated last year and determine what additional materials are required. This work will be scheduled for Spring 2025, when weather permits.

6. Website updates/standing issues:

- a. Council has informed Guilherme that there are meeting minutes from 2022 incorrectly tagged under 2023;
- b. Newly approved minutes (October 2024) needed to be posted
  - i. Both items were addressed right during the meeting, no action items were carried over.

**NEW BUSINESS**

7. AGM Follow-up:

- a. Approval of draft minutes. Approved with no comments. The draft minutes will be circulated to the owners with the meeting minutes from the October council meeting with a reminder that AGM minutes are not 'approved' until the subsequent AGM (2025);
- b. Once Stephanie is up to speed with respect to the treasurer duties, she will Inform Marsh&Marsh of the transfer of excess funds from the 2023-2024 operating budget to the CRF as approved at the AGM.
- c. The Strata-fees increase of 2%, as approved at the AGM has been updated in the Scotiabank system by Aaron and the outstanding balance from previous payments (where the increase had not been applied) has also been processed.
- d. Obtain depreciation report – Council will look to follow-up with the previous depreciation report provided in the new year and/or obtain new quotations for a new depreciation report.
- e. Obtain building envelope assessment and asset management plan – Council will also investigate the costs of both building envelope assessments and the development of an asset management plan starting in 2025.
- f. Engineering assessment of bridge – see item 5b above.
- g. Patio and carport lightning replacement – Based on the feedback of the options proposed at the AGM, Council will look for other lighting options to replace the fixtures in both carports and back patios. Council will seek the advice of an owner in the complex with extensive lighting and electrical experience, prior to making any final decisions.
- h. Sign remediation – Council discussed the preferred option approved at the AGM, which was to remediate the signs when possible. It was noted that the Mountain Gate complex sign is almost completely rotten, likely requiring a total replacement. Council will look into costing different sign options, including like-for-like repairs, in the new year.

- i. Draining regrading – Council has already engaged with Trust-It Plumbing regarding the ineffective drainage that was installed in two areas last year. Trust-it has committed to remedying the issues and is currently in dialogue with Fayyaz on a plan.

#### 8. Green bin duty.

Stephanie discussed relieving Aaron from being the sole owner responsible for green bin duties on Moorside. Discussed the system used by the owners on Ridgemoor, where owners share the responsibilities and collaborate over a green bin schedule. Guilherme, Alana and Faayaz have then demo'ed the system used at Ridgemoor; Guilherme has volunteered to build a new schedule for 2025, while also making it available on the website. Council was in agreement that a callout of volunteers on Moorside would be sent out with the suggestion of sharing duties like Ridgemoor. Braemoor residents would also be asked if they want to share the responsibilities;

#### 9. Window project 2025

Following the AGM, several owners approached Strata about the possibility of replacing their unit's windows, without Strata's oversight or a complex-wide project. Council acknowledged the desire of many owners to upgrade their windows, especially with opportunities to obtain rebates still available. However, significant concerns were raised about the following:

- i. Who would be responsible for any building envelope repairs that are identified during the replacement of windows. These repairs would likely fall to the Strata to complete, but these repairs could be costly and if not budgeted for, could greatly hinder Strata's other fiscal responsibilities.
- ii. Council would need to create rules related to the window type and trim design. If a window manufacturer, selected by Strata, is no longer in business, there may end up being different window types or styles, which is not consistent with Strata Bylaws and Rules around consistent appearances.

Council discussed several other risks associated with delegating this work to individual owners and did not feel it was prudent to pursue these requests.

#### 10. Table Removal

A table has been left on common property at Ridgemoor with a "free" sign on it. Council noted that the City of Burnaby has an excellent large item removal service, which would include tables that are free to residents. It is not appropriate to leave any item on common property for an extended period of time (unless scheduled for pick-up). Council is hopeful that the table is removed in the coming days, and will remind owners that this practice is not acceptable, if not removed.

Meeting was concluded at 8:09 pm.

Next meeting is tentatively scheduled for January 15th, 2025