

**MINUTES OF THE MEETING OF STRATA COUNCIL**  
**STRATA PLAN NW 2040**  
January 15th, 2025  
HELD IN PERSON

**COUNCIL IN ATTENDANCE**

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

**REGRETS**

Fayyaz Fatehali - Maintenance Liaison

**CALL TO ORDER**

Meeting was called to order by the Strata Chair at 7:02pm.

**STANDING BUSINESS**

1. Approval of meeting agenda: The agenda was reviewed and approved.
2. Approval of previous meeting minutes (December 2024): The minutes from the previous meeting were not yet ready for review on the day of the meeting. Guilherme took an action item to work on them over the coming days and will have them published to the strata's website.  
*Subsequent Action - The minutes were provided to the council shortly after the meeting and were approved.*
3. Council transition plan and Welcome of new Members
  - Signing authority transition completed: The necessary documents have been signed and submitted to the bank.
  - Access to strata fee collection service: Stephanie confirmed that she has access and is familiarizing herself with the system.
  - Strata email address access: Derek shared the access details with the current council members.
  - Reimbursement of gifts for former council members: Alana and Stephanie to provide receipts for processing.
4. Landscaping updates: Alana updated the council members on some areas of the complex that need landscaping work, however she has had difficulty reaching the contractor. At the time of the meeting, the details of the contract are unclear. Council will attempt to find a copy of the existing contract and provide it to Alana. Alana will reach out to our contractor (Beaudry Landscaping) regarding the removal of a dead tree and some dying hedges on Braemoor. We will also request some replacement options from the landscaper, if the hedges are to be removed.

## 5. Finance updates

- Change account type at ScotiaBank: Council was informed that ScotiaBank is offering the strata a different account type, which yields better interest rates than the current one, with no extra costs. Scotiabank noted that due to our significant balance, we were eligible for this new account. Council has discussed the details and agreed on upgrading the account, as there were no downsides in doing so. It was also noted that the quoted interest rate was similar to that of the GIC which will be maturing in the Spring. Council decided that there was no benefit to reinvesting in a new GIC at this time.
- With the transfer of ownership at 9081 Moorside, the former owner has requested a stop payment order on their account. This action has been completed, and all automatic payments have been canceled.

## PREVIOUS BUSINESS

6. Roofing Repairs: Council received the invoice from Neo Roofing shortly after its last meeting. The invoice provided a detailed summary of the repairs that were completed including:
- An assessment of all flat SBS membrane rooves, including removal of perimeter cap flashing and inspection of membranes.
  - When areas where the membrane was not complete at corners and around scuppers, Neo repaired these areas with high quality polyether sealant before replacing the existing cap flashing.

These improvements will significantly enhance the durability and safety of our buildings. Council is also confident that the concerns raised prior to and at the AGM have now been addressed. This information was communicated to the owners on December 14, 2024, by email.

7. 9065 Moorside Window Repair: Council confirmed that the bathroom window at 9065 Moorside was not repaired in the Fall, as originally thought. We have subsequently engaged with the owner and discussed next steps on getting this to resolution.
8. Stair sealing project: No update at this time. Council will revisit the resealing of the stairs in the Summer months.
9. Website updates
- Guilherme was informed that some links on the Forms & Reports page won't lead anywhere and others should not be included (e.g. Form F/B). He then took an action item to fix these accordingly, where needed.
  - During the above discussion, the council also noticed that AGM minutes for both 2023 and 2024 were not available on the website. Derek will provide Guilherme with the approved copies of the AGM minutes, and he will update the website accordingly.

10. AGM Follow-up:

- Inform Marsh & Marsh of the transfer of excess funds to CRF; Stephanie will provide the accountant with a copy of the draft AGM minutes confirming the transfer of operating surplus from fiscal year 2023-2024 into the CRF.
- Drainage regrading on Moorside & Braemoor: Fayyaz has engaged Trust-it Plumbing, who are due to come back to the complex and reassess the issue. No further updates at this time.

11. Green bin duty on Moorside: Strata would like to express its gratitude for Dan, the tenant at 9062 Moorside, for volunteering to manage the weekly green waste recycling on Moorside.

## **NEW BUSINESS**

12. Water egress on 9145 Ridgemoor:

- In early January, council was informed by the owner at 9145 Ridgemoor regarding a leak from their roof. The water egress causes some damage to the ensuite bathroom ceiling.
- The owner engaged Attila, who completed an initial inspection but could not determine the source of the leak. Attila noted that the water build-up may be the result of excess condensation in the attic space.
- Council completed its own inspection and contracted Neo Roofing to conduct a further assessment of the roof and attic space. Neo Roofing was unable to identify a specific cause for the water egress but noted that there was some sealant around a roof vent that was deteriorating. Neo resealed the area and advised the owner to leave the ceiling open (without any drywall or insulation) to facilitate leak detection if the issue persists. On the day of the inspection, it was not raining which impeded the contractor's ability to fully assess where the water may be coming from.
- Council will continue to monitor the situation with the owners and will re-engage Neo Roofing, if necessary.

13. Patio and Carport lightning replacement: Stephanie has engaged with Steve, an owner on Braemoor, to obtain information on three different options for LED fixtures that could be used to replace the current ones in carports and backyards of strata units. Council discussed each option and unanimously agreed on one (<https://catalog.vaxcel.com/vic/e/1/product/1718765>). Council believes this fixture is similar to the existing fixtures and offers more light and better motion sensor technology/settings.

Next steps: Council will review the budget for the project and obtain quotes from electricians to have them installed.

Meeting was concluded at 7:52pm.