

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

COUNCIL IN ATTENDANCE

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

REGRETS

Fayyaz Fatehali - Maintenance Liaison

CALL TO ORDER

Meeting was called to order by the Strata Chair at 7:15pm.

STANDING BUSINESS

1. **Approval of meeting agenda:** The agenda was reviewed and approved.
2. **Approval of previous meeting minutes (March 2025):** The minutes from the previous meeting were reviewed ahead of the meeting and approved. They will be published on the website shortly.

PREVIOUS BUSINESS

3. **Landscaping updates:** Alana met with Beaudry Landscaping on April 1st for a walkthrough of the complex to identify necessary work. The following items were noted:
 1. Removal of a dead tree on Braemoor and clearing of underbrush
 2. Replacement of dead hedges on Braemoor
 3. Removal of the rotting flower box on Moorside
 4. Removal and potential replacement of a dead hedge obstructing visibility near 9061 Moorside

Beaudry will provide quotes on items 1 through 3 . For item 4, council will request, from Beaudry, some options to address the hedge at 9061 Moorside Place (e.g. relocation, trimming, removal and replacement, etc.). Council will also look into whether a permit is needed to remove the dead tree on Braemoor.

4. **Finance updates:**
 - **Delays on Q2 Financial updates:** Council was informed that **Marsh & Marsh** has not yet provided Q2 financial updates due to staffing shortages and the quarter ending at the same time as personal tax season. An updated report is expected by May.
 - **Strata Funds Investment:** As the Strata's previous GIC investment has now matured, **Scotiabank** presented four renewal options:
 1. Transfer funds into our dual-rate investment account (2.15% base rate + 1% fluctuating)

2. 1-year cashable GIC at 2.25%
3. 13-month non-redeemable GIC at 3.00%
4. 2-year non-redeemable GIC at 3.05%

After careful review, council agreed to reinvest the \$50,000 as described in **Option 3**. Scotiabank will be informed of the decision in the coming days.

5. Building maintenance

- **Window Repair at Moorside:** The owner has been connected with Attila, who will coordinate directly with them to schedule the necessary repair work.
- **Painting/Trim Work at 9277 Braemoor (Below Bathroom Window):** Council followed up with Attila, who acknowledged the outstanding work and agreed to return to complete it. A specific date for the work has not yet been confirmed.
- **Roof Leakage at 9247 Braemoor:** Replacement of shingles and final repairs were completed on March 6th. The owner has been notified, and no further concerns have been raised.
- **Gutter Leak/Overflow at 9081 Moorside:** Council was informed that during the recent rain, the back gutters at 9081 Moorside were overflowing/leaking. Attila was asked to inspect the area and will complete the work when next on-site.

6. Patio and carport light fixtures replacement:

- FlashTech completed the installation work on **April 15th**. Council was very satisfied with the contractor's timely execution and overall professionalism, particularly the cleanliness and care taken during the work.
- Several owners have since reached out to express their appreciation and to request the contractor's contact information. Interested parties can reach **Parham** at **604-616-6965**.

7. Electrical rooms lock replacement:

New locks for the nine electrical rooms have been ordered and are expected to be delivered in the coming weeks. Council has decided to proceed with the installation independently, rather than engaging a general contractor for this task. Owners will be reminded to remove their personal belongings from the electrical rooms prior to the lock replacement.

8. Depreciation report:

Derek provided an update on the progress of the depreciation report. At this stage, Council is awaiting Strata Engineering Inc. to schedule their on-site visits to begin the assessment. While the project is still within the originally provided scheduling timelines, council will follow up with the firm to ensure continued progress.

- 9. Engineering Assessment of Bridges:** Engineers from Context Engineering attended the complex on March 17, 2025 to inspect both the vehicular bridge on Moorside and the footbridge connecting Moorside and Ridgemoor. The engineer's report was provided on April 13 and reviewed by Council. The report included several recommendations; more specifically further inspection of the vehicle bridge. The report noted the degradation of the embankment on the Moorside side of the footbridge which has already been brought to the attention of the City of Burnaby. Due to the proximity to the creek, Council is unable to address the embankment concerns independently.

As the recommendations require a general contractor (with experience in roadways) working with the engineering firm, Council will look to obtain quotes from contractors to determine a global budget for the project, to be presented at this year's AGM.

- 10. Carport Inspections:** Council agreed that unannounced carport inspections would be completed sometime in the month of June. A general notice will be provided to all owners in May, but specific dates and times will not be noted. Owners are encouraged to proactively review the strata rules and ensure their carports are in compliance.

- 11. Window Cleaning:** Aquarius Window Cleaning completed the annual window cleaning of the complex on April 2, 2025. Only two deficiencies were identified, one of which was not addressed. Council will ask that they return to address the one remaining window on Ridgemoor. Otherwise, Council was happy with the quality and efficiency of the work.

- 12. Drain Tile Blockage (three areas):** Council reviewed a quote from Trust-It Plumbing to address the three blocked downspout drains in the complex (9054 Moorside, 9062 Moorside, 9150 Ridgemoor). After reviewing the quote and scope of work, Council felt it was prudent to obtain quotes from several other service providers before proceeding with the work.

NEW BUSINESS

- 13. Stair cleaning and sealing:** Council revisited the discussion on cleaning and resealing the complex's staircases. While this work had previously been attempted by council members on a volunteer basis, it was agreed that due to current availability constraints, council will now seek a contractor to carry out the work.

- 14. Creek bed erosion:**

- In connection with ongoing discussions regarding the engineering assessment of the vehicle bridge on Moorside, council has followed up with the City of Burnaby to address owner concerns about erosion and moving boulders in the adjacent creek bed.
- The City has informed council that a crew was dispatched to inspect the area and reported no issues. However, in order to obtain a formal report of the inspection, a Freedom of

Information (FOI) request must be submitted at a cost of \$10. Council agreed to proceed with the request, which will be submitted in the coming weeks.

15. Spot inspections of roof shingles:

- Over the past few meetings, council has discussed the possibility of proactively identifying other potential roof leakage points around the complex—particularly those related to shingle nail issues, similar to the ones recently addressed at **9145 Ridgemoor**.
- Council reached out to **Neo Roofing** to inquire about the feasibility and value of performing targeted spot inspections. While Neo provided a quote for the work, they strongly advised against proceeding, noting that such inspections offer no guarantee of detecting future issues and may not yield actionable results.
- After reviewing Neo's feedback and weighing the cost-benefit of the proposal, **council agreed not to pursue this matter** further at this time.

16. Electrical planning report: Council discussed the Strata Property Act requirements for obtaining an Electrical Planning Report (EPR) and the associated costs (~\$4,500). Given the significant expense, Council does not feel it is appropriate to proceed with this report at this time. The matter will be raised with owners at this year's AGM

17. Door locks and door painting:

- An owner inquired about the Strata's responsibility for replacing the deadbolts on their main door. After researching the matter, Council determined that the Strata is responsible for this replacement as doors are limited common property within the Strata Bylaws. Council will reach out to the owner to discuss and approve a budget for the replacement.
- Additionally, there have been inquiries from other owners regarding the replacement and/or painting of doors. Council discussed both options and agreed to obtain quotes for both options. Once the quotes are received, Council will assess the next steps and communicate with the owners accordingly. It is anticipated that this will be another agenda item for this year's AGM.

Meeting was concluded at 9:05pm

The next meeting is tentatively scheduled for mid-May 2025.