

# **MINUTES OF THE MEETING OF STRATA COUNCIL**

## **STRATA PLAN NWS 2040**

June 18<sup>th</sup>, 2025

HELD IN PERSON

### **COUNCIL IN ATTENDANCE**

Derek Martinig - Strata Chair & President

Stephanie Salbach - Treasurer

Alana Prociuk - Landscape Liaison

Fayyaz Fatehali - Maintenance Liaison

### **REGRETS**

Guilherme Camillo – Secretary

### **RECORDER OF MINUTES**

Zoe Martinig (non-voting attendee)

### **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 (May 2025)*

The minutes from the previous meeting were reviewed and approved.

3. *Landscaping updates*

- a. Hedge removal (9061 Moorside): The owner has voiced concern that the hedges adjacent to their driveway visually impair drivers from entering/exiting the unit. The owner noted a close call over the weekend with children who appeared from out of sight while exiting the carport. Strata acknowledged the safety concerns raised by the owner and have approached our landscaper about possible solutions, including removing the hedges completely. Beaudry has attended the sight and proposed trimming the hedges like a tree to remove the visual obstruction while maintaining the hedges. This work would also be performed as part of the monthly maintenance agreement. Council agreed with the proposed plan; however, if the outcome is not visually appealing, would consider removing the hedges completely.
- b. Beaudry has started work rebuilding the large planter box on Moorside. He anticipates completing the project within the week (by Saturday, June 21).

#### *4. Finance Update*

- a. Stephanie provided a monthly Actuals/Budget Statement for Council review, with the most recent transactions included. The imbalances noted were largely due to pending monthly strata fee contributions which will come due over the next few months.
- b. Council reviewed the quarter two financial statements prepared by Marsh and Marsh. All accounts appear in order.
- c. Stephanie also provided an update on the interest accrued by switching to the dual rate interest account earlier this year. We have earned \$2150.42 in interest, not including the returns from our GIC investment (\$257.67).

### **PREVIOUS BUSINESS**

#### *5. Building Maintenance*

- a. Carport Water Line Relocation (9077 Moorside): The water line found outside the building has now been moved back into the wall in the carport. The work was completed by Majano Plumbing to the satisfaction of both the council and the owner. It was noted that prior to commencing the work, the owner agreed to cover the costs of the drywall repairs and painting resulting from the work completed inside the unit.

#### *6. Depreciation Report*

- a. Report received the draft depreciation report from Strata Engineering Ltd prior to the meeting. The report includes five different funding models to address complex-wide repairs (capital projects) over the next 30 years. The funding models do not include annual expenditures for regular maintenance or strata administration (e.g. insurance, accounting fees, etc.). The report's recommended funding model avoids special levies; but instead requires substantive increases in monthly strata fees for five consecutive years. Council discussed the different options and noted several areas that were not included in the report (bridge repairs, drain-tile replacement) which will be discussed with the contractor. Prior to finalizing the report, council will meet with the contractor in mid-July (virtually) to discuss their questions and next steps.

#### *7. Engineering Assessment of Bridges*

- a. Vehicle Bridge Update – Contech Engineering attending the complex over two days (with MetroGold Construction) to complete moisture readings of the vehicle bridge deck. The engineer's report notes that the bridge concrete is saturated despite dry weather for several days. These findings could indicate degradation of both steel support girders and concrete. The report outlines the proposed remediation and breaks down the repairs into two phases. The first phase will address the bridge deck and includes removing asphalt, replacing the waterproof membrane, further inspecting the status of the support girders, installing draining and regrading the asphalt past the bridge onto the driveway on both sides. The second phase involves installing steel beams underneath the bridge deck to reinforce the structure. The report includes the following estimated costs per phase (Phase 1) \$45000 payment, and (Phase 2) \$55,000. Council approved progressing to the next stage of the project which involves drafting detailed engineering plans for the bridge deck repair.
- b. Discussion about contractor options for bridge deck repairs. Few contractors have interest in the project as per inquires to date. The scope of the project seems too small for many

paving companies to consider evening providing a quote to complete the work. In speaking with an owner, familiar with road works, the coordination of the project is also problematic and could be a barrier to having another contractor complete the work. Council decided to proceed with the contractor recommended by the engineering (MetroGold Construction) for the time being but has requested a formal quote to complete the bridge deck repairs, once the detailed engineering plans are completed.

- c. Bridge Responsibilities – The City of Burnaby has confirmed in writing that both bridges are within the Strata Plan and therefore the responsibility of the Strata. That said, the City of Burnaby is still responsible for the degradation of the creek banks which are impacting the integrity of the pedestrian bridge.
  - d. Pedestrian Bridge – Council has finally received a response to the Freedom of Information (FOI) request they filed several months ago to better understand when the City Engineers came to inspect the sluffing banks under the pedestrian bridge. Based on the records provided, it does not appear that engineers attended in the Spring of 2025 when new concerns were raised. The last visit to the complex was in October 2024, after which several large rainfalls caused further degradation to the creek banks. This oversight has been brought to the attention of the city's engineering department, and we are waiting on a further response.
8. *Lock Replacement – Electrical Rooms* – The locks on each of the nine electric rooms have now been replaced. Keys have been provided to BC Hydro so that they can access the rooms without alerting Strata. It was noted that due to vandalism and theft, key lock boxes are no longer used by BC Hydro technicians to store access keys.

***Note: If any owner needs access to the electrical room, please reach out to a member of Strata Council.***

9. *Carport Inspections* – Carport inspections were completed over two days (June 13-14). Council reviewed the information collected during the inspections and noted that overall, compliance was good. The most common problems were chemicals (car maintenance, antifreeze, and bug/rodent sprays), ladders, unauthorized storage units and the storage of items under stairwells. Letters to be owners not in compliance will be drafted and distributed shortly. Owners will be asked to make their carports compliant within 30 days of receipt of the notice.
10. *Drain Tile Blockages* – Majano Plumbing attended on June 2 and 3, 2025 to address the three identified drain tile blockages (9062 Moorside, 9054 Moorside and 9150 Ridgemoor). The contractor found all the drain tiles completely full of roots and dirt (photos were provided for council review). 10-foot sections of the drains at 9062M and 9150R were dug up and replaced, after which 'hydro-jetting' was performed for an additional 20 feet to remove roots and sand. New perimeter drainage clean outs were installed at both locations. It was assumed that the drain line at 9054 Moorside went into- the sump located adjacent to the drain but that was not the case. 'Hydro-jetting' was performed to remove several blockages, but it could not proceed past a tee in the line due to significant debris.

Unfortunately, there are no building plans which show all the sump locations or how each building is connected to the sumps. This information would've greatly assisted the contractor. Council is hopeful that the work completed thus far will resolve the immediate drainage concerns but note

that the larger drainage problem is still outstanding. Council will ask Majano for a quote to address the drainage in the entire complex, which is now over 40 years old. Council will also look at other alternatives to drainage including on-land diversion of water (like systems used in Ontario where underground drain tiles are prohibited).

11. *Complex Pressure Washing* – Due to the large costs associated with the bridge remediation project, council made the decision to defer pressure washing until the next fiscal year.

## **NEW BUSINESS**

12. *Rodents (9057 Moorside)* – Exopest attended on June 18 to inspect and address the rodent issue reported at 9057 Moorside. No exterior entry points were identified but the contractor explained that due to the age of the building it would not be difficult for certain rodents to enter units of our age and type of construction. The contractor treated the inside of the unit and noted that if the problem continues beyond two weeks, to call them back (free of charge). The contractor also recommended a complex-wide preventative maintenance plan going forward. Their proposal included 4 boxes (poison) around each 4-plex which would be serviced monthly. The total monthly cost of \$400 would also include one free in-house service, if needed. Council acknowledged that there has been an increase in rodent reports since Rentokil stopped servicing the complex and will recommend re-instating a complex-wide program at the next AGM.

13. *Backyard Patio Renovations (9140 Ridgemoor)* – Fayyaz explained that he is expecting a delivery of gravel and pavers for his pending backyard patio renovation and would likely need a parking stall on Ridgemoor for several days. Due to the pending bridge remediation project, which will impact parking on Moorside, Fayyaz was asked to provide more definitive timeline for the work and the delivery of the materials.

*Meeting was concluded at 8:05 pm.*

Next meeting is tentatively scheduled for July 16th, 2025