

MINUTES OF THE MEETING OF STRATA COUNCIL

STRATA PLAN NWS 2040

July 16th, 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

CALL TO ORDER

Meeting was called to order by the Strata Chair at 6:30pm.

STANDING BUSINESS

1. *Approval of meeting agenda*

The agenda was reviewed and approved.

2. *Approval of previous meeting minutes (June 2025)*

The minutes from the previous meeting were reviewed and approved.

3. *Landscaping updates*

- a. Hedge removal (9061 Moorside): The problematic hedge was trimmed by Beaudry. The result improved the visibility for the owner, when leaving the carport, and council felt the visual appearance was acceptable. Council will check-in with the owner to ensure their safety concerns are addressed.
- b. Beaudry has completed the large planter box replacement on Moorside; however, the removal of the dead tree on Braemoor is still outstanding. Alana will follow-up with Beaudry to determine when it will be addressed.

4. *Finance Update*

- a. Stephanie provided a summary of the monthly fees that we pay at Scotiabank and noted that they are unable to waive these fees. While not ideal based on our limited use of the bank account, the interest made through our investments and new savings account are more than covering the fees.
- b. Council reviewed the monthly financial statement prepared by Stephanie and the Q3 statements prepared by Marsh and Marsh. No concerns were noted.
- c. Council reviewed the year-end engagement letter provided by Marsh and Marsh and the accountants response to our follow-up questions about timeliness of service. The response

of Marsh and Marsh to our inquiries was not reassuring. While council has decided to retain the services of Marsh and Marsh to prepare the year-end financial statements, we will revisit alternative providers of accounting and/or bookkeeping services for our next fiscal year.

PREVIOUS BUSINESS

5. *Building Maintenance*

- a. Black siding (9062 Moorside): Following a request from a complex owner, Council hired Essential Renovations to conduct an inspection of the black siding above the upper bathroom window at 9062 Moorside. The contractor inspected both inside and outside the unit and confirmed that the black siding was not caused by mold. The contractor returned several days later to complete the repairs of the area.
- b. Leaking hose bids (9061 Moorside and 9088 Moorside): Following reports of leaky hose bids from the owners of the above noted units, Greystone Plumbing was brought in to replace the hose bid in the carport of 9061 Moorside Place and the backyard of 9088 Moorside Place.

6. *Depreciation Report*

Several members of the Council met with representative of Strata Engineering Ltd (SEL) to review the draft depreciation report and some outstanding questions from Strata Members. The meeting was held via Zoom on Monday, July 14, 2025. The SEL's presentation included the process for drafting the depreciation report based on their on-site findings and the materials provided by the Strata Council. They also went over the five proposed funding models, with a breakdown of the year-to-year strata fee increase and/or special assessments involved in each model. They confirmed that the Strata is not compelled to follow any of the proposed models, but instead to use the information provided to inform their decisions going forward. SEL also informed Strata that due to recent changes in the Strata Property Act, an updated depreciation report is required every five years, with no option to defer.

Council requested that several changes be made to the draft report, in terms of capital expenditures, and subsequent updates to the funding models based on these changes. These projects included the bridge repairs (to be completed in 2025-2026), complex-wide drainage repairs and prioritization of a window replacement project (within 3-5 years). SEL noted council's feedback and committed to providing a finalized depreciation report in a week's time (Week of July 21).

7. *Engineering Assessment of Bridges*

- a. Vehicle Bridge Update – Since our last meeting, Contech Engineering Ltd provided council with two different detailed engineering diagrams to address the bridge deck repair. These plans were received on July 6. After further discussion with the engineer, it was determined that option 1 was not feasible. Option 2 involved lateral grated drains along both sides of the bridge. Council acknowledges that we are heavily reliant on the expertise and the opinion of the engineer for this project based on the subject matter.

Council approved the option recommended by the engineer and asked that a quote for the construction related work be provided as a next step.

Subsequent to the Council Meeting

On July 18 (two days after the council meeting), the engineer provided a third option that reduced the number of drainage gates to one that runs across the bridge deck (on the side of the bridge closer to Moorside). This option would better utilize the elevation change from the road to the end of the bridge and requires less material. Council reviewed and approved this proposed design.

8. *Carport Inspections* – In response to the carport notices that were distributed on June 27, an owner requested a strata rule exemption to maintain a larger carport storage box. As a reminder, carport storage boxes are permitted but they must meet the following criteria:

Storage boxes, also known as outdoor storage deck boxes, made of polyethylene or resin construction in black, grey, tan to dark brown or mid green tone or darker measuring no more than 30 inches deep by 72 inches wide by 30 inches height may be placed at the end or side wall of a carport.

While council appreciated the intention of the owner, to keep a tidy carport, concern was raised over setting an unmanageable precedent. Council will inform the owner of their decision not to approve the exemption but will commend them for their willingness to maintain a tidy community. The owner will also be informed that should they want to propose a rule amendment, they could do so in advance of the upcoming AGM.

NEW BUSINESS

9. *Owner Requests for Upgrades/Modifications to limited common property* – Council approved the following owner requests virtually on July 2, 2025.

- a. *Bathroom exhaust fans/vents at 9285 Braemoor Place*
- b. *Attic upgrades at 9285 Braemoor Place*
- c. *Backyard Patio Renovations at 9150 Ridgemoor Place.*

Council's approval for these projects is contingent on the owner(s) submitting an Assumption of Liability Agreement, which includes providing proof of City of Burnaby permits, contractor details and timelines for the work to be performed.

10. *2025 AGM Planning* – With the fiscal year coming to an end on August 31, 2025, Council has started planning for the Fall AGM. Council was informed that some current members would likely not be returning for another year. These members were asked to confirm their intention in the coming weeks to aid in the recruitment of new members. Regardless, council was short two members over the past year. We invite anyone interested in helping to contact a member of council.

Due to difficulties booking meeting rooms at Forest Grove Elementary, it was decided that the AGM would be hosted at the same venue as last year, the St. Stephens Anglican Church on Cameron Street. Council is aiming for an early October date, but the meeting date is contingent on receiving finalized financial documents from Marsh and Marsh.

Derek and Stephanie will continue to work on a budget for next year, based on the recommendations of the depreciation report, and will look to prepare a longer-term budget for owner feedback at the AGM.

Finally, council will send out a call for agenda items in mid-August for the AGM. The advance-notice call-out will enable council to better prepare for discussion items at the meeting and if required, prepare information handouts/briefing notes for distribution before the meeting.

11. *Electric Planning Report* - In British Columbia, an Electrical Planning Report (EPR) is a newly mandated requirement for strata corporations with five or more units. It's designed to help communities understand and manage their building's electrical capacity—especially as demand grows for things like electric vehicle (EV) charging stations, heat pumps, and other electrification upgrades. ([Strata electrical planning report - Province of British Columbia](#)). To address this requirement, Stephanie sourced quotes from several contractors and prepared a summary of her findings for Council's review. The quotes ranged from \$4,500-\$6,825 (not including tax) and this information will help with budgeting for this item in the future. It should be noted that Council acknowledges the importance of completing this requirement and will bring forward a motion to approve this expense in the next fiscal year.
12. *Insurance Policy* – The year two appraisal of the strata complex was provided by Sun Life Financial on July 15, 2025. Council reviewed the appraisal, and finding nothing out of sorts, forwarded it along to our insurance broker to update our complex policy for 2025-2026. Council expects an updated policy before the end of August.
13. *City of Burnaby Large Item Pick-Up* – It has been brought to the attention of Council that several owners have left large items, for pick-up by the City of Burnaby, at the entrance to Moorside Place. While the entrances to Moorside, Braemoor and Ridgemoor are where the weekly recycling is picked up (including green waste), large item recycling should be stored in owner's carports.

Leaving bulky recyclables at the front of the complex not only looks unsightly but can result in people from other complexes or communities dumping items in our common areas. While the City of Burnaby often states that it will pick up these large items promptly, several weeks can go by before a truck is scheduled to remove the item(s). We have also confirmed that City staff will pickup these items at owner's homes, you do not need to leave them where other recycling materials are picked up.

A reminder will be sent out shortly asking that mattresses and other large items be brought into carports while they wait to be picked up.

Meeting was concluded at 7:18 pm.

Next meeting is tentatively scheduled for August 13th, 2025