

**MINUTES OF THE MEETING OF STRATA COUNCIL
STRATA PLAN NW 2040**

November 22, 2025
HELD IN PERSON

COUNCIL IN ATTENDANCE

Derek Martinig	Strata Chair & President
Stephanie Salbach	Treasurer
Danielle Gibbons	Secretary
Alana Prociuk	Landscape Liaison
Fayyaz Fatehali	Maintenance Liaison
Brent Chadwick	Member-at-Large
Wendy Zhong	Member-at-Large

CALL TO ORDER

Meeting was called to order by the Strata Chair at 11:32 a.m.

STANDING BUSINESS

1. **Approval of meeting agenda:** The agenda for the meeting was circulated and reviewed, with one additional discussion request from Fayyaz regarding electric vehicle charging. The agenda was approved as presented.
2. **Approval of previous meeting minutes** (September 2025): The minutes from the previous meeting were reviewed and approved.
3. **Action item review:** Council revisited the list of outstanding action items.
 - a. Former council member Gui to provide instructions to Derek and Danielle on uploading content, including past meeting minutes, to the Strata website.
 - b. Stephanie to explore options for a new accountant, including quotes, with potential referral options to be provided by Fayyaz, Wendy and Alana.
 - c. Fayyaz spoke with Fisheries seeking instructions on remediation steps in connection with the creek bed erosion surrounding the pedestrian bridge. Fayyaz will speak with his contact about coordinating an on-site visit.

PREVIOUS BUSINESS

4. **Finance updates:** Stephanie reported all Strata fees have been caught up, including the retroactive Strata fees due for September and October. November Strata payments will proceed with the newly approved fees established at the AGM. Stephanie reported a quiet first quarter with all vendor payments made.
5. **Landscaping updates:** A new landscaping contractor quote from Jim's Mowing was received and reviewed by Council. Alana met with Jim's Mowing and performed a walkthrough of the complex. Council discussed scope of potential work to be performed. Alana to request Jim's Mowing to provide references and/or address of where they are currently doing Strata work, and confirmation of capacity for additional projects around the complex (e.g. hedge replacement).
6. **Building maintenance:** Roof leaks reported at 9081 Moorside and 9247 Braemoor were resolved through Neo Roofing, with the owners reporting satisfaction with the work completed. Derek to follow-up with 9081 and 9093 Moorside regarding reported gutter drainage issue

resulting in waterflow. Fayyaz to speak with Aquarius to receive quotes for window cleaning and pressure washing in the spring.

7. **Cloud-based storage for Strata records:** Derek reported a successful shift of the strata email account from Yahoo to Gmail. Former council member Gui has saved historical strata records to the Gmail cloud-based storage, from the pre-existing portable hard drive. There are currently two banker boxes of historical paper records which Derek will scan to electronic format and save to the Gmail cloud-based storage.
8. **Vehicle bridge repair:**
 - a. Strata's insurance provider, CanWest Claims Inc., formally denied in writing Claim No. 62453 submitted by Council in connection with the structural damage to the vehicular bridge discovered on April 1, 2025.
 - b. Council discussed the ineffective communication and lack of progress from Metrogold Building Corporation (contractor) and Contech Engineering Inc. (construction supervisor) regarding the vehicular bridge project. Council received additional work assessments and engineering and construction cost quotes from Metrogold and Contech, including change orders, outside of the original quotes provided and agreed upon. Due to multiple breaches of the agreed-upon terms, including failure to perform work in accordance with the contract and the inability to complete the project within the agreed-upon budget and timeframe, Council agreed to provide notice of termination of contracts with Metrogold and Contech. Derek will write letters to provide formal notice of termination and stop work. Fayyaz and Brent will ensure construction material purchased and owned by the Strata will be safely secured.
 - c. Alana will contact Majano Plumbing to request a quote to complete the linear drain portion of the project. Council will work on obtaining new quotes for the construction aspect of the project to be completed in the spring. Council has requested a refund for constructions costs paid in advance, where services have yet to be provided. If a refund is refused, council will seek legal advice on how best to proceed.

NEW BUSINESS

9. **Gutter cleaning:** Successfully completed by Aquarius between November 17-21, 2025. Fayyaz reported a positive experience with Aquarius. Strata advised all owners to report any deficiencies in gutter cleaning by November 26, 2025. Fayyaz to contact owners of 9265 Braemoor, 9093 and 9045 Moorside regarding reported gutter leaks.
10. **Pest control:** Council reviewed quotes from Exopost Ltd. and Westside Pest Control. Quotes received were comparable in terms of scope and monthly fees and after review, council agreed to proceed with Westside. Fayyaz will request Westside a formal contract for review and signature. Rentokil came to inspect a potential wasp nest at 9045 reported but no wasp nest was found. Fayyaz will speak with Westside regarding old Rentokil pest traps, specifically removal and/or repurposing.
11. **AGM follow-up:**
 - a. Derek confirmed the assignment of current Council members.
 - b. The draft 2025 AGM minutes were reviewed by council with no amendments or comments. The draft AGM minutes and approved 2025-2026 budget will be provided to Marsh & Marsh. Council approved the AGM minutes to be held in draft until the 2026 AGM.
 - c. Stephanie provided quotes from Paralynx Engineering, ChargeFWD and Prism Engineering in connection with the provision of an Electrical Planning Report approved

at the AGM. Council agreed to proceed with ChargeFWD and Stephanie will request a turn around time for the report.

- d. Stephanie to schedule a meeting with legal counsel recommended by CHOA to discuss Strata's legal obligations surrounding requests from owners to personally alter the building envelope, including doors and window replacement, in addition to the cost implications for future door and/or window replacement projects. Stephanie to also discuss the potential revision of Strata's Indemnity Agreement to include any required liability language.
 - e. Fayyaz, Stephanie and Alana to request quotes from Jim's Mowing and Aquarius for pressure washing. The work to be performed in the spring.
 - f. Danielle will explore Duty to Accommodate provisions to be considered for future AGM or SGM notices in connection with any requests for accommodation.
 - g. Former council member Gui to provide instructions to Derek and Danielle on uploading new Strata Bylaws and AGM Minutes to the Strata website.
12. **Landscaping request:** A request was received from the owner of 9066 Moorside to buy soil and maintain the central flower box on Moorside Place. Council approved a \$100 budget to purchase soil and thank the owner of 9066 Moorside for volunteering their time to beautify and maintain the central flower box.
13. **Electric vehicle charging:** Fayyaz advised that the City of Burnaby has recently changed their requirements for switching boxes in connection with personal electric vehicle charging. Fayyaz to gather more information to present to Council.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:02 p.m.

The next Strata meeting is tentatively scheduled for December 16, 2025.