

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

March 29, 2026  
HELD IN PERSON

**COUNCIL IN ATTENDANCE**

Derek Martinig	Strata Chair & President
Danielle Gibbons	Secretary
Alana Prociuk	Landscape Liaison
Brent Chadwick	Member-at-Large
Wendy Zhong	Member-at-Large

**REGRETS**

Stephanie Salbach	Treasurer
Fayyaz Fatehali	Maintenance Liaison

**CALL TO ORDER**

Meeting was called to order by the Strata Chair at 11:02 a.m.

**STANDING BUSINESS**

1. **Approval of meeting agenda:** The agenda for the meeting was circulated and reviewed. The agenda was approved as presented.
2. **Approval of previous meeting minutes** (February 2026): The minutes from the previous meeting were reviewed and approved.

**PREVIOUS BUSINESS**

3. **Finance updates:** Stephanie provided the following updates, by email:
  - a. Marsh and Marsh provided Q2 Financial Statements (Dec-Feb) with no outlying issues.
  - b. Monthly financial statement including budget to actuals report, with known overages including legal fees, bridge repair and safety costs (roof cleaning).
4. **Landscaping updates:**

Jim's Mowing can not assist with the removal of the dead tree beside 9054 Moorside as it's above their height insurance limits. Council will ask Bartlett Tree Experts to remove the tree during their annual maintenance of the complex trees.

Alana reported a lack of communication from Jim's Mowing in many areas. Additional/special project quotes were requested with only one response received. Council had inquired about planting shrubbery in the green space next to 9299 Braemoor and was provided with a quote. Unfortunately, the cost exceeded the annual budget, so the quote was not approved. Council discussed the possibility of requesting a weekly update of action items completed from Jim's Mowing, as it is often difficult to know what is being completed on their maintenance day (Tuesday each week). It was decided to forgo the weekly/monthly reports at this time.

Alana will also request a quote with design ideas from Jim's Mowing to address the drainage area remediation near 9077 Moorside and 9215 Braemoor.

Alana will discuss with the owner of 9135 Ridgemoor, placing a plate under the potted tree which has roots that have come through the bottom of its container.

5. **Building maintenance:**

- a. 9150 Ridgemoor reported gutter water overflow and potential mold in the carport roof. Derek reached out to Atilla and requested an inspection to determine the cause and extent of the damage. Council is waiting on an update from Atilla.
- b. 9040 Moorside and 9120 Ridgemoor reported a significant amount of water pooling in their carport during the last heavy rainfall. Majano to look at the areas, review pictures taken and will provide thoughts and a quote if there's anything they can do to address the water ingress.

6. **Pest control:** Westside Pet Control continues to provide monthly reports detailing significant rodent catch volume and death count by area. A large number of rodents are still being caught/killed each month.

7. **Electrical planning report:** A detailed Electrical Planning Report (EPR) was provided by ChargeFWD which included instructions for strata to engage directly with BC Hydro for any upgrades (e.g. transformers). Strata will contact BC Hydro directly to determine next steps, costs and how to capitalize on rebates related to the upgrading of transformers and other electrical upgrades for the strata. Stephanie identified a typo in the draft EPR which will be corrected before circulating the EPR to strata owners.

8. **Door replacement research and legal advice:** On March 13, 2026, Stephanie attempted to schedule a meeting date with Hamilton & Company with respect to amending Strata's request to alter building envelope form to offset risk if an owner wants to proceed on their own accord with certain projects (e.g. door or window replacement). She will try again after spring break.

9. **Carport inspections:** Derek and Wendy completed carport inspections on March 7 and 8, 2026. Council reviewed the results. Derek drafted a non-compliance letter noting the Strata Rules and a request for compliance within 30 days from the date of the letter. Council reviewed and approved the draft letter. Derek will distribute the non-compliance notices to owners via email.

10. **Complex-wide pressure washing:** Wendy received a pressure-washing quote from Prime Property Services Ltd. They will honour their quote from May 2025, which falls within strata's budget. A draft notice to owners was prepared by Prime. Pressure-washing was originally scheduled to begin April 20-22, 2026; however, council will request a small delay due to the planned bridge construction occurring at the same time.

In speaking with Burnaby Blacktop, they suggested that the strata use non-salt-based de-icers in the future to minimize deterioration of concrete areas around the complex (e.g. sidewalks). It was noted that council made that shift some years ago.

11. **Attic/roof modifications:** An inspection of the attic at 9145 Ridgemoor was completed on March 27, 2026, by Neo Roofing. While reviewing the attic space for a potential leak and excessive condensation, a member of Council noted modifications to the roof substructure. It was unclear from Strata records if these modifications were previously approved. Council

requested the services of Neo Roofing to inspect the modification and confirm the integrity of the roof. A report on next steps is forthcoming at which time council will advise the owners if there are any required action items.

**12. Vehicle bridge repair:**

- a. A formal complaint was filed with Engineers and Geoscientists of BC (EGBC) on February 10, 2026, in connection with strata's dealings with Contech Engineering Inc. On March 18, 2026, strata received a response from the EGBC which confirmed receipt of the complaint and advising that the matter will be reviewed by the investigations committee to determine if an investigation is warranted.
- b. Brent will clean up the area near the bridge where Metrogold's construction materials were being kept, including the disposal of Tupperware bins and "shiplap" sheets at the recycle depot.
- c. Derek will draft a status report on the bridge repair, including timelines and costs, for strata owners. Following this report, council will also canvass the owner's interest in a Special General Meeting (SGM).
- d. Burnaby Blacktop attended and did some coring to determine the composition of the bridge. A 1x1 foot section in the far corner of the bridge was cored and it was found there was less asphalt (approximately two inches) on the bridge deck than originally expected. There is also a four-inch poured concrete slab underneath, which sits atop 6-inch pre-poured concrete 'slabs'. Council reviewed a scope change request from Burnaby Blacktop to prepare the underlying concrete for the application of the water-proof membrane and to remove the existing sidewalk on the bridge to ensure the water membrane extends to the edge of the bridge deck. Council approved the plan to remove all asphalt and place membrane across the bridge with a projected start time in late April or early May 2026.
- e. Derek received a quote from Strata Engineering Inc. (Absolute Building Science) for another engineering assessment of the bridge. Council is hopeful the results of the EGBC investigation will nullify the need for further engineering costs.

**NEW BUSINESS**

13. **Driveway repairs:** Potential tripping hazards on the driveways of 9073 and 9088 Moorside have been identified. Alana and Brent will investigate possible contractors to repair the concrete and request a quote, at which time Council will review the budget to determine possible next steps.
14. **Total roof replacement:** A comprehensive quote was received from Neo Roofing Solutions for the complete replacement of the strata's roofs. The quote cost was \$600,000, which is substantively more than what was forecasted in the depreciation report schedule (NB: The roof is scheduled for replacement in 10 years). The quote was reviewed by council and will be kept on file for future reference and budgeting.
15. **Chimney and dryer vent cleaning:** For personal reasons, Carolyn was unable to coordinate the annual chimney and dryer vent cleaning. Council supports Carolyn's recommendation to forgo chimney and dryer cleaning inspections/cleaning this year and to attempt to coordinate the project again next year. Council acknowledged Carolyn's on-going assistance with this project.

16. **Window cleaning:** Quotes from Aquarius Window Cleaning and Prime Property Services were received. Council reviewed the quotes and decided to proceed with Aquarius. Fayyaz will work with Aquarius to scheduling the cleaning in May 2026.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:11 p.m.

The next Strata meeting is tentatively scheduled for April 21, 2026.