

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

June 1, 2026
HELD IN PERSON

COUNCIL IN ATTENDANCE

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

REGRETS

Danielle Gibbons	Secretary
Brent Chadwick	Member-at-Large

CALL TO ORDER

Meeting was called to order by the Strata Chair at 6:32 p.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:** The minutes from the April 21, 2026, meeting were reviewed and approved as presented.
3. **Finance updates:** Stephanie provided the following updates:
 - The monthly financial statement prepared by the Treasurer, including budget to actuals reporting, was circulated by Stephanie and reviewed by council. No significant discrepancies or overages, not already noted, were identified.
 - Stephanie confirmed that \$50,000 of Contingency Reserve Fund, plus the interest accrued over the previous 13 months were reinvested for another 12 months at 3.1%. The total amount invested was \$53,954.96.

PREVIOUS BUSINESS

4. **Landscaping updates:**
 - After receiving several complaints regarding the lack of weekly landscaping service in the complex, Alana held a productive discussion with Adam from Jim's Mowing. Adam has committed to ensuring that the team completes all the required work each week, as described in the service agreement. Council will continue to monitor the weekly progress and will consider looking for alternative providers if the service does not improve. Alana also discussed the damaged hedge removal and replacement on Braemoor that was approved several months ago. Adam noted that unless community members are willing to water the new hedges frequently during the summer months, he recommended

waiting until the Fall to complete the work. Council will ask Jim's Mowing to remove the damaged hedges and clean the rockery immediately and then plant new shrubs in the Fall.

- Council reviewed a quote from Essential Restoration to remove and dispose of the black landscaping fabric beside 9077 Moorside Place and 9215 Braemoor Place. Further to the removal of the landscaping fabric, river rock will be installed at 9077 Moorside to fill the drainage trench and a 4-ft-wide walkway comprised of river rocks and stepping stones, bordered by bark mulch will be installed at 9215 Braemoor. According to the contractor, the river rock will enable water to permeate through the drainage lines installed in those two areas, unlike completely filling the two areas with bark mulch. Council felt this option was a good balance between maintaining appropriate drainage and improving the visual appearance of the areas and approved the quote.

5. Building maintenance:

- On April 26, 2026, Essential Restoration provided a quote to remove and replace the rotten fascia boards along the flat roof at 9150 Ridgemoor Place. Council reviewed and approved the quote on April 28, 2026, virtually.
- After the last meeting, council conducted a complex-wide visual inspection of the fascia boards at the front of units (around carports and below roofs). Damaged boards were identified at 9046 Moorside, 9093 Moorside, 9062 Moorside, 9135 Ridgemoor, 9247 Braemoor and 9259 Braemoor. Council requested a quote to complete the various repairs on these units from Essential Restoration. A comprehensive quote was received on May 24, 2026, which council reviewed and approved.
- Council was notified of leaking or broken exterior taps at 9065 and 9045 Moorside. Greystone Plumbing attended on May 23, 2026, to replace the tap in the carport of 9065 Moorside and the backyard of 9045 Moorside.

6. Vehicle bridge repair:

- Burnaby Blacktop completed the second half of the vehicle bridge deck repair on May 7, 2026, including the repouring of the concrete sidewalk and asphalt repaving. The contractor noted that the steel railing could not be remounted until the end of May, to afford the new concrete sufficient time to cure. Several days later, council noted water pooling in a few areas across the bridge after a rainfall. These areas were brought to the attention of Burnaby Blacktop who completed a deficiency inspection on May 18, 2026. After the inspection, a crew was scheduled to address the deficiencies on June 4, 2026. Lastly, a member of the Burnaby Blacktop team attended on-site, at the request of council, to clean the linear drain of the debris that accumulated during the construction work.
- Council discussed the need for a second structural assessment of the vehicle bridge performed by an independent structural engineer. Council agreed that while there are valid concerns about the quality of the initial report, there are significant risks associated with a signed engineering report indicating that the bridge is in "imminent danger of collapse" on record. To offset this risk, council is going to obtain quotes for a second independent engineering assessment of the vehicle bridge. Council approved the sharing of the original report, if requested by new engineering firms.

- Council reviewed new correspondence received from Contech Engineering on May 17, 2026. According to the correspondence, members of Contech Engineering attended the complex, unannounced on or around May 14 and completed an “inspection” of the jobsite. They note that the storage shed had been removed and that construction materials, stolen from Metrogold, were used to complete the project by unknown contractors. Contech Engineering threatened legal action and noted that an invoice for the on-site inspection (completed on May 14) would be issued. Council has not and will not respond to this correspondence, noting that this behaviour is likely linked to the on-going EGBC complaint investigation.
 - To proceed with the small claims court filing, council will need to complete a formal search, through BC Registry Services, for the registered office and mailing address of Metrogold Construction. This service can only be provided by a law firm or other approved agent. Council approved the \$20 fee requested by Hamilton and Co. to conduct this search on behalf of the Strata Council.
7. **Electrical planning report follow-up:** Alana and Stephanie have been in contact with BC Hydro regarding the next steps outlined in the Electrical Planning Report. They have completed and submitted all the necessary applications and forms to engage with the Distribution Design Team at BC Hydro. We are now in the queue to be assigned a designer. Once assigned, we will be contacted and provided with upgrade options and estimated costs for consideration at our next AGM.
8. **Door replacement research and legal advice:** The council received a memo from Hamilton and Co. dated May 11, 2026, and the memo was circulated prior to the meeting. The memo included the following advice:
- The current Request for Modification to Building Envelope Form and Assumption of Liability Agreement should be updated; specifically, to be clear in terms of the approval process;
 - Owners should be required to sign an Assumption of Liability Agreement whenever an alteration to common property is requested;
 - If council has not previously approved a particular type of building envelope alteration (e.g. window or door replacement), it should carefully consider whether it intends to approve similar requests in the future (fairness principle)
 - Owners that proceed with building envelope alterations would likely still be required to contribute to strata-wide projects calculated based on unit entitlement, unless the Strata approves a different formula pursuant to section 100 of the Strata Property Act.

Based on this advice, it is our understanding that Council is permitted to approve owner funded modifications to the building envelope, including door and window projects; however, those owners would still be required to contribute to future costs associated with complex-wide repairs or upgrades to those parts of the building envelope (e.g. special assessments). A unanimous vote at an AGM would be required to change this funding model (and the Strata Bylaws).

9. **Carport inspections:** Follow-up notices were distributed to owners on May 24, 2026, that were still not compliant with the deficiencies noted in the March 29, 2026, carport inspection letters. The deadline provided in the follow-up notices was May 31, 2026. At the time of the meeting, Council had not confirmed if all the outstanding issues were addresses.

In advance of the meeting, Council received an owner request to store building materials in their carport for up to three months and to install a wall-mounted tire storage unit in the carport. While sympathetic, Council did not approve either request. The long-term storage of building materials in carports continues to be an on-going issue and source of complaints in the complex. As noted in Council's complex-wide email to all owners in May, while project work is permitted in carport areas, owners and tenants should store all construction materials appropriately and in compliance with Strata Rules at the end of each day. Carports and back patios are not to be used for the long-term storage of building materials or project debris.

As it relates to the request for a tire storage unit, the Strata Rules permit the installation of a carport storage unit and/or a carport storage box. Both could be used to store extra vehicle tires. A request to modify the Strata Rules to include different storage units would need to be discussed and approved at an AGM.

10. **Window cleaning:** Aquarius Window Cleaning completed the complex-wide window cleaning between April 29 and May 1, 2026. The start date was delayed a day due to contractor illness. All deficiencies brought to the attention of Council were addressed the following week.

NEW BUSINESS

11. **Wasp Nests:** Two wasp nests have been identified in the complex. One is noted in the roof eave at 9285 Braemoor and the second was noted above the 1st floor windows at the back of 9155 Ridgemoor. Westside Pest Control will be on-site on June 12 to remove both wasp nests.
12. **Retaining wall repairs:** Rotten retaining walls have been noted at 9040 Moorside (along sides of driveway) and 9061 Moorside (in the backyard). Essential Restoration provided a quote to replace the wooden retaining walls at 9040 Moorside and to repair the rotten rail ties only at 9061 Moorside. Council reviewed and approved the quote.
13. **Sign Replacement Project and Stair Cleaning/Sealing Projects:** Council will start obtaining quotes for these two projects which are currently scheduled for fiscal year 2026-2027.
14. **Percolation Pit Protection:** It was reported to council that children were playing on or near the percolation pit located beside the vehicle bridge on Moorside. Council has also noted that the large shrub previously blocking the percolation pit area was removed when the drainage lines were installed in November-December 2025. Council will investigate ways to protect this area and/or deter access either with new plants or an extension of the steel railing along that side of the bridge.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:30 p.m.

The next Strata meeting is scheduled for July 8, 2026.