

West Coast Property Management LTD.



Strata Plan NWS58 - Simon Fraser Village Council Meeting Minutes - December 9, 2024 3290 Ganymede Drive, Burnaby BC

In Attendance

Moriah Power	President
Sandra Preston	Vice President/Privacy Officer/Landscape Liaison
Sheldon Armstrong	Treasurer
Ross Taylor	Assistant Secretary/Member at Large
Sonny Shergill	Strata Agent, West Coast Property Management LTD

Regrets

Donna Linger	Assistant Treasurer/Member at Large
Joseph Henderson McCance	Secretary

Guests: SL14, SL40 & SL117

Call Meeting to Order

Sonny Shergill, Strata Agent calls the meeting to order at 6:32PM.

Owner SL14 Inquiry

SL14 reported that she is not receiving emails, including meeting minutes and notices that are sent by the property management company to her Shaw email address. Council briefly discussed the concern and instructed the strata agent to look over the current email list and ensure owners without email receive all communications via paper.

Report on Litigation

The Strata Corporation is to report any current litigation as soon as feasible including Civil Resolution Tribunal matters.

Approval of the Strata Council Meeting Minutes of November 4, 2024

It was Moved, Seconded and unanimously Carried to approve the Strata Council Minutes of November 4, 2024, as previously circulated.

Review of Financial Information

1. Review of Accounts Receivable as of December 8, 2024:

The Accounts Receivable as of December 8, 2024, were reviewed, it was noted that multiple accounts were in arrears and arrears letters have been sent.

2. Report on Unapproved Expenditures:

There are no unapproved expenditures to report at this time.

3. October 2024 Financial Statement:

Tabled at this time as the treasurer is in the process of reviewing earlier financial statements.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Concrete and Blacktop Repairs:

Council discussed delaying concrete and blacktop repairs that are not emergencies, in light of new information received regarding the scope of an electrical upgrading project, which would require digging up some areas of concrete and blacktop. In the meantime, sections which have been identified as requiring immediate repair should still go ahead, regardless of the electrical upgrading plan. It is possible these could be addressed by a handyman service.

Plan: Council will identify which immediate repairs need to be completed. Otherwise, the plan for repairs is on hold, pending the electrical upgrading.

2. Gutter Cleaning

The work was performed by Men in Kilts and multiple units were identified as being missed. The contractor agreed to return to address the missed units.

Plan: Council will compile a list of the units for which the gutters have not satisfactorily been cleared and the strata agent will follow up with Men in Kilts.

3. Handyman List

The list of repairs provided to the handyman are underway and, in addition, new locks will be installed on all electrical rooms as the existing locks are nonfunctional. The new keys will be provided to council and necessary trades and contractors.

4. Snow Removal

There was an issue this month when Eco Property Maintenance erroneously provided salting services due to an address mix-up; strata will not be charged for this service. Council requested Eco Property Maintenance not salt inside the fenced area of the daycare and also to ensure they salt in the wheelchair accessible area at back gate of a unit on Ganymede Drive.

Plan: The strata agent will follow up with Eco Property Maintenance.

5. Landscaping Contract

Quotes have been received from three landscaping companies including Complete Landscape, Eco Property Maintenance, and Good Earth Landscaping. There was a discussion about the merits of each company and the associated contracts. A motion was put forth to engage Eco Property Maintenance for landscaping services. The motion was seconded and carried.

Plan: The strata agent will arrange for council members to meet on site with Eco Property Maintenance to familiarize them with the scopes of both landscaping and snow removal.

6. Garbage Enclosure Repairs

The garbage enclosure that was damaged by the landscaping company has been fixed by Silverfern.

Plan: Council will follow up by checking the work and plan to paint the repaired area when the weather is appropriate.

7. Compost Bins

There was a discussion regarding returning to having the compost bins out all the time in light of possibly fewer bears now that it is winter and anticipated increased demand over the holidays. Council agreed to go ahead with leaving the compost bins out, on a trial-basis with consideration of reverting back to storing the bins if problems with bears persist. Council will also solicit advice from the handyman services regarding options to secure the bins so they cannot be tipped over. It was also identified that the bins were not cleaned by Happy Bins last week; strata manager will follow-up as this should not be paid for.

Plan: Communicate plan to leave bins out with caretaker, contact handyman re securing the bins, follow-up with Happy Bins re missed bins.

8. Sump Maintenance

Flow Safe Plumbing completed the service of exterior sumps last month. The repair of one exterior sump is in the planning process and Flow Safe has been asked to provide a plan for the relocation of the interior sump at SL 67. Assuming the relocation goes ahead, it is hoped this will provide a template for the relocation of other interior sumps moving forward.

9. Roofing

The strata agent received a quote from Hurricane Roofing; however, the quote contained errors or omissions and as a result has been sent back to the company revision. To date, a quote has been received from OK Roofing and a third quote is still pending. Plan: Once more information has been provided to council regarding the cost and scope of work, council will consider the most suitable options and timeframe for repairs to present to owners.

10. Electrical Upgrades

The council is in the process of creating a plan to upgrade the electrical service to units from 60amp to 100amp. 100amp service is required to meet increasing electrical demands for heat pumps, air conditioners, and vehicle charging and will be required by BC Hydro. Some other strata complexes of similar age have already begun the modernization of their electrical infrastructure. Several council members met on site a representative of Kinetic West to discuss a general outline of such a project. The strata agent has sent additional information to the company and is awaiting a quote.

11. Exterior Drain Tile Flush SL3

This issue brought forth at the previous meeting concerns water back-up from the drain tiles at the unit. Flow Safe was engaged and sent a camera into the drain. The discovered some debris blockage and flushed the drain. A report will be sent to management for council to review.

12. SL114 Tree Removal

At the November council meeting, the owner provided a request for a tree to be removed. Council discussed the removal with the strata arborist and based on the information provided by the arborist, it was decided that the tree will not be removed.

13. Pest Control Report

Atlas provided a report of their service to the complex, primarily concerning replacement of exterior bait stations which have been accessed by bears. The company has been asked to remove the bait stations from the property.

Correspondence - Owners

1. SL14

Please see Owner SL14 Inquiry above.

2. SL57

The owner submitted a concern that the lighting around the complex is insufficient and can hinder emergency services from finding units in a timely manner. There was a discussion about the amount of light. Although it is agreed that there is a need for more lights on the property, there is not currently the capacity in the electrical system for such an upgrade. Replacing existing bulbs or fixtures was discussed. Also discussed was putting clearer signage on buildings which displays the numbers of units in each section. The strata agent will contact B.D. Electrical to find out about replacing bulbs in existing fixtures and will contact a company that has created similar signage for another complex.

3. SL40

The owner submitted a second complaint about the location of their parking stall. Council had addressed this concern at the previous meeting, where it was agreed that parking stall #40 was correctly assigned to the unit and the previous owner of the unit had informally switched spots with SL41. The council will work with the new owner of SL40 to see if there is a reasonable way to improve accessibility to parking stall #40.

4. SL101

A letter was received from the owner requesting that the compost bins be put out earlier in the week to allow more opportunity for owners to dispose of their food waste. The issue was discussed during the business arising from previous minutes and the council will create a plan to have the bins available for longer.

5. SL45

A request was received for replacement of windows. This request was approved as long as the windows are of the same size and location as current and have white or brown trim. The strata agent will contact the owner.

New Business

1. Curb Damage

There is a small section of curb damage at the top of Ganymede Drive. Strata Agent will contact someone to do a patching repair.

2. Daycare Rent

Funds for the daycare rent have not been transferred correctly due to the amount of rent being changed within the strata fiscal year. This is an issue with the accounting software and the strata agent will look into why and rectify the issue.

Termination of Meeting

The Strata Council Meeting was terminated at 7:52PM.

Next Meeting

The next council meeting is Monday January 13, 2025 @ 6:30pm in the hall.



Sonny Shergill, Strata Agent
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