
**Strata Plan NWS58 - Simon Fraser Village
Council Meeting Minutes - Monday June 2, 2025
3290 Ganymede Drive, Burnaby BC**

In Attendance

Moriah Power	President
Sandra Preston	Vice President
Ross Taylor	Secretary
Maxine Haberl	Member at Large
Joseph Henderson McCance	Member at Large
Sheldon Armstrong	Treasurer
Sonny Shergill	Strata Agent, West Coast Property Management

Guests: SL25, SL155, SL39, SL59, SL52, SL117

Hearing

SL155 requested a hearing regarding the roofing repair and replacement plan. At the request of the owner, this hearing was not conducted in-camera, and the owner spoke to council on this subject for 10 minutes. Council will consider the owner's remarks and respond in writing within the required period.

Call Meeting to Order

Sonny Shergill, Strata Agent calls the meeting to order at 6:43PM.

Report on Litigation

The Strata Corporation is to report any current litigation as soon as feasible including Civil Resolution Tribunal matters. There is no litigation to report at this time.

Approval of the Strata Council Meeting Minutes of April 7, 2025

The minutes of April 7, 2025, were approved with the following amendments:

- The summary of items reported from the presentation by SL155 in the distributed minutes reads, "A request for council to prioritize purchasing materials and services produced in Canadian, as well as require companies providing quotes for service to the strata corporation include information about the sources of their materials." The statement that SL155 made to council was "Given that all that had to happen was for council to simply put out a message to our contractors that an effort to purchase Canadian products would be appreciated, is a pretty low bar of expectation." Therefore, the minutes of April 3, 2025, are amended to read the following: "A request for council to prioritize purchasing materials and services produced in Canada, put out a message to our contractors that an effort to purchase Canadian products would be appreciated."
- The summary of items reported from the presentation by SL155 in the distributed minutes reads, "A request that the strata agent provide information to owners regarding the roofing quotes that have been gathered, including the names of the three companies who provided quotes for roofing repairs, as well as the dates the companies were contacted. The Strata Agent responded he will look to provide a response to this request via email". This will be amended to remove the sentence,

“The Strata Agent responded he will look to provide a response to this request via email”.

- SL155 requested that the minutes report the times the meeting moves into and out of camera, as this is a requirement of the Strata Property Act. Moving forward, the times the meeting moves in-camera and ex-camera will be included in the minutes.

A motion was put forth and seconded to approve the amended April 7 minutes. **CARRIED.**

Approval of Meeting Minutes of May 5, 2025: Approval of the May minutes was tabled until the next meeting due to technical problems with the strata management platform which delayed the distribution of minutes to owners.

Review of Financial Information

1. Review of Accounts Receivable as of May 30, 2025:

The Accounts Receivable as of May 30, 2025, 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. April 2025 Financial Statement:

The Financial Statements to April 2025 were briefly discussed and ultimately were tabled until further review.

Business Arising From Previous Council Meeting

1. Handyman Update:

The tasks identified at the last meeting (repairing the parking stop and replacing the dryer vent cover at SL83) have been completed. The handyman requested permission to store a ladder that is used for repairs in the complex in the strata shed. After discussion, it was decided permission would be granted on a trial basis, and the strata agent will draft a contract stipulating that the materials stored in the shed by the handyman are limited to one ladder through to January 2026, after which time the arrangement will be revisited.

2. SL67 Sump Pump Relocation:

This work is scheduled to begin by the end of this week.

3. Roofing Repairs Update:

The repairs to roof leaks at SL108, SL136, and SL137 have been completed. SL98 is still has to be completed and a quote was received from Uptown Roofing for repairing SL98. Motion was put forth and seconded to approve the quote from Uptown Roofing for the repair to the roof leak at SL98 - **CARRIED.**

4. Electrical Modernization Project Update:

This work is in progress. The electrical services contractor is in the process of preparing a report for owners of progress to date. BC Hydro also informed the strata that they will be installing a new transformer on Beaverbrook Drive, and this may result in some trees being cut.

5. Tree Plan Update:

This work as been completed. Council has not yet received an invoice.

6. SL3 Drain Tile Repairs:

This work has been completed. Council has not yet received an invoice. The company reported to the strata manager that a separate issue with the potential to impact drainage in the same area was discovered during the drain tile repair. The company will complete an assessment of the concern and report back to strata.

7. Fence Paint:

A supply of fence paint has been obtained and is available for owner's use. If you require fence paint, please email the strata agent, who will arrange pick-up.

8. Bear-Resistant Rodent Traps Update:

The strata agent has spoken with the pest control representative about options to replace or secure the bear-resistant rodent traps. This work is in progress.

9. Strata Insurance Update: The renewal of strata insurance has been completed. Strata's insurance premium for the year through BFL Insurance is \$137,638.00, which represents an 18% reduction (approximately \$30,000) savings over last year. The new contract was approved by council via online vote May 13, 2025, and was ratified in the June 2, 2025 council meeting. The council would like to express its thanks to our strata agent, Sonny, for his work securing a significant reduction in insurance costs for the owners in each of the last two years.

10. Line Painting Update:

Line painting throughout the complex is scheduled to take place June 9 to 11. Notices with more details will be sent to owners. Vehicles need to be moved from parking areas on the dates identified for the specific areas in order to accommodate the line painting.

11. Compost Bin Enclosure Update:

This work is in the planning stages

New Business

1. Hall Rentals:

There was a discussion about creating a website to provide owners with information about the hall amenities and the rental process for requesting rentals. Some council members look into this further and report back.

Correspondence - Owners

1. SL120 Email to Strata Agent re Paint Request:

The strata agent has reached out to this owner for them to arrange to pick up paint

2. SL112 May 8, 2025, Email to Strata Agent re Tree Trimming Request:

The strata agent will reach out to Eco Landscaping about to see if they can provide a scope of work and quote required for this work.

3. SL186 May 12, 2025, Email to Strata Agent re Water Drainage:

Strata Agent will reach out to Clearly Plumbing to request they investigate the cause.

4. SL96 May 14, 2025, Email to Strata Agent re Owner Complaints:

Discussed in-camera.

5. SL98 May 17, 2025, Email to Strata Agent re Roof Leak:

Refer to Roofing Repairs and Replacement Update in Business Arising from Previous Council Meeting.

6. SL47 May 28, 2025, Email to Strata Agent re Issue with Moles:

Discussed

7. SL155 The following correspondence was received from SL155 by council or the strata agent:

- Email - May 2, 2025: request for corrections to April council meeting minutes. See corrections above.
- Email - May 2, 2025: correspondence to the Strata President regarding minutes,
- Email - May 2, 2025: request for hearing at council meeting,
- Email - May 5, 2025: correspondence to Treasurer regarding status of insurance,
- Email - May 5, 2025: correspondence to Treasurer regarding bear-proofing of compost bins,
- Email - May 12, 2025: request for strata owner's names and addresses,
- Email - May 12, 2025: request for information regarding AGM mailout costs. The previous council had reviewed and approved the costs for printing and distributing AGM information.
- Email - May 13, 2025: inquiry regarding electrical expenditures,
- Email - May 14, 2025: request for the following documents:
 - The insurance broker contract signed in 2021, and year one (2021) appraisal (cost estimate) Report,
 - The contract signed in 2021 for the Lyndhurst Preschool (not daycare)
 - The Telus Fibre (PureFibre) ROE agreement contract from 2021,
 - Fire Monitoring agreement contract,
 - The two separate CRT decisions between our Strata and owners from 2022
 - NW58 T1044 and T2 forms filled with the Canadian revenue agency for 2022
 - Speculation tax form filed for 2022

- Hazardous materials survey report compiled regarding our complex and strata units
- The 2024 back flow preventer inspection reports registered with the city (for all 8 bfp valves)
- The 2024 Hydrant inspection report for all 4 hydrants.

The requested documents were compiled by the property management and, per Clause 3.22 of the property management contract, billed to the Strata for five hours at \$100 per hour (\$500 total)

- Email - May 18, 2025: request to view documents. The requested documents were provided for viewing by the property management company and, per Clause 3.22 of the property management contract, billed to the Strata for one hour at \$100 per hour (\$100 total)
- Email - May 25, 2025: regarding suspected renovations occurring in unit,
- Email - May 28, 2025: request for hearing regarding roofing repair and replacement plan,
- Email - June 2, 2025: concern regarding Suncorp Insurance appraisal status.

The Strata Agent will respond to each owner's correspondence accordingly

Correspondence - Bylaw Violations

1. SL 159 - Illegal Dumping:

A bylaw violation letter was sent to the owner regarding illegal dumping of household items on strata property.

2. SL 159 - Unapproved Renovation:

A bylaw violation letter was sent to the owner regarding unapproved renovations.

3. SL159 - Unapproved Fence Replacement:

A bylaw violation letter was sent to the owner regarding unapproved replacement of their fence.

4. SL 137 - Immovable Vehicle:

A bylaw violation letter was sent to the owner regarding a vehicle with a flat tire in the unit's assigned parking spot which is currently immovable.

New Business

1. Drain Blockage:

The storm drain in parking stall 165 Ganymede Place has not been draining properly during rain. Strata agent will follow up FlowSafe as they were contracted to clean out the storm drains.

2. Roof Cleaning:

Many roofs are covered with moss or leaves and needles. The strata agent will solicit quotes for this work.

3. Financial Audit:

Strata agent is getting solicit quotes for a financial audit.

4. Harassment Bylaw:

Discussed in-camera.

5. Residents Harassing Landscapers:

Discussed in camera

6. Mulch Placement:

There is bare ground with exposed roots below the tree that was limbed between units at the back of Orion Place. A quote was requested by a council member to place mulch in this area. Council will to review and consider options before deciding.

7. SL 188 Renovation Request:

The owners requested replacement of patio doors and windows. The strata agent will provide the owner's forms and specifications required for improvements of this nature. The owners also reported a musty smell in the basement.

8. Vehicle Towing Rule:

Council approved a rule to allow for the towing of vehicles that are parked in spaces during the line painting process.

9. Power Washer Request:

The groundskeeper made a verbal request to council that she add power washing of compost bins to her list of duties. The request was discussed, and council decided rather than utilizing the groundskeeper for this task, due to the nature of the work and equipment, they would instead review the current bin cleaning process and, if necessary, look into alternate companies that provide this service to stratas.

In-Camera

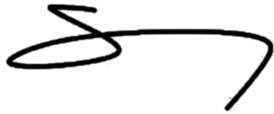
The meeting was moved in-camera at 8:08 pm. Responses to owner correspondence discussed in camera will be sent to owners. The meeting was moved ex-camera at 8:45 p.m.

Termination of Meeting

The meeting was terminated at 8:45 pm.

Next Meeting

The next council meeting is Monday July 7, 2025 @ 6:30pm in the hall.



Sonny Shergill, Strata Agent
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