

West Coast Property Management LTD.



Strata Plan NWS58 - Simon Fraser Village Council Meeting Minutes - Monday July 7, 2025 3290 Ganymede Drive, Burnaby BC

In Attendance

Moriah Power	President
Sandra Preston	Vice President
Ross Taylor	Secretary
Maxine Haberl	Member at Large
Sonny Shergill	Strata Agent, West Coast Property Management

Regrets

Joseph Henderson McCance	Member at Large
Sheldon Armstrong	Treasurer

Guests: SL25, SL17, SL117 & SL106

Call Meeting to Order

Sonny Shergill, Strata Agent calls the meeting to order at 6:30PM.

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 June 2, 2025

It was Moved, Seconded and Carried to approve the Strata Council Minutes of June 2, 2025, as previously circulated.

Approval of Meeting Minutes of May 5, 2025:

It was Moved, Seconded and Carried to approve the Strata Council Minutes of May 5, 2025, as revised by council.

Review of Financial Information

1. Review of Accounts Receivable as of July 7, 2025:

The Accounts Receivable as of July 7, 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. May 2025 Financial Statement:

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

Business Arising From Previous Council Meeting

1. Handyman Tasks:

The list of tasks has been updated and the handyman will complete this work as able

2. SL67 Sump Pump Relocation:

The scope of work and quote that was provided by the plumbing company includes removal of a tree as the roots interfere with the required work. As the strata has a tree plan in place, it

was decided to request that BC Plant Health also provide a quote for removal of this tree.

3. Roofing Repairs Update:

The roof repairs for SL98 have been completed.

4. Electrical Modernization Project Update:

BC Hydro has been provided with preliminary information and strata is waiting for them to respond. The Strata Agent will continue to follow up with BC Hydro on this matter.

5. Line Painting

This project has been completed. The invoice has now been received, for the amount that was previously approved. The Strata Agent was directed to pay this invoice.

6. Compost Bin Enclosure Update

This work is in the planning stages.

7. Hall Rentals

Council is investigating having an online booking system and discussed issues with back-to-back bookings, having a key lockbox or mail slot for transfer of the keys, and mitigating renters using the daycare entrance by improving access to the north entry door with a ramp.

8. Tree Plan Update

Council is still waiting for an invoice for this completed work.

9. Bear-Resistant Rodent Traps

This work is in the planning stages.

10. Drain Tile Repairs

Concerns with the common drain tile running in front of 3202-3206 Ganymede Drive were discovered by the plumbing company during another nearby drain tile repair. Clearly Plumbing provided a quote for repair of this common drain tile, which did not include repair of the concrete that would need to be removed. Council discussed needing more information about the full scope, cost, and urgency of this repair before moving forward. Once council has a more complete picture, this repair will be prioritized based on the urgency of other drainage repairs that have been identified.

11. Drain Blockage

The storm drain at parking stall #165 (Ganymede Place) has not been draining properly when it rains. Clearly Plumbing was asked to provide a quote to investigate the issue and returned a quote that included investigating storm drains throughout the complex as well as points where roof downspouts enter the storm drain system. Council discussed the advantage of have this more comprehensive investigation completed, which would help to identify any additional drainage issues as well as source of the original concern. A motion was put forth to approve this quote: **seconded, approved**. The strata agent will follow up with Clearly Plumbing to determine a timeline for this work. Notices will be provided to owners as the company will need access to backyards which have downspouts.

12. Sump Pump Repairs

There are two sump pumps in a vault on common property that require repair. The council previously approved this repair work but the contractor who provided the quote has not started the work. The council requested the strata agent get another quote from a different company for this work.

13. Roof Cleaning

The strata agent has solicited quotes for this work and is waiting to hear back from companies.

14. Financial Audit

The strata agent has solicited quotes for a financial audit and is waiting to hear back from some companies. The strata agent will follow up with one company who has provided a quote regarding the proposed audit scope.

15. Harassment Bylaw

Wording of a possible harassment bylaw is being developed on by the strata agent.

16. Daycare Provider

The current contract with the daycare provider expires in September 2025. Council will begin negotiating a new contract that would commence in January 2026, to line up with the strata fiscal year. The daycare also reported having an issue with their dryer vent, which runs

through the roof so is the responsibility of strata. A motion was put forth to repair and pay for the dryer vent: seconded, approved.

Correspondence - Owners

1. SL25: June 4, 2025 - Letter outlining concerns regarding previous minutes
2. SL155: June 3, 2025 - Email requesting information regarding Property Speculation Tax filing,
3. SL155: June 3, 2025 - Email requesting information regarding fire hydrant inspection,
4. SL112: June 5, 2025 - Email request for owner repair in unit,
5. SL168: June 6, 2025 - Email regarding possible clogged plumbing vent pipe in attic,
6. SL69: June 9, 2025 - Email request to install window air conditioner,
7. SL155: June 10, 2025 - Email requesting follow up regarding document request (BFP reports),
8. SL17: June 15, 2025 - Email report of mold on bedroom ceiling (refer to item 3 in New Business),
9. SL66: June 16, 2025 - Email request for fence paint,
10. SL155: June 17, 2025 - Email regarding earlier request for insurance appraisal information,
11. SL106: June 17 - Email regarding daycare utilities payments and rent increase,
12. SL17: June 18, 2025 - Email requesting renovation,
13. SL78: June 18, 2025 - Email requesting permission to replace windows and front door,
14. SL 42: June 22 - Email request for fence paint,
15. SL40: June 24, 2025 - Email requesting permission to install backyard deck (refer to item 1 in New Business)

The communication was discussed by council, either via email or in the council meeting. The Strata Agent will respond to each owner's correspondence accordingly.

New Business

1. SL40 Deck Request

The owner provided council with information about the size and construction of a deck they would like to install in their backyard, as well as information about who would be completing the work. As sufficient information was provided and the deck is within the space allowed for backyard use, a motion was put forth to grant permission for the owner to install the deck: seconded, approved.

2. Parking Stall Bumpers

Several parking stall bumpers need to be moved or replaced. The council will do a walk around to make a list of bumpers that need attention and provide this list to the handyman.

3. SL17 - Mold Investigation and Quote

A restoration company was dispatched to investigate mold forming on the ceiling of the unit upstairs bedroom. The investigation concluded that the source of mold was not via the attic space as there was no mold or moisture found within the attic space. The technician identified one potential point of water ingress in the roof, but was unable to reenact water ingress and there was no water mark on the roof panels associated with this spot. As investigation concluded the attic is not the source of moisture causing the mold, it is not the responsibility of the strata to repair. Costs to repair the mold and drywall removed for the purpose of investigation are the responsibility of the owner.

4. Bin Cleaning Quote

A quote was received from Coastal Softwash for cleaning the compost bins. Council will consider different options for bin cleaning before deciding on any course of action.

5. Playground Signs

The playground signs contain outdated contact information. The Strata Council will investigate options for having this signage changed.

6. Landscapers

The strata agent will follow up with the company owner regarding completion all of the work that is covered under the contract.

In-Camera

The meeting was moved in-camera at 8:00p.m. Responses to owner correspondence discussed in-camera will be sent to owners. The meeting was moved ex-camera at 8:30 p.m.

Termination of Meeting

The meeting was terminated at 8:30 pm.

Next Meeting

The next council meeting is Monday August 11, 2025 @ 6:30pm in the community hall, 3290 Ganymede Drive.

Sonny Shergill, Strata Agent
West Coast Property Management LTD
604.914.2135 ext 5
teamshergill@westcoastpm.ca
www.westcoastpm.ca