

# West Coast Property Management LTD.

## Strata Plan NWS58 - Simon Fraser Village Council Meeting Minutes - Monday, November 3, 2025 3290 Ganymede Drive, Burnaby BC

### In Attendance

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

Guests: SL25 & SL117

### Call Meeting to Order

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

### SL17 Hearing

SL17 requested a hearing with the council. The hearing began at 6:32 p.m. and the owner spoke for 8 minutes. Council will consider the information provided by the owner and reply accordingly within the allowed time period.

### 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 October 6, 2025

The minutes dated October 6, 2025 were approved as circulated.

### Review of Financial Information

#### 1. Review of Accounts Receivable as of October 31, 2025:

The Accounts Receivable as of October 31, 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. September 2025 Financial Statement:

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

### Business Arising From Previous Council Meeting

**1. Handyman Tasks:** The handyman continues to work on the outstanding list of maintenance and repair tasks. A number of curbs are out of line with their respective parking stalls. The handyman will look at realigning the parking curbs and provide strata with a quote for this work. The handyman will also look at sweeping a unit roof that is in need of cleaning.

**2. SL67 Sump Pump Relocation:** This work is in progress and the contractor is in the process of acquiring and setting up shoring equipment.

**3. Drain Blockage:** This work has been completed. All drains on the property have been examined and the contractor is putting together a quote for removal of identified drain blockages for strata's consideration.

**4. Sump Pumps Replacement:** This work has been completed and the strata are waiting for an invoice from the contractor.

**5. Electrical Modernization Project:** The electrical contractor is in the process of sourcing the materials required to upgrade the 28 electrical closets, after which he will submit a quote for strata to consider and present to owners.

**6. Daycare Contract:** The details of the new daycare contract are being finalized, after which the contract will be presented to the daycare provider for consideration.

**7. Tree Plan:** The arborist has submitted a plan with updated tree priorities. Council will review the arborist's recommendations, in consideration of the 2026 budget.

**8. Bin Cleaning:** Happy Bins is terminated and Coastal Softwash has been hired by the strata to clean compost bins.

**9. Roof Replacement:** The strata agent has reached out to Wolf Roofing to solicit a 3rd quote for roof replacement.

**10. Gutter Cleaning:** This work has been completed by Cleantech and the council is satisfied with the quality of their work.

**11. Compost Bin Enclosure:** Milo Services has looked at the compost bin areas and developed a plan for securing the compost bins to alleviate bear issues. They will provide a quote for the council's consideration.

**12. Financial Audit:** The audit is in progress. All necessary documents have been provided to the auditor by the strata agent.

**13. Landscaping:** The ECO Landscaping contract has been terminated by council and a new contract has been finalized with Good Earth Landscaping, who will begin providing service to the complex after the 14th of November, 2025.

**14. Bylaw Review:** Council will schedule a separate, in-camera meeting to review the existing bylaws and suggest changes or additions that would be presented to owners for consideration at the annual general meeting.

**15. Playground Signs:** Labels with updated information have been ordered and will be installed on the playground signs when they are received.

**16. East Lake Entrance Light Replacement:** This work has been completed by the handyman.

**17. Hall Accessibility Ramp:** A diagram of a proposed accessibility ramp to the North entrance door of the amenity building was reviewed by council. The strata agent will reach out to qualified contractors to solicit and determine if such a ramp meets code requirements and to provide quotes. Once a plan and quotes have been formalized, the proposal will be presented to owners for consideration at the AGM.

**18. Family Attic Insulation Rebate:** The strata agent is gathering information about a possible rebate available for upgrading attic insulation. This may be considered within the roof replacement scope of work.

#### Correspondence - Owners

**1. Letter - October 14, 2025:** SL25 regarding pest control and non-response to previous concern.

**2. Email - October 15, 2025:** SL55 sent a request for approval to replace their fence and deck.

3. **Email - October 17, 2025:** SL22 sent a request for additional fence paint.
4. **Email - October 27, 2025:** SL103 sent a request for approval to renovate the unit.
5. **Email - October 30, 2025:** SL118 sent a request that council arrange to have the arborist take a look at a tree which is leaning near their property.

**New Business**

1. **SL22 Roof Repairs:** This work was necessary and has been completed.
2. **Amenities Building Hot Water Tank Replacement:** The hot water tank was found to be failing and was subsequently replaced. Council will follow up with the contractor regarding deficiencies.
3. **Daycare Furnace Appliance Gas Regulator Quote:** A quote was received from the plumber for repairs to a gas regulator associated with the gas in the daycare building. Council is seeking clarification about the scope of work and the required parts.
4. **SL126:** A flood in the unit's basement was reported to the Emergency Line and a restoration company was dispatched. The strata agent will follow up with the results of the investigation into the source.
5. **SL157 Concrete Pad Quote:** (in camera).
6. **Depreciation Report:** An updated depreciation report is on the council's agenda to complete, per the 2025 budget. There have been challenges securing a company to complete a report due to the high number of strata corporations currently working to complete depreciation reports to comply with new government legislation.

**In-Camera**

The meeting was moved in-camera at 7:36 p.m. Responses to owner correspondence discussed in-camera will be sent to owners. The meeting was moved ex-camera at 8:02 p.m.

**Termination of Meeting**

The meeting was terminated at 8:08pm.

**Next Meeting**

The next council meeting is Monday December 8, at 6:30pm in the community hall, 3290 Ganymede Drive.



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