

# West Coast Property Management LTD.



## Strata Plan NWS58 - Simon Fraser Village Council Meeting Minutes - Wednesday December 17, 2025 3290 Ganymede Drive, Burnaby BC

### In Attendance

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

Guests: SL25 & SL117

### Call Meeting to Order

The strata management representative, Daren Sello, called the meeting to order at 6:32pm.

### Approval of the Strata Council Meeting Minutes of November 3, 2025

A motion was put forth to approve the minutes, dated November 3, 2025, as circulated. CARRIED.

### 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 Financial Statements

1. Review of Accounts Receivable as of December 5, 2025 (In Camera).
2. Report on Unapproved Expenditures: No unapproved Expenditures to report.
3. Review of Financial Statements through October 2025.

### Business Arising From Previous Council Meeting

**1. Handyman Tasks:** Council requested that the Strata Agent provides an update on the assigned jobs that have been completed and which are still outstanding. Outstanding projects include realignment of parking curbs that are improperly aligned with parking stalls, for which a quote has been requested. The handyman has also asked to assess sweeping a unit roof, inspect and repair the downspouts at SL152/SL153 and 3290 Ganymede Dr (daycare/common building), and complete a siding repair to one unit.

**2. SL67 Sump Pump Relocation:** A motion was put forth to approve payment of this invoice with follow up on finishing work (leveling and reseeding the area) which could not be completed due to the wet condition of the ground. The Strata Agent will follow up with the company regarding the payment and finishing work.

**3. Drain Blockage:** The drainage report provided by Clearly Plumbing does not include the full scope of all the drains on the property. The Strata Agent was asked to follow up with the company to get a complete assessment of drainage concerns.

**4. Sump Pumps Replacement:** A motion was put forth to approve payment for the sump replacement work, which has now been completed. CARRIED.

**5. Electrical Modernization Project:** The Strata is working to complete the government mandated plan for electrical upgrading and obtain quotes to upgrade the existing electrical panels. The equipment in electrical panels is original and at the end of its lifespan, with very limited options for replacement

parts. Upgrading the distribution electrical panels would help to mitigate extended outages from equipment failure and would be a requirement of a future electrical modernization anyway. The Strata Agent was directed to reach out to Woola Electrical to get an updated status of the electrical upgrading plan. As well, the Strata Agent will reach out to companies capable of performing upgrades to the electrical panels to arrange site visits and quotes.

**6. Daycare Lease:** Revisions to the terms of the proposed daycare lease have been requested by Village Daycare. The revisions will be reviewed by the Council.

**7. Bin Cleaning:** Happy Bins has been retained to continue with compost bin washing. Council asked the Strata Agent to ask Happy Bins to provide a quote for quarterly cleaning of other bins.

**8. Roof Replacement:** The Strata continues to solicit quotes for roof replacement from qualified companies capable of completing work of the scale required. Mack Kirk has been approached by the Strata Agent to provide a quote, which will be compiled with the quotes already received.

**9. Compost Bin Securing:** The Strata Agent was asked to follow-up with the previous request to get a quote to secure the compost bins to prevent bear intrusion.

**10. Financial Audit:** Dong Russell & Co. Inc were retained to complete the financial audit. Council requested the Strata Agent to follow up with the company for an update on the status of the audit and estimated completion date.

**11. Bylaw Review:** Council has completed a review of the bylaws and compiled proposed changes. These proposed changes must now be reviewed by a lawyer. A motion was put forth to approve up to \$800 for legal review. CARRIED.

**12. Playground Signs:** Stickers have now been attached on signs with updated West Coast Property Management contact information. There are a few extra stickers available if owners notice areas that require updating.

**13. Hall Accessibility Ramp:** A design proposal and quote for an access ramp to the hall was received from Next Day Access. Council reviewed the design and quote and decided to solicit additional designs and quotes.

**14. SL126 Water Ingress:** Resolve Restoration was engaged on an emergency basis to address water entering the unit basement. The restoration company determined that a vent cover installed for ventilation was allowing rainwater to enter the basement. Due to ongoing rainfall, the owner requested a temporary fix to help reduce further seepage. The restoration company sent a crew back the following day to reassess the site. Upon inspection, a large amount of water was found pooling beneath the pavers directly in front of the vent. The restoration company provided temporary modifications to mitigate water ingress and provided a report and recommendations to the Strata.

**15. SL157 Concrete Pad:** West Coast Property Management to provide photos of cracked concrete pad for Council to review and discuss.

**16. Depreciation Report:** It is a requirement that the Strata Corporation complete an updated depreciation report. Quotes were received for completion of a depreciation report and a motion was put forth to accept the least expensive quote provided by Trace Consulting Group Ltd. CARRIED.

#### **Correspondence - Owners**

1. November 11, 2025 - SL148: Email regarding Bylaw Letter.

2. November 12, 2025 - SL148: Email regarding Bylaw Letter.

3. November 12, 2025 - SL37: Bathroom renovation request.

4. November 13, 2025 - SL140: Email and pictures regarding bear activity.

5. November 16, 2025 - SL57: Email regarding access, unit signage, and lighting.

6. November 28, 2025 - SL103: Email regarding renovation request.
7. December 2, 2025 - SL130: Email regarding tree removal request.
8. December 4, 2025 - SL18: Email regarding repairs to basement drainage damaged during repairs.
9. December 11, 2025 - SL111: Email regarding retroactive renovation approval request.

#### **New Business**

**1. SL3 - Water Ingress:** The owner has once again reported water ingress into their basement, this time through a patched crack in the concrete foundation. Previously, the unit experienced water ingress from damaged drain pipe outside the rear of the unit. At that time, the rear perimeter drain was repaired and the company completing the repairs determined that the front drain would also need to be repaired in the future due to blockage. A quote was received from Clearly Plumbing for the excavation and repair of the front drain. This repair will require removal of a substantial concrete pad associated with several units. The Council discussed the history, scope of work, and the quote. Council directed the Strata Agent to dispatch a qualified service to repair the foundation crack to mitigate water ingress and to get additional information from Clearly Plumbing regarding the plan for removal of concrete and repair of the front drain as this will impact the owners of SL 1,2 and 3 access to their units. Once a plan has been developed, it will be shared with affected owners. As the repair has been deemed by Council to be an emergency, a motion was put forth to approve the quote from Clearly Plumbing for repair of the front drain associated with SL3 and connected units. CARRIED.

**2. BC Hydro Switch Box Replacement:** Council discussed the revised switch box replacement plan proposed by BC Hydro, which has a greater impact on strata property than the initial plan. The Strata Agent advised that the Strata Corporation have the plan reviewed by a lawyer, with BC Hydro paying the cost, to determine a just level of compensation to the strata under eminent domain.

**3. Smoking on Common Property:** A council member raised a concern with a resident smoking on common property. As a reminder, smoking on common property is prohibited by Bylaw 4.11:

*"Smoking - A resident or visitor must not smoke or burn any form of, tobacco materials such as cigarettes, cigars or pipes; any form of cannabis, including hashish; any other forms of illegal drugs; nor use a vaporizer anywhere on the common property areas within 6 meters of any opening door or window or within 6 meters of any park area, playground or the daycare and preschool."*

#### **In-Camera**

The meeting was moved in-camera at 7:42pm. Responses to owner correspondence discussed in-camera will be sent to owners. The meeting was moved ex-camera at 8:47pm.

#### **Termination of Meeting**

The meeting was terminated at 8:48pm.

#### **Next Meeting**

The next council meeting is Monday January 12, 2026 at 6:30pm in the community hall, 3290 Ganymede Drive.



Daren Sello, Strata Agent  
West Coast Property Management LTD  
604.914.2135  
teamsello@westcoastpm.ca  
[www.westcoastpm.ca](http://www.westcoastpm.ca)