

West Coast Property Management LTD.



Strata Plan NWS58 - Simon Fraser Village Council Meeting Minutes - Monday April 13, 2026 3290 Ganymede Drive, Burnaby BC

In Attendance

Moriah Power
Sandra Preston
Ross Taylor
Sheldon Armstrong
Daren Sello, Strata Agent, West Coast Property Management
Patrick Lau, Strata Agent, West Coast Property Management

Regrets

Joseph Henderson McCance
Maxine Haberl

Guests

SL84, SL106, SL25, SL117, SL 155, SL 81

Call Meeting to Order

The strata management representative, Daren Sello, called the meeting to order at 6:28 p.m.

Report on Litigation

A Civil Resolution Tribunal claim had been filed by an owner against the strata. Subsequently, an agreement between the owner and the strata to settle this claim has been reached and the claim has therefore been dismissed.

Approval of the Strata Council Meeting Minutes of March 9, 2026

A motion was put forth to approve the minutes, dated March 9, 2026, as circulated. CARRIED.

Approval of Financial Statements

1. Review of Accounts Receivable as of April 10, 2026 (In Camera).
2. Report on Unapproved Expenditures.
3. Review of Financial Statements through February 2026.

Business Arising From Previous Council Meeting

1. **Handyman Tasks:** The handyman continues to work on completing projects including realignment of the parking curbs, painting the hall back room, and repair hall exterior door hinge. It was identified that a trap needed to be added to the downspout at SL1538. Council directed the Strata Agent to reach out to the handyman to have this work done.
2. **Drainage Camera Scope:** The scoping of drainage at SL127 and SL126 was completed by Clearly Plumbing. A report outlining their findings and recommendations, as well as a quote for these repairs, was provided to council and reviewed prior to tonight's meeting. A MOTION was put forth to approve this work as quoted - SECONDED, CARRIED.
3. **Electrical Modernization Project Update:** Council has retained C&C Electrical Mechanical to finalize a report on the scope of the electrical modernization project as well as complete the Electrical Planning Report. Information will be provided to owners once the contractor has provided these reports to the council.

4. Roof Replacement Project Update: Council has retained BC Roof Inspections to act as project managers for the roof replacement project, including putting together a tender package for RCABC certified roofers to provide updated quotes on the project. Once these quotes have been received by council, they will be reviewed and a contract awarded to the successful bidder.

5. Financial Audit Update: A draft of the financial audit report from Dong & Russell was provided to the council to review prior to tonight's meeting. During the course of their examination, Dong & Russell did not identify any significant weaknesses in the internal controls nor notice any significant audit findings for Strata Plan NW 58 (Simon Fraser Village). A MOTION was put forth to approve the draft financial audit report - SECONDED, CARRIED.

6. Depreciation Report Update: Council is awaiting a draft of the depreciation report from Trace Consulting. Further information will be provided to owners once this report has been reviewed.

7. BC Hydro Switch Box Replacement Update: The lawyer retained to represent the strata in this matter has reached out to BC Hydro to work on terms of agreement.

8. Compost Bins Securing Update: Council has been unable to move forward with the identified contractor and requested that Strata Agent reach out to other contractors who may be able to provide solutions and pricing for securing the compost bins to mitigate bear damage.

9. SL1/SL2/SL3 Drainage Repairs: The work has begun to repair the drainage around these units; the site has been excavated. During this excavation, Clearly Plumbing found waterlines and water shut-off valves associated with the units to be corroded and nearing failure. Clearly provided quotes for the replacement of these items. It is cost-effective for the strata to replace these essential elements now, while the ground is excavated, rather than requiring additional future excavation. Quotes were received from Clearly Plumbing for the repair of the waterlines and shut-off valves and a MOTION was put forth to approve these repairs as quoted - SECONDED, CARRIED.

10. SL40 Mold Abatement: This work, approved at the March 2026 council meeting, is in progress.

11. Sump Cleaning: This work, approved at the March 2026 council meeting, is in progress.

12. Backflow Preventer Inspection: This work has been completed.

13. Property Taxes Clarity: At the previous meeting, Council requested the Strata Agent to follow up with the City of Burnaby regarding Strata paying property taxes on the common building. This communication is in progress.

14. Signage Update: Council discussed the progress on this project. The Strata Agent will reach out to some signage companies to find out if one is willing to visit the property to look at options, including where and what type of signage would work best, especially on the ends of buildings which are not directly associated with one of the roads.

Correspondence - Owners

1. SL32 re Roof Leak: a tarp was replaced by Uptown Roofing.

2. SL3 re Concrete & Pavement Complaint: Council will review this after the current drainage project in the same area is complete.

3. SL40 re Parking Lot Poop Complaint: See Bylaw Reminder, below.

4. SL25 re Paper Minutes Complaint: discussed in-camera. Council will provide the owner with a response.

New Business

1. SL84 - Attic Mold: The owner contacted the Strata Agent in March regarding mold in the attic and an inspector was dispatched. Council reviewed the subsequent inspection report and directed to Strata Agent to have the roof tarped and get a quote for the attic repairs as initial steps. The owner reached out to council today reporting that they have not yet heard back from the Strata Agent or a restoration

contractor. The council directed the Strata Agent to contact a restoration company to complete attic mold abatement and repairs.

2. Complex Attics Mold Investigations: A quote was received from Resolve Restoration for the inspection of all attics in the complex for mold or other deficiencies. In consultation with the roof replacement project management company, council decided not to move forward with these inspections due to the cost and complexity, including requiring asbestos testing.

3. Exterior Cleaning: A quote was received from Coastal Softwash for cleaning of the building exteriors. After discussion, council decided to postpone washing the exteriors until the roof replacement project is complete.

4. SL189 - Drain Tile Hydroflush: A report and quote were received following the inspection of the drain tiles at SL189. Council discussed the findings of the report and, while this work will need to be completed, it was decided to table this work until more urgent drainage projects have been completed.

5. SL1 - Concrete Settlement: During the excavation of the area for drainage repairs, Clearly Plumbing noted that the concrete pad has been undermined and settled. Clearly provided a report with recommendations. Council discussed the report and it was decided to hold off on addressing the concerns until the drainage repairs in the area have been completed.

6. SL164 - Water Leak: Water has been noted leaking from the area around the unit and onto the road at Ganymede for some time. A quote was received from Cleary to dig and reattach downspout, which has been moved. The cost for this work will be charged back to the owner. Clearly will also inspect the area for other issues which could be contributing to the water leak.

7. Exterior Faucet Repairs: The outside faucet at SL140 was capped in the winter due to breakage and the shutoff for the outside front faucet at SL183 was reported to be leaking and needs to be repaired. Exterior faucet repairs in the front of buildings are considered common faucets and repairs are the responsibility of the strata. The Strata Agent was directed to reach out to Clearly Plumbing who are onsite to follow up with those repairs.

8. Change to Strata Agent: Council welcomes Patrick Lau as our new Strata Agent from West Coast Property Management, effective May 1, 2026. Further details and contact information will be forthcoming. Prior to May 1, owners are requested still contact the current Strata Agent:

- for a non-emergency request or concern, please phone 604-914-2135 (ext. 4) or email (teamlau@westcoastpm.ca).
- For an emergency request, please phone 604-914-2135 (ext. 2)
- For all communication, include your name, Strata NW58 and your unit number and/or strata lot number, a call-back phone number, and the reason for your communication.

In-Camera: The meeting was moved in-camera at 7:00 p.m. Responses to owner correspondence discussed in-camera will be sent to owners. The meeting was moved ex-camera at 7:46 p.m.

Termination of Meeting

The meeting was terminated at 7:48 p.m.

Next Meeting: Council Meeting - Monday May 4, 2026 at 6:30 p.m.



Patrick Lau, Strata Agent
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