

West Coast Property Management LTD.



Strata Plan NWS58 - Simon Fraser Village Council Meeting Minutes - Monday May 4, 2026 3290 Ganymede Drive, Burnaby BC

In Attendance

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

Regrets

Joseph Henderson McCance
Sheldon Armstrong

Guests

SL126, SL117

Call Meeting to Order

The Strata management representative, Daren Sello, called the meeting to order at 6:32 p.m.

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 13, 2026

A MOTION was put forth and CARRIED to approve the minutes, dated April 13, 2026, as circulated.
APPROVED

Approval of Financial Statements

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

Business Arising From Previous Council Meeting

1. **Handyman List:** The parking curb realignment has mostly been completed, and council will conduct a walkaround to check which need to be completed or adjusted.
2. **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.
3. **Plumbing and Drainage Work:** Council reviewed a number of quotes for plumbing and drainage issues which have been identified around the property. Some of these issues have previously been approved and are in progress or work is pending and others were awaiting council approval. Work continues on the catch basin at SL 126 as well as the excavation and replacement of the drains in the front of Building A on Ganymede Drive (SL 2-10) and at SL 127. Jobs approved and pending include flushing/cleaning of all the interior and exterior sumps on the property, replacements of two exterior hose bibs, and a sump reconfiguration at SL 2. Council deemed the remaining drainage and sump issues

to be of lower priority at this time and have been tabled until the pending projects have been completed.

4. Roof Replacement Update: The tender process for the roofing replacement project has closed and five companies submitted bids for the contract. Per the tender requirements, all of the companies who submitted bids are registered with the Roofing Contractors Association of British Columbia (RCABC). Each company provided both a base quote for replacement of the roof as well as breakdown of costs for items beyond the base quote. Items that are in addition to the base quote include such things as replacement of any deteriorated wood sheathing (cost per sheet), replacement of any rotten fascia board and rake edge board (cost per foot) and work required for any additional venting beyond the standard vent configurations described in the tender package. Council members met with the consultant from BC Roof Inspections to review the bids. The consultant also provided council with information about each company, based on the consultant's own knowledge of each company's history and workmanship on comparable projects. Council and the consultant also discussed the typical operational processes for projects of this as well as material and warranty expectations.

Based on careful consideration of the information provided in the bids and by the consultant, council identified **Bollman Roofing and Sheetmetal Ltd** as the company whose bid most closely aligned with the project budget and other strata expectations. A vote was held online and council unanimously decided to award the contract for the roof replacement project to Bollman Roofing and Sheetmetal Ltd. This vote was ratified at tonight's council meeting. Council also reviewed the roofing samples and selected '*IKO RoofShake - Driftwood*' as the roof shingle to replace the current shingles.

Next steps: Notices will be provided to owners as project information becomes available. Prior to the start date, the project manager (BC Roof Inspections) will meet with council onsite to review project logistics work locations, material staging areas, and work hours. The tentative start date for the project is June 1, 2026.

5. BC Hydro Switch Box Replacement Update: The lawyer retained to represent the strata on this matter had communicated with BC Hydro regarding the proposed alterations to strata property and to seek terms for a Statutory Right of Way (SRW) Agreement. BC Hydro's responded that they do not offer compensation for land use changes that required for upgrades and which benefit the owner of the property. BC Hydro did agree to compensate the Strata for the costs associated with reviewing and communicating the SRW agreement to owners.

6. Depreciation Report Update: Council is awaiting a draft of the depreciation report from Trace Consulting. Trace Consulting estimates that the report should be provided to council by May 8. Further information will be provided to owners once this report has been reviewed by council.

7. Compost Bins Securing Update: Council spoke with a contractor who may be able to provide a solution to secure the requested that Strata Manager reach out to other contractors who may be able to provide solutions and pricing for securing the compost bins to mitigate bear damage.

8. Sump Maintenance: This work, approved at the March 2026 council meeting, is in progress. All interior and exterior sumps will be cleaned out. Additionally, the area around the previous sump relocation has now been reseeded. In order for the grass to become established, residents are asked to avoid walking through the area. Watering of this newly seeded area is exempt from the current water-use restrictions and is permitted by the GVRD.

9. Property Tax Update: The strata manager reached out to the City of Burnaby regarding the property taxes levied on the common building. It is the strata's position that common buildings are typically deemed to have no or minimal fair market value and the amount of property tax payable should be based on this. The City of Burnaby replied back to the Strata Manager that the amount of property tax which the city levies in a given year is based entirely on the property value deemed by BC Assessment, over which the city has no control. The Strata Manager will follow up with BC Assessment for more information about the assessed value of the common building.

10. Quote for Inspection of Attics: Tabled until the roofing project has been completed.

11. Exterior Cleaning of Buildings: Tabled until roofing project has been completed.

12. SL40 Mold Remediation: information regarding this concern was reviewed by council and management will follow up with the owner regarding strata and owner responsibilities.

13. SL84 Mold Remediation: information regarding this concern was reviewed by council and management will follow up with the owner regarding strata and owner responsibilities.

14. Signage Update: Council continues to work on getting proposals and quotes for new signage.

15. SL1 Concrete Settlement: This has been tabled until drainage repairs in area have been completed.

Correspondence - Owners

1. SL 157 - RE: Concrete pad repair request

2. SL 56 - RE: Bylaw complaint

3. SL 158 - RE: Uninsured vehicle parked on property complaint

4. SL 35 - RE: Contractor vehicle parking complaint

5. SL 155 - RE: Inaccurate notice information complaint

New Business

1. Insurance Renewal Update: One quote for next year's strata insurance has been received by the strata manager and he is awaiting additional competitive quotes. Council will decide on an insurance provider for the coming term.

2. Sump Repairs: The sump at 8916 OP needs to be inspected and possibly repaired. The Strata Manager was directed by council to obtain quotes for this work.

3. Electrical Repairs: The circuit breakers serving two of the buildings required replacement on an emergency basis. This work has been completed.

In-Camera: The meeting was moved in-camera at 7:20 p.m. Responses to owner correspondence discussed in-camera will be sent to owners. The meeting was moved ex-camera at 8:00 p.m.

Termination of Meeting

The meeting was terminated at 8:00 p.m.

Next Meeting: Council Meeting - Monday June 1st , 2026 at 6:30 p.m.



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REMINDER: SPECIAL LEVY PAYMENTS

Special levies, in the amount of \$3000.00 for the Electrical Modernization Project and \$3000.00 for the Roof Replacement Project, were approved by owners at the Annual General Meeting.

Payment of the Electrical Modernization Project levy is due June 1, 2026. However, due unforeseen delays in finalizing the scope of this project, the strata council has decided to implement a grace period for payment of this levy until October 1, 2026. Owners electing to use the grace period will incur no penalty or fees.

Payment of the Roof Replacement Project levy is due October 1, 2026.

Payment Options:

- **Cheque:** payable to "Strata Plan NWS58" and mail to *West Coast Property Management, #1-1301 Ketch Court, Coquitlam, BC V3K 6X7*.
- **Pre-Authorized Debit (PAD):** email the strata manager at West Coast to arrange.
- **Cash:** Dropped off at West Coast Property Management.

Unfortunately, the strata is unable to accept credit cards or e-transfers. All payments are managed by West Coast Property Management. Strata council members are unable to accept payments. If you have any questions or concerns, reach out to the property manager.

Thank you!

REMINDER: PICK UP AFTER YOUR PETS

Bylaw 5: Pets and Animals

5.9 – A pet owner must ensure that a Permitted Pet is kept quiet, controlled, and clean. Any excrement on common property or land that is a common asset must be immediately disposed of by the pet owner.

5.13 – A resident who contravenes Bylaw 5 will be subject to a fine up to \$200.