

West Coast Property Management LTD.



Strata Plan NWS58 - Simon Fraser Village Council Meeting Minutes - Monday June 1, 2026 3290 Ganymede Drive, Burnaby BC

In Attendance

Moriah Power - President
Sandra Preston - Vice President
Ross Taylor - Secretary
Maxine Haberl - Treasurer
Joseph Henderson McCance - Member at Large
Patrick Lau, Strata Agent, West Coast Property Management

Regrets

Sheldon Armstrong - Member at Large

Guests

SL117, SL106, SL25, SL167, SL155

Call Meeting to Order

The strata management representative, Patrick Lau, called the meeting to order at 6:31 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 May 4, 2026

A **MOTION** was put forth and **CARRIED** to approve the minutes, dated May 4, 2026, as circulated. **APPROVED**

Approval of Financial Statements

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

Strata Agent Report on Directives

1. **Handyman:** Any tasks requested of the handyman are on hold until he returns to work in July. These tasks include review of the parking curb realignment for any deficiencies, adjustment of the hall door, painting of the office in the hall, and moving of the strata files into the office.
2. **Hall Property Taxes:** The Strata Agent is in contact with BC Assessment to appeal the valuation of the common hall. The current valuation results in strata being required to pay property taxes on a common, unsellable asset.
3. **Compost Bin Securing:** A quote has been received from Hurricane Roofing for a possible solution to secure compost bins from bears. Council asked the Strata Agent to reach out to Hurricane Roofing to request they complete securing one bin to better assess if their solution is effective and cost effective.
4. **Concrete Pad Leveling:** All of these requests are tabled at this time until other major projects are complete and a priority list can be determined.
5. **SL1 Concrete Settlement:** This has been tabled until drainage repairs in the area have been completed.

6. SL3 Waterline Repair: During the excavation for drainage, the waterline and shut off were found to have deteriorated significantly and require replacing. This work is necessary and has been approved via online vote.

7. SL40 Mold Remediation: This work involves remediation of mold in attic space and is pending Hurricane Roofing scheduling the work.

8. SL84 Mold Remediation: The Strata Agent communicated to the owner in order to clarify owner versus strata responsibilities.

9. Quote for Inspection of Attics: This has been tabled until other projects are completed.

10. Exterior Cleaning of Buildings: This has been tabled until other projects are completed.

11. Hall Accessible Ramp: This has been tabled until other projects are completed.

Business Arising From Previous Council Meeting

1. Electrical Upgrading and Modernization Projects Update: There are three components to the electrical upgrading and modernization projects; the Electrical Planning Report (required by the BC Government), the BC Hydro Switch Box Replacement (planned and proposed by BC Hydro), and the plan to upgrade of electrical capacity to units in the complex, for which the special levy was accepted by owners at the AGM.

The Electrical Planning Report (EPR) was received by the council. The EPR summarizes our current electrical demand and capacity as well as describes the potential future electrical demand based on if systems such as heat pumps, on-demand hot water heaters, or car chargers were introduced. It comes as no surprise that there is a significant shortfall between our existing electrical capacity and the capacity required for future demand. For example, Simon Fraser Village currently has 288kW of electrical capacity. If all units converted to on-demand hot water heaters and heat pumps, electrical demand would rise to 1845kW. Importantly, the EPR is not a plan for upgrading the system but simply a summary of current and future potential demand.

After discussion, a **MOTION** was put forth to approve the electrical planning report: **SECONDED, CARRIED.** The report will be made available to owners. The Strata Agent will reach out to C&C Electrical Mechanical for further guidance to council on how to incorporate the information in the EPR into an electricity upgrading plan.

With respect to the switch box, BC Hydro has provided additional information to the strata regarding replacement of the aging switch box that supplies electricity to our complex and has requested an on-site meeting with strata representatives to discuss their plan. The strata will be seeking clarification from BC Hydro and C&C Electrical the extent of BC Hydro's responsibility for the electrical infrastructure, as this will have implications for the scale of the modernization project. Following this meeting, council will schedule a Special General Meeting for owners to vote on whether to accept the BC Hydro switch replacement plan as this involves a change to common property. Council also hopes to provide owners with updates regarding the modernization project at that time.

2. Plumbing and Drainage Projects Update: Flushing and cleaning of the interior and exterior sumps have been completed by Clearly Plumbing. Clearly Plumbing has also provided a quote for replacement of two exterior hose bibs, which Council felt the quote was high. Council asked the Strata Agent to respond to Clearly Plumbing to suggest a more reasonable price as the company is already on site to work on larger drainage projects. Clearly Plumbing also continues to work to identify the source of the water leak at SL164.

3. Roof Replacement Project Update: A notice to owners from the project manager was reviewed by council with changes suggested. The notice has now been sent to owners. The project is scheduled to commence on June 15, 2026. If owners have questions or concerns, please refer to the notice, which includes contact information.

4. Insurance Renewal Update: The Strata Agent reached out to insurance providers for quotes to renew the strata insurance. The insurance renewal proposal provided by BFL, the incumbent insurer, was favourable toward the strata and includes a premium decrease of approximately 15% for this year, from \$137,638 to \$116,741, although the appraised value of the property has increased from \$52,682,700 to \$54,739,800. The major deductibles (Water/Fire & Earthquake) for the proposed policy have also decreased, with Sewer Backup and Water Damage/Flood from decreasing \$50,000 to \$25,000, and Earthquake reduced from 15% (minimum \$250,000) to 10% (minimum \$100,000). Council considered the quote and to expedite the approval process voted online to accept BFL's quote. The vote was **RATIFIED** at tonight's meeting.

5. Depreciation Report Update: The depreciation report was received by council on the morning of this meeting and so there was not an opportunity to review the report prior to the meeting. Council will review the report and bring any concerns to the attention of the Strata Agent.

6. Signage to Identify Units: Council received a diagram from Duo Lynx Sign Company to present a possible signage option for units to assist emergency services with locating specific units quickly. Council discussed the proposal and agreed that this signage would be considered temporary, to provide clearer information immediately, and that additional planning is required to replace the aging signs throughout the property with a more permanent solution. A **MOTION** was put forth to go forth with the temporary signage to assist emergency responders: **SECONDED, CARRIED**. The Strata Agent will follow up with the company.

Correspondence - Owners

The following correspondence was received by owners and discussed online or in the meeting by council. The Strata Agent will provide responses as necessary to the respective owners.

- SL189: Request for removal of partial concrete pad
- SL157: Request for 8'x10' concrete pad
- SL155: Concern regarding Bylaws 4.1 and 4.8
- SL126: Follow up regarding drainage concern
- SL22: Request to replace doors and windows, request for fence paint
- SL36: Request for tree pruning

New Business

1. BC Plant Health: Council directed the Strata Agent to reach out to BC Plant Health to review the outstanding priorities listed on their previous report and identify any new concerns. There have been requests from owners regarding pruning and clearing overgrowth in parts of the complex.

2. Hall Bookings Website: The online hall booking system appears to be working well for owners and the council decided to renew the website. Owners are reminded to use www.simonfraservillage.com for all hall bookings and to access other community information. Owners are also reminded that they are required to clean up all their belongings and garbage from both the interior and exterior areas of the building after their event.

3. Daycare Communication: Council requested that the Strata Agent adds Village Daycare to the list of owners who receive notifications and minutes.

In-Camera: The meeting was moved in-camera at 7:27 p.m. Responses to owner correspondence discussed in-camera will be sent to owners. The meeting was moved ex-camera at 8:14 p.m.

Termination of Meeting

The meeting was terminated at 8:15 p.m.

Next Meeting: Council Meeting - Monday July 6th , 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.

REMINDER: DO NOT FEED ANIMALS

(Bylaws 5.11 – 5.13)

We are fortunate to live in close proximity to natural surroundings and this means we must also co-exist with wild animals. Bears as well as coyotes and racoons frequent our complex in search of easy food. We also have significant issues with rodents (rats, mice, squirrels) throughout the property and getting into people's homes. There have been numerous reports of people either feeding animals or leaving food for animals on the property. These actions create a hazard to people's health and property. Owners are reminded to not feed animals or birds or leave out food as it is an attractant for animals. Feeding wild animals is a violation of the strata bylaws and subject to fines being levied:

Bylaws 5.11 and 5.13 prohibit feeding any wild animal or leaving food for domestic animals outside:

- *5.11 A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on strata lots or common property.*
- *5.12 A resident must not leave food outside the strata lot for a Permitted Pet.*

Anyone found in contravention of Bylaws 5.11 or 5.12 will be issued a fine:

- *5.13 A resident who contravenes any of bylaws 5.1 to 5.13 (inclusive) will be subject to a fine of up to \$200.00.*

Additionally, feeding wildlife contravenes City of Burnaby bylaws and owners may also be subject to sanctions by Burnaby Bylaw Enforcement:

- *Wildlife Attractants: The city prohibits leaving out food, bird feeders, or improperly secured garbage that attracts dangerous wildlife (such as bears or coyotes) into neighbourhoods.*

Your neighbours thank you for helping to keep the complex clean and safe!