

West Coast Property Management LTD.



Strata Plan NWS58 - Simon Fraser Village Council Meeting Minutes - Monday August 10, 2026 3290 Ganymede Drive, Burnaby BC

In Attendance

Moriah Power - President
Sandra Preston - Vice President
Maxine Haberl - Treasurer
Patrick Lau, Strata Agent, West Coast Property Management

Regrets

Joseph Henderson McCance - Member at Large
Ross Taylor - Secretary

Guests

SL25, SL106, S126

Call Meeting to Order

Strata Agent, Patrick Lau, called the meeting to order at 6:37 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 to approve the minutes dated July 6, 2026 as circulated. **SECONDED, APPROVED.**

Approval of Financial Statements

- Review of Accounts Receivable as of Aug 7, 2026
- Report on Unapproved Expenditures
- June 2026 Financial Statement Review

Strata Agent Report on Directives

1. **Handyman** : As the Handyman is not available in the short term, the Council reviewed the Handyman task list and tabled non-urgent tasks. The Strata Agent will find other contractors to complete the following directives:
 - a. Adjustment of Hall Door: The Strata Agent was directed to reach out to a locksmith to have them assess the condition of the door hardware and alignment of the hall entry door.
2. **Plumbing Projects**
 - a. SL3 Water Ingress: The plumbing work is complete. Council has asked the Strata Agent to follow up with Clearly Plumbing to ensure the site is left in a clean and tidy state. The Strata Agent will follow up regarding restoration of the concrete that was removed to complete the drainage repair.
 - b. 8912 OP Waterline leak: The water line has been temporarily patched and the Strata Agent is getting quotes for repair
 - c. 8906 Orion Place: blocked storm drain. A quote has been received for hydroflushing of this drain.
 - d. Water shutoff Map: This mapping work was completed by Clearly Plumbing and Council is awaiting the requested map.
 - e. Interior Sump Pump Relocations: A plan to relocate remaining interior sumps will continue to be worked on, but no work is likely to begin this year.
3. **Compost Bin Securing**: This work is pending. No change.

4. Concrete Pad Leveling: The Strata Agent has been directed to reach out to a concrete levelling company to request a site visit for obtaining quotations.

5. SL40 Mold Remediation: Complete

6. Property Tax Update: BC Assessment has provided a response, but the strata has asked for a more in-depth response regarding the percentage of property used as an amenity and the rental use as a not for profit Daycare.

7. SL84 Mold Remediation: This work is in progress. The Strata Agent has been directed to have Hurricane Solutions complete the remediation that is within Strata responsibility.

8. Tree Maintenance: Scheduled for early Fall.

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

10. Exterior Cleaning of Buildings: This has been tabled until Roof and gutter cleaning have been completed.

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

12. Signage to Identify Units: The work to install temporary signage is approved; the Strata Agent has been directed to schedule this with the signage company.

13. Depreciation Report: The draft Depreciation report has been reviewed by the council with minor changes requested before the final report is issued.

14. Gutter Cleaning: Quotes were received from companies to complete the gutter cleaning. The Strata Agent was directed to inquire on the possibility of completing the work in two visits to prevent any interference with the roof replacement project.

Business Arising From Previous Council Meeting

- 1. Roof Replacement Project Update:** The roof replacement project has begun and is going reasonably well, with the project manager and the inspectors communicating progress and issues regularly with council. Council has communicated to Bollman and BCRI that we would appreciate the project to be completed on the timeline that was originally communicated. Council thanks the Owners for their patience and cooperation with parking and moving vehicles to allow for crane loading.
- 2. Electrical Upgrading and Modernization Projects Update:**
 - a. BC Hydro Switch Box Replacement: The SGM on August 20 at 3290 Ganymede Drive will vote on the BC Hydro Statutory Right of Way for this Switch Box. The Switch Box is located behind 3204-3206 Ganymede Drive
 - b. Electrical Modernization Project: C&C Mechanical is in communication with BC Hydro but waiting for a response. Council is reviewing proposals for Design and Construction Project Management.

Correspondence - Owners

- Daycare - Camera Installation Request
- SL182 (8936GP) - Special Levy Inquiry
- SL37 (3254 GD) - Vinyl Siding Repair
- SL126 (8917OP) - Drainage Response Follow-up
- SL45 (3270GD) - Front Yard Construction

New Business

1. Electrical Upgrade Project - Engineer Assessment Proposal
2. Requested new bins for compost from the City of Burnaby for leaking and damaged bins.

3. Elite Fire and Alarm requires an updated cellular signal at 3290 Ganymede Drive (Hall/Daycare). The Strata Agent has been directed to reach out to Telus and arrange for the required upgrade.
4. Pest Control: The Strata Agent was directed to reach out to All-Out Pest control and remove broken bait boxes

In-Camera: The meeting was moved in-camera at 8:05 p.m. Responses to owner correspondence discussed in-camera will be sent to owners. The meeting was moved ex-camera at 8:20 p.m.

Termination of Meeting

The meeting was terminated at 8:20 p.m.

Next Meeting:

Special General Meeting - Thursday Aug 20, 2026 7:00 pm

Council Meeting - Wednesday Sept 9, 2026 at 6:30 p.m.



Patrick Lau, Strata Agent
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Notes:

- Strata council members are owners in your community and volunteers. Please reach out to the Strata Agent Patrick Lau with any concerns or questions regarding Strata issues.
- The playground by the Daycare should be treated with respect. Owners, guests, and their children should clean up any garbage and take care not to harm the plants and the Daycare property.