

West Coast Property Management LTD.



Strata Plan NWS58 - Simon Fraser Village Council Meeting Minutes - Wednesday, September 9, 2026 3290 Ganymede Drive, Burnaby BC

In Attendance

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

Regrets

Joseph Henderson McCance - Member at Large

Guests

SL25, SL106, S126

Call Meeting to Order

Strata Agent, 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 to approve the minutes dated August 10, 2026 as circulated. **SECONDED, CARRIED.**

Approval of Financial Statements (In-Camera)

- Review of Accounts Receivable as of September 4, 2026
- Report on Unapproved Expenditures
- June 2026 Financial Statement Review

Strata Agent Report on Directives

1. **Handyman List:** There are no outstanding jobs assigned to handyman services at this time. The Strata Agent is identifying contractors who would be appropriate to provide this service to the strata.
2. **Electrical Upgrade Project Update:**
 - Strata received a map from BC Hydro illustrating the proposed right-of-way boundaries. Council requested additional clarification of details by BC Hydro.
 - Council requested the Strata Agent to reach out to BC Hydro to get their plan for a fence or other visual barrier to close the space behind several backyards which was opened when the trees were removed.
 - Council asked the Strata Agent to reach out to the BC Hydro to have the Portapotty removed from the side of the unit against which it was placed and to clean-up of the area.
 - The Strata Agent will also reach out to i3, the project manager for the electrical upgrading project, to set up an initial meeting with council.

3.Plumbing and Drainage Work:

- Council and the Strata Agent continue to pursue completion and clean-up of areas which were affected by excavations for drainage repairs, including ground repair around SL67 following the sump replacement and the area excavated in around SL1-3.
- Council discussed whether to replace the concrete at SL1-3 that was removed to access the drain tiles for repair or instead top up the area with soil, which is easier to excavate than concrete in the event of a future drainage issue. Most units have some form of earth on top of the drainage gravel around foundations. A **MOTION** was put forth and **SECONDED** to top up the open area with soil, instead of replacing the concrete, in order to facilitate access for future repairs - **CARRIED**.
- The Strata Agent has reached out to companies to get quotes for hydro-flushing of the drains.
- Sump pump on hold until other projects are completed.
- Quotes are pending for waterline replacement at SL 164.

4. Roof Replacement Project: The replacement of roofs is getting closer to completion. The remaining roofs will be loaded with materials and the project managers, BC Roof Inspections, are in the process of inspecting finished roofs and informing the contractor of any deficiencies. The roof replacements are expected to be completed in early October.

5. Attic Remediation: Council is in the process of gathering quotes for attic inspection and remediation. Quotes provided for inspection are asked to reflect a scope of work that includes:

1. Identifying if there is mold in the attic space,
2. Assessing the condition of insulation,
3. Ensuring soffits, baffles, and fan ventilation pipes are correctly placed and attached.

Once these initial inspections and basic repairs have taken place, the strata council will establish a priority list based on the severity of the problems to address any mold or insulation issues that are found as well as start the process of getting quotes and a plan for remediation.

6. Gutter Cleaning: Quotes for gutter cleaning were reviewed and approved earlier. This work will be scheduled to start after the roof replacement project is complete.

7. Property Taxes: The property management company has appealed BC Assessment's decision regarding the valuation and use of the hall using the lease to demonstrate non-profit nature of the daycare

8. Signage: The Strata Agent will follow up with Duo Lynx regarding the installation of planned signage.

9. Adjustment of Hall Door: The Strata Agent has reached out to a locksmith for a quote and this work is pending.

10.Compost Bin Securing: The Strata Agent has reached out to Hurricane Solutions to confirm they have completed their proposed method for securing a bin so that council can inspect and determine next steps.

11. 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.

12. Depreciation Report: Report Adjustment Revisions were sent by the Strata Agent to Trace Inc. The report is still in draft format until the revision has completed and returned to council, after which time council will vote whether to adopt the report

13. Tree Maintenance: This has been scheduled to take place from October 19 to November 13. A letter will be sent to owners regarding this upcoming work.

14. Exterior Cleaning of Buildings: This has been tabled until other projects have been completed.

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

Correspondence - Owners

- SL87: Attic Remediation Request
- SL73: Attic Concerns

New Business

1. **Waste Removal:** A council member will contact Bullet Waste Removal to arrange pick up items left around the property. Owners are reminded that large household items should be disposed of through proper channels and not left beside dumpsters or on common property. Having to call a waste removal company costs all owners.
2. **Hall Internet:** The Strata Agent was asked to contact Telus to inquire about getting Internet set up in the community hall to use to facilitate strata business.

In-Camera: The meeting was moved in-camera at 7:22 p.m. Responses to owner correspondence discussed in-camera will be sent to owners. The meeting was moved ex-camera at 7:55 p.m.

Termination of Meeting

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

Next Meeting:

Council Meeting - Monday, October 5, 2026 at 6:30 p.m.



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