

MINUTES OF THE MEETING OF STRATA COUNCIL
STRATA PLAN NW 2040
May 13th, 2025
HELD IN PERSON

COUNCIL IN ATTENDANCE

Derek Martinig - Strata Chair & President
Guilherme Camillo - Secretary
Alana Prociuk - Landscape Liaison
Stephanie Salbach - Treasurer
Fayyaz Fatehali - Maintenance Liaison

CALL TO ORDER

Meeting was called to order by the Strata Chair at 7:01pm.

STANDING BUSINESS

1. **Approval of meeting agenda:** The agenda was reviewed and approved.
2. **Approval of previous meeting minutes (April 2025):** The minutes from the previous meeting were reviewed ahead of the meeting and approved. They will be published on the website shortly.

PREVIOUS BUSINESS

3. **Landscaping updates:** Alana received quotes from Beaudry Landscaping and shared them with Council. After reviewing the available budget, Council decided on next steps for each item. All quotes are valid for 30 days, with work expected to be scheduled for June.
 - **Removal of dead trees and hedges on Braemoor (including new shrubs)** – Quote: \$717 → Deferred to next year due to budget constraints.
 - **Replacement of rotting flower box on Moorside (including new soil)** – Quote: \$2,062 → Approved.
 - **Removal of a dead tree on Braemoor** – Quote: \$400 → Approved.

Alana will coordinate with Beaudry Landscaping to schedule the approved work. Council discussed the possibility of a larger complex-wide beautification proposal for the next fiscal year that would include signage replacement, hedge removals on Moorside and Braemoor, mulching and other ground improvements. Further discussion about the proposal however, was deferred until closer to the end of the fiscal year.

4. **Finance updates:**
 - **GIC Renewal with ScotiaBank:** As agreed during the previous meeting, Council proceeded with re-investing the recently released GIC funds with ScotiaBank. Stephanie communicated the decision to the bank, and ScotiaBank has confirmed that the funds are now re-invested.

- **Quarterly Updates from Marsh & Marsh:** Despite previous expectations, the quarterly financial updates from Marsh & Marsh remain delayed. Council expressed continued dissatisfaction with the lack of communication and responsiveness, especially given our status as a paying client. Council will continue to follow up and apply pressure for timely updates.
- **ScotiaBank Account Fees:** Stephanie raised concerns about the fees currently paid for our account with ScotiaBank, noting that the value provided by the bank does not seem to justify the cost. Council agreed to explore other financial institutions to identify better options with more competitive service fees.

5. Building maintenance

- **Stuck Window at 9067 Moorside:** Attila completed the repair work on the stuck window. The issue is now resolved and was well received by the homeowner. No further action is required.
- **Leaking Tap at 9285 Moorside Carport:** The carport tap at 9285 Moorside has been fixed.
- **Exposed Piping at 9077 Moorside Carport:** It was brought to the attention of council (after a recent leak) that the water line to the carport tap at 9077 Moorside is completely outside the building, unlike every other unit in the complex. Council was unable to find any record of approval for this modification to the building envelope and decided that this unauthorized work needs to be remedied. After confirming with the current owner that the condition was present upon their purchase of the unit, Alana engaged Manjano Plumbing to assess and quote a solution for the exposed piping. Council discussed the possibility of completing the repair externally to avoid cutting into drywall; however, it was uncertain if that was possible without considerable repair work to the building envelope. Prior to proceeding with the work, Alana committed to discussing different options with Manjano and, if necessary, approaching Attila about a quote to complete the non-plumbing remediation.
- **Overflowing Gutters on 9093 Moorside :** Council was notified of overflowing gutters during heavy rainfall by the owner. The issue, already known to Council, is attributed to sediment buildup on the roof. Council decided to defer action until the fall, when a full complex-wide roof and gutter cleaning is planned.

6. Depreciation report

- An engineer visited the complex on May 6th to conduct the on-site inspection as part of the updated depreciation report project. Their visit included examination of an upper deck, a review of plumbing connections, and a general assessment of building maintenance items across the property.

- Council also provided the engineer with relevant supporting documents, including recent quotes for window replacement and the engineering report on the vehicle bridge at Moorside.
- Council is expecting to receive between 4 and 6 funding scenarios as part of the final report, each outlining different levels of strata fee and special assessment contributions to address complex projects for the next 30 years.
- Additionally, the engineering firm has offered to attend an upcoming strata meeting to present the findings and discuss next steps. This meeting will be included at no additional cost, as it is covered under the existing contract for the depreciation report.

7. Engineering Assessment of Vehicle Bridge on Moorside: Following the receipt of the engineering report on the vehicle bridge at Moorside, Council is now seeking quotes from general contracting companies for the necessary repair work. MetroGold has been contacted as a potential contractor, but no response has been received to date. Council will continue outreach efforts to obtain additional quotes.

8. Lock replacement - electrical rooms: Fayyaz has replaced the locks on roughly 75% of the electrical rooms around the complex. We are hoping to have the final locks replaced over the upcoming weekend.

9. Carport Inspections: As previously discussed, carport inspections are scheduled to take place in June. While there are no new updates at this time, Council will proceed with conducting the inspections as planned.

- **Drain tile blockages:** Council received quotes from three different contractors to address blockages in three different drain tile areas; Trust-It Plumbing, A1 Drainage and Manjano Plumbing.
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Council engaged in an in-depth discussion comparing the pros and cons of each proposal. Despite Manjano's quote being slightly more expensive, Council voted to proceed with it due to the increased certainty of a long-term fix, more comprehensive plan and a better understanding of the problems common in our area. Concerns were raised that hydro-flushing alone (as proposed by Trust-It and A1 Plumbing) might not resolve the issue, potentially requiring additional site visits and higher overall costs.

Alana will coordinate with Manjano Plumbing to schedule the approved work.

10. Creek bed erosion: Following up from the previous meeting, Council submitted a Freedom of Information (FOI) request related to the creek bed erosion and paid the associated \$10 fee. Council

is currently awaiting for the requested report which confirms what work was completed in March/April by City Engineers.

NEW BUSINESS

- 11. Door painting/replacement project:** Council has obtained quotes for repainting and replacing the doors throughout the complex. The repainting quote stands at approximately \$750 per unit, while the replacement quote is \$2,200 per unit for like-for-like new doors. Given the pricing, Council would not be able to cover the cost of door replacements with the annual operating budget. A special levy would likely be needed to fund a replacement project; however, repainting of doors (exterior sides only) could be funded through a combination of operating funds and the contingency fund. . No final decision will be made at this stage; instead, all quotes and options will be presented for consideration at the upcoming Annual General Meeting (AGM).

- 12. Tripping hazard reported on 9061 Moorside:** Council received a report from the owner of 9061 Moorside regarding dislodged backyard pavers possibly caused by tree root movement. This movement of pavers has created a potential tripping hazard. Given that the complex is situated in a forested area, occurrences like this are to be expected periodically. Council noted that there are several areas around the complex which are in greater need of concrete repairs but will add this area to the list when planning future work.

- 13. Owner requests for limited common property changes::** Council reviewed and discussed three owner requests to alter limited common property; including:
 - **9081 Moorside:** Request to install a free-standing gazebo in the backyard. After reviewing the strata rules, Council found no precedent for this type of set-up and worried about the possibility of noise from a hard roof and on-going maintenance.. The decision was deferred to the upcoming AGM, as approving the request would require amending the current Strata Rules. The owner will be informed of the decision and engaged as part of the proposed Strata Rules amendments, if they choose to proceed with the project.
 - **9040 Ridgemoor:** Request to install a gas line for a bbq. The installation will be performed by a licensed and insured contractor in compliance with building codes. This request was **approved, pending the completion of an assumption of liability agreement (see agenda item 17).** .
 - **9040 Ridgemoor:** Request to install free-standing pavers in the backyard. The owner plans to construct a box using 2x6 timber, fill it with rocks, then sand, followed by paving stones, sealed with polymeric sand. Building plans were shared with Council, confirming the project will not extend beyond existing fence boundaries. This request was **approved, pending the completion of an assumption of liability agreement and the provision of a final mock-up of the patio area.**

14. Assumption of liability agreement: Council reviewed and approved a new assumption of liability agreement, which will be required for any modification to limited common property or the exterior of strata buildings. A request for permission to alter building envelope is still required when any proposed modification goes through the building envelope (e.g. exhaust fans, door locks, etc.). This agreement places the responsibility for maintenance and repairs of approved alterations on the individual owner, limiting the liability of the strata. The terms of the agreement will also be included when a Form B is issued so that future owners are aware of the responsibility. The form will be made available on the strata website shortly.

15. Sign remediation: Council has received quotes for replacing the smaller signs at a cost of **\$695 per street sign**. Due to current budget constraints, the project has been deferred. Council will revisit the quotes and consider budgeting for this project ahead of the next AGM.

Meeting was concluded at 8:30pm

The next meeting is tentatively scheduled for mid-June 2025.