

MINUTES OF THE MEETING OF STRATA COUNCIL
STRATA PLAN NW 2040
December 16, 2025
HELD IN PERSON

COUNCIL IN ATTENDANCE

Derek Martinig	Strata Chair & President
Stephanie Salbach	Treasurer
Danielle Gibbons	Secretary
Alana Prociuk	Landscape Liaison
Brent Chadwick	Member-at-Large
Wendy Zhong	Member-at-Large

REGRETS

Fayyaz Fatehali	Maintenance Liaison
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CALL TO ORDER

Meeting was called to order by the Strata Chair at 6:37 p.m.

STANDING BUSINESS

1. **Approval of meeting agenda:** The agenda for the meeting was circulated and reviewed. The agenda was approved as presented.
2. **Approval of previous meeting minutes** (November 2025): The minutes from the previous meeting were reviewed and approved.
3. **Action item review:** Council revisited the list of outstanding action items.
 - a. Former council member Gui to continue uploading content, including past meeting minutes, to the Strata website. Derek provided materials, including the September 2025 meeting minutes, to Gui and he confirmed the upload on December 14, 2025.
 - b. Stephanie spoke briefly with a potential new accountant, Irena Herbut, referred by Wendy. Irena has a small client base and no strata experience (except for being on a strata council) but is willing to learn and expand. The conversation was brief and more information was requested. Stephanie will follow up to have an in-depth conversation with Irena. Stephanie will also speak to other accountant referrals.
 - c. Fayyaz was not present at the meeting to report on the creek remediation status.

PREVIOUS BUSINESS

4. **Finance updates:** Stephanie provided the following updates:
 - a. Marsh and Marsh was provided with the draft 2025 AGM minutes and approved 2025-2026 budget, together with first quarter numbers. Stephanie was advised they are reviewing what was provided.
 - b. All vendor invoices have been accounted for and paid.
 - c. Westside Pest Control has been set up with e-transfer as a new payee.
 - d. January strata fees have been pre-set to be automatically withdrawn.

5. **Landscaping updates:** Jim's Mowing provided references as requested by Alana. They confirmed extra work requests for additional projects, outside of the scope of the agreed contract, would not be a problem during quieter months but that it would be hard to commit to a speedy response during prime spring and summer periods. Council agreed to proceed with Jim's Mowing for starting in February 2026 and Alana will seek clarification on the terms of the contract including the termination clause. Council agreed to time the cancelling of the Beaudry Landscapes contract with the start of the Jim's Mowing contract. Derek to formally inform Beaudry Landscapes of the contract termination and provide the required 30 days notice.
 6. **Building maintenance:** Derek followed up with 9093 Moorside regarding reported gutter drainage issue, but no response was received. Pressure washing quotes were received from Aquarius Window Cleaning. Alana to request a quote from Jim's Mowing. This item will be followed up on in the spring.
 7. **Pest control:** A contract with Westside Pet Control was signed. Westside attended the property on December 12, 2025. They removed old traps and placed new ones. Rodents were reported by 9057 Moorside. Westside found a potential entry point and filled it.
 8. **Electrical planning report:** Stephanie provided ChargeFWD with documents for the requested electrical planning report. No delivery time of the requested report was provided by ChargeFWD.
 9. **Duty to accommodate:** Danielle drafted proposed Duty to Accommodate language to be incorporated in the Strata's Bylaws. These proposed changes will be provided to the owners in the new year but a vote on making the changes will be held for approval at the next AGM.
- 10. Vehicle bridge repair:**
- a. Termination of contract letters and stop work notices were delivered to Metrogold Building Corporation and Contech Engineering Inc. on November 23, 2025. Acknowledgment of receipt was received from Contech on November 23, 2025, and Metrogold on November 25, 2025. Subsequent correspondence from Contech was received referencing project closure, regulatory compliance and outstanding invoices. Council requested all materials owned by Metrogold and Contech currently on Strata property be removed within five (5) business days of the date of the letter.
 - b. Majano Plumbing provided a quote for half of the linear drain completion, which was virtually approved by Council on December 9, 2025. Majano to provide a quote to complete the second half of the linear drain. Brent advised Majano is hoping for two days of good weather to complete the work.
 - c. Derek is actively seeking quotes for the asphalt and water-proof membrane component of the job.

NEW BUSINESS

11. **Contract dispute with Metrogold Building Corporation and Contech Engineering Inc.:**
 - a. Stephanie and Derek met with Hamilton & Company on December 12, 2025, to seek legal advice with respect to a contract dispute and the receipt of three additional invoices from Contech Engineering Inc.
 - b. Legal advice included:

- i. the three additional invoices received were for work outside the scope of the contracts with Metrogold and Contech and Council was not obliged to submit payment;
 - ii. initiating a Small Claims action in BC Provincial Court is recommended to recoup the construction costs paid in advance;
 - iii. the limitation period for initiating a claim is two years from the date of the contract termination;
 - iv. advise Metrogold and Contech that Strata will not be paying the additional invoices; and/or
 - v. offer Metrogold and Contech a compromise solution of receiving the construction costs refund minus the additional invoices amount.
- c. Following the meeting with legal counsel, Derek drafted action letters to Metrogold and Contech:
- i. advising that Council will not be paying the three additional invoices, reminding them that their claim of oversight ended with the notice of termination of the contracts, and that the additional invoices are for work beyond the scope of the contract and never approved by Council;
 - ii. reiterating Council's request for the refund of costs paid in advance, and that Metrogold and Contech remove their equipment within two (2) business days. Failing to disassemble/remove the equipment will result in Council proceeding to disassemble the fencing. Metrogold and Contech will then have thirty (30) days to collect their materials or Council will dispose of them accordingly;
 - iii. failure to provide the requested refund may result in Council initiating an action in Small Claims BC Provincial Court.
- d. Council voted to proceed with the letters drafted by Derek and he will send them by email immediately.

12. Door replacement research and legal advice: Stephanie also spoke with Hamilton & Company with respect to amending Council's request to alter the building envelope form to offset risk if an owner wants to proceed with projects not currently underway by Council (e.g. door or window replacements). Legal research to include Strata's obligations, any financial implications, clear definitions and terms etc. Further discussion and legal quote to review current forms and make suggestions to be sought in the new year.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:25 p.m.

The next Strata meeting is tentatively scheduled for January 13, 2026.