

# STRATA PLAN VAS1153 COMMITTEE MEETING MINUTES

Scheduled for: 6:00pm on March 11, 2026

## 1. Welcome - 6:00pm

## 2. Attendance:

- Attended: Units 201, 301, 101, 103
- Did not attend: 202

## 3. Agenda - Drafted by 201, Approved by 103 and 301

<b>STRATA PLAN VAS1153 COMMITTEE MEETING MINUTES</b>	<b>1</b>
1. Welcome - 6:00pm	1
2. Attendance:	1
3. Agenda - Drafted by 201, Approved by 103 and 301	1
4. Regularly scheduled Repairs and Work	2
Ongoing/weekly tasks	2
Annual Tasks	4
5. Additional Projects (not on a weekly or annual basis)	7
Completed Project	7
● Pipes being flushed in the garage - Egbert	7
● Insurance Appraisal 2025 Update (TIV) – Cody	7
● 2025–2026 Building Insurance Renewal & Risk Info – Mike	7
● Review and Update Building Bylaws before AGM - Cody	8
● AGM meeting - Cody	8
● Garage Door Broken – Mike/Brenda	8
● Hallway Heaters - Brenda	9
Upcoming Projects	9
● Strata Report Compliance - Cody	9
● Ceiling Leak #2 from 203 into 103 and Leak #3 from another pipe into 103 - Brenda/Demid	10
● Gardening and Tree Trimming - Brenda and Mike	11
● Painting - Mike	11
● Get a New Intercom System - Mike	12
● Install security cameras - Egbert	12
● Potential Leaks in Unit 201 - Cody	13

• First Floor Door Mechanism Leaking Oil - Brenda	13
• Other work to be done?	13
Delayed / Non Urgent Projects	13
• Re-piping project - Egbert	13
• New Garage Door - Egbert	13
6. Other Topics	14
Building Budget Review - All	14
Schedule next meeting - Cody	14
7. Actions	15
8. Meeting Closed - 8:10pm	17

#### 4. Regularly scheduled Repairs and Work

Task	Company	When	Quote/Invoice	Scheduled/Completed	Strata Owner
<b>Ongoing/weekly tasks</b>					
Indoor building cleaning	Andrew Milne (604) 862-0718	Weekly	\$75/service	Scheduled on Fridays (varies a little bit)	Brenda
Gardening	Mike Keller (604) 364-1028	As needed	\$35/hour	Scheduled as needed within the \$2,000 gardening budget	Brenda
Garbage / Recycling	Recycling - Recycling Alternative - 449 Industrial Avenue Vancouver, BC. V6A 2P8 Tel: Mike- (604)874-7283 ext. 207 Email: multifamily@recyclingalternative.com has a job to the garage so we	Weekly  Garbage on Wednesdays  Organic Waste on Thursdays  <i>Only days there is no service is Christmas Day and New Years Day - still picked up but postponed by a day or 2</i>	Recycling - property taxes  Garbage and compost - Quote - \$219.53/month  <i>Invoices go directly to MetroWest</i>  <i>Brenda to follow up on city rebate now that we are paying for garbage</i>  <i>Brenda to ask</i>	Update: New Recycling provider (taking over from Waste Management) on Feb 16 to collect soft plastics - <i>Notice went to Dorset instead of MetroWest by accident</i>  Notes: Having some recycling issues because they didn't pick up for the first couple of weeks. They didn't have the right garage job even	Mike/Brenda

	<p><i>don't need to take to the curb</i></p> <p>Garbage and Compost - GFL Environmental - <a href="#">Service Agreement</a> - has a key to the garbage locker so we don't need to take to the curb</p>		<p>Simon which line item in the budget garbage and recycling will come out of - General?</p>	<p>though Mike dropped off a new fob last Thursday.</p> <p>Brenda/Mike to take responsibility for:</p> <ul style="list-style-type: none"> <li>- getting the new company the key and/or fob or to get the garage door working.</li> <li>- get the fob back from waste management</li> <li>- making sure the recycling gets picked up from new company</li> </ul>	
Plumbing	<p>AB Tech Plumbing &amp; Heating</p> <p>Bruce (owner) work- (604) 241-4545 Email: info@AB-TECH.CA</p>	As needed	<p><i>Located in Richmond so travel cost (1.5 hours charged); 24 hour service</i></p>	Scheduled as needed	Brenda
Re-piping project	<p>Brighter</p> <p>604-279-0901 604-830-1357</p> <p>Other options: DMS? Milani Mechanical?</p>	When needed - wait for 5-7 small leaks before looking into this	n/a	n/a	n/a
Consultant for re-piping	<p>McCuaig and Associates 604-255-0992</p> <p>JM Bean Dan 604-736-6724 604-240-0187</p>	When needed	n/a	n/a	n/a
Locksmith	West End Lock & Key	When needed	Invoice - \$246.75	Fixed lock on the garage door in late	Brenda

	Misha Seslija (778)868-5424 Info@westendloc kandkey.com Available 24/7			Nov 2025	
<b>Annual Tasks</b>					
Winter (Dec - Feb)					
WorkSafe Report / Insurance	WorkSafe - with help from Simon	Feb	2025 - \$5,525.85	Brenda requested Simon set up WorkSafe BC coverage for \$5,525.85 (janitorial and gardening)  Do not need to complete again in 2026 as the workers/providers are the same	Egbert
Roof Inspection #1	Continental Roofing  (604) 946-3011 contact Rebecca; Service: croof-admin@continentalroofing.com	Last one was Dec 2024	2025 - \$495.00	Completed Dec 10, 2025	Mike
Spring (March - May)					
Top soil for garden	Southlands Supply Dept  (604) 561-8708	April	2025 - \$296.80	To be scheduled	Brenda
Tree Inspection - Fertilization	Bartlett Tree Expert  Peter Grellier (604) 322-1375	April	2025 - \$423.36	Not getting fertilization done this year	Brenda
Building/Window	Grime Fighters	End of May or	2025 - \$1,937.25	Scheduled for June 10,	Alan (Cody as

Cleaning	(778) 237-6486	early June	2026 Quote - \$1,985.68	2026	coverage while he is away)
Garage Door Maintenance	Rio Garage Door (604) 398-5559	April	2025 - \$187.95	Skip maintenance this year because we just replaced the motor in Feb 2026	Cody
Fire Inspection	ACME Fire and Safety Co (604) 437-8555	May	2025 amount for inspection - \$924.00	To be scheduled	Alan
Mechanical Inspections (example: building fans)	DMS Mechanical (604)437-8996	May (Twice a year)	Brenda to get a quote for mechanical inspection, preventative work on garage fan, fan in storage room to be repaired, replace a screw on a fan in cleaning/storage area	To be scheduled  Mike to set up the timer for the fan near the front stairs of 301 to come on automatically	Brenda
Summer (June - Aug)					
Carpet Cleaning	Rent the machine from Safeway or Rona  Andrew to do this as part of building cleaning	June/July	2025 - \$243.76	To be scheduled	Brenda
Irrigation system (with timers) for garden - Turn On	Greener Image Group  Shane Garstin (604) 616-6258	June/July	Brenda to get a quote	To be scheduled	Brenda
Roof Inspection #2	Continental Roofing  (604) 946-3011; contact Rebecca;	Summer - TBD	2025- \$495.00	To be scheduled	Mike

	Service: croof-admin@continen talroofing.com				
Fall (Sept - Nov)					
Chimney and Dryer Vent Cleaning	Clean Sweep Chimney Service  (778)888-6884; Deborah; cleansweepchims ervice@gmail.co m	Sept	2025 -\$521.81	To be scheduled  Mike to help keep the vents on the roof clean quarterly	Mike
Irrigation system (with timers) for garden - Turn Off	Greener Image Group Shane Garstin (604) 616-6258	Sept/Oct		To be scheduled	Brenda
Mechanical Inspections (example: building fans)	DMS Mechanical  (604)437-8996	Nov (Twice a year)	Invoice?	Completed Jan 12, 2026  Nico set the timer for the rooftop and hallway fans to turn on for an hour between 6- 7 pm every day.	Brenda



## 5. Additional Projects (not on a weekly or annual basis)

### Completed Project

- **Pipes being flushed in the garage - Egbert**
  - Nov 21 - AB Tech completed this project
    - Note: Couldn't reach 2-3 access pipes (on the roof) but got most of them
    - Note: One of the pipes in the garage near the garage door is leaking
  - Invoice sent - \$1,995.00
    - Included feedback and notes
  - There was a minor leak but it went away so no action needed
  
- **Outlet by the Comox Front Door - Mike**
  - Issue: Have noticed some homeless people using our outdoor outlet near the front door to charge their phones
    - Not happy with them hanging around - especially with kids in the building
  - Resolved:
    - Mike ordered and installed an outlet protector on Dec 1, 2025
    - Key is in the storage area for the lock if needed
  
- **Insurance Appraisal 2025 Update (TIV) – Cody**
  - Issue:
    - Oct 2 - Normac has issued the Year 2 of 3 insurance appraisal update for Strata VR 1153 (effective Dec 31, 2025).
    - The updated Total Insurable Value (TIV) for 1480 Comox is \$2,364,000, up from \$2,300,000 in Year 1.
  - Resolved:
    - Cody confirmed with Simon that we are ok with these new insurance premium
    - Simon / Metrowest to file the appraisal with strata records and ensure it's used for the next insurance renewal.
  
- **2025–2026 Building Insurance Renewal & Risk Info – Mike**
  - Issue:
    - Oct 8 - Acera has sent the 2025–2026 insurance renewal information update and residential real estate application for Strata VR1153 (term Dec 31, 2025–Dec 31, 2026).
    - These forms recap building details (7-unit condo, year built 1982, full envelope replacement in 2014, transformer replaced 2022, fully sprinklered) and confirm the current Total Insured Value of \$2,364,000 based on the Normac appraisal dated Dec 31, 2025 (Year 2 of 3).
    - Acera also provided general Risk Advisory, Contractor Best Practices, and 2025 Market Outlook materials, which give guidance on maintenance, contractor selection, and expected insurance market trends.
  - Resolved:



- **Garage Door Broken – Mike/Brenda**
  - Issue:
    - In Feb 2026 the garage door broke and wasn't opening or closing anymore
    - Had to open and close manually
  - Resolved:
    - Rio came and replaced the motor, the infrared sensor, and chain for the garage door on Feb 27, 2026 - closing/opening much smoother/quieter now
    - There is a new digital box on the ceiling that we can program the fob from
    - Total cost was \$3,517.50
  
- **Hallway Heaters - Brenda**
  - Issue: Hallway heaters are heating up the wall right above and causing some blackness
  - Discussion: Should we do something about this? Like install a protective plate?
    - Heaters were set to very high around 8 - maybe the kids in the building?
    - Decided not to do anything at this time and keep heaters set to between 5-6 and not higher

## Upcoming Projects

- **Strata Report Compliance - Cody**
  - **Depreciation report - Due every 5 years - first one due July 1, 2026**
    - We want to complete this in 2026
  - **Electrical planning report - Due once by Dec 31, 2026**
    - We want to complete this in 2026
  - Jan 12, 2026 - Simon got a good quote from Strata Engineering for:
    - Electrical planning report - \$2,685
    - Depreciation report - \$4,107
    - TOTAL - \$6,792
  - Jan 21 - Strata approved this plan via email and in the AGM meeting
  - Feb
    - Cody ordered a new strata plan and got reimbursed by MetroWest
    - Cody completed the information gathering for Strata Engineering
  - Discussion:
    - Can schedule the depreciation report April 10 or 17 need access
      - Roof and roof terrace
      - Underground parkade (if available)
      - Mechanical, electrical, and other service rooms
      - Common areas and amenity rooms
      - # units for balcony access (if volunteers are available). We request 1 unit for inspection. Kindly provide the owner's name, unit, and phone number.
    - Decided on April 17
  - **Actions:**

- **Electrical planning report**
      - Cody to ask Simon again for the building electricity report
      - Once Strata Engineering has all the info then schedule the electrical planning report
    - **Depreciation Report**
      - Cody to schedule the depreciation report for April 17
      - Mike to be contact person on the day of for building access
- **Ceiling Leak #2 from 203 into 103 and Leak #3 from another pipe into 103 - Brenda/Demid**
  - Background
    - Leak #2 started in June 2025 from 203 into 103 - from the shower in 203. Mold was found and cleared away
    - Leak #3 into 103 due to a leaking pipe - cause and origin still unknown
    - *Important note: No leaks caused by copper pipes - would not count as a leak towards the pipe replacement project*
  - Update in Nov 2025
    - Both 103 and 203 have paid for plumbers to come investigate
    - Demid's insurance approved to completely remove and rebuild the shower in 203 - completed from July to Sept 2025
      - *Note: Found lead in the shower tiles and had to dispose of them accordingly*
    - Leak #2 - Strata approved for Brenda to open the ceiling to investigate
      - The leak has been fully resolved
      - Insurance company has received the [Detailed update from Andrew can be found here](#)
      - Brenda facing payment challenges to On Side Restoration for initially opening up the ceiling of our shower because of a large water bubble.
        - \$3,387.46 on June 18, 2025
      - Brenda's Insurance company is investigating
        - Payment is under review - not sure what they will cover
        - They need to contact Demid's insurance company for reimbursement
    - Leak #3 - Still leaking slowly (precipitation on the pipe) into the shower of unit 103 but can't be investigated until we resolve the payment for leak #2
      - This claim might need to be paid by strata insurance depending where the leak is coming from - TBD
  - Update in Feb/March 2026
    - 103 insurance company decided not to provide coverage for the work done in the shower bulkhead - in the insurance policy they do not cover slow leaks
    - 103 proposed 2 options:
      - 103 pays the bill
      - 103 asks 203 to help pay the bill
        - Strata doesn't think we can do this because it wasn't the fault of 203 intentionally and it's a gap in 103's unit insurance coverage

- Actions for Leak #2
  - Brenda reviewing the bylaws and the Strata Property Act to determine next steps. Otherwise 103 will have to pay the bill
  - All strata owners to review their insurance policies to make sure slow leaks are covered
- Actions for Leak #3
  - Brenda to check if leak #3 is still active or not
  - Wait for depreciation report to come back and then Strata to decide if we are going to investigate the cause of this #3 slow leak
- **Gardening and Tree Trimming - Brenda and Mike**
  - Discussion:
    - Might want to put in a garden wall/barrier/fence
      - Please make sure this will not create more seating for people
      - Our neighbour has put something in that might work
    - Japanese maple (from our neighbours) is too close to our other maple tree and it needs to be moved when the tree is hibernating in the Fall
    - Alan recommends just taking out the trees because they will get too big
      - Maybe trim the trees instead
  - Update
    - Decided not to move the Japanese maple tree in the fall - Yves wants to keep it where it is
  - Action:
    - Brenda and Mike to do some research on what kind of barrier we might be able to put in place for the garden
    - Brenda and Mike to research how to trim the trees and take care of them properly - if they think there is an issue they will contact a specialist
    - Brenda and Mike to get a quote for tree trimming to trim or top the tall maple tree and protect Cody's skylight
    - Brenda and Mike to reach out to City of Vancouver about trimming their trees back as well
    - Brenda and Mike to contact BC Hydro to trim the branches near the power lines
- **Painting - Mike**
  - Issue:
    - Some places inside (banisters) and outside (gray paint on the driveway wall, Nicola steps, cupboards where lawn mower/garbage is) need to be repainted
  - Discuss:
    - Outdoor painting Spring 2026
    - Banister staining to happen in the Spring 2026
  - Update
    - Sept 23 - Mike got quotes from two painting companies - Dexter from Even Better Painting (EB) and Thomas from Picasso Painting (PP) - \$1680

- Cody and Egbert approved moving ahead with Thomas from Picasso Painting (PP) - smaller operation and more affordable
  - Actions:
    - Mike to book outdoor painting in the Spring 2026 - June
      - Book after the building cleaning in June
      - Mike to pressure wash these areas before painting
    - Mike to let strata know when banisters are ready for staining - maybe in June/July 2026
- **Get a New Intercom System - Mike**
  - Issue: Our current buzzer system does not connect to our cell phones and you have to be home to let people in. We want to upgrade the system for easier access
  - Discussion:
    - Vandelta quoted three intercom options to replace the old system at 1480 Comox.
      - Council is leaning toward Option 1 (Mircom TX3 2000 8U), which calls residents' phones and fits the existing space. \$3,200
        - Note: Simon mentioned the best price he has been is \$4,200
      - Budget for 2025 repairs is basically used up, so timing and funding (CRF / levy / 2026 budget) need a decision.
  - Update:
    - Decided on option 1
    - Decided to complete this project in March 2026
  - Actions:
    - Mike to verify that it's ~\$30/month for the building not per user
    - Mike to gather information from residents for the intercom system and fill in the spreadsheet
    - Mike to schedule the new intercom to be installed ASAP
    - Mike to add Vandelta as a new contractor contact once work is completed
      - Ask if regular maintenance will need to be scheduled
- **Install security cameras - Egbert**
  - Issue: We have had some break ins in the building and want to add some extra security
  - Discussion:
    - Vandelta quoted a full CCTV system (recorder + multiple hard-wired cameras) for the building.
      - Some council members feel this is too expensive and are interested in cheaper or DIY camera options instead.
      - There is currently no agreement to proceed, and any solution will also need a clear approach for video storage and auto-deletion.
    - Decided we do want a security camera system
    - Want to make sure we ensure building owner privacy - only review the footage if there is a break in
  - Actions:

- Egbert to research options and do a cost comparison. Examples:
      - Vandelta CCTV (cost, pros/cons) \$3-4k
      - 1-2 DIY systems (estimated cost, storage/retention approach, maintenance)
- **Potential Leaks in Unit 201 - Cody**
  - Issues:
    - The skylight in Cody's place looks like it might be leaking
    - The ceiling above the shower looks like it might have damage from a leak
  - Action:
    - Wait for depreciation report to come back and then Strata to decide if we are going to investigate the cause of the slow leak above the shower and from skylight
    - TBD - Cody to call someone to come look at the potential leaks in her apartment - general contractor (ask Simon or Demid)
- **First Floor Door Mechanism Leaking Oil - Brenda**
  - Issue noted by Andrew Milne while cleaning: The device that closes the door on the first floor landing (fire door) on the Comox Street side has been leaking oil onto the glass window. I cleaned it up when I last did the hallways, but it might be persistent. It's hard to see, but the oil accumulates on the window frame at the base of the glass, and causes the dust to stick there.
  - Discussion: Should we do something about this?
    - Yes we can look into it
  - Action:
    - Mike to look into this and determine next steps
- **Other work to be done?**

### Delayed / Non Urgent Projects

- **Re-piping project - Egbert**
  - Issue: the building will need to replace the copper pipes at some point (after 5-7 small leaks)
  - Discussion:
    - This project is on pause for now but we are looking at future contractors (contact info above in the table)
    - Get the new depreciation report done before we start getting quotes from new companies
  - Actions:
    - n/a at this time
- **New Garage Door - Egbert**
  - Issue:

- New motor might be working harder to pull up the old door - therefore it might burn out the motor more quickly
  - The garage door lets in a lot of cold do we want to pay for a lighter more insulated garage door
  - Might cause the recycling to smell more is we aren't getting as much airflow and cold coming in
- Discussion:
  - Got a quote from Rio door for \$3,003.00
  - Postpone replacing the garage door until maybe 2027 - review with new budget at 2027 AGM
- Actions
  - n/a at this time

## 6. Other Topics

### Building Budget Review - All

- References:
  - [Link to financial statement package in shared Google drive](#)
- Invoices
  - Contractor invoices can be sent to [metrowest.ap@gmail.com](mailto:metrowest.ap@gmail.com)
  - Other bills can be submitted through the [web portal](#)
- Next steps:
  - All - Review budget as they are sent via email and prepare to discuss in strata meetings

### Schedule next meeting - Cody

- *Note from Cody: To prepare for this meeting I had to go through over 50 email threads. If we can keep conversations about the same thing in one email thread without starting another one I would really appreciate it!*
- Schedule next meeting at the end of every strata meeting and determine cadence depending on the needs at the time
  - When should the next meeting be?
    - June 4 at 6pm
- Next steps:
  - Cody to update meeting minutes and actions
  - Cody to send these meeting notes to Strata and Simon - [simonw@metrowestbs.com](mailto:simonw@metrowestbs.com), [info@metrowestbs.com](mailto:info@metrowestbs.com), [simonw@vancouverstrata.ca](mailto:simonw@vancouverstrata.ca)
  - Cody to schedule the next meeting
  - Cody to draft the next meeting agenda in advance

## 7. Actions

- **All Strata Members**
  - Ask contractors to cc strata when they send invoices to MetroWest so we see the amount and make sure they get paid
  - Owners can register their chimney for use through the city of Vancouver
  - Continue to review monthly budgets and raise concerns via email when needed
  - Review their insurance policies to make sure slow leaks are covered
- **Mike**
  - Garbage
    - Brenda/Mike to do the following:
      - Get the new recycling company the key and/or fob to get the garage door working.
      - Get the fob back from waste management
      - Make sure the recycling gets picked up from new company
  - Depreciation Report
    - Cody to schedule the depreciation report for April 17
    - Mike to be contact person on the day of for building access
  - Mechanical Inspection
    - Mike to set up the timer for the fan near the front stairs of 301 to come on automatically
  - Roof
    - Mike to help keep the vents on the roof clean quarterly
    - Roof inspection to be scheduled for Summer 2026
  - Chimney and Dryer Vent Cleaning
    - To be scheduled for Sept 2026
  - Gardening and Tree Trimming
    - Brenda and Mike to do some research on what kind of barrier we might be able to put in place for the garden
    - Brenda and Mike to research how to trim the trees and take care of them properly - if they think there is an issue they will contact a specialist
    - Brenda and Mike to get a quote for tree trimming to trim or top the tall maple tree and protect Cody's skylight
    - Brenda and Mike to reach out to City of Vancouver about trimming their trees back as well
    - Brenda and Mike to contact BC Hydro to trim the branches near the power lines
  - Painting
    - Mike to book outdoor painting in the Spring 2026 - June
      - Book after the building cleaning in June
      - Mike to pressure wash these areas before painting
    - Mike to let strata know when banisters are ready for staining - maybe in June/July 2026
  - New Intercom system
    - Mike to verify that it's ~\$30/month for the building not per user

- Mike to gather information from residents for the intercom system and fill in the spreadsheet
    - Mike to schedule the new intercom to be installed ASAP
    - Mike to add Vandelta as a new contractor contact once work is completed
      - Ask if regular maintenance will need to be scheduled
  - First floor fire door leaking oil
    - Mike to look into this and determine next steps
- **Brenda**
  - Garbage
    - Brenda to follow up on city rebate since they are no longer doing our garbage removal. Determine how much we are saving and can contribute to the new GFL company
    - Brenda to ask Simon which line item in the budget the garbage removal will come out of - General? Add a line item for garbage/recycling?
    - Brenda/Mike to do the following:
      - Get the new recycling company the key and/or fob to get the garage door working.
      - Get the fob back from waste management
      - Make sure the recycling gets picked up from new company
  - Mechanical Inspection
    - Share the invoice amount for the mechanical inspection completed in Jan 2026
    - Next mechanical inspection to be scheduled in May
      - Brenda to get a quote for mechanical inspection, preventative work on garage fan, fan in storage room to be repaired, replace a screw on a fan in cleaning/storage area
  - Carpet cleaning
    - To be scheduled in June or July 2026 with Andrew (building cleaner)
  - Gardening and Tree Trimming
    - Brenda to schedule top soil for April 2026
    - Brenda to respond to Bartlett tree care and let them know we do not need fertilization this year
    - Irrigation system turn on to be scheduled in June or July 2026
    - Irrigation system turn off to be scheduled in Sept or Oct 2026
    - Brenda and Mike to do some research on what kind of barrier we might be able to put in place for the garden
    - Brenda and Mike to research how to trim the trees and take care of them properly - if they think there is an issue they will contact a specialist
    - Brenda and Mike to get a quote for tree trimming to trim or top the tall maple tree and protect Cody's skylight
    - Brenda and Mike to reach out to City of Vancouver about trimming their trees back as well
    - Brenda and Mike to contact BC Hydro to trim the branches near the power lines
  - Leaks
    - Actions for Leak #2
      - Brenda reviewing the bylaws and the Strata Property Act to determine next steps. Otherwise 103 will have to pay the bill

