

STRATA PLAN BCS 3191 - GRAND LANE**TIME & LOCATION:**

6:30 p.m.
Via Zoom

**STRATA COUNCIL
2024 - 2025**

President
Felix Tan

Vice President
Bing Zhou

Treasurer
Vasant Jain

At Large
Li Vern Yap

Strata Portal

<https://bcs3191.strataportal.ca>

STRATA MANAGER

Simon Wang

315 – 515 W Pender Street
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Phone: 604.681.2296

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ATTENDANCE

Felix Tan
Bing Zhou
Vasant Jain
Li Vern Yap

Simon Wang, Strata Manager

(1) CALL TO ORDER

The meeting was called to order at 6:46 p.m. and a quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved, seconded, and carried to adopt the minutes of the June 22, 2024 council meeting as distributed. **CARRIED**

(3) FINANCIAL REPORT**3.1 Accounts Receivable**

Council reviewed and discussed the outstanding accounts receivable as of October 1, 2025. One strata lot has an outstanding balance of \$52.50 due to NSF charges.

3.2 Financial Statements

Council moved, seconded, and approved the Financial Statements for the period June 2024 through August 2025. **CARRIED**

The Balance Sheet as of August 31, 2025, reflects the following:

Operating Funds in the bank:	\$16,606.65
Contingency Reserve Funds in the bank:	\$61,739.78
Pre-paid Insurance:	\$ 1,357.12

3.3 Report on Unapproved Expenditures

The Strata Property Act mandates that Council must notify all owners of unapproved expenditures as soon as feasible. To the best of the Council's knowledge, there are no unapproved expenditures to report.

(4) LITIGATION

The Strata Property Act mandates prompt notification to all owners regarding any legal proceedings involving the Strata Corporation. According to Council's best knowledge, there was no ongoing litigation to disclose.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES**5.1 Gutter Cleaning**

Gutter cleaning was completed by Constant Maintenance on June 27, 2024, at a cost of \$1,092.00 plus tax. The work was carried out to the Council's satisfaction.

5.2 Fence Replacement

Father & Son Masonry Curbing Inc. completed the fence replacement in August 2024 for \$16,231.26. The project was completed within budget and to the Council's satisfaction.

(6) CORRESPONDENCE

6.1 Correspondence Sent Out on Behalf of Council

- a. Fence Damage by Neighbouring Hotel: Council approved a letter sent to the neighbouring hotel regarding concerns that their staff had breached or damaged the fence while using it as a shortcut from Barker Avenue to their workplace. The owner of Strata Lot 1 voluntarily repaired the fence, and no further issues have been reported since.

6.1 Correspondence Received

- a. Tree Trimming Request: Council received a report from the owner of Unit 9 indicating that a nearby tree was touching their property and causing noise disturbances during windy conditions. Council agreed to obtain quotes for trimming trees.

(7) NEW BUSINESS

7.1. Dryer Vent Cleaning

After reviewing quotes from two contractors for dryer vent cleaning (both interior and exterior), Council approved the quote from PowerVac in the amount of \$1,250.00 plus GST. The Strata Manager will confirm with the contractor that no boom lift will be required for the project.

7.2 Landscaping Maintenance Agreement

Council confirmed its previous approval of the landscaping maintenance agreement with Saifur at a rate of \$550.00 for the period from March through December 2025.

7.3 Gutter Cleaning

Following a review of three quotes, Council approved the quote from Constant Maintenance for \$1,092.00 plus GST. The contractor will be required to provide photo or video documentation before and after the cleaning to confirm the work completed. The project is scheduled for spring 2026.

7.4 Tree Trimming

The Strata Manager has scheduled site visits with three contractors, who will provide quotes based on two options:

- a. Trimming of trees requiring immediate attention
- b. Trimming of all trees on the strata property

7.5 Rat Prevention Program

The Strata's rat prevention program with Assured Environmental Solutions Inc. continues, with monthly site visits for \$85.00 plus GST. Several rats were found in bait stations. Council agreed to maintain the ongoing service.

7.6 Strata Insurance Renewal

Council approved the renewal of the strata insurance through Navacord for the term of September 30, 2025, to September 30, 2026. Council also received an updated property appraisal from Normac Valuations, with a valuation of \$7,444,000.

7.7 Depreciation Report, Electrical Planning Report and EV Ready Plan

Council approved the proposals from Spratt Emanuel Engineering to prepare the Depreciation Report, Electrical Planning Report, and EV Ready Plan, for a total cost of \$9,000.00 plus GST.

7.8 Annual General Meeting

Council decided to hold the Annual General Meeting (AGM) on Wednesday, November 19, 2025, at 7:00 p.m. via Zoom. The AGM notice package will be distributed to all strata lot owners.

Council also reviewed and discussed the draft AGM notice package prepared by the Strata Manager.

(8) TERMINATION

As there were no additional matters to discuss, the meeting was terminated at 7:35 p.m.

The date for the forthcoming Council meeting will be announced after the Annual General Meeting.

Submitted By:



Simon Wang
Strata Manager
Metrowest Building Services Ltd.

Owners and residents are required to put their requests/concerns in writing to the Strata Council via the Strata Manager so that Council can address them at the next Council Meeting.

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years. There would be a charge for extra copies.