

**STRATA PLAN EPS1945C – REMIX COMMERCIAL SECTION****TIME & LOCATION:**

4:30 p.m.  
732 Marine Drive  
North Vancouver, BC

**COMMERCIAL EXECUTIVE  
2025/26**

**President & Treasurer**  
Rose Nazeri

**Vice President**  
Paul Rodrigues

**At Large**  
Ben Lean  
Negar Nazemi

Strata Portal  
<https://www.eps1945c.strataportal.ca>

**EXECUTIVE MANAGER**  
Simon Wang

**METROWEST BUILDING SERVICES**  
315 – 515 Pender St West  
Vancouver, B.C. V6B 6H5  
Phone: 604.681.2296  
Fax: 604.681.2297  
email: [info@metrowestbs.cm](mailto:info@metrowestbs.cm)

**ATTENDANCE**

Rose Nazeri  
Paul Rodrigues  
Ben Lean  
Negar Nazemi

Simon Wang, Executive Manager

**(1) CALL TO ORDER**

The meeting was called to order at 4:51 p.m. and a quorum was established.

**1.1 Election of Council Officers**

It was moved, seconded, and carried to elect the council officers as follows:

President and Treasurer:	Rose Nazeri
Vice President:	Paul Rodrigues
At Large:	Ben Lean
At Large:	Negar Nazemi

**(2) ADOPTION OF PREVIOUS MINUTES**

The attendees moved, seconded, and carried to approve the minutes of the April 1, 2025 and April 14, 2025, Commercial Executive meeting as distributed. **CARRIED**

**(3) FINANCIAL REPORT****3.1 ACCOUNTS RECEIVABLE**

The Receivables Report as of June 30, 2025, showed that One strata lot has owing balance of \$278.38 on their strata fees for the previous periods. The owner explained that the amount had been paid, but appears to be mis-recorded in the strata corp account. The owner will clarify this with PQ the strata management company to clear the outstanding amount.

**3.2 FINANCIAL STATEMENTS**

The Commercial Executive motioned, seconded, and approved the Financial Statements for the periods from March through June 2025. **CARRIED**

Commercial Executive noted the following as of June 30, 2025:

Balance in the Operating Account:	\$ 1,033.07
CRF account:	\$36,201.19
Pre-paid insurance:	\$ 482.48

Executive reviewed and considered the invoices from the Section Counsel as well as the invoices from Ashton Mechanical.

- The invoices from the Section Counsel by June 30, 2025 were \$16,711.49. It was previously discussed that lawyer has charged the section for the time spent on phone call made by the owner's representative of SL1 without prior authorization from the executives. The manager will send the applicable amount to SL1 to be charged back to that unit, as per counsel's invoice.
- The two invoices from Ashton Mechanical in the amounts of \$699.30 and \$1,218.83 were related to some repairs in SL8 and SL3&4 in the last quarter of last year, those invoices were received late in June 2025. It was noted that the repairs of deficiency of HVAC equipment are cost to the

strata lot owners. Regular basic maintenance of HVAC units is arranged and paid by the Commercial Section under the budget approval, for a better price deal collectively. However, repairs should be covered by the individual strata lot. The manager may assist the owner as courtesy to connect with the Ashton technician, upon owners' request. The manager will forward the previous repair invoices to the related strata lots and charge back the amounts to those units.

### **3.3 REPORT ON UNAPPROVED EXPENDITURES**

The *Strata Property Act* mandates prompt notification to all owners regarding any unapproved expenditures. According to the current knowledge of Commercial Executive, there were no unapproved expenditures to disclose.

#### **(4) LITIGATION**

The Strata Property Act mandates prompt notification to all owners regarding any legal proceedings involving the Strata Corporation. Following are still ongoing:

- a. Complaint to the Civil Resolution Tribunal (CRT) on going since December 2024

The Commercial Section has filed a claim with the CRT against the Strata Corporation; the commercial owners and their visitors have been denied access to 12 visitor parking stalls. This matter is still active in queue through the CRT's process.

- b. Unfair Conduct & management of the Strata Corporation and Residential Section:

Following a  $\frac{3}{4}$  vote in favour at the Special General Meeting of the Owners of the Commercial Section held on March 19, 2025, the Commercial Section Executive has retained legal counsel (the "Section Counsel") to assist the Commercial Section in the serious concerns regarding unfair conducts and management of the Strata Council. The Commercial Section's Counsel is presently working on the documentations for the claim to be presented in this regard.

#### **(5) CORRESPONDENCE**

- 5.1 Letter Sent on Behalf of Executive

Executive reviewed and approved the following letters sent on behalf of the Commercial Executive Council:

- a. On April 15, 2025, the Commercial Executive sent a letter to the Strata Council regarding a list of concerns of the Commercial Section, but no response has been received from the strata council.
- b. On April 29, 2025, the Commercial Executive sent a letter to the contractor hired by the Residential Section regarding improper storage in the commercial mailroom, but no response has been received.
- c. On May 30, 2025, the Commercial Executive sent a letter to the Strata Council regarding the Strata Annual General Meeting (AGM) incorrect budget expenses allocations, requesting to make the necessary adjustment on the fees, as well as the confirmation of the access to the visitor parking. Strata manager and council has not responded to the Commercial section yet.

- 5.2 Communication Received

Executive reviewed the letter on JUNE 10, 2025:

The Commercial manager received a letter from the strata manager regarding the decision of the strata council regarding bylaw amendments. Commercial Section has retained legal advisory to address the substantial problems that have been overdue for more than a decade, including any amendment or agreements necessary to protect the best interests of all the owners.

#### **(6) NEW BUSINESS**

- 6.1 Repair and Maintenance Arisen After the Last Executive Meeting

- a. Hazardous Materials Stored in the Commercial Bike/Mail Room: Remdal painting, a contractor hired by the Residential section stored their paint material and tools in the commercial mail room, creating security concern and safety hazards. A notice received from the strata manager for the strata council advising the mail room is a common area and under strata council's management as they decide to allow usage, no need to notify or discuss the commercial section , and that storage was approved by the strata council, .
- b. Unauthorized Vehicles Continually Parking in the Commercial Owners' Stalls:  
It is noted that currently strata corp does not have any rules or regulation for unauthorized vehicle park in commercial parking. Many commercial owners have been contacting the strata manager and asked for an adequate equitable resolution about this serious ongoing concerns , but no action has taken place and the issue has not been addressed yet. The problem remains unresolved, lack of action made the area insecure and put the commercial owner in vulnerable situation , causing obstacle in their daily professional business operation.
- c. Mailbox Key for Strata Lot 9: The new owner informed they did not receive the mailbox key from the previous owner. As this is not an issue for the commercial section, the owner was guided to replace the lock at their own cost.
- d. Ant Infestation in Front of Some Commercial Units: The issue was reported to the Strata in May 2025, and it appears to have been resolved currently. The commercial owners are asked to report to the commercial manager and strata manager if any infestation is noticed.
- e. Legal procedure by commercial section: The required documents are being reviewed to prepare a claim by the Section Counsel.
- f. HVAC Maintenance of Commercial Section: Refer to Section 3.2.b of these minutes. The maintenance report by Ashton was reviewed. After receiving reports from some owners that their businesses are closed on Tuesdays, the Executive decided to schedule for the maintenance on the 3<sup>rd</sup> Wednesday of the last month of every quarter instead.
- g. Waste collection Invoices: Target Zero merged with Waste Solution company. Executive reviewed the first three invoices from the new service provider and decided to pay two of them at this stage. The Section's Manager will ask Waste Solution to submit their statements, in addition to monthly invoices for a review. Concerns about residential charges to the Commercial Section being unfair have been discussed, this garbage removal matter will be addressed by the Section Counsel among other issues.
- h. Fallen hanging sign incident: It was reported that the mesh part of hanging sign of Strata Lot 3 detached from the base and the sign fell on the ground street level.  
The signs mount base is within the strata 's administration. This matter is not within the administration of the Commercial Section. The Commercial Executive recognizes the importance of public safety and expects that the strata council take necessary action on the common area maintenance.  
  
It was reviewed that 10 mount bases and bars for hanging signs were considered equally for 10 commercial units, so each unit have two-sided hanging sign for each unit, to use for their name. It was noted that the hanging signs for SL2 and SL5 have been utilized by SL3&4 with no records. The owner of SL3&4 would need to remove the two extra signs they historically used to make the spot available for SL2 and SL5 to hang their signs on both sides.
- i. Dirty Water Discharged from Residential Units to the Commercial Premises: the concern was forwarded to the Strata manager, requesting to remind the residential units to ensure not to discharge water from their balconies on the ground level units. strata council did not discuss this in the last meeting and has not confirmed if they have notified the residential units to that regard.

- j. Internet connection: in the June 9, 2025 strata council meeting, the strata manager and the council appeared to misguide SL8 and 9 that they may enter to commercial strata lot to enforce the internet connection. SL8 has resolved the connectivity with no further complications to other units .
- k. Fund Transfer: The Executive approved transferring \$20,000 from the Contingency Reserve Fund Account to part pay for the Litigation Account according to the approved resolution.
- l. Parkade Entrance Door: The parkade door to the commercial parking from Marine Drive has not been washed for a long time. Despite requests from the owners, the strata council wants to do it at the time of window washing.
- m. Unfair Decisions and Actions: Numerous items in the minutes of the strata council meeting on Jun 9, 2025 were related to the residential or falsely stated. The unfair decisions and actions of the council are part of ongoing legal process of the Commercial Section, including their dismissal of commercial's requests , and unaddressed substantial financial discrepancies and concerns.
- n. Financial Information of Commercial Section: The Strata manager requested the Commercial Section to share the Section's financial statements for the strata corp's tax return, without referring to any income tax Act or regulation. The Commercial Section is considered as an independent legal entity and not part of the Strata Corporation financial position. It was discussed that the British Columbia Financial Services Authority (BCFSA) does not allow sharing financial statements between separate legal entity. The Commercial Section has not shared such information with the Strata manager.
- o. Repairs to the Air conditioner: Strata Lot 7 reported that their A/C equipment is not working. The Commercial Executive recommended that the owner contact a contractor directly, as the repairs are considered the owner's cost. Please refer to Section 3.2.b of these minutes for more information.

## 6.2 Addendum to Agency Agreement

In accordance with the approved budget, Executive has approved signing the addendum to the Agency Agreement with Metrowest Building Services Ltd. The management fee will increase from \$668 plus GST to \$688 plus GST (3% increase) monthly effective February 1, 2025.

### (7) **TERMINATION**

With no further business to address, the meeting was terminated at 7:00 p.m.

The date for the next executive meeting will be announced later in the future.

Submitted By:



Simon Wang  
Commercial Property Manager  
Metrowest Building Services Ltd.

Owners and residents are asked to put their requests/concerns in writing to the Strata Commercial Executive via the Strata Manager so that the Commercial Executive can address them at the next Commercial Executive Meeting or earlier date if required.

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