

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

10:00 a.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
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Phone: 604.681.2296
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ATTENDANCE

Rose Nazeri
Ben Lean
Paul Rodrigues
Negar Nazemi

Simon Wang, Commercial Executive Manager

(1) CALL TO ORDER

The meeting was called to order at 10:15 a.m. and a quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

The attendees were moved, seconded, and carried to approve the minutes of the July 29, 2025, Commercial Executive meeting as distributed. **CARRIED**

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

The Receivables Report as of December 30, 2025 showed that two strata lots were overdue on the strata fees and other chargeback invoice. The manager will follow up with the owners as well as the tenant to collect the outstanding fees.

3.2 Financial Statements

Commercial Executive motioned, seconded, and approved the Financial Statements for the periods from July through November 2025. **CARRIED**

Commercial Executive noted the following as of November

30, 2025:

Balance in the Operating Account:	\$741.35
CRF account:	\$13,337.94
Loan from CRF to Operating Acct	\$30,000.00
Pre-paid insurance:	\$80.38

Commercial 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 December 30, 2025 were \$35,995.77.
- The invoices for garbage collection from February 1, 2025 to January 31, 2026 will be \$4,926.84.
- Executive received the concerns from some owners that the expenses for repairing were paid from the Commercial Section instead of the individual owner. The manager noted that, according to the available historical records there was no proof of any resolution about the repairs being the responsibility of the section. Executives and the Property Manager will follow up the matter.

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 the 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.

a. Civil Resolution Tribunal (CRT) Claim

The claim was filed through the CRT's standard process prior to filing court petition. To date, there has been no update regarding the claim against the Strata Corporation, that commercial owners and their visitors have been denied appropriate access to visitor parking stalls.

Following this executive meeting, the Commercial Section representative received an update from the CRT case manager, who will contact the representative. The issue has been included in the supreme court petition; The executive will reach out to the commercial counsel about the recent communication to take required action.

b. Supreme Court of British Columbia Petition

On September 25, 2025, the Commercial Section of the Owners, Strata Plan EPS 1945, filed a Petition in the Supreme Court of British Columbia against the Owners, Strata Plan EPS 1945, and the Residential Section of the Owners, Strata Plan EPS 1945. The Petition seeks an order appointing an administrator for the Strata Corporation, citing concerns including exclusion of the Commercial Section from governance, denial of access to common property, invalid approval of common area alterations, unilateral alterations, deficiencies in record keeping, and financial mismanagement. As advised by commercial counsel, the Commercial section keep documenting daily issues until the matters are resolved.

After the 21-day deadline passed and a prolonged extension was requested by the strata corporation lawyer, finally, the strata corporation and residential section filed their response with the Supreme Court of British Columbia on November 6, 2025. The strata manager has not released the response filed with the court to the owners and did not post it on the PQ portal platform. However, the copy of the response was received by the commercial counsel, stating merely a denial of all the issues without providing any new supporting documents.

The Executive resolved to hold a Zoom meeting with litigation counsel, to get further guidance moving forward with the next steps.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Air Conditioning Quarterly Maintenance

The Executive decided to reschedule the quarterly maintenance on the third Wednesday of every quarter. The latest maintenance was completed on Tuesday, December 17, 2025 by Ashton Mechanical. The next schedule will be March 18, 2026.

(6) CORRESPONDENCE

6.1 Letter Sent on Behalf of Commercial Executive

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

a. Chargeback Letter

Executive verified and approved a chargeback letter dated September 8, 2025, sent to SL1 for contacting the strata lawyer, in the amount of \$159.60.

b. Letter of Bylaw Review Committee

Executive approved a letter dated October 6, 2025, sent to the Strata Corporation regarding the resumption of discussions related to the Bylaw Review Committee, directing the strata council to contact the commercial counsel for further communications. To date, the Strata corporation nor their legal counsel have not made any contacts in this regard.

c. Litigation Update to Commercial Section Owners

Commercial Executive approved an email dated September 17, 2025, sent to the Commercial Section owners to notify them regarding the litigation and that the petition was filed by the Commercial Counsel.

d. An Email to the Commercial Section Owners:

On September 25th, **Executive** asked the commercial manager to send an email to the Commercial Section owners providing an update on the petition filed against, Strata Plan EPS 1945 and the Residential Section of EPS 1945.

Copies of the petition which the litigation counsel filed with court along with related supporting affidavits were shared with all commercial owners.

6.2 Communication Received

Commercial Executive reviewed the following letters:

a. Demand Letter

Executive received a demand letter from SL3 &4, calling that a Special General Meeting (SGM) be held.

It was noted that those two strata lots collectively hold approximately 17% of the total voting rights.

The manager pointed out that Section 43.(1) of the *Strata Property Act* provides as follows:

43. Special General Meeting called by voters

(1) Persons holding at least 20% of the strata corporation's votes may, by written demand, require that the strata corporation hold a special general meeting to consider a resolution or other matter specified in the demand.

Based on the foregoing, it was determined that the request did not meet the statutory threshold required to compel the calling of an SGM.

Commercial Executive also noted that an SGM requires a draft resolution and involves additional costs. It was suggested that the owners address their concerns through amicable dialogue without conflict, particularly in light of the ongoing significant litigation with the strata corporation.

b. Bylaw Amendment

Commercial Executive received a letter from the Strata Council about bylaw amendment. After consulting the counsel, the Executive responded to the Strata Council that since the matter is currently the subject of ongoing litigation, all correspondents would need to be directed to the commercial counsel

c. Request for litigation invoices

An owner requested copies of litigation invoices. The requested invoices were provided to the owner at no charge.

d. Request for Filed Court Documents

Commercial Executive received a request from an owner for a complete set of documents filed with the Supreme Court of British Columbia. The requested documents, including the Commercial Section's Petition and the Respondents' response, were subsequently emailed to all owners when they were filed with the Court.

(7) NEW BUSINESS

7.1 Insurance

The Commercial Executive confirmed its approval to renew the Directors and Officers Insurance policy with Schill Insurance for the period from December 31, 2025, to December 31, 2026, at a premium of \$1,085.00.

7.2 Repair and Maintenance Arisen After the Last Commercial Executive Meeting

a. Downspout Outside Units 732 & 734

The downspout outside Units 732 & 734 remains defective and continues to leak. This issue has been ongoing since January 2, 2022, when it was first reported by the Commercial Section. Repairs have not yet been completed.

b. Mailbox Lock and Unit Door Lock

A commercial owner raised concerns regarding inconsistent treatment between residential and commercial strata lots. As an example, the strata required a commercial strata lot to replace its own mailbox lock, while the strata corporation replaced a residential unit's door lock.

c. Garbage Bag Removed Beside the Fountain

A commercial tenant reported a garbage bag beside the fountain and notified the Strata Corporation. The tenant removed and disposed of the garbage.

d. Expenses and Visitor Parking Access

The Strata Council has not responded to the letter dated May 31, 2025 that was sent to them by the Commercial Section Executive regarding expenses allocations to have been unfairly imposed on commercial owners, as well as concerns related to visitor parking access.

e. Enterphone Access for the Commercial Section

The Strata Corporation removed the blade signage from commercial units and stored the sign blades in the commercial mail room. That was a significant change to the appearance of common property only by approval of the council members who are Residential owners.

f. Removal of Blade Signs for Commercial Units

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g. Closure of Commercial Parking

The Strata Corporation closed the commercial parking area on September 23, 2025, but did not notify the commercial owners of this closure.

h. Drain Cleaning for Residential Section Units

The Strata Corporation retained Mega Hydronic to perform drain cleaning for strata lots in the Residential Section. The Commercial Section strata lots were not included in this work. The project was funded from the joint account of the Strata Corporation.

i. Strata Corporation Financial Statements

The Strata Corporation do not provide full financial statements to owners in the Commercial Section. The president of the commercial section formally requested full financial reports and supporting documentation from the Strata Manager. The reports were forwarded after two months and are currently under review.

j. Significantly high quarterly Water Bill strata corporation

The Strata Corporation received a significantly high water bill of \$78,581.94 for the quarter ending September 2025. Records show that the strata council used up the CRF of \$50,000 to pay the bill in November 2025. The grand expenditure and \$50,000 withdrawal from the joint Contingency Reserve Fund were not disclosed to the owners. The president of the commercial section contacted the City of North Vancouver for clarification. A City staff member replied that a warning letter had been sent to the Strata Corporation, asking the strata to investigate

unusual usage, but there were no records of the strata if any prevention or investigation took place. The Commercial Manager, on behalf of the Commercial Section, will formally inquire with the Strata Corporation to an investigation, and to report on the cause or preventive action if any.

- k. **Unauthorized vehicles park in the stalls assigned in the commercial parking**
Unauthorized vehicle parking in the commercial parking area remains an ongoing concern. Moreover, patrons of commercial strata lots cannot locate available visitor parking stalls, as the strata has not addressed that problem properly. These issues have been reported to the Strata Corporation. So far no meaningful consultation with the commercials nor corrective action has been taken to amend or solve the problem.
- l. **Water Leak in Commercial Visitor Parking Area**
A water leak was reported in the residential visitor parking area, possibly originating from a crack in the sidewalk concrete in front of Unit 730. But no report on any action taken from the Strata Corporation to follow up on the engineer reports.
- m. **CRT claim of visitor parking**
The Civil Resolution Tribunal (CRT) claim concerning visitor parking has remained in the queue since January 2025. The Strata Council has stated that no further action is required; however, this case is still under disputed.
- n. **Sale of Gym Equipment**
On October 31, 2025, a residential owner informed commercial executives via email that previously the Strata Corporation sold gym equipment, which were common property, without following the required approval procedures.
- o. **Ceiling Leak in Strata Lot 7**
A ceiling leak was reported in Strata Lot 7, a commercial strata lot, potentially originating from the residential unit above. This issue was recorded in the strata CM meeting minutes dated December 8, 2025. No investigation report or follow-up action has been documented.
- p. **Window Cleaning**
The Strata Corporation arranged for the cleaning of all windows and balcony glass in the Residential Section by Remdal company. The project was funded from the joint account of the Strata Corporation. No window cleaning was performed for the Commercial Section strata lots.
- q. **Painting and Staining of Pillars and Building Siding**
The Strata Corporation completed painting and staining of pillars and building siding in the Residential Section, funded by the Strata Corporation. The work did not include the ground-level commercial units.
- s. **Electric Planning Report (EPR)**
Records show that the Strata council engaged C&C Electrical to prepare an Electrical Planning Report for the building, it was funded by the joint account of the Strata Corporation. The commercial section was not notified of the time or the scope of the report. Furthermore, there was no representative from the commercial section to participate in the building component review since Spring 2025, despite of repeated requests from the president of the commercial section . The Eclectic Planning Report was eventually released in the PQ portal in November 2025, but did not include the Commercial Section strata lots , stating it was prepared for 60 residential suites on 4 floors.
- t. **WhatsApp Messaging Group**
Executive requests that WhatsApp messages be used strictly for emergency notifications only. All other correspondence should be conducted by email and directed to the Property Manager to ensure proper record-keeping and respectful communications to prevent any misinformation.

u. Direct Communication with Legal Counsel

The executive was informed that a strata lot owner directly contacted the Strata Corporation's legal counsel regarding a personal storage issue and their defamation allegations. The commercial manager was asked to inform the lawyer to communicate if any personal cases at their own retainer. Owners wishing to have legal advisory for their personal cases should first retain the lawyer at their own terms and expenses first if agreed with the lawyer. Executive requests that all communications with legal counsel be directed through Executive, via the Property Manager.

(8) TERMINATION

With no further business to address, the meeting was terminated at 1:36 p.m.

The date for the next executive meeting is February 27th at 2:30 p.m.

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.