

**MINUTES OF THE EXECUTIVE MEETING
STRATA PLAN EPS 1945C – THE COMMERCIAL SECTION**

Date: Friday, March 27, 2026
Time: 5:30 p.m.
Place: 732 Marine Drive, North Vancouver, V7M 1P8
Present: Rose Nazeri - President & Treasurer
Ben Lean - At large
Negar Nazemi - At Large
Simon Wang - Strata Manager
Observer: Sarah Baldwin of U730
Regrets: Paul Rodrigues - Vice President

(1) Call to Order

Executive President Rose called the meeting to order at 5:37 p.m., and a quorum was confirmed. The manager confirmed that a zoom link was sent to all the owner if they wish to attend as observers.

(2) Adoption of Previous Minutes

Executive moved, seconded to approve the minutes of the December 30, 2025, Executive Meeting of the Commercial Section as distributed. CARRIED

(3) Financial Report

3.1 Accounts Receivable

All strata lots have paid their strata fees so far, but two strata lots were in arrears of fees related to chargeback invoices.

3.2 Financial Statements

Executive motioned, seconded to approve the Financial Statements for the period from December 2025 through February 2026. Further review will be communicated with Simon before AGM.

Executive noted the following balance as of February 28, 2026:

Chequing Account:	\$59.57
CRF in the Bank:	\$9,873.32
Loan from Operating to CRF:	\$500.00
Litigation Project:	\$189.43
Litigation Payable:	\$6,343.66

4. Disclosures

4.1 Report on Unapproved Expenditures

The *Strata Property Act* mandates prompt notification to all owners regarding unapproved expenditures. To the best of the Executive's knowledge, there were no unapproved expenditures to disclose.

4.2 Report on Litigation

In accordance with the *Strata Property Act*, strata corporations and sections are required to inform all owners of any legal proceedings involving the corporation as soon as reasonably possible.

- a. Civil Resolution Tribunal (CRT) Claim – Visitor Parking Stalls: A claim has been filed in February 2025 with the Civil Resolution Tribunal (CRT) stating the Strata’s denial Commercial owners and their patrons to use visitor parking stalls. The Case Manager was recently assigned, upon his review of the Strata’s response, he has determined that the case could not be resolved at this stage and should be moved forward to a hearing that is currently is being scheduled.
- b. Petition for Appointment of a Strata Administrator (Supreme Court): following the petition filed in September 2025 with the Supreme Court of British Columbia by the Commercial Section, (the “Petitioner”) against The Strata Plan EPS 1945 and the Residential Section (the “Respondents”). The Respondents did not file a response to make offer or resolve the issues under dispute; therefore, the executives directed the Commercial counsel to set a hearing date without further delay. The hearing date is expected to be scheduled soon in coming months.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Outstanding and Unresolved Matters

The Executive and owners recorded multiple written inquiries submitted to the Strata Corporation have not received responses. The Executive reviewed previously reported items and notes that the following issues remain outstanding, with no evidence of resolution by the Strata Corporation:

- a. The Commercial Section mailboxes remain in deteriorated condition and require replacement.
- b. A reported leak between Units 732 and 734, first identified in 2022, remains unresolved.
- c. the Strata council removed the commercial mesh hanging signs in September 2025, dumped them by the commercial mailboxes, without providing investigation report from a professional for the required repairs. At the time of this meeting, Commercial executive noticed some materials left in the commercial washroom area for some units, it appears that some commercial owners are required to make their business sign to be replaced or installed. There has been no clear communications or instruction or timeline from the council to describe their decision or next course of action. The executive asked the manager to send an updated letter directly to the strata manager demanding clarifications moving forward.
- d. No enforcement action has been taken in respect of unauthorized vehicles parked within the Commercial Section parking area, including the absence of tow enforcement measures.
- e. the commercial manager sent a letter to the strata manager requesting a response about the high-water bill of the last period, strata council confirmed use of \$50,000 CRF (Joint) to pay for portion of the bill without ownership approval. Despite the request from the commercial owners, the manager has not provided the related bank or documentations for that transaction.
- f. Commercial parking access – the strata has permitted residential owners to use Commercial Section parking areas as common property without authorization or agreement. The residential owners’ fob access has been activated to that effect.
- g. Bylaw amendments and Common Property / Limited Common Property (CP/LCP) matters were not referred to the Commercial Section’s legal counsel as requested.
- h. Financial statements and other strata records requested by the Commercial treasurer have not been provided by the Strata Council or the Property Manager (PQ), despite repeated requests.
- i. Unauthorized vehicle parking within the Commercial Section remains unregulated, with no policy enforcement or management action implemented.
- j. Some owners sent inquiries to the strata manager questioning the action of the Council discharging of unsanitary water into the municipal drainage system by a Council member, which has reportedly may have resulted in inquiries from the relevant fisheries authority. No response received

The Executive notes that the lack of response and disclosure raises ongoing concerns regarding transparency, governance, and compliance with the Strata Property Act (British Columbia).

5.2 Regulatory Matter

The Executive filed a complaint with the BC Financial Services Authority (BCFSA), stating that the previous management company, Pacific Quorum, failed to provide required records to Metrowest within the prescribed timeframe, thereby negatively impacting the ongoing management of the Commercial Section. BCFSA has recently confirmed that the investigation was conducted and a letter of advisement was issued to Pacific Quorum for that matter, has cautioned them to ensure they follow the requirements of the Real Estate Services Rules, as future complaints and investigations may lead to more serious penalties

5.3 Legal Consultation

The Executive confirms that a legal consultation was conducted via Zoom on January 15, 2026, at 4:00 p.m. The purpose of the meeting was to obtain legal guidance regarding governance concerns, records access, and to move forward with the scheduling a hearing as soon as feasible.

(6) Correspondence

6.1 Correspondence Received

- a. Request for Copies of Litigation Invoices: the owners of SL3 &4 requested copies of the litigation lawyer's invoices. The Commercial Property Manager provided the requested documents by email, including all invoices issued to date.
- b. Request to repair individual Air Conditioners units: some owners inquired that the Commercial Section arranges for repairs to their air conditioning units. It was discussed that air conditioning units do not form part of commercial section assets, the HVAC components of the commercial units are located in the common area. The issue needs to be reviewed in more details, as currently the strata council has declared that the entire area of strata plan is common area /property and that the strata corp is responsible to collect and pay for all expense. Commercial section may not be obligated to take responsibly for common area repairs, without any legal agreement.

However, for convenience and with consideration of cost efficiency, the Commercial Section arranged for a contractor to perform inspection and preventative limited maintenance services only. The Executive further noted that, based on the approved budget, the Commercial Section pays for such collective quarterly limited services but not covering the cost of repairs or replacement of any commercial units' HVAC.

(7) New Business

7.1 Allocation and Use of Shared Funds and Services

The Executive reviewed expenditures allocated in the budget by the Strata Corporation and notes concerns regarding unequal services and costs between the Residential Section (RS) and Commercial Section (CS). The following services appear to have been performed for the benefit of the **Residential Section** without inclusion of or equitable allocation to the Commercial Section:

- a. Balcony, exterior glass, and window cleaning
- b. Siding and pillar painting
- c. Waste and recycling removal
- d. Pressure washing of parking areas
- e. Janitorial services

The Executive notes that the allocation of shared expenses must be consistent with the strata's bylaws and applicable legislation, and that any deviation may require proper authorization and disclosure. These issues are included in the supreme court case.

7.2 Business Arising after the Last Executive Meeting

The Executive reviewed and recorded the following additional concerns:

- a. The Commercial Section parking gate was reported to be malfunctioning, with indications that the control board system may have been altered, not details provided to the commercials.
- b. The CCTV system is under the full control of the Strata Council. No privacy policy, usage policy, or agreement with a security provider has been disclosed. This issue is under the supreme court case, however in the meantime the Executive may consider issuing formal correspondence requesting clarification regarding privacy compliance obligations.
- d. It was reported that inaccurate or misleading information has been published in Residential Section and in the Strata Council meeting minutes, including references to a dismissed Supreme Court matter, when in fact the hearing is currently being scheduled.
- e. Potential conflicts of interest have been identified involving individuals serving in both Strata Council and Residential Section executive roles. More ongoing evidence confirms that Residential Section representatives may be participating in strata-level decision-making processes.
- f. A significant fund transfer of Joint account to the Residential Section has been identified, no supporting documentation provided to justify such transfer.
- g. Certain expenses benefiting only the Residential Section, including both current and historical costs, appear to have been paid from joint funds without proper authorization. These reportedly include items such as skylights and windows associated with Residential Executives/owners.
- h. The Property Manager (PQ) has not provided strata-related information to the Commercial Section, while continuing to include the Residential Section in the strata communication. The Executive notes concerns regarding impartiality and equal access to information.
- i. Clarification is required regarding the Commercial Section's rights to access financial records and expenditures of the Strata Corporation collectively as a section, and whether independent legal advice may be obtained for this purpose.
- j. A new claim has been filed with the **Civil Resolution Tribunal** by a Residential Section owner against the Strata Corporation for not providing strata records and for significant alteration in the common area to install EV charging station.
- k. The AGM package issued by the Strata Corporation was reviewed. The Executive discussed coordination among Commercial Section owners regarding voting positions, including financial matters that the commercials do not agree with the resolutions proposed.
- l. The following issues were discussed after the observer left.

- It was discussed again and decided that the arrears amount of SL1 has been due since March 2025, should be followed up and collected as per prior decision of the executives.
- A portion of the commercial lawyer last invoice was related to the lengthy email sent by SL3&4 at owner's discretion to the lawyer, without prior knowledge of the executives. Subsequently, the lawyer spent time to review the copied materials. The manager will ask the lawyer to separate those charges from the commercial section invoice and to send that portion of bill directly to the owners of SL3&4.

7.3 Commercial Section Insurance

The Commercial Section's insurance policy renewal for the period December 31, 2025 to December 31, 2026 had been approved by the Executive.

7.4 Annual General Meeting of the Commercial Section

The Executive discussed preparation for the upcoming Annual General Meeting (AGM) of the Commercial Section:

- a. Date: To be determined after the Strata's annual general meeting
- b. Budget: To be prepared and circulated in advance for review and approval

(8) **Termination and Schedule for Next Executive Meeting**

There being no further business, the meeting was terminated at 7:29 p.m.

The date and time of the next Executive Meeting of the Commercial Section will be announced in due course.

Submitted By:



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