CAPILANO RIDGE - JOINT STRATA PLAN BCS 130
STRATA COUNCIL MINUTES
TUESDAY, MARCH 25, 2025, AT 6:00PM
IN THE APARTMENT BUILDING LOBBY
3125 CAPILANO CRESCENT, NORTH VANCOUVER

COUNCIL PRESENT:	**Chrstopher Ware**	
	Glyndwr Wide	**Nadine Bird**
	Joanne Egerton	**Simon James**
	Lauren Fraser	**William Paine**
OWNER PRESENT:	**Josetta De Luca**	
COUNCIL REGRETS:	**Philip Mattes**	
MANAGEMENT PRESENT:	**Tasha Perry, Strata Manager** **Pacific Quorum Properties Inc.** **tperry@pacificquorum.com**	

---

1. CALL TO ORDER

The meeting was called to order at 6:01 p.m.

2. ADOPTION OF AGENDA

It was
MOVED/SECONDED
To adopt the Agenda as presented.
CARRIED

3. ADOPTION OF PREVIOUS MINUTES – DECEMBER 2, 2024

It was
MOVED/SECONDED
To adopt the minutes of December 3, 2024, Council meeting as presented.
CARRIED

4. FINANCE

a. Financial Statements –January 2025

Council reviewed the statements for January 2025.

It was
MOVED/SECONDED
To approve the financial statements for January 2025 as presented
CARRIED

b. Questions from accounting – Clean up between Sections

Property accountant flagged an item for correction between the sections that will need to be transferred to clear up the balance sheet.

It was
MOVED/SECONDED
To approve the adjustment of funds between the joint and apartment sections.
CARRIED

5. BUSINESS ARISING

a. Annual Fire Inspection

Annual inspection was completed Jan 27, 2025. In 2025 the '5 year' hydrate breakdown was completed.

b. Power Washing & Deck Clearing – Update

Pressure washing will take place in May. Council noted a deck has a large planter touching the glass and requested the Strata Manager follow up with the Owner directly to advise these will need to be moved in time for the power washing to take place. Council requested the Strata Manager obtain confirmation from the owners that this will be addressed.

c. Snow Removal per Eternal Spring Landscaping insurance requirements

Council noted that Eternal Spring Landscaping comes out on their own, rather than based on call out. This is to meet their insurance requirements.

d. Ace Fire & Safety upgrades – quote requested

Council has requested updated written quotes from Ace Fire Prevention Ltd for system upgrades in order to include resolutions on the AGM agenda for approval of the Ownership.

e. Fire Hydrant 5-year breakdown

Noted above.

f. Wi Fi Overview

Council noted there may be a need to cost share the new wifi connection that the apartment section installed if it becomes needed for 'joint section' upgrades.

g. Paladin – Glyn

Council is exploring the options which might mean closing out the TELUS accounts.

Subsequent to the meeting, Council confirmed the service contract that covers the two TELUS phone lines for the elevator and alarm monitoring. The service contract date was November 2022 with a contract term of 36 months. The cancellation policy appears to be 50% of contracted value for months 25-60 (although that would be 36 for this contract) Council will need to continue discussions before confirming the best way forward. Simon to review TELUS contracts for term implications.

h. Joint Hydro payment

Invoice is issued to the apartment section, and the accounting department will charge back to the Joint and Town House sections. Calculations for the year-end statements will be confirmed before the financials are finalized and approved by Council.

i. Tax Filing

PQ completed the BCS130 tax return for fiscal 2023/2024 and the assessment was completed by CRA November 22, 2024, with a zero-dollar tax due status.

6. PROPERTY MAINTENANCE

a. Landscaping

Council will have Cedar Bark Contracting Inc. address pruning around the property, topsoil and the moss—walkway planning.
Burley Boys completed the 18-month review of the trees.

b. Tree by roundabout problem ticket with DNV

Council has submitted a ticket with the District of North Vancouver for the tree that is falling over in the roundabout at the entrance to the property. This is pending with DNV, with an expected turn around of 6-8 months before it is addressed. **S*ubsequent to the SCM DNV attended and prune the offending tree, but notified the tree is healthy so it does not meet their criteria for removal. Council will request the garden team to monito*r.

c. How to register for the old Capilano Ridge website

Council will review the process on how to add new owners to access old information on the private Capilano Ridge Website.

7. NEW BUSINESS

a. New Council Member

Nadine Bird was appointed to replace Sharon Drudian as Sharon departed the Council upon the sale of their unit.

b. Dog concerns

i. Regarding dog pick-ups on the property

Council noted there is an ongoing issue with pet Owners not cleaning up a pet waste on common property. Council suspects many of the issues are coming from non-residents of Capilano Ridge. Several Owners volunteer to do pickups, which has been appreciated by Council. All Owners are reminded to pick up after their pets.

c. AGM planning

i. Planning for a well-structured meeting:

- **Review of the Package**
  Council would like to remind Owners it is helpful if everyone has read the full package, including the council report, in advance of the meeting
- **Best approach for questions and time management.**
  Council noted that they would prefer a more efficient process and would like the Strata Manager to keep the meeting on track for timing. Owners are welcome to ask questions, however once a question is asked and answered that should finish the discussion.

ii. Budget Planning for AGM package planning.

Council would like the following to be included in the AGM package

- Appraisal
- EPR
- Fire System panel replacements
- Depreciation Report-Up to $8000

iii. Council report on AGM package.

Council will provide their usual report on the tasks completed for the year in the AGM package.

iv. **Budget review & Financial planning**
Council will include fencing repair in the operating budget.

d. Insurance costs for 2025-2026
HUB will be providing costs shortly. Details will be provided to Council once available.

e. Bylaw complaints
Council discussed the procedure for bylaw complaints. Strata Manager advised it is best to have owners submit any bylaw complaints through to PQ directly and allow PQ to work with the Council for correction. Under the bylaw section of the PQ Online Owner's portal, there are the bylaws for the property and a complaint form. Owners can download this form, cite the bylaw and issue and then forward to PQ to have this addressed.

8. CORRESPONDENCE

a. SL06 – off Leash Dog
Council received a bylaw complaint about an off-leash dog not in control by the Owner and approved sending a warning letter to the strata lot Owner.
***Subsequent to the meeting, the Owner responded outlining the corrections made to address the issue. Council reviewed and is satisfied with the Owners response and will not fine for this occurrence.*

9. TERMINATED

There being no further business to discuss at this time, the meeting was terminated at 7:01 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
Tuesday June 24th, 2025 at 6:00pm – Registration starts at 5:45pm

ONLINE ACCESS TO YOUR STRATA CORPORATION - *PQ ONLINE*:

- Go to: **www.pacificquorum.com**
- **Click "SIGN UP NOW"** under "Connect to Your Property – PQ ONLINE"
- Enter your name, email, property name, and address
- You will be emailed your unique log-in and password to access ***PQ ONLINE***
- Once you have logged into ***PQ ONLINE*** for the first time, **go to "MY INFO"**

If you have any trouble accessing ***PQ ONLINE***, please contact support@pacificquorum.com

Submitted by:
PACIFIC QUORUM PROPERTIES INC.
Tasha Perry, Strata Manager
PO Box 1519, 101A – 38142 Cleveland Avenue
Squamish, BC V8B 0A4
Tel: 778-770-0380 / Fax: 778-655-1927
Email: tperry@pacificquorum.com
Website: www.pacificquorum.com

24-Hour Maintenance Emergency 778-770-0380

IMPORTANT INFORMATION Please have this translated
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca
CHỈ DẪN QUAN TRỌNG *Xin nhờ người dịch hộ*

重要資料 請找人爲你翻譯
これはたいせつなお知らせです。 どなたかに日本語に訳してもらってください。
알려드립니다 이것을 번역해 주십시오
ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਸੇ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from *Pacific Quorum Properties Inc.*