CAPILANO RIDGE (JOINT)
STRATA PLAN BC 130
STRATA COUNCIL MINUTES
TUESDAY JANUARY 17, 2023 AT 6:00PM
3125 CAPILANO CRESCENT, APARTMENT BUILDING LOBBY

COUNCIL PRESENT:	**Simon James – Vice President** **Lauren Fraser – Treasurer** **Sharon Drudian – Secretary** **Phillip Mattes – Council Member** **Joanne Egerton – Council Member**
REGRETS:	**Glyn Wide – President** **Phillip Haddad – Council Member** **William Paine – Council Member**
MANAGEMENT PRESENT:	**Tasha Perry, Strata Manager** **Pacific Quorum Properties Inc.** **tperry@pacificquorum.com**

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1. **CALL TO ORDER**
   The meeting was called to order at 6:00 p.m.

2. **ADOPTION OF AGENDA**
   It was **MOVED/SECONDED** to adopt the Agenda as presented.
   CARRIED

3. **ADOPTION OF PREVIOUS MINUTES – September 27, 2022**
   It was **MOVED/SECONDED** to adopt the minutes of the September 27, 2022, Council meeting as presented.
   CARRIED

4. **FINANCE**
   a. **Financial Statements – November 2022**
      It was **MOVED/SECONDED** to adopt the financial statements for November 2022 as presented.
      CARRIED

   b. Council inquired about an expected invoice for irrigation and the bank charge GL. Strata Manager to follow up on both items.

5. BUSINESS ARISING

a. Salt, Salting, Snow Removal

Salting around the property has been going well. Council would like to thank the Owners for their assistance, and a special thanks to Glyn for all of his assistance.

b. Paladin Security Signing/Review

Signed, completed documents have been provided to Paladin.

c. Fence Maintenance of South Fence Update/Tree Pushing Fence

Strata Manager reviewed the documents on file outlining the property line and collected the mailing address for the strata next door that has a tree pushing on the Capilano Ridge Fence. Council would like the Strata Manager to draft a letter to the neighboring strata to deal with their tree ASAP to avoid damage to the fence. Council would like to review the letter before it is issued.

d. Center Bench

The old centre bench will be removed as the new bench has been delivered. The bench is being stored in the parking garage until it can be varnished. Council will update the Owners when the varnishing takes place as it will have a strong odor.

e. Christmas Gifts

Council purchased and provided gift cards to contractors that service the building.

6. NEW BUSINESS

a. Unit Numbers in Correspondence/Letters to Owners RE: Bylaw Infractions

Council discussed their preferred method for documenting items in the minutes and how they wish to issue their bylaw correspondence. It was agreed that lot numbers would be used instead of suite numbers or street addresses.

b. Irrigation

Council reviewed and approved a quote from Maas Mechanical for the replacement of the backflow preventer.

c. Gardening/Garden Budget

Council will plan for another hard prune in future and will reach out to the landscapers to inquire if the service visits to the property can be done on the same day each week.

d. Taxes

Council has resubmitted their request for a business number, which is required for the tax filing. Council would like to inquire if it is possible to have a draft of the taxes in advance of the business number being supplied. Strata Manager will follow up with the corporate accountant to see if this is possible.

e. Telus

Telus accounts have been adjusted by Council in order to receive better pricing. Council would like to review copies of the invoices to ensure the plan has been correctly updated. Council would also like to confirm which Section is paying for each invoice. Strata Manager to follow up with accounts payable and update the Council.

f. Power Washing

Council will be trying out the services of Axiom pressure washing this season. If all goes well, Council will look to engage Axiom for future servicing of the property.

g. Holiday Decorations

Council would like to remind the Ownership of the bylaws with respect to holiday lights and decorations. The bylaw is shown below for ease of reference. Council requests all Owners ensure this has been **completed by Jan 28th.**

11.6 (14) Holiday and/or celebration lights and decorations may only be installed on the exterior of a strata lot 28 days in advance of the holiday, and must be removed within the 21 days following the holiday.

Council would like to thank Glyn Wide, Bill Paine, Tom Van Walleghem, Dick Moon, Phil Mattes, and others for helping with the Christmas lights decorating, and removal of them afterwards.

h. Insurance Cost Planning

Council discussed financial options for payment of 2023-2024 insurance premium and agreed to pursue it further when a quote is received.

i. Insurance Questionnaire

Strata Manager reviewed the questionnaire with Council and will supply the answers to HUB insurance in order to receive a quote for the next insurance term.

j. Garden Lights Painting/Quotes (Spring/Summer)

Council has requested that Cutting Edge prepare a quote to be considered in the spring.

k. Speeding on Complex Property

Council would like to remind all residents to drive slowly through the complex. There are people, including children, and it can be difficult to see around corners, especially when it is dark or rainy. The complex is small and there is no need to speed through. Everyone should exercise caution while driving through the complex to avoid any accidents. Council will also send a secondary reminder separate from the minutes to ensure all are aware of this important topic.

l. Damage to Fence by TH 3127

Damage to the fence has been repaired.

m. RE: Ownership and Maintenance of the Fence at the Northern Boundary with 3179

Council would like the Strata Manager to draft a letter to the property next door to confirm the ownership and maintenance of the fence that has been installed between their property and the Strata's property.

n. 2023/2024 Budget Planning

Council will look to discuss these items at the next Council meeting, in advance of the AGM.

o. AGM Location

Council would like to hold the AGM on site in the parking garage of the apartment building. AGM has been scheduled for June 27th, for all sections.

7. CORRESPONDENCE
Nil

8. TERMINATE/NEXT MEETING
There being no further business to discuss at this time, the meeting was terminated at 7:00 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
April 27th at 6:00 pm, in person

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:
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24-Hour Maintenance Emergency 778-770-0380

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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
ਜਰੂਰੀ ਜਾਣਕਾਰੀ ਇਸਦਾ ਅਰਥ ਕਿਸੇ ਕੋਲੋਂ ਪਤਾ ਕਰ ਲੈਣਾ ਜਰੂਰੀ

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.*