CAPILANO RIDGE TOWNHOUSE SECTION STRATA PLAN BCS 130

ANNUAL GENERAL MEETING MINUTES
Monday June 20, 2022, 7:00 p.m.
Carwash Bay, Residential Parkade
3125 Capilano Crescent, North Vancouver

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 6:47 p.m.

   a. **Quorum Report**
   The Strata Manager noted that of the 19 units, there were 19 units eligible to vote. As there were 10 Owners present in person and 4 Owner represented by proxy, a total of 14 strata lots were represented, therefore a quorum was established, and the meeting was deemed legal to proceed as mandated in the *Strata Property Act.*

   b. **Certify Proxies**
   The Strata Manager certified the proxies received.

   c. **Proof of Notice**
   The Strata Manager confirmed that the Annual General Meeting Notice was mailed to all Owners on May 31, 2022, thereby meeting the requirements of the *Strata Property Act.*

   d. **Appoint Chair**
   There being no objections from the Ownership, it was agreed the Council President would chair the meeting and the Strata Manager would facilitate the meeting.

2. **APPROVAL OF THE AGENDA**
It was:
MOVED/SECONDED (SL09/SL16)
To approve the agenda as presented.
CARRIED
14 IN FAVOUR

3. **ADOPTION OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES OF JUNE 22, 2021**
There being no errors or omissions,

It was:
MOVED/SECONDED (SL05/SL16)
To adopt the Minutes of the Annual General Meeting (AGM) held on June 22, 2021, as circulated.
CARRIED
14 IN FAVOUR

4. COUNCIL REPORT

As attached at the end of these minutes

5. FINANCIAL STATEMENTS

As included in the notice of meeting

6. RESOLUTION #1: MAJORITY VOTE – APPROVAL OF 2022-2023 OPERATING BUDGET TOWNHOUSE SECTION, INCLUDING TRANSFER OF SURPLUS

WHEREAS: Section 105 of the Strata Property Act (1) Subject to section 14, contributions to the operating fund which are not required to meet operating expenses accruing during the fiscal year to which the budget relates must be dealt with in one or more of the following ways, unless the strata corporation determines otherwise by a resolution passed by a 3/4 vote at an annual or special general meeting:

(a) transferred into the contingency reserve fund;
(b) carried forward as part of the operating fund, as a surplus;
(c) used to reduce the total contribution to the next fiscal year's operating fund.

(2) If operating expenses exceed the total contribution to the operating fund, the deficit must be eliminated during the next fiscal year.

WHEREAS, it has been determined that the Strata Corporation will have an operating fund surplus of $6,447.84 in the 2021/2022 fiscal year, and the Strata Council is of the opinion that, the best use for that surplus is to be carried forward as part of the operating fund.

BE IT RESOLVED THAT the Owners, Strata Plan BCS 130 approve by majority vote the proposed Operating Budget for the 2022/2023 fiscal year commencing May 1, 2022, and completing April 30, 2023, with a 6.78% decrease in strata fees. Please see attached for the Strata Fee Schedule.

Following discussions,
It was:
MOVED/SECONDED (SL14/SL19)
To approve the proposed 2022/2023 Operating Budget, as presented.
CARRIED
14 IN FAVOUR

7. NEW BUSINESS

Gutter on Garbage Shed- The Ownership discussed the possibility of adding a gutter to the garbage shed. Council will add this to the agenda for the next council meeting for consideration.
Air Conditioning- The Ownership discussed the possibility of installing air conditioning units. This would need to be considered on a case-by-case basis to ensure proper installation and electrical capacity of the complex. Owners wishing to make changes such as air conditioning would need to apply to the council in writing, by way of alteration request/indemnity agreement. These forms are available via the PQ Online portal, or by reaching out to the PQ offices.
Deck coverings – One Owner discussed the possibility of installing a deck covering to offer multiple season use of the deck. As this could pose a significant change in appearance of common property, this would not only require permission of council, but also a ¾ of the Ownership. The owners agreed to form a committee to investigate what it would take should Owners wish to apply for these changes in future.
Garburators- The Ownership discussed garburators in suite. These are aging out and Council recommends removal of these in future as they can cause pluming issues and water ingress issues when they fail.

8. ELECTION OF THE 2022/2023 STRATA COUNCIL

The Strata Manager expressed appreciation to the Council Members for their time and effort on behalf of Capilano Ridge – Town House Section. As required by the *Strata Property Act*, the current Council Members must resign; however, they are eligible for re-election. As the current Council`s term of office expired at this meeting, the floor was opened for nominations for the 2022/2023 Strata Council, with the following Owners accepting nominations or volunteered:

Philip Haddad
Philip Mattes
Simon James
William Paine

It was:
MOVED/SECONDED
To close nominations, and to elect those nominated by way of majority vote
CARRIED

9. TERMINATION OF THE MEETING

There being no further business to discuss, the meeting was terminated at 7:46 p.m.

NEXT COUNCIL MEETING: SEPTEMBER 27TH FOLLOWING THE JOINT MEETING

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

IMPORTANT INFORMATION Please have this translated	重要資料 請找人爲你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	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。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG *Xin nhờ người dịch hộ*	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

Please Note: The Real Estate Regulations may require that a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Pacific Quorum Properties Inc.*

STRATA CORPORATION - CAPILANO RIDGE BCS 130- TOWN HOUSE SECTION
APPROVED OPERATING BUDGET
FOR THE PERIOD: May 1, 2022 TO April 30, 2023

		PREVIOUS BUDGET 2021-2022	ACTUAL TO YEAR END Apr 30/2022	APPROVED BUDGET 2022-2023
REVENUE				
4110	4110 Strata Fees	$ 38,175.00	$ 38,174.76	$ 35,588.00
4120	4120 Bank Intrest		$ 60.90	
4140	4140 Prior Yr Surplus (Deficit) Allocation			$ 6,447.84
-	Direct Recovery		$ 275.00	
4132	4132 Other Income/Miscellaneous		$ 70.00	
TOTAL REVENUE		**$38,175.00**	**$38,580.66**	**$42,035.84**
OPERATING EXPENSES				
6110	6110 Bank Charges	$ 230.00	$ 195.78	$ 350.00
6118	6118 Administration	$ 200.00		$ 200.00
6120	6120 Management Fees	$ 2,240.00	$ 2,205.00	$ 2,800.00
TOTAL OPERATING EXPENSES		**$2,670.00**	**$2,400.78**	**$3,350.00**
UTILITIES EXPENSES				
6216	6216 Waste Removal	$ 2,655.00	$ 2,707.32	$ 2,788.00
6217	6217 Recycling			
TOTAL UTILITIES EXPENSES		**$2,655.00**	**$2,707.32**	**$2,788.00**
REPAIRS & MAINTENANCE EXPENSES				
6219	6219 Garage Maintenance	$ -	$ 568.68	$ 6,000.00
6302	6302 Cleaning and Janitorial	$ 700.00	$ 630.00	$ 700.00
6309	6309 Building Maintenance	$ 4,000.00	$ 464.80	$ 2,500.00
6313	6313 Fire & Safety	$ 1,500.00	$ 2,351.58	$ 1,500.00
6311	6311 Power Washing	$ 3,000.00	$ 3,717.00	$ 4,000.00
6318	6318 R & M - General	$ 5,000.00	$ 1,063.50	$ 2,447.84
6325	6325 Pest Control	$ 500.00	$ 693.00	$ -
6326	6326 Window Cleaning	$ 1,500.00	$ 1,554.00	$ 1,750.00
6333	6333 Gutters / Drains	$ 2,500.00	$ 2,283.75	$ 4,000.00
6362	6362 R&M Roof	$ 2,350.00	$ 554.66	$ 1,000.00
6370	6370 Dryer Vent Cleaning	$ 800.00	$ 1,868.75	$ 2,000.00
	Direct Recvoery		$ 275.00	
TOTAL REPAIRS & MAINTENANCE EXPENSES		**$21,850.00**	**$16,024.72**	**$25,897.84**
CONTINGENCY FUND CONTRIBUTION				
7400	7400 Contingency Reserve Transfer	**$ 11,000.00**	**$ 11,000.00**	**$ 10,000.00**
TOTAL EXPENSES		**$38,175.00**	**$32,132.82**	**$42,035.84**
SURPLUS / (DEFICIT)		**$0.00**	**$6,447.84**	**$0.00**

THIS BUDGET CONTAINS A STRATA FEE DECREASE OF: ***-6.78%***

OPENING SURPLUS/DEFICIT IN OPERATING FUND AT FISCAL YEAR-END	**$6,447.84**
ALLOCATED TO PROPOSED BUDGET	**$6,447.84**
ESTIMATED SURPLUS/DEFICIT IN OPERATING FUND AT Apr 30/2023	**$0.00**

STRATA CORPORATION - CAPILANO RIDGE BCS 130- TOWN HOUSE SECTION

MONTHLY STRATA FEE SCHEDULE

FOR THE PERIOD: May 1, 2022 TO April 30, 2023

-6.78% DECREASE FROM PRIOR YEAR

UNIT #	STRATA LOT #	UNIT ENTITLEMENT	% OF TOTAL UE	CURRENT MONTHLY STRATA FEE	MONTHLY OPERATING CONTRIBUTION	MONTHLY CONTINGENCY CONTRIBUTION	TOTAL NEW MONTHLY STRATA FEES	TOTAL NEW ANNUAL STRATA FEES	ONE-TIME ADJUSTMENT PAYABLE AUG 1
3115	1	206	5.97%	$189.79	$127.21	$49.72	**$176.93**	$2,123.16	-$38.58
3117	2	129	3.74%	$118.85	$79.66	$31.13	**$110.79**	$1,329.48	-$24.18
3119	3	129	3.74%	$118.85	$79.66	$31.13	**$110.79**	$1,329.48	-$24.18
3121	4	129	3.74%	$118.85	$79.66	$31.13	**$110.79**	$1,329.48	-$24.18
3123	5	127	3.68%	$117.01	$78.43	$30.65	**$109.08**	$1,308.96	-$23.79
3127	6	222	6.43%	$204.53	$137.09	$53.58	**$190.67**	$2,288.04	-$41.58
3129	7	233	6.75%	$214.66	$143.88	$56.23	**$200.11**	$2,401.32	-$43.65
3131	8	233	6.75%	$214.66	$143.88	$56.23	**$200.11**	$2,401.32	-$43.65
3133	9	232	6.72%	$213.74	$143.27	$55.99	**$199.26**	$2,391.12	-$43.44
3135	10	139	4.03%	$128.06	$85.84	$33.55	**$119.39**	$1,432.68	-$26.01
3137	11	141	4.08%	$129.90	$87.07	$34.03	**$121.10**	$1,453.20	-$26.40
3139	12	222	6.43%	$204.53	$137.09	$53.58	**$190.67**	$2,288.04	-$41.58
3141	13	295	8.54%	$271.78	$182.17	$71.19	**$253.36**	$3,040.32	-$55.26
3143	14	296	8.57%	$272.70	$182.79	$71.44	**$254.23**	$3,050.76	-$55.41
3145	15	127	3.68%	$117.01	$78.43	$30.65	**$109.08**	$1,308.96	-$23.79
3147	16	129	3.74%	$118.85	$79.66	$31.13	**$110.79**	$1,329.48	-$24.18
3149	17	129	3.74%	$118.85	$79.66	$31.13	**$110.79**	$1,329.48	-$24.18
3151	18	129	3.74%	$118.85	$79.66	$31.13	**$110.79**	$1,329.48	-$24.18
3153	19	206	5.97%	$189.79	$127.21	$49.72	**$176.93**	$2,123.16	-$38.58
TOTAL:		**3,453**	**100%**	**$3,181.26**	**$2,132.32**	**$833.34**	**$2,965.66**	**$35,587.92**	**-$646.80**

ANNUAL TOTAL:	**$25,588.00**	**$10,000.00**		**$35,588.00**
MONTHLY TOTAL:	**$2,132.33**	**$833.33**	**$2,965.67**	

2021 – 2022 COUNCIL REPORT – TOWNHOUSE

The Townhouse Executive is happy to report on the following projects completed this year:

- Power washing completed
- Gutter cleaning completed
- Annual Fire Inspection completed
- Smoke alarms tested and batteries replaced
- Coordination of fireplace cleaning
- Supporting homeowners who require sprinkler cage fitting
- Townhouse-wide fascia board repairs undertaken
- Dryer Vent cleaning was completed
- Review of Depreciation report to plan for future renewals and upkeep
- Reviewed monthly financials for accuracy
- Reviewed year end accruals required
- Worked with the Apartment council with regards to timing and impact of their roof replacement project
- Worked with Whonnock Roofing on a few minor remediation items roof and downpipes
- Developed 2022/2023 operating budget
- Worked with the Gardening sub-committee on change of gardening contractor following the departure of our long-term gardener George
- Organized review and repair of several garage doors
- New garage doors ordered
- Worked with contractor regarding the optimal approach to keeping the patio bricks clean and flat over time – long term approach decided
- Arranged various minor repair around the townhomes by Savvy Solutions
- Signed contract with new property management company, PQ
- Window replacement unit 3135
- Review of all decks
- Agree all salting & snow and ice removal
- Worked with the Apartment council with regards to timing and impact of their EV charging station construction project
- Repair to rear patio unit 3147
- Organized various garage outside light replacements as well as the garbage shed
- Organized repair to patio of 3149 due to owner damage
- Managed resolution of various bylaw infractions
- Allowed access for various TELUS and SHAW operatives on behalf of owners to the electrical room in the Apartment block
- Window Washing completed on exterior windows

Year End Summary

Council has performed a detailed review of expenditures over the last fiscal year, in relation to the budget that was set. We ended the year with a healthy operating budget surplus of $6447.84 and will be proposing that surplus be transferred to the 2022/2023 operating budget.

Proposed Budget – new fiscal year

The Townhouse Council continues to focus on the proactive upkeep, renewal and repair of the Capilano Ridge Townhouses. The Townhouse budget being proposed will see strata fees **decrease by 6.78%.** These savings are possible by using the surplus from 2021/2022 as well as a one-off reduction in the annual contribution to the CRF as it is in a very healthy state and no major projects are required for a number of years.

The overall combined strata fees (Townhouse + Joint) will represent a 5.34% decrease for Townhouse owners. The main drivers of the Joint budget increase this year relate to the large jump in the annual insurance premium (from $72,293 to $82,061.64).

Council envisages only normal maintenance project during the forthcoming year.