CAPILANO RIDGE (TH)
STRATA PLAN BCS 130
ANNUAL GENERAL MEETING MINUTES
TUESDAY, JUNE 24, 2025, AT 7:00PM
IN THE CAR WASH BAY-RESIDENTIAL PARKADE
3125 CAPILANO CRESCENT, NORTH VANCOUVER, BC

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 6:59 p.m.

   a. **Quorum Report**
   The Strata Manager noted that of the 19 units, there were 19 units eligible to vote. As there were 8 Owners present in person and 4 Owners represented by proxy, a total of 12 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 June 4, 2025, thereby meeting the requirements of the *Strata Property Act.*

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

2. **APPROVAL OF THE AGENDA**
It was:
MOVED/SECONDED *(SL05/SL16)*
To approve the agenda, as presented.
CARRIED
12 IN FAVOUR

3. **ADOPTION OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES OF JUNE 25, 2024**
There being no errors or omissions,

It was:
MOVED/SECONDED *(SL16/SL14)*

To adopt the Minutes of the Annual General Meeting (AGM) held on June 25, 2024, as circulated.
CARRIED
12 IN FAVOUR

4. COUNCIL REPORT

As attached at the end of these minutes.

5. PROPOSED 2025/2026 OPERATING BUDGET

BE IT RESOLVED THAT the Owners, Strata Plan BCS 130approve the proposed Operating Budget for the 2025/2026 fiscal year commencing May 1, 2025, and completing April 30, 2026, with a 0.0% increase in strata fees.

Following discussions,
It was:
MOVED/SECONDED *(SL14/SL16)*
To approve the proposed 2025/2026 Operating Budget, as presented.
CARRIED
12 IN FAVOUR
0 OPPOSED
0 ABSTAINED

6. RESOLUTION #2 – 3/4 VOTE – APPROVAL OF UP TO $5,000.00 EXPENDITURE FROM THE CRF FOR DECK RAILING AND CAULKING

WHEREAS:
Council would like to continue recaulking the mounts on the deck railings during the summer months until all units have been addressed.

BE ITRESOLVED:
That the Owners, Strata Plan BCS 130 – Capilano Ridge (Townhouse Section), approve by a 3/4 vote to expense up to **$5,000.00 (Five Thousand Dollars)** from the Contingency Reserve Fund in accordance with Section 96 of the *Strata Property Act*, to continue recaulking the mounts on the deck railings.

All unused funds will be returned to the Contingency Reserve Fund as per the *Strata Property Act.*

Following discussions,
It was:
MOVED/SECONDED (*SL09/SL14)*
To approve resolution #2, as presented.
CARRIED
12 IN FAVOUR
0 OPPOSED
0 ABSTAINED

7. RESOLUTION #3 – MAJORITY VOTE – APPROVE A MAXIMUM EXPENDITURE OF $2,500.00 FROM THE CRF FOR A DEPRECIATION REPORT UPDATE

WHEREAS:
The Owners, Strata Plan BCS 130 – Capilano Ridge (Townhouse Section) wish to obtain a Depreciation Report update, as required under Section 94 of the *Strata Property Act*.

BE IT RESOLVED:
That the Owners, Strata Plan BCS 130 – Capilano Ridge (Townhouse Section), approve by majority vote a maximum expenditure of **Two Thousand Five Hundred Dollars ($2,500.00)** for the purpose of funding a Depreciation Report Update with such expenditure to be charged against the Contingency Reserve Fund (CRF).

Following discussions,
It was:
MOVED/SECONDED *(SL14/SL05)*
To approve resolution #3, as presented.
CARRIED
12 IN FAVOUR
0 OPPOSED
0 ABSTAINED

8. NEW BUSINESS
There was no new business to discuss.

9. ELECTION OF THE 2025/2026 STRATA COUNCIL
The Strata Manager expressed appreciation to the Council Members for their time and effort on behalf of Capilano Ridge - Townhouse. 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 2025/2026 Strata Council, with the following Owners accepting nominations or volunteered:

Christopher Ware
Philip Haddad
Simon James
Willaim G Paine

It was:
MOVED/SECONDED
To close nominations, and to elect those nominated.
CARRIED
12 IN FAVOUR

10. TERMINATION OF THE MEETING
There being no further business to discuss, the meeting was terminated at 7:15 p.m.

NEXT COUNCIL MEETING: SEPTEMBER 23RD, 6:30PM- APARTMENT LOBBY

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:
Tasha Perry, Strata Manager
PACIFIC QUORUM PROPERTIES INC.
101A – 38142 Cleveland Avenue
PO Box 1519
Squamish, BC V8B 0B1
Direct (778) 770-0382
Tel: (778) 770-0380 / Fax: (604) 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 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.*

PACIFIC QUORUM Properties Inc.

BCS 130 - CAPILANO RIDGE TOWNHOUSE
APPROVED OPERATING BUDGET
FOR THE PERIOD: MAY 01, 2025 TO APRIL 30, 2026

		PREVIOUS BUDGET 2024-2025	ACTUAL AS OF APR 2025	APPROVED BUDGET 2025-2026
REVENUE				
300000	Strata Fees	$34,245.70	$34,246.00	$34,246.00
390000	Prior Year Allocation	$10,108.35	$10,108.35	$8,390.00
	Interest			
	TOTAL REVENUE	**$44,354.05**	**$44,354.35**	**$42,636.00**
EXPENSES				
400000	Administration	$200.00	$118.00	$150.00
400200	Bank Charges	$350.00	$25.00	$100.00
401400	Management Fees	$2,890.00	$2,878.00	$3,005.00
	Depreciation Report			$3,000.00
	TOTAL ADMINISTRATION EXPENSES	**$3,440.00**	**$3,021.00**	**$6,255.00**
450000	Electricity	$1,200.00	$1,108.00	$1,200.00
452400	Waste Removal	$3,000.00	$2,836.00	$3,000.00
	TOTAL UTILITIES	**$4,200.00**	**$3,944.00**	**$4,200.00**
471800	Dryer Vent Cleaning	$2,000.00	$2,216.00	$2,500.00
473200	Fire Safety Systems	$1,750.00	$1,667.00	$2,000.00
473400	Garage Door	$5,500.00	$3,512.00	$4,665.00
473900	Gutters & Drains	$3,000.00	$3,386.00	$3,500.00
475000	Janitorial Services	$3,000.00	$2,846.00	$650.00
477300	Power Washing	$4,200.00	$4,148.00	$4,200.00
480500	Repairs & Maintenance	$3,000.00	$951.00	$3,000.00
481500	Special Project	$8,331.86	$4,731.00	$5,890.00
482800	Window Cleaning	$1,900.00	$1,785.00	$1,900.00
	TOTAL BUILDING MAINTENANCE	**$32,681.86**	**$25,242.00**	**$28,305.00**
499000	**CRF Contribution**	**$4,032.19**	**$4,032.00**	**$3,876.00**
	TOTAL EXPENSES	**$44,354.05**	**$36,239.00**	**$42,636.00**
	NET SURPLUS (DEFICIT)	**$0.00**	**$8,115.35**	**$0.00**

THIS BUDGET CONTAINS A STRATA FEE INCREASE OF: ***0.00%***

PACIFIC QUORUM Properties Inc.

BCS 130 - CAPILANO RIDGE TOWNHOUSE

APPROVED MONTHLY STRATA FEE SCHEDULE

PERIOD COVERING MAY 01, 2025 THROUGH APRIL 30, 2026

0% INCREASE OVER PRIOR YEAR

UNIT NUMBER	STRATA LOT	UNIT ENTITLEMENT	% OF TOTAL UNIT	PRIOR YEAR 2023/2024 STRATA FEES	APPROVED MONTHLY OPERATING CONTRIBUTION	APPROVED MONTHLY CONTINGENCY CONTRIBUTION	APPROVED TOTAL MONTHLY STRATA FEES
				$34,245.70	**$30,370.00**	**$3,876.00**	**$34,246.00**
3115	1	206	5.97%	$170.25	$150.99	$19.27	$170.25
3117	2	129	3.74%	$106.61	$94.55	$12.07	$106.62
3119	3	129	3.74%	$106.61	$94.55	$12.07	$106.62
3121	4	129	3.74%	$106.61	$94.55	$12.07	$106.62
3123	5	127	3.68%	$104.96	$93.08	$11.88	$104.96
3127	6	222	6.43%	$183.48	$162.71	$20.77	$183.48
3129	7	233	6.75%	$192.57	$170.77	$21.80	$192.57
3131	8	233	6.75%	$192.57	$170.77	$21.80	$192.57
3133	9	232	6.72%	$191.74	$170.04	$21.70	$191.74
3135	10	139	4.03%	$114.88	$101.88	$13.00	$114.88
3137	11	141	4.08%	$116.53	$103.34	$13.19	$116.53
3139	12	222	6.43%	$183.48	$162.71	$20.77	$183.48
3141	13	295	8.54%	$243.81	$216.22	$27.59	$243.81
3143	14	296	8.57%	$244.64	$216.95	$27.69	$244.64
3145	15	127	3.68%	$104.96	$93.08	$11.88	$104.96
3147	16	129	3.74%	$106.61	$94.55	$12.07	$106.62
3149	17	129	3.74%	$106.61	$94.55	$12.07	$106.62
3151	18	129	3.74%	$106.61	$94.55	$12.07	$106.62
3153	19	206	5.97%	$170.25	$150.99	$19.27	$170.25
	TOTAL:	**3453**	**100.00%**	**$2,853.81**	**$2,530.83**	**$323.00**	**$2,853.83**
				$34,245.70	**$30,370.00**	**$3,876.00**	**$34,246.00**

Townhouse Council Report

Your Townhouse Strata Council is happy to report on the following projects completed/managed this year:

Council report

- Recaulking the mounts on the deck railings Units 3127, 3129, 3131, 3133, Savvy to continue the job during the summer months until completed
- Various Lattice dividers painted units 3127 & 3153, more to be done in 2025
- Replacement of rotten wood on steps to townhome entrance unit 3127. Units 3129 & 3133 to be completed in 2025
- Garage door replacement and painting unit 3129
- Front Door weather strip replacement unit 3127
- Additional garbage shed repair
- Recycle bin wheel replacement
- Annual Gutter cleaning
- Annual Window Cleaning
- Annual Roof cleaning
- Annual Power Washing
- Annual Dryer Vent cleaning completed March 7
- Annual Fire inspection and sprinkler/smoke alarm servicing January 27
- Managing the extensive Savvy solutions general maintenance list
- Knee brace replacement unit 3143
- Soffit repair unit 3153
- Water overflow repair unit 3137
- Repainting of worn railing various units
- Ongoing management of cleaning service
- Ongoing replacement of external light bulbs
- Provision of Salt during winter months
- Ongoing discussions with PQ around budget management and reporting
- Investigation of driveway and paving repair options
- Assessment of additional guttering on Garbage Shed to improve water run off
- Management of various owner requests