CAPILANO RIDGE
STRATA PLAN BCS 130
APARTMENT SECTION
STRATA COUNCIL MINUTES
TUESDAY, SEPTEMBER 27, 2022, 5:00PM
3125 CAPILANO CRESCENT, CARWASH BAY

COUNCIL PRESENT:	**Glyndwr Wide** **Joanne Egerton** **Lauren Fraser**
COUNCIL REGRETS:	**Sharon Drudian**
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 4:58p.m.

2. COUNCIL POSITIONS

Council agreed on the following positions.

Lauren Fraser -President & Treasurer
Joanne Egerton -Vice President & Secretary
Sharon Drudian – Secretary
Glyndwr Wide – Fire Deputy

3. ADOPTION OF AGENDA

It was
MOVED/SECONDED
To adopt the agenda as presented
CARRIED

4. ADOPTION OF PREVIOUS MINUTES – SEPTEMBER 14, 2021

It was
MOVED/SECONDED
To adopt the minutes of the September 14, 2021 Council meeting as presented.
CARRIED

5. FINANCE

a. Financial Statements – July 2022

Council reviewed the statements for July 2022

It was
MOVED/SECONDED
To approve the financial statements for July 2022 as presented
CARRIED

b. AR as of September 2022

Council reviewed the A/R and advised the Strata Manager to direct accounting to write off small balances under $5.00. Strata manager confirmed that all but 2 owners had paid their special levy. The 2 owners outstanding had confirmed payment arrangements for the 1st of October to have their accounts cleared to $0.00.

c. General Ledger Questions

Council would like the Strata Manager to follow up with charges outlined under water and sewer and administration.

6. NEW BUSINESS

a. Roof Replacement Account Review/Refund

Council confirmed the roofing project is nearing completion. Once all invoices have been received and processed, if there is $100 per more to each owner, the refund will be issued to the Owners.

b. Roof Warranties

Council has provided the roof warranty documents to the PQ offices to keep with the Strata Records.

c. Move In Move Out Procedures: Refundable $500 Deposit

Council discussed the refundable deposit of $500.00 that is noted in the bylaws. Strata Manager offered to make a tracking sheet for the deposits to assist with better record keeping. Council will notify the Strata Manager of any charges that need to be retained from the deposit, which will also be noted on the tracking sheet.

d. Review Of Contractor Insurance/WCB Protocols

Council discussed review of Insurance and WCB for contractors and would like these to be saved by PQ in the strata files. Council would like PQ to review these docs when sent to PQ.

e. Paladin Signing/Review

The Strata Manager reviewed the call list with the Council members and will provide the updated call list to Paladin Security, that monitor the ULC fire alarm.

f. EV Charging Update/Refunds to Owner's Plan

Project is halfway completed. The remaining chargers to be installed are on order but will take some time to arrive. Council advised a refund is due to the Owners as previously discussed in meetings. Unfortunately, the resolution when voting in the Nov 30, 2021 SGM did not address the process for Owner rebates. This will be ad-dressed by including a ¾ vote resolution to authorize the refund at a general meeting of the Owners.

g. Troy Invoice Update

Council has responded to the demand for payment and confirmed their stance in regard to issues not addressed by Troy. There has been no response from Troy thus far. Council will await response and has not authorize any payments to Troy.

h. Christmas Gifts

Council discussed the gift cards they would like to purchase for the regular contractors around the property, which will be purchased by a council member and provided to the contractors on site.

i. Intercom - Only Canadian Numbers Add to Move/In Out Rules

Council discussed additional charges that are being incurred due to the use of long-distance cell phone numbers being used for the intercom on the building. Council would like to see these costs reduced or eliminated if possible.

It was
MOVED/SECONDED
To add the following rule: No international numbers to be used for the intercom. Only Canadian numbers maybe be used.
CARRIED

j. Fire Safety Updates

Council member Glyn is the fire deputy for the property and has been completing regular checks of the property and will create a report for the strata files upon completion of each inspection.

k. Comparative Income Statement Monthly

The treasurer has requested additional reporting outside of the regularly produced financial statements. The additional reports will be provided by the property administrator on the 15th of the month, for the month prior. The Strata Manager reminded Council this report will likely always differ from the financial statements as accruals and additional invoices will be addressed in the financial statement.

l. Bylaws – Tiles in Laundry Rooms

Strata Manager suggested the bylaws may need an update regarding the floor changes for the apartment section as they outline the changes to flooring for all areas, with exception of the laundry room.

m. Bike Tracking

Council would like to remind all Owners about the need to tag bikes in the bike storage area. Council would like a notice sent to all Owners about the process and request they identify their bikes. Council would like this information added to the move in & out document. PQ administration will issue the notice and update the document.

7. CORRESPONDENCE

a. Carpet replacement-approved

Council reviewed the request to alter via email in advance of the meeting. Council signed off on the indemnity agreement which will be provided to the Owner and kept as part of the Strata records

b. Management sent letters to owners who had mats hanging on their railings on balconies as it is against the bylaws. The mats have been removed.

6. TERMINATE

There being no further business to discuss at this time, the meeting was terminated at 5:48 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
Tuesday, January 17, 2022 at 5:00p.m.

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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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***	ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

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