CAPILANO RIDGE
STRATA PLAN BCS 130
TOWNHOUSE SECTION
STRATA COUNCIL MINUTES
TUESDAY, SEPTEMBER 27, 2022, 7:00PM
3125 CAPILANO CRESCENT, CARWASH BAY

COUNCIL PRESENT:	**Phillip Mattes** **Simon James** **Chris Ware**
COUNCIL REGRETS:	**Phillip Haddad** **William Paine**
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 6:56 p.m.

2. COUNCIL POSITIONS

Council agreed on the following positions

Simon James - President
Phillip Haddad – Treasurer
Phillip Mattes- Member at Large
Chris Ware- Member at Large
William Paine- Member at Large

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

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

6. OLD ITEMS

a. Dryer Vent Cleaning
Council discussed the need for annual dryer vent cleaning. Council requested the Strata Manager obtain a quote from MAS dry vent that has serviced the complex in the past. The quote should include costs for cleaning from the inside and outside.

b. Deck Railings/Caulking
Council had a contractor review the decking and it was reported that the decks are in good condition and do not currently require any caulking. Council will revisit next summer and complete another inspection.

c. Gas Fireplace Inspection Quote
Gas fireplaces are the responsibility of the Owners; however, Council has found group pricing is available if there are 20 units or more. Council will add this to the next meeting agenda for further discussion.

d. Gutter Cleaning
Council would like the Strata Manager to follow up with Apex property services to quote on Gutter Cleaning this Fall. To be completed after the leaf drop season.

e. Annual Fire Inspection
The Town House section feels it would be most efficient for the property to Coordinate with Apartment section for the annual fire inspection and will look to schedule at the same time in the future. Council will work with the Apartment section council to coordinate.

f. Window Washing
Council will add the topic to January agenda for spring cleaning of the windows.

7. CORRESPONDENCE

a. 3119 – Flooring & Kitchen Alterations – 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. 3153 – Moisture Issues –Complete
Owner reported moisture issue in the suite. Upon investigation it was confirmed a pipe leaking in the shared wall between 3153 and 3515. Strata repaired the common property and the access hole in the wall to a paint ready state, and the owner addressed the remainder of the repairs to the strata lot, as outlined in the bylaws.

8. NEW BUSINESS

a. **Garage Doors**
Doors have been ordered but will require painting. Council to reach out to the contractor to see if they can store the doors once they arrive as they will not be able to be painted in the colder weather.

9. TERMINATE

There being no further business to discuss at this time, the meeting was terminated at 7:16 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
Tuesday, January 17, 2022 at 7:00p.m.

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

- Go to: **www.pacificquorum.com**
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- 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"**

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Submitted by:
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24-Hour Maintenance Emergency 778-770-0380

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INFORMACIÓN IMPORTANTE Busque alguien que le traduzca
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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 ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਹ ਦੀ ਉਲੱਥਾ ਕਰਵਾਓ

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