CAPILANO RIDGE (APARTMENTS)
STRATA PLAN BCS 130
STRATA COUNCIL MINUTES
THURSDAY, APRIL 27, 2023, 5:00PM
3125 Capilano Crescent-Apartment Building Lobby

COUNCIL PRESENT:	**Glyndwr Wide – Council Member & Fire Deputy** **Joanne Egerton – Council Member** **Lauren Fraser – President/Treasurer** **Sharon Drudian - Vice President/Secretary**
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 4:51 p.m.

2. ADOPTION OF AGENDA
It was
MOVED/SECONDED
To adopt the agenda, as presented.
CARRIED

3. ADOPTION OF PREVIOUS MINUTES – January 17, 2023
It was
MOVED/SECONDED
To adopt the minutes of the January 17, 2023 Council meeting as presented.
CARRIED

4. FINANCE

a. Financial Statements – March 2023
Council reviewed the financial statements for March 2023.

It was
MOVED/SECONDED
To approve the financial statements for March 2023 as presented.
CARRIED

b. Hydro Account Inquiry
Council inquired about hydro account costs. There were previously two separate hydro accounts for the Apartment Section; one for regular hydro (referred to as the house account) and one for EV charging. Unfortunately, PQ Accounts Payable overpaid the EV charging account and when SWTCH Energy took over the EV charging hydro bill, they closed out the EV account and BC Hydro added the credit from the EV account to the house account. This credit has now been used up, within the current fiscal year. Council is following up on this matter to gain clarity and make adjustments if need be.

5. BUSINESS ARISING

a. Roof Replacement Levy Refund
Remaining funds from the special levy for the roof project have been processed and issued to Owners. The task is now complete.

b. Move In/ Move out Procedures
Deposit tracking is working well. There is one deposit under review. Council will advise how much of the deposit can be released via email outside of the meeting.

c. EV Charging Rebates
i. Refund to Owners (23) -Council reviewed the draft numbers provided and confirmed PQ's totals are correct and can be refunded to the Owners.
ii. Any unused amount from the Infrastructure Project will be refunded to the CRF. Council and PQ are working on finalizing the amount.

d. Troy Invoice Update
Nothing to report at this time.

e. Richmond Elevator
Council noted that their regularly assigned technician had retired. Council has requested the new technician to text a council member when they are going to be on site for maintenance visits. Council has been working directly with Richmond Elevator about this.

f. Fire Inspection 2023 – Ace Fire Report Corrections
Fire Inspection went well and deficiencies were corrected by ACE. Council would like to have the fire inspection report posted to PQ Online once it has been confirmed all deficiencies have been corrected and noted on the report.

6. NEW BUSINESS

a. Power Washing
Power washing has been scheduled for May 23 & 24.

b. Window Washing
Window washing has been scheduled for May 29 & 30.

c. Invoice Approval Process
Council would like to review and approve all invoices that are not on automatic payment (e.g. utilities) and would like PQ to have a better review and approval process.

d. Bylaw Updates
Council inquired if there are any new bylaws with respect to Electric Bike charging. Strata Manager advised it would be best to have a lawyer write a new bylaw (if need be) but would reach out to colleagues to see if there are any other properties that might have handled this matter.
An internet search by council failed to find other cities across Canada that have created such a bylaw.

e. Auto Door Opener
Council would like to add this topic to the AGM to get an understanding of what the Ownership would prefer. This would be for a door inside the parking garage, at an approximate cost of $6000.00.

f. Budget
Council discussed the accruals they would like to see on the budget:

- Building Improvements- $1950+GST- Highland roofing
- Building R&M- $5250.00 Inc GST- Maas Mechanical
- Vent Cleaning- full budget amount- $1800
- Window Cleaning- full budget amount- $1400

Council also noted:

- Any carpet cleaning line-item surplus to be added to the CRF

g. AGM Date/Location – Scheduled for June 27th in the parkade

Council advised the Strata Manager the following with respect to the AGM package:

- Do not include the previous minutes for approval in the package.
- Include insurance details, including flow chart; including it on the Joint Section.
- Add discussion of automatic door opener to new business for Owners' feedback.
- Council would like to have the package information provided by the 1st of June, in advance of the June 7th mail out date.

7. TERMINATED

There being no further business to discuss at this time, the meeting was terminated at 5:55 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
AGM- Tuesday June 27, 2023 in the parkade

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- 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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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
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알려드립니다 이것을 번역해 주십시오
ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

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