CAPILANO RIDGE
JOINT STRATA
STRATA PLAN BCS 130

ANNUAL GENERAL MEETING MINUTES
TUESDAY JUNE 27, 2023, 6:00 P.M.
CARWASH BAY IN 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 5:58 p.m.

   a. **Quorum Report**
   The Strata Manager noted that of the 50 units, there were 50 units eligible to vote. As there were 17 Owners present in person and 16 Owners represented by proxy, a total of 33 strata lots were represented; therefore, a quorum was established and the meeting was deemed legal to proceed as mandated in the *Strata Property Act.*
   ***After the meeting began an additional 2 Owners joined, brining the total number of strata lots represented to 35*

   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 7, 2023, 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 *(SL29/SL40)*
To approve the Agenda, as presented.
CARRIED
ALL IN FAVOUR

3. **ADOPTION OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES OF JUNE 20, 2022**
There being no errors or omissions,
It was:

MOVED/SECONDED *(SL45/SL21)*
To adopt the Minutes of the Annual General Meeting (AGM) held on June 27, 2022, as circulated.
CARRIED
ALL IN FAVOUR

4. COUNCIL REPORT

As attached at the end of these minutes.

5. REPORT ON INSURANCE COVERAGE

The Strata Manager reviewed the Strata Corporation's current insurance coverage with the Owners. It was noted that the policy is held with HUB International/Coastal Insurance.

Additional deductible insurance coverage may be obtained through your condominium insurance policy. An example being, your dishwasher leaks and causes water damage at a total cost of $50,000.00. The Strata Corporation's insurance policy has a $25,000.00 water damage deductible that you are responsible for paying.

By obtaining additional coverage through your condominium insurance, you would pay the deductible on your condominium insurance policy (potentially $500.00), and your insurer in turn would pay the Strata Corporation's deductible of $25,000.00.

Owners are urged to obtain the extended insurance coverage through their personal insurer.

The Strata Manager advised that the Strata Corporation's insurance does not cover betterments in a unit, such as upgrades to tile from carpet or other original "*equipment and finishes*." Betterment coverage may be obtained through your condominium insurance. The Strata Corporation's insurance will only provide coverage up to the replacement value for the original fixtures installed in each unit.

All Owners were provided with a copy of the insurance cover note in their Notice of this Meeting and are encouraged to take it to their own insurance company to ensure they are carrying adequate private coverage.

INSURANCE NOTICE

DEDUCTIBLE CHARGE-BACK:

Please note that, subject to your bylaws, Owners may be responsible for the Strata Corporation's insurance deductible in the event of a claim which emanates from within an Owner's unit. Owners should ensure that coverage for such deductible charge backs are added to their individual homeowner's insurance.

The current water escape deductible is $25,000.00.

(Please refer to the insurance cover note to review additional important deductible information).

OWNER IMPROVEMENTS / BETTERMENTS:

Please note that any in-unit upgrades and/or betterments completed by the current or any prior Owner will not be covered under the Strata Corporation's insurance policy. Owners must ensure that any upgrades and/or betterments are covered under their personal homeowner insurance policy.

6. 3/4 VOTE RESOLUTION #1 – Approval to Defer the Depreciation Report Update

WHEREAS:
The Owners, Strata Plan BCS 130 wish to eventually obtain a Depreciation Report Update as required under Section 94 of the *Strata Property Act*; however, **Council feels it would be most beneficial to defer commencement of the Depreciation Report Update for the time being.**

BE IT RESOLVED:
That the Owners, Strata Plan BCS 130 that in accordance with Section 94(3)(a) of the *Strata Property Act*, the owners approve by ¾ vote to defer obtaining a Depreciation Report Update until the next Annual General Meeting.

Following discussions,
It was:
MOVED/SECONDED *(SL45/SL14)*
To approve resolution #1 as presented.
CARRIED
33 IN FAVOUR
1 OPPOSED
1 ABSTAINED

7. MAJORITY VOTE RESOLUTION #2 – Approve a Maximum Expenditure of $12,000.00 from the CRF for a Depreciation Report Update

WHEREAS:
The Owners, Strata Plan BCS 130 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 approve by majority vote a maximum expenditure of **Twelve Thousand Dollars ($12,000.00)** for the purpose of funding a Depreciation Report Update with such expenditure to be charged against the Contingency Reserve Fund (CRF).

As resolution #1 passed, the vote was not required for resolution #2

8. MAJORITY VOTE RESOLUTION #3 – Consideration of the 2023/2024 Operating Budget

BE IT RESOLVED THAT the Owners, Strata Plan BCS 130 approve by majority vote the proposed Operating Budget for the 2023/2024 fiscal year commencing May 1, 2023, and completing April 30, 2024, with a 21.05% increase in strata fees. Please see attached for the Strata Fee Schedule.
Following discussions,
It was:
MOVED/SECONDED *(SL40/SL29)*
To approve the proposed 2023/2024 Operating Budget, as presented.
CARRIED
32 IN FAVOUR
3 OPPOSED
0 ABSTAINED

NOTE: STRATA FEE PAYMENTS

Please note, with the passing of this budget, there is a 21.05 % increase in your strata fees for this fiscal year 2023/2024, retroactive to May 1, 2023.

Owners paying by pre-authorized withdrawal: Those Owners currently paying strata fees by way of pre-authorized withdrawal will have their fees automatically adjusted August 1, 2023, along with the retroactive shortfall payment to cover the increase portion for the period of May, June and July 2023.

Owners paying by cheque: Please submit your monthly cheque in the new amount, and include the retroactive payment portion for the period of May, June and July 2023. Strata fees must be made payable to your strata plan, "BCS 130", and submitted via mail or in person to the Pacific Quorum office.

If you require any information regarding your account, please contact your Property Administrator, Kristy Kinshela at kkinshela@pacificquorum.com

9. NEW BUSINESS

Traffic Safety- The Ownership discussed traffic safety in the complex. All residents are strongly urged to exercise caution, drive slowly and watch for people walking or children playing when driving on the roadways. In addition, residents need to advise their guests and contractors to also do the same. Council members noted that children should not be playing in the streets, as outlined in the bylaws. This is for safety purposes. One Owner also suggested trimming back the vegetation to improve line of sight at intersections and corners. Council welcomed the suggestion and asked the Owner to please join them with the landscaper to outline these requests.

Boulder- hit by garbage truck- An Owner advised one of the large garbage trucks had displaced a boulder that was located on a corner to prevent driving on the strata landscaped areas. The boulder was in a position where it was no longer properly visible and could cause damage to vehicles. Council members and Owners worked together to move this boulder back to its original position. Council urged Owners to report these types of incidents to the district immediately, should something of this nature occur again.

10. ELECTION OF THE 2023/2024 STRATA COUNCIL

The Strata Manager expressed appreciation to the Council Members for their time and effort on behalf of Capilano Ridge (Joint Strata) 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 2023/2024 Strata Council, with the following Owners accepting nominations or volunteered:

Glyndwr Wide
Joanne Egerton
Lauren Fraser
Philip Haddad
Philip Mattes
Sharon Drudian
Simon James

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

11. TERMINATION OF THE MEETING

There being no further business to discuss, the meeting was terminated at 6:28 p.m.

NEXT COUNCIL MEETING: SEPTEMBER 26TH- 6:00PM

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	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- JOINT SECTION
APPROVED OPERATING BUDGET
FOR THE PERIOD: May 1, 2023 TO April 30, 2024

		PREVIOUS BUDGET 2022-2023	ACTUAL TO YEAR END Apr 30/2023	APPROVED BUDGET 2023/2024
REVENUE				
300000	Strata Fees	$ 139,175.03	$ 139,175.00	$ 168,475.18
	Bank Interest		$ 76.00	
390000	Prior Year Allocation	$ 14,276.61	$ 14,277.00	
TOTAL REVENUE		**$153,451.64**	**$153,528.00**	**$168,475.18**
OPERATING EXPENSES				
400000	Administration	$ 1,250.00	$ 1,150.00	$ 1,050.00
400200	Bank Charges	$ 340.00	$ 310.00	$ 350.00
400800	Insurance	$ 82,061.64	$ 82,062.00	$ 83,075.18
401000	Legal & Professional Fees	$ 1,000.00	$ 1,050.00	$ 2,500.00
401400	Management Fees	$ 21,000.00	$ 20,582.00	$ 21,000.00
		$ -		
		$ -		
TOTAL OPERATING EXPENSES		**$105,651.64**	**$105,154.00**	**$107,975.18**
UTILITIES EXPENSES				
450000	Electricty	$ 3,000.00	$ 2,415.00	$ 2,500.00
TOTAL UTILITIES EXPENSES		**$3,000.00**	**$2,415.00**	**$2,500.00**
REPAIRS & MAINTENANCE EXPENSES				
473200	Fire Saftey Systems	$ 700.00	$ 835.00	$ 950.00
473900	Gutters & Drains			$ 1,000.00
474600	Website Expense	$ 400.00	$ (400.00)	$ 400.00
474800	Irrigation	$ 1,900.00	$ 7,079.00	$ 4,000.00
475100	Landscaping	$ 24,000.00	$ 19,696.00	$ 28,000.00
475300	Landscape Improvments	$ 3,000.00	$ 2,103.00	$ -
476300	Monitoring	$ 400.00	$ 253.00	$ 800.00
477300	Power Washing	$ 900.00	$ 1,050.00	$ 1,350.00
480500	Repairs & Maintenance	$ 5,000.00	$ 2,416.00	$ 5,000.00
481200	Snow Removal	$ 3,200.00	$ 6,394.00	$ 4,200.00
482300	Tree Maintenance	$ 1,000.00	$ 2,112.00	$ 4,000.00
482001	Sundries	$ 300.00	$ 125.00	$ 300.00
TOTAL REPAIRS & MAINTENANCE EXPENSES		**$40,800.00**	**$41,663.00**	**$50,000.00**
CONTINGENCY FUND CONTRIBUTION				
7400		**$ 4,000.00**	**$ 4,000.00**	**$ 8,000.00**
TOTAL EXPENSES		**$153,451.64**	**$153,232.00**	**$168,475.18**
SURPLUS / (DEFICIT)		**$0.00**	**$296.00**	**$0.00**

THIS BUDGET CONTAINS A STRATA FEE INCREASE OF: ***21.05%***

OPENING SURPLUS/DEFICIT IN OPERATING FUND AT FISCAL YEAR-END	
ALLOCATED TO PROPOSED BUDGET	**$0.00**
ESTIMATED SURPLUS/DEFICIT IN OPERATING FUND AT Apr 30/2024	**$0.00**

STRATA CORPORATION - CAPILANO RIDGE BCS 130- JOINT SECTION
MONTHLY STRATA FEE SCHEDULE
FOR THE PERIOD: May 1, 2023 TO April 30, 2024
21.05% INCREASE OVER PRIOR YEAR

BUILDING	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
APT	101	20	109	1.55%	$179.21	$206.64	$10.30	**$216.94**	$2,603.28	$113.19
APT	102	21	125	1.77%	$205.52	$236.97	$11.81	**$248.78**	$2,985.36	$129.78
APT	103	22	125	1.77%	$205.52	$236.97	$11.81	**$248.78**	$2,985.36	$129.78
APT	104	23	107	1.52%	$175.93	$202.85	$10.11	**$212.96**	$2,555.52	$111.09
APT	105	24	107	1.52%	$175.93	$202.85	$10.11	**$212.96**	$2,555.52	$111.09
APT	106	25	107	1.52%	$175.93	$202.85	$10.11	**$212.96**	$2,555.52	$111.09
APT	107	26	125	1.77%	$205.52	$236.97	$11.81	**$248.78**	$2,985.36	$129.78
APT	108	27	107	1.52%	$175.93	$202.85	$10.11	**$212.96**	$2,555.52	$111.09
APT	109	28	125	1.77%	$205.52	$236.97	$11.81	**$248.78**	$2,985.36	$129.78
APT	110	29	121	1.72%	$198.94	$229.39	$11.44	**$240.83**	$2,889.96	$125.67
APT	111	30	119	1.69%	$195.66	$225.60	$11.25	**$236.85**	$2,842.20	$123.57
APT	201	31	109	1.55%	$179.21	$206.64	$10.30	**$216.94**	$2,603.28	$113.19
APT	202	32	125	1.77%	$205.52	$236.97	$11.81	**$248.78**	$2,985.36	$129.78
APT	203	33	126	1.79%	$207.16	$238.87	$11.91	**$250.78**	$3,009.36	$130.86
APT	204	34	108	1.53%	$177.57	$204.75	$10.21	**$214.96**	$2,579.52	$112.17
APT	205	35	108	1.53%	$177.57	$204.75	$10.21	**$214.96**	$2,579.52	$112.17
APT	206	36	108	1.53%	$177.57	$204.75	$10.21	**$214.96**	$2,579.52	$112.17
APT	207	37	126	1.79%	$207.16	$238.87	$11.91	**$250.78**	$3,009.36	$130.86
APT	208	38	108	1.53%	$177.57	$204.75	$10.21	**$214.96**	$2,579.52	$112.17
APT	209	39	126	1.79%	$207.16	$238.87	$11.91	**$250.78**	$3,009.36	$130.86
APT	210	40	125	1.77%	$205.52	$236.97	$11.81	**$248.78**	$2,985.36	$129.78
APT	211	41	119	1.69%	$195.66	$225.60	$11.25	**$236.85**	$2,842.20	$123.57
APT	301	42	109	1.55%	$179.21	$206.64	$10.30	**$216.94**	$2,603.28	$113.19
APT	302	43	107	1.52%	$175.93	$202.85	$10.11	**$212.96**	$2,555.52	$111.09
APT	303	44	108	1.53%	$177.57	$204.75	$10.21	**$214.96**	$2,579.52	$112.17
APT	304	45	108	1.53%	$177.57	$204.75	$10.21	**$214.96**	$2,579.52	$112.17
APT	305	46	126	1.79%	$207.16	$238.87	$11.91	**$250.78**	$3,009.36	$130.86
APT	306	47	108	1.53%	$177.57	$204.75	$10.21	**$214.96**	$2,579.52	$112.17
APT	307	48	126	1.79%	$207.16	$238.87	$11.91	**$250.78**	$3,009.36	$130.86
APT	308	49	125	1.77%	$205.52	$236.97	$11.81	**$248.78**	$2,985.36	$129.78
APT	309	50	119	1.69%	$195.66	$225.60	$11.25	**$236.85**	$2,842.20	$123.57
TH	3115	1	206	2.92%	$338.70	$390.53	$19.47	**$410.00**	$4,920.00	$213.90
TH	3117	2	129	1.83%	$212.10	$244.56	$12.19	**$256.75**	$3,081.00	$133.95
TH	3119	3	129	1.83%	$212.10	$244.56	$12.19	**$256.75**	$3,081.00	$133.95
TH	3121	4	129	1.83%	$212.10	$244.56	$12.19	**$256.75**	$3,081.00	$133.95
TH	3123	5	127	1.80%	$208.81	$240.77	$12.00	**$252.77**	$3,033.24	$131.88
TH	3127	6	222	3.15%	$365.00	$420.87	$20.98	**$441.85**	$5,302.20	$230.55
TH	3129	7	233	3.30%	$383.09	$441.72	$22.02	**$463.74**	$5,564.88	$241.95
TH	3131	8	233	3.30%	$383.09	$441.72	$22.02	**$463.74**	$5,564.88	$241.95
TH	3133	9	232	3.29%	$381.45	$439.82	$21.93	**$461.75**	$5,541.00	$240.90
TH	3135	10	139	1.97%	$228.54	$263.52	$13.14	**$276.66**	$3,319.92	$144.36
TH	3137	11	141	2.00%	$231.83	$267.31	$13.33	**$280.64**	$3,367.68	$146.43
TH	3139	12	222	3.15%	$365.00	$420.87	$20.98	**$441.85**	$5,302.20	$230.55
TH	3141	13	295	4.18%	$485.03	$559.26	$27.88	**$587.14**	$7,045.68	$306.33
TH	3143	14	296	4.20%	$486.67	$561.15	$27.97	**$589.12**	$7,069.44	$307.35
TH	3145	15	127	1.80%	$208.81	$240.77	$12.00	**$252.77**	$3,033.24	$131.88
TH	3147	16	129	1.83%	$212.10	$244.56	$12.19	**$256.75**	$3,081.00	$133.95
TH	3149	17	129	1.83%	$212.10	$244.56	$12.19	**$256.75**	$3,081.00	$133.95
TH	3151	18	129	1.83%	$212.10	$244.56	$12.19	**$256.75**	$3,081.00	$133.95
TH	3153	19	206	2.92%	$338.70	$390.53	$19.47	**$410.00**	$4,920.00	$213.90
	TOTAL:		**7,054**	**100%**	**$11,597.95**	**$13,372.95**	**$666.66**	**$14,039.61**	**$168,475.32**	**$7,324.98**

ANNUAL TOTAL:	**$160,475.18**	**$8,000.00**		**$168,475.18**
MONTHLY TOTAL:	**$13,372.93**	**$666.67**	**$14,039.60**	

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HUB

THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE

Policy No. CBCS130 **Summary of Coverage**

Named Insured:	The Owners of Strata Plan BCS 130 Capilano Ridge
Additional Insured(s):	Pacific Quorum Properties Inc.
Additional Named Insured	The Townhome Section of Owners of Strata Plan BCS 130 and the Apartment Section of Owners of Strata Plan BCS 130 with respect to Commercial General Liability only. All other coverages are per the terms and conditions of the policy wordings.
Mailing Address:	c/o Pacific Quorum Properties Inc., 1777 75th Avenue W, Vancouver, BC V6P 6P2
Location Address(es):	3125 Capilano Crescent, North Vancouver, BC V7R 4X5
Policy Period:	**May 1, 2023 to May 1, 2024** 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act

Insuring Agreements		Deductibles	Amount of Insurance
PROPERTY COVERAGES			
All Property, All Risk		$10,000	$29,000,000
Excess Unit Owner Displacement Coverage - Aggregate Limit			$1,000,000
A. Additional Living Expense Limit per Unit - $50,000			Included
Uninsured Unit Owner Retention - $10,000			
B. Contingent Mass Evacuation Limit per Unit - $5,000			Included
Water Damage		$25,000	Included
Back up of Sewers, Sumps, Septic Tanks or Drains		$25,000	Included
Earthquake Damage		10%	Included
Minimum Deductible:		$150,000	
Aggregate Limit			$29,000,000
Flood Damage		$50,000	Included
Aggregate Limit			$29,000,000
Key and Lock Replacement		Nil	$50,000
Stated Amount Co Insurance, Replacement Cost		Included	Included
BLANKET EXTERIOR GLASS INSURANCE	Residential	$ 100	Blanket
COMMERCIAL GENERAL LIABILITY			
Each Occurrence Limit		$2,500	$30,000,000
Coverage A - Bodily Injury & Property Damage Liability - *Per Occurrence*		$2,500	$30,000,000
Products & Completed Operations - *Aggregate*			$30,000,000
Coverage B - Personal Injury Liability - *Per Occurrence*		$2,500	$30,000,000
Non-Owned Automobile - SPF #6			$5,000,000
– Per Occurrence -Maximum $5,000,000 Limit			
CONDO DIRECTORS & OFFICERS LIABILITY			
Primary Policy		Nil	$20,000,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY			
Limit of Liability – Each Incident, Coverages A-G		$25,000 Retention,	$1,000,000
Limit of Liability – Each Incident, Coverage I		5 day waiting period	$250,000
Aggregate Limit			$5,000,000
Crisis Management Expense Endorsement			$50,000

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Insuring Agreements	Deductibles	Amount of Insurance
VOLUNTEER ACCIDENT INSURANCE COVERAGE		
Personal Accident Limit - Maximum Benefit - Lesser of $1,000,000 or 5x Annual Salary		$1,000,000
Weekly Accident Indemnity - Lesser of $750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to $15,000 (see policy wording) Dental Expense - $5,000		
Program Aggregate Limit		$10,000,000
(Maximum Benefit - 60 years of age or older - Lesser of $750,000 or 5x Annual Salary)		
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty / Excess	$100	$1,000,000
Broad Form Money & Securities / Excess	$100	$60,000
Program Aggregate Limit		$10,000,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	$1,000	$29,000,000
II Consequential Damage, 90% Co-Insurance	$1,000	$25,000
III Extra Expense	24 Hour Waiting Period	$250,000
IV Ordinary Payroll – 90 Days	24 Hour Waiting Period	$100,000
TERRORISM	$ 500	$500,000
CYBER SUITE COVERAGE	$1,000	$50,000
A. Data Compromise Response Expenses		
Forensic IT - sublimit $12,500 (sublimit 50% of Data Compromise Response Expenses Annual Aggregate)		
Legal Review - sublimit $12,500 (sublimit 50% of Data Compromise Response Expenses Annual Aggregate)		
Public Relations - sublimit flat $5,000		
Regulatory Fines & Penalties - sublimit $12,500 (sublimit 50% of Data Compromise Response Expenses Annual Aggregate)		
PCI Fines & Penalties - sublimit $12,500 (sublimit 50% of Data Compromise Response Expenses Annual Aggregate)		
Named Malware - sublimit flat $25,000		

This is a generalized summary of coverage for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents.

Other Services and Service Providers

PLATINUM LEGAL SERVICES RETAINER – CLARK WILSON LLP

Legal advice and exclusive benefits. See Contract for details. — Retained

$1,000,000 / Legal Proceeding
$1,500,000 Aggregate
Fee: 100% Retained

April 26, 2023 - E&OE

2022-2023 COUNCIL REPORT – JOINT SECTION

Welcome to the Annual General meeting for the Joint Section of Capilano Ridge.

The Joint Council continues to be proactive with regard to the maintenance and improvement of Capilano Ridge by following the Depreciation Report recommendations and guidance from the Managing Agents. **It is recommended that all Owners review the RDH Depreciation Report completed in 2018.**

Joint Section Highlights

- 'Hard' prune of the garden completed
- Pots planted
- Irrigation start up completed
- Irrigation pipe broke; received quote from Able; reviewed the quote with Cedar Bark. Cedar Bark was assigned the pipe repair. The cost was 1/2 of Able Irrigation
- Review and discussions of Insurance payment/financing
- Insurance payment plan reviewed and revised
- Reviewed and edited the AGM package
- AGM package approved and sent out May 31/2022
- Walk about for garden review
- Review of South fence
- Walk about with new PQ property manager
- South fence reviewed & repairs to be completed
- AGM June 20, 2022 held on site
- Pruning of some plants restricting sight lines for driving
- Follow-up re catch basin repair
- AGM 2022 minutes edited and posted
- Contacted Paladin re panel beeping
- Assessed Paladin fire monitoring company over service contracts
- Sourced a new fire monitoring company
- Met with TELUS re upgrade and non UCL monitoring cost quote
- Met with Vanco/Onyz Fire Protection re upgrade costs and non ULC monitoring cost quote
- Comparison of Paladin, Vanco/Onyz, and TELUS
- Reviewed TELUS phone line costs
- New lower TELUS phone lines cost granted with a 3-year contract
- Paladin will remain as our fire monitoring company after the quote comparison was completed
- South fence caps removed and replaced
- Garden walk about to review
- Reviewed bench in centre garden
- Two catch basins repaired
- New bench ordered from the same local supplier who made the one we have now
- Irrigation fixed
- Burley Boys tree review with Cedar Bark. Walk about every 18 months. Next review March 2024
- There will be some trees cut back for building clearance maintenance; scheduled
- All of the trees are healthy Sept 2022
- Cedar Bark will continue their hard pruning
- Warning light on fire panel. Ace Fire on site to advise
- Irrigation system in mechanical room had a failure causing leaking

- Irrigation tech is onsite for a quick assessment
- Ace Fire and Safety attended to replaced damaged Siga dual input module in sprinkler. Chubb Edwards codes to re program fire panel to sync with new module
- Tax filling/refiling (please see details below)
- Fall garden review
- Irrigation blowout completed
- Holiday lights put up by the holiday volunteer team
- Burley Boys on site for tree pruning of some hemlocks, cedars, liquid ambers, dogwoods, katsura to provide adequate clearance from driveways, walkways and buildings. Laurels at the NW corner pruned
- Salt bags purchased and stored on site
- Completed snow removal/salting as needed
- Quote for irrigation back flow preventer received and work has been approved
- SCM on site
- Painting company on site to quote on garden bollard light painting
- Met with Axiom power washing for 'Joint' quote
- 2023-24 budget planning meeting
- Snow fall caused some tree damage. Burly Boys will attend
- Letter sent to VR 1265 re large tree pushing on south fence
- The 'reduced pressure back flow assembly' was replaced (irrigation system repair)
- Insurance appraisal completed by Normac. Total insurable value 29,000,000
- Reviewed insurance/financing rates 2023/24
- Grass right of way review planning

Tax Return and Business Number (BN) Application for BCS130

- Tax return completed by Martello accountant for fiscal year 2021 in 8/6/2021
- Business number application sent by registered post 8/16/2021
- Signature receipt from CRA received 8/19/2021
- Between August 2021 and November 2022 chased the CRA at least half a dozen times spending may be 15 hours talking to "help desk" agents
- Finally called again November 30 and talked to a supervisor, the only advice forthcoming was "you will have to resend"
- Return and BN application resent December 28 2022. Simon James as contact and PQ address
- Signature receipt received from Canada Post January 2, 2023
- As of March 26, 2023 no response
- 2022 fiscal year tax return can't be completed until the BN is issued by CRA
- Called again March 27, 2023, 30 minutes
- CRA Business number unit rang back March 30 another 30 minutes – found the BN!!!
- Now have to fax to PEI to have Name and address update as they created the BN in March 2023 on the form sent in August 2021 with Martello
- CRA employees go on strike, April 2023 no response
- AGM date no response from CRA

TELUS Phone Lines – Elevator and Alarm System

- November 2022 - Spent around 2-3 hours over multiple calls negotiating with TELUS with regard to long- term contract replacing month to month, over several 'phone calls as well as legal name change from Martello to PQ

- Three-year contact per line, reduced from $32 per line per month (no LD) to $20 per line per month (LD included)
- Fixed rate for three years
- Will save approximately $1,000 over the term plus no rate rise for three years, given the inflation rate that will be significant too
- Called again April 25, 2023, 40 minutes to resolve the huge bill cost v expectation - transpires the bills had not been paid since September 2022, firstly because Martello failed to action and latterly because TELUS never sent the bills to PQ
- Negotiated a credit to cover the late payment charges and the removal of LD charges on the Alarm line
- Accounts added to my own TELUS online for visibility
- Discussed with Francis on May 17 re LD charges – not covered under plan. I pushed back, supervisor checking internally. Only less than $0.50 per month!!
- May 18 2023, those plans do not come with LD despite what I was told, so we are stuck with the $0.20-$0.50 per month on the alarm line unless there is a monitoring centre in Province

Fence Erected by 3179 on the North Boundary of BCS130

- Fence erected during Summer of 2022 – really nicely done and good communications from the owners of 3179 Capilano Crescent
- Once complete council mentioned to the owners that we would require an undertaking (in perpetuity) that 3179 owners are responsible for all maintenance (the fence is on their property. The owners said they were willing to make such an undertaking
- Note constructed by PQ and council in March 2023
- Awaiting response from owners of 3179
- Signed acceptance received

Fire Safety Update

- In accordance with the 2004 Fire Plan, all aspects of fire safety have been adhered to.
- In May, an unannounced inspection was conducted by DNV Fire Department. They found that we are fully in compliance. Some bush trimming around one (1) hydrant was requested, which was immediately done.

OPERATING BUDGET EXPLANATORY NOTES

DIRECT RECOVERY
Provision for collection of Owners charge back

POWER WASHING
Provision for the annual power washing of the common property around the complex.

FIRE AND LIFE SAFETY
Provision for the mandatory annual fire inspection and common property fire prevention equipment.

ALARM MONITORING
Provision for monthly monitoring services for the alarm system.

ELECTRICITY
Provision for common area lighting, accent lighting, and equipment (i.e. driveway & entry gates).

GENERAL
Provision for difficult to classify costs and maintenance of common property not specific to the budget.

DRAINAGE
Provision for maintenance and services of storm drains connecting to the District of North Vancouver.

IRRIGATION SYSTEM MAINTENANCE
Provision for annual startup and winterization costs for the irrigation system, plus any necessary repairs.

LANDSCAPING CONTRACT
Provision for landscape maintenance service contract to maintain garden areas.

LANDSCAPES UPGRADES
Provisions for landscaping improvements around the complex.

TREE PRUNING
Provision for the tree care on the common properly, including the cost of Hazard Tree Inspection Reports.

SNOW REMOVAL
Provision for the common property snow removal and salting during winter months.

MANAGEMENT FEES
Provision for Property Management Company services, including fee collection, invoice screening/payment, financial statements preparation, maintenance contract and Strata Corporation operations supervision, attending and taking of Meeting Minutes (General & Strata Council), assisting Strata Council and Owners.

PROFESSIONAL FEES
Provision for the cost of professional fees, such as engineering reports and building appraisals.

POSTAGE
Provision for mailing costs relating to strata business.

PHOTOCOPIER
Provision for photocopying costs relating to strata business.

BANK SERVICE CHARGES
Provision for bank service charges in maintaining Strata Corporation trust accounts.

SUNDRY OPERATING EXPENSES
Provision for small and relatively infrequent expenses.

BUILDING INSURANCE
In accordance with Sections 149 – 152 of the Strata Property Act, the Strata Corporation is required to maintain full replacement value coverage on all buildings and equipment. All Owners should carry their own insurance coverage on personal belongings, betterments, improvements, and personal liability coverage.