CAPILANO RIDGE TOWNHOUSE SECTION STRATA PLAN BCS 130

ANNUAL GENERAL MEETING MINUTES

TUESDAY JUNE 27, 2023, 7:00 P.M.
CARWASH BAY IN THE RESIDENTIAL PARKADE
3125 CAPILANO CESCENT, 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 6:47 p.m.

   a. **Quorum Report**
   The Strata Manager noted that of the 19 units, there were 19 units eligible to vote. As there were 9 Owners present in person and 1 Owner represented by proxy, a total of 10 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 proxy 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 *(SL19/SL16)*
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 *(SL16/SL05)*
To adopt the Minutes of the Annual General Meeting (AGM) held on June 20, 2022 as circulated.
CARRIED
ALL IN FAVOUR

4. COUNCIL REPORT
As attached at the end of these minutes

5. MAJORITY VOTE RESOLUTION #1 – 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 5.03% decrease in strata fees. Please see attached for the Strata Fee Schedule.

Following discussions,
It was:
MOVED/SECONDED (*SL16/SL05)*
To approve the proposed 2023/2024 Operating Budget, as presented.
CARRIED
ALL IN FAVOUR

NOTE: STRATA FEE PAYMENTS

Please note, with the passing of this budget, there is a 5.03 % decrease in your strata fees for this fiscal year 2023/2024, retroactive to May 1, 2023. Please note this does not include the increase in strata fees pertaining to the Joint Section

Owners paying by pre-authorized withdrawal: Those Owners currently paying strata fees by way of pre-authorized withdrawal will have their fees automatically adjusted May 1, 2023, along with the retroactive shortfall payment to cover the decrease 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

6. NEW BUSINESS

a. **Recycling-** Council discussed with the Owners proper garbage disposal and recycling habits. All residents are reminded to follow the signage in the garbage area and dispose of items in the correct bins which are all labelled. Council also reminded the Owners of the "Santa recycling" bin for refundable items. The money from the refundable items is given to charity. Please see the attached notice at the end of these minutes.
b. **Trees-** Owners noted some trees that could be trimmed back to lessen the fuel load.

This is an item that should be discussed with the Joint Council and will be added to the next Joint Council meeting agenda for consideration.

7. 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 (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 2023/2024 Strata Council, with the following Owners accepting nominations or volunteered:

Christopher Ware
Philip Haddad
Philip Mattes
Simon James
William Paine

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

8. TERMINATION OF THE MEETING

There being no further business to discuss, the meeting was terminated at 7:22 p.m.

NEXT COUNCIL MEETING: SEPTEMBER 26TH -7:00PM

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
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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 Pasur arthe kise nal is da tarjuma karvo

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- TOWN HOUSE 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	$ 35,588.00	$ 35,587.81	$33,796.30
300600	4120 Bank Intrest		$ 18.13	
390000	Prior Year Allocation	$ 6,447.84	$ 6,447.84	$17,116.91
TOTAL REVENUE		**$42,035.84**	**$42,053.78**	**$50,913.21**
OPERATING EXPENSES				
400000	Administration	$ 200.00	$ 205.07	$ 200.00
400200	Bank Charges	$ 350.00	$ (16.00)	$ 350.00
401400	Management Fees	$ 2,800.00	$ 2,778.35	$ 2,800.00
TOTAL OPERATING EXPENSES		**$3,350.00**	**$2,967.42**	**$3,350.00**
UTILITIES EXPENSES				
452400	Waste Removal	$ 2,788.00	$ 2,826.50	$ 2,967.83
TOTAL UTILITIES EXPENSES		**$2,788.00**	**$2,826.50**	**$2,967.83**
REPAIRS & MAINTENANCE EXPENSES				
477500	R&M Building	$ 2,500.00	$ (836.47)	
471800	Dryer Vent Cleaning	$ 2,000.00	$ 1,926.50	$ 2,000.00
473200	Fire Saftey Systems	$ 1,500.00	$ 1,661.80	$ 1,750.00
473400	Garage Maintenance	$ 6,000.00	$ 1,256.85	$ 5,500.00
473900	Gutters & Drains	$ 4,000.00	$ 2,945.25	$ 4,000.00
475000	Janitorial	$ 700.00	$ 630.00	$ 700.00
477300	Power Washing	$ 4,000.00	$ -	$ 4,500.00
479600	R&M Roof	$ 1,000.00		
480500	Repairs & Maintenance	$ 2,447.84	$ 1,559.06	$ 2,500.00
481500	Special projects	$ -		$17,116.91
482800	Window Cleaning	$ 1,750.00		$ 1,900.00
TOTAL REPAIRS & MAINTENANCE EXPENSES		**$25,897.84**	**$9,142.99**	**$39,966.91**
CONTINGENCY FUND CONTRIBUTION				
7400		**$ 11,000.00**	$ 9,999.96	**$4,628.47**
TOTAL EXPENSES		**$43,035.84**	**$24,936.87**	**$50,913.21**
SURPLUS / (DEFICIT)		**-$1,000.00**	**$17,116.91**	**$0.00**

THIS BUDGET CONTAINS A STRATA FEE DECREASE OF: ***-5.03%***

OPENING SURPLUS/DEFICIT IN OPERATING FUND AT FISCAL YEAR-END	**$17,116.91**
ALLOCATED TO PROPOSED BUDGET	**$17,116.91**
ESTIMATED SURPLUS/DEFICIT IN OPERATING FUND AT Apr 30/2024	**$0.00**

STRATA CORPORATION - CAPILANO RIDGE BCS 130- TOWN HOUSE SECTION

MONTHLY STRATA FEE SCHEDULE

FOR THE PERIOD: May 1, 2023 TO April 30, 2024

-5.03% DECREASE FROM PRIOR YEAR

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
3115	1	206	5.97%	$176.93	$145.01	$23.01	**$168.02**	$2,016.24	-$26.73
3117	2	129	3.74%	$110.79	$90.81	$14.41	**$105.22**	$1,262.64	-$16.71
3119	3	129	3.74%	$110.79	$90.81	$14.41	**$105.22**	$1,262.64	-$16.71
3121	4	129	3.74%	$110.79	$90.81	$14.41	**$105.22**	$1,262.64	-$16.71
3123	5	127	3.68%	$109.08	$89.40	$14.19	**$103.59**	$1,243.08	-$16.47
3127	6	222	6.43%	$190.67	$156.27	$24.80	**$181.07**	$2,172.84	-$28.80
3129	7	233	6.75%	$200.12	$164.01	$26.03	**$190.04**	$2,280.48	-$30.24
3131	8	233	6.75%	$200.12	$164.01	$26.03	**$190.04**	$2,280.48	-$30.24
3133	9	232	6.72%	$199.26	$163.31	$25.92	**$189.23**	$2,270.76	-$30.09
3135	10	139	4.03%	$119.38	$97.85	$15.53	**$113.38**	$1,360.56	-$18.00
3137	11	141	4.08%	$121.10	$99.25	$15.75	**$115.00**	$1,380.00	-$18.30
3139	12	222	6.43%	$190.67	$156.27	$24.80	**$181.07**	$2,172.84	-$28.80
3141	13	295	8.54%	$253.37	$207.66	$32.95	**$240.61**	$2,887.32	-$38.28
3143	14	296	8.57%	$254.22	$208.36	$33.06	**$241.42**	$2,897.04	-$38.40
3145	15	127	3.68%	$109.08	$89.40	$14.19	**$103.59**	$1,243.08	-$16.47
3147	16	129	3.74%	$110.79	$90.81	$14.41	**$105.22**	$1,262.64	-$16.71
3149	17	129	3.74%	$110.79	$90.81	$14.41	**$105.22**	$1,262.64	-$16.71
3151	18	129	3.74%	$110.79	$90.81	$14.41	**$105.22**	$1,262.64	-$16.71
3153	19	206	5.97%	$176.93	$145.01	$23.01	**$168.02**	$2,016.24	-$26.73
TOTAL:		**3,453**	**100%**	**$2,965.67**	**$2,430.67**	**$385.73**	**$2,816.40**	**$33,796.80**	**-$447.81**

ANNUAL TOTAL:	**$29,167.83**	**$4,628.47**		**$33,796.30**
MONTHLY TOTAL:	**$2,430.65**	**$385.71**	**$2,816.36**	

Townhouse Council Report

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

- Power washing delayed to May 2023
- Gutter cleaning completed
- Annual Fire Inspection completed - Renewal of some out of date alarms may be required in 2024
- Window Washing delayed to May 2023
- Dryer Vent cleaning completed
- Garbage shed cleaning review with contractor
- Recyclables discussion
- Garage doors repaired (3137,3141, 3153 & 3147)

Upcoming projects

Review of deck caulking and wear
Re sanding of patio bricks
Lattice between some units to replace dead trees