CAPILANO RIDGE (APARTMENT)
STRATA PLAN BCS 130
STRATA COUNCIL MINUTES
TUESDAY, SEPTEMBER 24, 2024, AT 4:45PM
IN THE APARTMENT BUILDING LOBBY
3125 CAPILANO CRES., NORTH VANCOUVER, BC

COUNCIL PRESENT:	**Glyn 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 4:45 p.m.

2. COUNCIL POSITIONS

After discussions, Council agreed on the following positions:

Lauren Fraser -President & Treasurer
Sharon Drudian -Vice President & Secretary
Glyn Wide-Fire Deputy & Member at Large
Joanne Egerton- Member at Large

3. ADOPTION OF AGENDA

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

4. ADOPTION OF PREVIOUS MINUTES – FEBRUARY 21, 2024

It was
MOVED/SECONDED
To adopt the minutes of the February 21, 2024, Council meeting as presented.
CARRIED

5. FINANCE

a. Financial Statements – August 2024
Council reviewed the statements for August 2024.

Council opted to delay approval of the financial statements until a review is made of Fortis and monitoring line items as there are minor adjustments required.

b. Accounting/Administration Costs Review
Council and Strata Manager reviewed the administrative charges and will have Accounting re-code some of the admin charges for the Fortis rebate work the Fortis line item.

6. BUSINESS ARISING

a. Hot Water Boiler Replacement &Fortis Rebate
Rebate has been obtained by Strata Manager and deposited to the CRF as outlined in the resolution.

b. Insurance Claim DNV Garbage Room, Door Damage
Doorstop has been installed. No insurance claim was made. Item complete.

c. Invoice- Auto Door Updated Contract
Outstanding invoice has been paid. Item complete.

d. Hydro Flushing
Hydro flushing has been completed.

e. All Fire Exit Lighting
Lights are checked and all fire exit lighting are in order.

f. Boiler Permit Technically Safety BC
A permit is required from Technical Safety every year, which is received after payment of their invoice. Council would like the cost of the permit added to a new line item in the budget for just this permit. Strata Manager to have Accounting set this up.

7. NEW BUSINESS

a. Christmas Gift Cards
Council discussed and approved the distribution of holiday gift cards.

b. Common Area Cleaning
Council reviewed the cleaning services, approved a raise, and discussed billing details.

c. Carpet Cleaning and Stain Reporting
Council discussed the issue of carpet stains in the common hallways. Council noted they understand accidents happen and would appreciate the assistance of residents reporting what has been spilled on the carpets. This will enable the stain to be cleaned with the appropriate cleaner and extend the life of the carpets. The cost to replace the carpets is rather high and Council would like to do all they can to keep the carpets in good repair for as long as possible.

d. Garage Door Contract - Review Contract Details Including Call-out Costs for Repairs
Council reviewed the contract that has been in place since 2008. The contract has been renewed each year over time and anything not included in the regular contract is charged out as additional under the current call-out rates being offered by the contractor. The

current call-out rates are higher than what is noted on the 2008 contract. To get a new contract in place would increase the costs of the regular preventive maintenance. In future, Council may delay using after-hour call services to save on costs if the contractor can easily come the next day. The garage door will be opened if need be.

e. Exterior Dryer Vent Cleaning
Council will have the exterior dryer vent cleaning done.

f. BCRI Roof Review - Review Roof Status While Still Under Warranty
Council will reach out to the BCRI and the roofing contractor to have an inspection before the warranty is up. The Strata Manager to review the strata files for the warranty documents and provide them to Council.

g. Residents (Renters/Owners) -Move-In Procedures

i. Owner Info
Council discussed topics all new Owners should be aware of for the property. A Council member will provide this information on the below points to Owners in person to ensure clarity when ownership changes.

- Bike locker access
- Intercom registration
- Hallway damage checks
- Building tours (including garage and common room)

ii. Refundable Deposit
Strata Manager discussed with Council the refundable move-in deposit and the need to streamline the process. As Owners & Tenants need to arrange the elevator for moving in advance, the deposit can be collected at the same time. The Strata Manager suggested Owners & Tenants paying via cheque could leave the cheque with a Council member and if there are no damages, the cheque would be returned. If there are damages, then the cheque would be cashed and the balance can be returned.
Please leave cheque payments clearly marked with a unit number and name under the door of unit 304 at least 48 hours ahead of any 'move in or out' and text to confirm receipt of the cheque.

h. In-Unit Water Shut-Off Valves
Council recommends all Owners locate their in-unit water shut-off value and know how it should be used.

i. AED (Automated External Defibrillator)
Council discussed the potential installation and maintenance of an AED for building emergency use. Council will investigate this further before deciding how to move forward.

j. Parking Stalls
Council discussed parking stalls being used for storage. A separate notice will be issued as a reminder to Owners about bylaws and what can be left in the parking stalls.

8. CORRESPONDENCE

SL41-Owner Request
Owner reimbursement for Maas Mechanical Invoice of $316.58 - The Owner initiated this work on her strata lot for items that only service her strata lot. Council continues to defer this issue to the Strata Manager.

9. TERMINATED

There being no further business to discuss at this time, the meeting was terminated at 5:51 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
November 20th -4:45 PM- in the apartment lobby

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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24-Hour Maintenance Emergency 778-770-0380

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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
ਜਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

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