CAPILANO RIDGE (JOINT)
STRATA PLAN BCS 130
STRATA COUNCIL MINUTES
TUESDAY, DECEMBER 3, 2024, AT 5:45PM
IN THE APARTMENT BUILDING LOBBY
3125 CAPILANO CRES., NORTH VANCOUVER, BC

COUNCIL PRESENT:	**Christopher Ware** **Glyndwr Wide** **Joanne Egerton** **Lauren Fraser**	**Philip Mattes** **Simon James** **William Paine**
OWNERS PRESENT:	**Josett Deluca** **Philip Haddad**	
COUNCIL REGRETS:	**Sharon Drudian**	
MANAGEMENT PRESENT:	**Tasha Perry, Strata Manager** **Pacific Quorum Properties Inc.** **tperry@pacificquorum.com**	

---

1. CALL TO ORDER

The meeting was called to order at 5:45 p.m.

2. ADOPTION OF AGENDA

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

3. ADOPTION OF PREVIOUS MINUTES – SEPTEMBER 24, 2024

It was
MOVED/SECONDED
To adopt the minutes of the September 24, 2024, Council meeting as presented.
CARRIED

4. FINANCE

a. Financial Statements – October 2024

Council reviewed the statements for October 2024 and requested the strata manager have

accounting move a payment for website to the joint from the apartment section, where it was incorrectly coded.

Council noted that the restricted CRF account for catch basins repairs can be cleared as the project is complete.

It was
MOVED/SECONDED
To approve the financial statements for October 2024.
CARRIED

b. Autopay for Joint Accounts
Council discussed which vendors are on autopay. Hydro and TELUS invoices all have this option and are set up. The remaining vendors have to collect cheque payments at the Vancouver office during the postal strike.

5. BUSINESS ARISING

a. Depreciation report and EPR Cost Comparisons
Council has reviewed the bids and will go with RDH. Funding will be requested at the next AGM and each section pay separately for their share of the report.

Council viewed several quotes for the mandated EPR report and a selected Cove Power to complete this for the complex.

b. Discussion on defibrillator for the complex
Council discussed having an AED available for the complex. Unfortunately it is not feasible to place somewhere all units would have access to it as this needs to be installed indoors rather than outdoors, as per contractor recommendation. Council will not proceed with this.

6. NEW BUSINESS

a. Annual Fire and Safety and Maintenance

i. Fire Inspection:
Scheduled for January 27, 2025.

ii. 5-Year Hydrant Maintenance
Scheduled for January 27, starting at 9:30 am. Reminder to all owners to run taps to clear turbidity.

b. TELUS Room
Council noted there have been requested from Owners for access to the TELUS room. TELUS has their own set of lock box keys they have access to and should be using that to gain access. If a council member is required for assistance, the request must be made with enough advanced notice to accommodate and the Owner can be provided a key.

c. Capilano Ridge-Private Website
Council noted the Capilano Ridge private website is for owner use for general information. All official documents are kept on the PQ Owners access portal and with PQ.

7. TREE AND GARDEN MAINTENANCE

a. Tree Assessment:
Council noted there is an on going plan with Burley Boys (arborists). A Complex walkabout scheduled every 14–16 months and Council follows the recommendations of the arborist.

b. Garden Work Order of Operations:
Council discussed the landscaping procedures between the Council, committee and contractor. The steps taken are shown below.

i. Weekly visits BY Cedar Bark
ii. Proposals for immediate or long-term actions
iii. Cedar bark recommendations to Garden Committee.
iv. Review by Joint Council.
v. Approval and scheduling.

c. Stopping of a garden worker by a resident
Council noted there has been Owners attempted to stop work, or direct contractors that have been put in place by the Strata Council. The Strata Manager confirmed Owners are not to direct any contractor that has been engaged by the Council. Owners are reminded they may submit requests to the Council for discussion by the Council and Landscaping committee. Ultimately, it is the responsibility of the Council to direct contractors to repair and maintain common property.

d. Feeding of Wildlife
Council noted there is no feeding of the wildlife, including birds with the exception of Humming Birds, as outlined in the bylaws, specific bylaw is shown below for ease of reference.

(10) A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset, with the exception of hummingbird feeders.

e. Garden Light Programming
Council discussed the programmable lights in the garden and will ensure more than one Council member has the information on how to program.

f. Correspondence from 3149 regarding landscaping
Council reviewed the Correspondence from the Owner regarding landscaping. The process is outlined above. Major projects will be outlined in the minutes and Owners updated.

8. TERMINATED

There being no further business to discuss at this time, the meeting was terminated at 6:40 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
March 25th at 5:45- 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:
PACIFIC QUORUM PROPERTIES INC.
Tasha Perry, Strata Manager
PO Box 1519, 101A – 38142 Cleveland Avenue
Squamish, BC V8B 0A4
Tel: 778-770-0380 / Fax: 778-655-1927
Email: tperry@pacificquorum.com
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
ਜਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from *Pacific Quorum Properties Inc.*

Context/Background:

Garden Report for Strata Council Meeting (SCM) - December 2024

Council's Objective:
Council's long-standing objective is to maintain and upgrade Capilano Ridge to the highest possible standard. We aim to achieve this by consulting qualified experts, evaluating their recommendations, and making informed plans based on their expertise, costs, and long-term planning.

History of Efforts:
For over five years, Council has explored options and solutions for a small grassy area in the complex. Meeting minutes documenting this are available, including:

- AGM Minutes (June 2019, June 2023)
- SCM Minutes (April 27, 2023, item 6a; September 26, 2023, item 7b)

Additionally, this is an emergency vehicle entry/exit route and exposing the turf stones was reviewed and approved by the Fire Department when recently on site.

Current Context :
Over the past decade, significant changes have impacted the viability of grass in this area:

- **Increased pet use**: A large rise in the complex's dog population has caused visible wear, patches, and browning.
- **Water restrictions** and **climate change** have reduced grass sustainability.
- **Shift to native plantings**: Council has been advised to move towards native flora where possible-which aligns with environmental priorities.

Previous efforts to restore the grass, including reseeding and fertilizing (led by George Furugori, previous gardener) were ultimately unsuccessful.

Based on expert advice, Council began a two-phase plan to increase the area's sustainability (documented in the minutes).

1. **Phase 1**: Removing the unviable grass to expose turf stones
2. **Phase 2**: Introducing native mosses
3. **Phase 3:** Reassess with Cedar Bark landscaping team and the Garden Committee, and report to Joint Council.

Next Steps:
Moving forward, The Garden Committee will work with Cedar Bark and the garden team to assess moss options.

Council remains committed to consulting experts and maintaining the best interests of Capilano Ridge.