CAPILANO RIDGE (APARTMENT)
STRATA PLAN BCS 130
STRATA COUNCIL MINUTES
TUESDAY, SEPTEMBER 16, 2023, AT 5:00PM

3125 CAPILANO CRESCENT, APARTMENT BUILDING LOBBY

COUNCIL PRESENT:	**Glyndwr Wide** **Joanne Egerton** **Lauren Fraser** **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 5:00 p.m.

2. COUNCIL POSITIONS

After discussions, Council agreed on the following positions:

Glyndwr Wide – council member/fire deputy
Joanne Egerton – council member
Lauren Fraser – president/treasurer
Sharon Drudian – vice president/secretary

3. ADOPTION OF AGENDA

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

4. ADOPTION OF PREVIOUS MINUTES – April 27, 2023

It was
MOVED/SECONDED
To adopt the minutes of the April 27, 2023 Council meeting as presented.
CARRIED

5. FINANCE

a. Financial Statements – July 2023
Council reviewed the statements for July 2023.

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

b. Invoices
Council discussed areas of improvement they would like to see from the admin with respect to approval and review of invoices prior to payment. PQ advised the new admin is working out well and will be advised of the council expectations.

c. CRF Review
Council discussed the balance in the CRF as there are funds needed for the emergency heating repair.

6. BUSINESS ARISING

a. EV Charging Completion
The project has been completed. Any unused funds can be released to the Contingency Reserve Fund as outlined in the resolution.

b. Richmond Elevator
Council advised the new technician is in contact with council in advance of the service visits. Council is satisfied with this progress and has an easier time approving invoices with this practice in place.

c. Auto Door Openers (Garage Level)
Council reviewed the financials and the quotes from the contractors to get the auto door opener installed. There are sufficient funds in the building improvements line item for this project. Council approved the quote for approximately $4500.00 and will move forward with the installation.

7. NEW BUSINESS

a. Gutter/Roof Cleaning/Down Spouts/Catch Basin Cleaning/Info BCRI and Apex
Council discussed the suggestion of installing catch basins at the roof level to help with overflow. Council will proceed with two at the higher-level areas and monitor. If this is of benefit, council will look to install additional.

Council would like to extend a thank you to all the Owners that assist with cleaning out the hoppers on the downspouts that they have access to. It is appreciated and assists with keeping the maintenance costs down.

b. Radiant Heat Boiler
The deposit for the emergency boiler repair has been received by the contractor, scheduling to be confirmed by the contractor ASAP.
*** Post meeting note- work begun October 3rd.*

c. Winterization
Winterization of the dry system in the parkade has been completed.

Council would like the winterization notice issued by PQ again for the coming cold season. Council to review prior to the notice going to Owners.

d. Tire Storage
Council would like to remind the Owners that the parkade is not to be used for storage of items. Council would like a separate notice to Owners about this, Council to review prior to the notice

going to Owners.

e. Building Fobs & Keys
Council would like to purchase both more fobs and common keys for the building so there are additional on hand for Owners to purchase, should they require.

f. Depreciation Report
Council would like to encourage all Owners to review the depreciation report once a year as it will assist expected projects and possible changes to strata fees, or special levies that might be proposed.

8. TERMINATED

There being no further business to discuss at this time, the meeting was terminated at 5:49 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
November 22nd, 5 pm, in the apartment lobby

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- Once you have logged into ***PQ ONLINE*** for the first time, **go to "MY INFO"**

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Submitted by:
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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 ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

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