CAPILANO RIDGE (TOWNHOUSES)
STRATA PLAN BCS 130
STRATA COUNCIL MINUTES
TUESDAY, SEPTEMBER 26, 2023, 7:00PM
3125 Capilano Crescent-Apartment Building Lobby

COUNCIL PRESENT:	**Philip Mattes** **Simon James** **Chris Ware** **Philip Haddad**
COUNCIL REGRETS:	**William Paine**
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 7:01 p.m.

2. ADOPTION OF AGENDA

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

3. COUNCIL POSITIONS

After discussions Council agreed on the following positions

Simon James -President
Chris Ware -Treasurer
Phillip Haddad
Phillip Mattes
William Paine

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

6. BUSINESS ARISING

a. Deck Railing/Caulking
Council has requested Savvy Solutions review decks in the spring and advise which railings require paining and identify any decks that require caulking. A reminder will be added to the property calendar for early April to request this.

b. Window Washing
Window washing was completed May 8th – 10th.

c. Gutter Cleaning

i. **Hoppers-** Council has been cleaning out the hoppers as often as they can. Council appreciates any owners that can assist with this task in order to keep maintenance costs reasonable.

ii. Gutter Cleaning
Council would like to have Apex scheduled for gutter cleaning in November.

d. Garage Door Replacement Update
Project is now complete.

e. Power Washing
Power washing was completed May 3rd

f. Lattice dividers between townhouses
This item has been added to the task list for Savvy Solutions to complete. This will be part of the special projects budget line item.

g. Garage Shed

i. Bolt on Garage Shed- Council member Chris has offered to repair the bolt on behalf of Owners in order to save the Owners money.

ii. Cleanliness/Recycle-Improvement has been noted with respect to proper recycling habits by the residents.

h. Railings 3139
Savvy Solutions corrected the issue of peeling paint on the railing.

7. CORRESPONDENCE

a. Pest Update 3117 – Mice & Wasps
Council reviewed correspondence from the Owner. Strata Manager advised the wasps nest was already addressed by pest control. Council reviewed a report from an Owner about a mouse inside the strata lot. Council would like the Strata manager to obtain additional details from the Owner to determine the next steps.

8. NEW BUSINESS

a. **General Maintenance – Savvy Solutions**
Council to review and create a list of small items for Savvy Solutions to work on.

b. Strata Lot Alterations
Council would like to remind the Ownership that changes to the strata lot which involve electrical, plumbing etc do require written permission from the Council. This should be obtained prior to any work commences in the strata lot. For ease of reference the specific bylaw is shown below.

Obtain Approval before Altering a Strata Lot

2.5 (1) An owner must obtain the written approval of the strata corporation and a section before making or authorizing an alteration to a strata lot that involves any of the following:

(a) the structure of the building;
(b) wiring, plumbing, piping, heating air conditioning or other services.

(c) flooring;
(d) common property located within the boundaries of a strata lot; or
(e) those parts of the strata lot which the strata corporation or a section must insure under section 149 of the Act.

9. TERMINATED

There being no further business to discuss at this time, the meeting terminated at 7:53 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
November 22nd, 7 pm, in the apartment lobby

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- 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"**

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Submitted by:
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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*	महत्वपूर्ण जानकारी किसी अच्छे मित्र से हिंदी में इसका अनुवाद कराएँ

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