CAPLIANO RIDGE (APARTMENT)
STRATA PLAN BCS 130
STRATA COUNCIL MINUTES
TUESDAY, DECEMBER 2, 2025, AT 4:45PM
APARTMENT LOBBY
3125 CAPILANO CRES., NORTH VANCOUVER

COUNCIL PRESENT:	**Lauren Fraser-President & Treasurer** **Glyndwr Wide-Vice President** **Nadine Bird-Secretary** **Joanne Egerton-Member at Large (Via Phone)**
OWNER PRESENT:	**Josette De Luca- joined meeting at 4:45pm**
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 4:43 p.m.

2. ADOPTION OF AGENDA

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

3. ADOPTION OF PREVIOUS MINUTES – SEPTEMBER 23, 2025

It was
MOVED/SECONDED
To adopt the minutes of September 23, 2025, Council meeting as presented.
CARRIED

4. FINANCE

a. Financial Statements – September 2025.
Council reviewed the statements for September 2025.

b. Shaw Rogers – WIFI
Council would like to review the general ledger. Strata Manager to provide the ledger to Council for review.

c. Christmas Gifts

Council requested the sundry line item be adjusted in the amount of $100. This will need to be amended from the joint section to the apartment to repairs and maintenance for the apartment section.

d. Key Cost Funds – Fob Funds
Council provided cash and cheques for payment of fobs to the Strata Manager. These will be deposited to Strata's bank account.

5. BUSINESS ARISING

a. Painting project — 1st and 2nd floor
Painting costs came in lower than expected and Council was able to have both the first and second floors painted. Council will budget for the third floor in the next budget.

b. Update on Building Security
Please see attached notice from Council regarding building security.

c. EV Charging

i. Monthly Charges
Council will explore the possibility of amending the hourly rate for the use of electricity for car charging.

ii. SWTCH Surplus Funds
The SWTCH surplus funds have been saved in a separate account and will be reviewed at the next strata council meeting.

d. Dogs on Leash in Building Reminder
Council would like to remind residents that dogs must be leashed while on the common property. Bylaws below regarding pets.

Pets- 2.12

(1) *A resident or visitor must not keep any pets on a strata lot or common property or on land that is a common asset except in accordance with these bylaws.*

(4) *A resident or visitor must not permit a loose or unleashed Permitted Pet (with the exception of cats) at any time within or on the common property or on land that is a common asset.*

(6) *Notwithstanding bylaw 2.12(11), a resident whose Permitted Pet or Permitted Pets contravene bylaws 2.12(2)or 2.12(3) will be subject to an immediate injunction application and the owner of the strata lot will be responsible for all expenses incurred by the strata corporation or the section to obtain the injunction, including legal costs.*

(7) *A Permitted Pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the Permitted Pet owner.*

e. Fire Inspection and Dryer vent Reminder (Reminder or Charge Back $$)
Reminder to all Owners that the fire inspection and dryer vent cleaning have been scheduled for January 27th **and access to the suites is mandatory for this.** Any return trips required to complete either job will be charged back to the unit Owner. Please make arrangements to provide access to your suite for both contractors on the 27th of January.

f. Advice from HVAC Contractor
The HVAC contractor advises that unit heat should not be less than 17 degrees. It is also advised to leave the water on in the unit when taking shorter trips as turning on and off frequently can cause issues. Council advises the owners to also review their insurance policies for best practices when on vacation and the unit is vacant.

6. NEW BUSINESS

a. Global Gas Detection
Annual inspection of the C0 monitors has been completed

b. RDH- Depreciation Report
Site inspection has been completed with RDH Representative and Council. Report is in progress with RDH.

c. 2016-AGM resolution
Council noted there was a resolution voted on in 2016 for a CRF draw for a MUA, this was under the previous strata management company. Council would like the strata manager to review the files regarding this resolution. Council requested this 2016 resolution be reinstated as it was missed in the transition from Martello to Pacific Quorum.

d. Fire Extinguishers
Council noted that the fire extinguishers will need to be replaced in 20274. This will be budgeted for in the next fiscal year.

e. 308- Venting Issue
The Owner of the unit flagged a possible venting issue. After the SCM, it was determined by Michael A. Smith Duct Cleaning Ltd. that there were no building venting issues.

7. TERMINATED

There being no further business to discuss at this time, the meeting was terminated at 5:25 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
Council Meeting April 7th, 4:45pm, AGM June 30th 4:45pm registration, 5:00pm start

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

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***	ਜ਼ਰੂਰੀ 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.*

October 2025
Subject: Update on Building Security

Residents,

Following the October 15, 4:00 p.m. meeting of the BCS 130 Apartment Strata Council, and pending further review with PQ, Council wishes to provide the following update.

A recent request was made to review security at our building. Council will discuss this matter further at the next Strata Council Meeting. Please note that any expansion of our existing security system will involve costs and therefore must be presented at an Annual General Meeting (AGM) for discussion. A formal resolution would need to be prepared and included in an AGM or SGM package, outlining funding options—most likely through a special levy—to be voted on by owners. This follows the same multi-step process as always.

Be advised that the camera images have not been successful in solving crimes in the past.

It should also be noted that some owners believe the best course of action is for individual owners to take their own initiative and set up in-unit security if they wish, and that no further collective action is needed at this time.

Steps Already Taken to Maintain and Improve Building Security

- The **District of North Vancouver** and the **Ministry of Transportation** (*mailto:TT.Minister@gov.bc.ca*) have been contacted regarding the encampment at Capilano Road near the Trans-Canada Highway (Bowser Island), as removal of encroachments falls under their jurisdiction.

- **BC Hydro** has removed graffiti on our grounds after multiple follow-ups by Council.

- The **RCMP** has received video evidence from our security system related to crimes on our property; however, no further action has been possible to date.

- A **security bar** has been installed on the front door intercom to prevent unauthorized access.

- The **front entry and garage "people" door keys** are non-copyable Abloy keys, available only through Council.

- A **fob audit** was completed in 2025.

- During the last **camera system upgrade**, an additional camera was added to improve parkade coverage.

- Some **Townhouse and Apartment residents** have installed cameras on their own initiative.
- A **complaint** has been filed with the Metro Vancouver Conservation Authority regarding trespassing by fishing enthusiasts who cross our strata, disregard warning signs, and rappel down the steep embankment.
- Installation of metal security plate on the man door to the garage

Council continues to share relevant information with owners in the spirit of Block Watch, as security is everyone's responsibility.

Recommended Actions for Owners and Residents

- Post **alarm or security signage** on windows and doors.
- Install **in-unit cameras**.
- Use a **wooden dowel or bar** in sliding window and door tracks.
- Contact the **District of North Vancouver** or **RCMP** with any concerns.
- Review or consider joining the **RCMP Block Watch** program.

Thank you for your continued cooperation and vigilance in helping keep our community safe.

Responsibilities as Referenced in the Strata Property Act

Individual Owners' Responsibilities

- Responsible for the security of their own units, including doors, windows, locks, and any in-suite alarm systems.
- Alterations must not interfere with or alter common property without Council approval.
- Report suspicious activity, damage, or security concerns in common areas promptly to property management (PQ) or Council.
- Crimes should always be reported directly to the RCMP.

Strata Council (in cooperation with Property Management – PQ) Responsibilities

- Responsible for the security of **common property** and **common assets**, including hallways, stairwells, lobbies, elevators, parkades, and entrances.
- Oversees the **installation and maintenance** of security systems in these areas (e.g., cameras, intercoms, door access controls).

- Works with property management to review **costs and regulatory considerations**.

Kind regards,
Strata Council – BCS 130