MARTELLO
Trusted Real Estate Advisors

CAPILANO RIDGE - STRATA CORPORATION BCS 130
MINUTES OF THE ANNUAL GENERAL MEETING – TOWNHOUSE SECTION

HELD : **Tuesday, June 26, 2018**

TIME : **REGISTRATION: 7:25 P.M.**
MEETING: 7:35 P.M.

PLACE : **Maple Room U03– NEW Delbrook Recreation Centre**
851 West Queens Road. North Vancouver, BC V7N 4E3

1. CALL TO ORDER AND INTRODUCTION:

The meeting was called to order at 7:46 p.m. by the Property Manager, Heidi Shortreed of Martello.

2. REGISTRATION, CERTIFICATION OF PROXIES:

There were ten (10) eligible voters from the townhouse section, eight (8) in person and two (2) represented by proxy. The required quorum as per the requirements of the Strata Property Act was met; therefore, the meeting proceeded with the business at hand.

Property Manager, Heidi Shortreed, chaired the Annual General Meeting.

3. FILING PROOF OF NOTICE OF MEETING:

A **MOTION** was duly called. It was moved, seconded and **CARRIED,** to the filing of proof of Notice of the Annual General Meeting was mailed on June 5, 2018 via Canada Post, and emailed to Owners who had provided email notification consent. Delivery times were deemed to be in accordance with the requirements of the *Strata Property Act.*

4. ADOPTION OF THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON JUNE 13, 2017:

A **MOTION** was duly called to adopt the Minutes of the Annual General Meeting, held on June 13, 2017, as previously circulated. It was moved, seconded and **CARRIED** by the Townhouse Section**.**

5. TOWNHOUSE COUNCIL REPORT:

Council has had another busy year. We have completed the following projects:

- Two more garage doors required repairs.
- Power washing completed
- Roof cleaning and moss treatment completed
- Gutter cleaning and eavestrough repairs completed
- Annual Fire Inspection completed
- Window Washing completed
- Fascia Board repair and townhouse wide inspection is pending
- Three roof leaks required repairs
- Water ingress issue in a garage floor was addressed
- Dryer Vent cleaning was completed

The Owners shared their appreciation to the council members. The Property Manager also mentioned that the council is very dialed in, on top of issues, as well as volunteer a considerable amount of time to their council positions.

6. FINANCIAL STATEMENT REVIEW– YEAR END APRIL 30, 2018:

A review of the year-end financial statements was conducted with the owners. The Property Manager explained that the budget was fairly on point, however the Townhouse Section ended the year with a very small operating deficit of $421.27.

7. RESOLUTION #1: MAJORITY VOTE – ELIMINATION OF PRIOR YEAR DEFICIT ($421.27)

WHEREAS the Strata Corporation has confirmed a deficit in the Operating Fund for the fiscal year ending April 30, 2018 of $421.27;

AND WHEREAS the *Strata Property Act* Section 105(2) requires that the deficit be eliminated during the next fiscal year;

BE IT RESOLVED by a majority vote resolution of The Owners, Strata Plan BCS 130, Townhouse Section, that $421.27 be raised for the purpose of recovering the Operating Fund deficit, such funds to be raised by adding the amount into the 2018-2019 Operating Budget as an expense.

The vote was recorded as follows:	In Favour	- 10
	Opposed	- 0
	Abstain	- 0

Resolution #1 **CARRIED (UNANIMOUSLY)**

8. RESOLUTION #2 - MAJORITY VOTE – 2018-2019 OPERATING BUDGET – Townhouse Section

WHEREAS, as per the requirements of the Strata Property Act a new operating budget must be passed after each fiscal year end, therefore:

BE IT RESOLVED, the Owners, Strata Plan BCS 130, in accordance with Sections 103(1) of the Strata Property Act, hereby approve by majority vote resolution, the proposed operating budget for fiscal period May 1, 2018 to April 30, 2019.

The vote was recorded as follows:	In Favour	- 10
	Opposed	- 0
	Abstain	- 0

Resolution #2 **CARRIED (UNANIMOUSLY)**

MAINTENANCE FEES EFFECTIVE May 1, 2018– June 30, 2019 (Copy of Fee Schedule attached to the Joint Section – AGM Minutes)

Owners are reminded that there was an increase in the maintenance fees for the Townhouse Section effective May 1, 2018. **If you are on Pre-Authorized Debit, the 3-months catch up fees will be included in your August 1, 2018 strata fees. For Owners who pay by post-dated cheque, please send the 3-months catch up fees with your August 1, 2018 to April 1, 2019 cheques.**

Please be reminded of the two (2) options in paying your monthly maintenance fees:

- POST-DATED CHEQUES – MAINTENANCE FEE PAYMENTS:
- Owners may submit post-dated cheques for maintenance fees, made payable to Strata Corporation BCS 130 (CAPILANO RIDGE) and forwarded to the offices of Martello Property Services Inc. at Suite 200 -808 West Hastings Street, Vancouver, BC V6C 2X4.

- PRE-AUTHORIZED DEBIT OF MAINTENANCE FEES:
  If you are not on the automatic withdrawal payment system and wish to use the automatic withdrawal system, you will need to contact the Strata Administrator at Martello Property Services Inc. at 604-681-6544.

9. RESOLUTION #3: ¾ VOTE – EXPENDITURE FROM TOWNHOUSE CRF FOR SMOKE ALARM UPGRADES ($5,500.00).

WHEREAS the Owners, Strata Plan BCS 130, Capilano Ridge Townhouse Section have been advised that the smoke alarms in the townhouse units have exceeded their 10-year life expectancy, and are recommended to be replaced as per BC Fire Regulations.

BE IT RESOLVED by a ¾ vote resolution of The Owners, Strata Plan BCS 130 Townhouse Section, that a sum of money not exceeding $5,500.00, be spent for the purpose of replacing all remaining smoke alarms over 10 years of age, such expenditure to be charged against the Townhouse Section Contingency Reserve Fund.

The vote was recorded as follows:	In Favour	- 10
	Opposed	- 0
	Abstain	- 0

Resolution #3 **CARRIED (UNANIMOUSLY)**

10. ELECTION OF NEW EXECUTIVE COUNCIL FOR 2018-2019:

Owners were advised that in accordance with the *Strata Property Act*, the existing Council must resign; however, they were eligible for re-election. The present owners again expressed their appreciation for a job well done by the outgoing council. The floor was then opened for nominations and volunteers, with the following owners being nominated or volunteering:

Simon James	Unit 3143		
Philip Haddad	Unit 3123	Tom Van Walleghem	Unit 3133

A vote was held and it was moved, seconded and **CARRIED UNANIMOUSLY** to elect these owners as the Council for the new fiscal year:

11. NEW BUSINESS DISCUSSION:

a) An owner voiced concerns over vehicles speeding through the complex putting children, adults and pets at risk of injury. Speed bumps were again suggested, as they were at last year's AGM. The council will discuss at the next council meeting.

b) The council mentioned that a salting plan would have to be discussed, as George the Landscaper would not be able to do the weekend salting next winter.

c) Council advised that the Depreciation Report Update should be finalized as soon as a few last corrections are made by RDH.

d) A council member mentioned that some woodpecker holes in the cedar siding were observed. A contractor has been asked to check them and seal them up if required.

e) Council advised they recently had Atlas Pest Control out to check if any nesting was happening inside of the gas fireplace vent pipes, after one owner reportedly had a fire near the top of their vent pipe. No trace of nesting was found, and it was concluded that the nest was likely built on the top of the vent cap.

f) An owner suggested that the caulking be renewed every two years around the new decks as a matter of maintenance planning. The council will discuss at the next council meeting, and possibly try to coordinate efforts with the Apartment Section.

g) A council member suggested the power-washing be moved to early May next year to avoid the falling pollen. Overall, owners were pleased with contractor and quality of the work this year.

12. ADJOURNMENT:

There being no further business, a motion was duly called. It was moved and seconded to adjourn the meeting at 8:25pm.

MINUTES PREPARED BY:

Heidi Shortreed
Portfolio Manager
Direct Line: 604-661-9158
heidi.shortreed@martello-tra.com
MARTELLO PROPERTY SERVICES INC.
Managing Agents for BCS 130 CAPILANO RIDGE
In case of emergency call the Martello office (24/7): 604-681-6544

The next Strata Council Meeting has been scheduled for: Monday August 27, 2018

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Approved Annual Operating Budget (Townhouses)			
May 1, 2018 to April 30, 2019			
	Approved	**Actual**	**Approved**
	2017-2018	**YEAR END APRIL 30, 2018**	**2018-2019**
Revenue			**4.27%**
Strata Fees	$ 40,297.00	$ 40,296.84	$ 42,016.27
Special Assessment			
NSF Fees			
Late Charges			
Direct Recovery		$ 3,249.12	
Miscellaneous			
Interest Income		$ 104.47	
Funding from Contingency			
Total Revenue	**$ 40,297.00**	**$ 43,650.43**	**$ 42,016.27**
Operating Expenses			
Janitorial Contract	$ 700.00	$ 630.00	$ 700.00
Window Cleaning	$ 800.00	$ 1,600.00	$ 1,600.00
Garbage Removal	$ 2,500.00	$ 2,369.78	$ 2,500.00
Building Cleaning	$ -	$ -	
Gutter Cleaning	$ 3,800.00	$ 2,205.00	$ 2,500.00
Power Washing	$ 500.00	$ 2,771.75	$ 2,500.00
Dryer vent cleaning	$ 700.00	$ 677.25	$ 700.00
Elevator Maintenance	$ -	$ -	
Elevator License/Inspect	$ -	$ -	
HVAC Servicing	$ -	$ -	
Building Maintenance	$ 2,137.00	$ 4,680.08	$ 5,000.00
Fire and Life Safety	$ 1,500.00	$ 3,022.89	$ 1,500.00
Alarm Monitoring	*Joint Budget*		
Garage Doors	$ 6,000.00	$ 149.99	$ 6,000.00
General	$ 6,000.00	$ 4,310.54	
Drainage	*Joint Budget*	$ -	
Flooring/Carpeting	$ -	$ -	
Enterphone/Intercom	$ -	$ -	
Roof	$ -	$ 4,665.43	$ 5,000.00
Electricity	$ -	$ -	
Gas	$ -	$ -	
Irrigation System Maintenance	*Joint Budget*	$ -	
Landscaping Contract	*Joint Budget*	$ -	
Landscape Upgrades	*Joint Budget*	$ -	
Tree Pruning	*Joint Budget*	$ -	
Pest Control	$ 1,000.00	$ -	$ 500.00
Snow Removal	*Joint Budget*	$ -	
Workers Compensation	*Joint Budget*	$ -	
Management Fees	*$ 1,260.00*	$ 1,260.00	$ 1,365.00

	Approved	Actual	Approved
	2017-2018	YEAR END APRIL 30, 2018	2018-2019
Professional Fees	$ 2,000.00	$ 945.00	$ 300.00
Postage	*Joint Budget*	$ -	
Courier	$ -	$ -	$ -
Website Expenses	*Joint Budget*	$ -	
Photocopier	*Joint Budget*	$ -	
Bank Service Charges	$ 200.00	$ 534.87	$ 230.00
General Meeting Expenses	*Joint Budget*	$ -	
Sundry Operating Expenses	$ 200.00	$ -	$ 200.00
Direct Recovery	$ -	$ 3,249.12	
Building Insurance	*Joint Budget*	$ -	
Prior Year Deficit Recovery			$ 421.27
Contingency Reserve Fund	$ 11,000.00	$ 11,000.00	$ 11,000.00
Total Expenses	**$ 40,297.00**	**$ 44,071.70**	**$ 42,016.27**
Surplus/(Deficit)		**$ (421.27)**	**$ -**