CAPILANO RIDGE (APT)
STRATA PLAN BCS 130
STRATA COUNCIL MINUTES
WEDNESDAY, NOVEMBER 22, 2023, AT 5:00PM
3125 CAPILANO CRESCENT, NORTH VANCOUVER, BC

COUNCIL PRESENT:	**Glyndwr Wide** **Lauren Fraser** **Sharon Drudian**
COUNCIL REGRETS:	**Joanne Egerton**
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 4:56 p.m.

2. ADOPTION OF AGENDA

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

3. ADOPTION OF PREVIOUS MINUTES – September 26, 2023

It was
MOVED/SECONDED
To adopt the minutes of the September 26, 2023, Council meeting as presented.
CARRIED

4. FINANCE

a. Financial Statements – September 2023
Council reviewed the statements for September 2023.
It was
MOVED/SECONDED
To approve the financial statements for September 2023 as presented.
CARRIED

b. Telus Invoices – Enterphone Vs. Monitoring
Strata Manager confirmed for Council which account is for enterphone and which is for monitoring and advised the accountant has made corrections to the financials.

c. Special Levy Payment Reminder
Council requested a reminder to be issued to the Owners regarding payment of the special levy due December 1st. Council thanks the Owners that have made payment arrangements in advance of the due date. Strata Manager will issue a notice to the Owners outlining this information.

5. BUSINESS ARISING

a. Auto Door Opener (Garage Level)
Council noted the new opener is working well and advised that invoice for the work will be forthcoming and should be allocated to the building improvement line item.

b. Fob & Front Door Key
Keys for the front door have been purchased and 20 fobs are being ordered.

6. NEW BUSINESS

a. Fireplace Air Intake Vent Cleaning
Council noted fireplace air intake vents can get dusty and would appreciate the assistance of Owners in cleaning them as this helps to keep the strata fees down.

b. Fire Inspection Date 2024
Fire Inspection has been booked for Jan 29, 2024.

c. Heating Boiler Replacement Update (Waiting for Warranties and Rebates)
Council is waiting to receive the warranty documents, which will be kept on file. Maas mechanical will assist in submitting information to obtain the rebate.

***** Important note for Owners: Contractors advised that it is best practice to leave the heat set between 15-17 degrees Celsius year-round. If it is warm enough outside, the heat will not come on. However, if the temperature drops unexpectedly, the heat will turn on and prevent issues that come with freezing temperatures.***

d. Highland Roofing - Flat Roof Drain
Council confirmed the flat roof drain will be checked.

e. Christmas Gifts
Council discussed the contractors that will receive a gift card for a Christmas bonus. All gifts to be charged to the sundries line item.

f. Water Treatment Maintenance for Radiant Heat
Pace has been testing and all is in order.

g. In-Unit Fireplace Maintenance
In-suite fireplace maintenance is the responsibility of the Owners. Council recommends Owners ensure that they engage a contractor to take care of this on an annual basis.

h. Soffit Cleaning
Quotes have been requested and are pending with the contractor.

7. TERMINATE

There being no further business to discuss at this time, the meeting was terminated at 5:41 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
Feb 27, 2024-5:00pm 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***	ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

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