CAPILANO RIDGE
MINUTES OF STRATA COUNCIL MEETING – JOINT SECTION
STRATA CORPORATION BCS 130

HELD: August 27, 2018 at 5:45 p.m. – **JOINT**

Apartments Lobby Lounge - Capilano Crescent, North Vancouver, B.C.

PRESENT:	President	-	Glyn Wide (Apartment Section)
	Vice President	-	Simon James (Townhouse Section)
	Treasurer	-	Lauren Fraser (Apartment Section)
	Secretary	-	Sharon Drudian (Apartment Section)
	Executive At Large	-	Tom Van Walleghem (Townhouse Section)
	Executive At Large	-	Joanne Egerton (Apartment Section)
	Executive At Large	-	Philip Haddad (Townhouse Section)

MANAGING AGENTS: Heidi Shortreed, Portfolio Manager - Martello Property Services Inc.

1. CALL TO ORDER:
The meeting was called to order at 5:47 p.m. and chaired by Lauren Fraser.

2. GUEST BUSINESS:
There was no guest business at this meeting.

3. APPROVAL OF PREVIOUS MINUTES OF THE MEETING:
A Motion was duly called. It was moved, seconded and **CARRIED** to approve the Strata Council Meeting minutes of May 23, 2018 as previously circulated.

4. **FINANCIALS:**
Financial Statements Up to July 31, 2018 – Joint Section
It was moved, seconded and carried to approve the financial statements for the months of May through July 2018, as presented by Martello.

5. CORRESPONDENCE:
There was no correspondence to review at this time.

6. BUSINESS ARISING FROM MINUTES:

a) Depreciation Report Funding Models
The council discussed the various funding models for the Contingency Reserve Fund. After reviewing the strata's current contributions in relation to the different funding models outlined in the depreciation report, the council with consultation with management concluded that current contributions are adequate and in line with expenditure timeline estimates. Council and management will review the numbers often and suggest changes if need arises.

b) Public Access to Capilano Ridge – Unsafe Staircase Down to River
Strata members will be meeting with representatives of Metro Vancouver to discuss a final resolution to the matter, and to come to agreed terminology in the legal sign off. The strata did obtain legal advisement regarding this issue. The end result will be removal of the unsafe stairs at Metro Vancouver's expense, and a release of liability for the strata related to the right of way that members of the public are using to gain access to the stairs.

c) Tree Removal Permits
The tree removal permits were granted by the District of North Vancouver, and Burly Boys completed the work. The property manager has been asked to check on the status of the tree deposit refund of $560, which will be returned by the DNV.

d) Window Covering Bylaw Discussion
The council conducted an in-depth discussion and information exchange on the topic of enforcing the window covering bylaw against a townhouse owner. A consensus was arrived at, as well as some best practices regarding strata governance, and the direction that will be provided to the property manager for bylaw enforcement going forward. The aim will be to ensure collective agreement is reached amongst council, and between councils (ie; apartment section vs. townhouse), and to avoid a conflict of interest in action being requested.

7. NEW BUSINESS:

a) Exterior Paint / Siding Review
The council is in the process of getting quotes for an overall review/inspection of the exterior paint.

b) Tree Report
Burly Boys prepared a tree report for the District of North Vancouver; however the cost was $480.

c) Tree Pruning / Budget Planning
Burly Boys noted that some laurel bush is growing over to Capilano Ridge from the neighboring property and affecting the amount of sunlight getting to some units. The quote to cut them back is approximately $3K, and will be discussed in conjunction with next year's budget planning.

d) South Catch Basin Review
It has been noticed that the asphalt is starting to crumble around the catch basins on the driveway. The council is working on getting a quote for repairs with included concert ring replacement and the driveway repair (to be budgeted in 2019/2020.)

e) Visitor Parking
Due to the limited number of surface visitor parking stalls, the council would like to remind owners to try not to use more than one visitor stall at a time for contractor parking during renovations. Also, owners are reminded that no vehicles should be parked in the driveway area at any time, as this is a fire lane and must be kept clear at all times.

8. NEXT MEETING:
The next council meeting is scheduled for November 5, 2018 at 5:45 pm.

9. ADJOURNMENT:
There being no further business, the meeting was adjourned at 6:57 p.m.

Minutes Prepared by:

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These strata council meeting minutes have been reviewed and approved by the Council for circulation to all Owners of Strata Plan BCS 130