Martello Property Services Inc.
S-200-808 West Hastings Street
Vancouver, BC V6C 2X4
Telephone No. 604-681-6544
Fax 604-681-5114

MINUTES OF STRATA COUNCIL MEETING
STRATA CORPORATION BCS-130
CAPILANO RIDGE

HELD: Tuesday, May 24, 2011at 6:30 pm
Front of apartment lounge – Capilano Crescent, North Vancouver, BC

PRESENT: Allan Kelley Lauren Fraser
Murray Wood Sharon Drudian
Steve Maddess, Strata Manager, Martello Property Services

REGRETS: Darrell Smith Philip Mattes
Kristine Fleming

CALL TO ORDER: The meeting was called to order at 6:00 p.m.

GUEST BUSINESS:
There was no guest business for this meeting.

ADOPTION OF MINUTES OF THE PREVIOUS COUNCIL MEETING:
It was moved, second and **CARRIED** to approve the minutes of April 4, 2011 Strata Council Meeting as previously circulated.

FINANCIAL REPORTS:
1. Financial Statements for March & April 2011:
   It was moved, second and **CARRIED** to approve the financial statement for April 2011 however, Council agreed to defer the approval of March financial statement due to questions on an invoice.

2. Accounts Receivable as of April 4, 2011:
   Council reviewed the arrears report as of April 4, 2011. Council would like to **thank** the Owners who keep their accounts up to date. Letters will be sent to units with outstanding balance
   .

Please note: If you are not already on the automatic withdrawal system, you will need to contact the Strata Administrator at Martello Property Services Inc. ***(604-681-6544)*** *prior to the 20th of the month in order to be set up for the 1s of the following month automatic debit.*

BUSINESS ARISING FROM PREVIOUS MINUTES:
1 Balcony Review:
Management reported that balcony repairs will be done as the weather permits. Notices will be disseminated for information and guidance. After the completion of the balcony, the window cleaning will be done.

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NEW BUSINESS: JOINT SECTION

1. Correspondence:
   There were three (3) pieces of correspondence to review at this meeting:
   - A letter from an Owner expressing disappointment regarding an allegation letter of using the visitor's parking space and pointed out that some units with two vehicles are using the visitor's parking. A letter of apology was sent accordingly.
   - An Owner requesting approval to install hardwood floors. It was moved, second, and **CARRIED** to approve the installation of hardwood floors with the required conditions.
   - An Owner of a pet whose dog has bitten people around the complex has assured that the said dog will be muzzled while on common property.

Owning Pets – Bylaw Reminders:

- *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.*
- *A resident must not keep a Permitted Pet which is a nuisance on a strata lot, on common property or on land that is a common asset. If a resident has a pet which is not a Permitted Pet or if, in the opinion of the strata council, the Permitted Pet is a nuisance or has caused or is causing an unreasonable interference with the use and enjoyment by residents or visitors of a strata lot, common property or common assets, the strata council may order such pet to be removed permanently from the strata lot, the common property or common asset or all of them.*
- *A strata lot owner must assume all liability for all damage to property or injury to persons caused by a Permitted Pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such injury or damage.*

2. Chimney Cap Quote:
   Management submitted the quotation from Alumni Painters for the chimney cap flashings on both the Apartment and Townhouses. The quotation was reviewed by Adair Maintenance and after some discussions, it was moved, second and **CARRIED** to approve the quotation.

3. Dryer Vent Quote:
   Management submitted a quote via email and it was moved, second and **CARRIED** to approve National Air Technologies quote to do the cleaning of both the apartments and the townhouses dryer vents from inside and out.

4. Vent Quote:
   It was moved, second and **CARRIED** to approve Roto Rooter's quote to do the vent cleaning of an apartment vent with plumbing issues.

5. Spring Maintenance Quotes:
   Management submitted a quotation for window cleaning. After some discussions, it was moved, second and **CARRIED** to approve the quotation and have the work completed once the deck membranes are completed. Council requested Management to obtain a pressure washing quote for the common area.

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6. Bylaws:
   Council and Management reviewed the current bylaws and after some discussion, it was decided that one addition or change will be made.

7. Budget:
   Council reviewed a preliminary budget which addressed annual and long term goals. After much discussion and debate, the budget has been finalized and will be presented to all Owners in the notice of the Annual General Meeting.

8. Annual General Meeting:
   The next Annual General Meeting will be on June 14, 2011.

NEW BUSINESS: APARTMENT SECTION
No new business

NEW BUSINESS: TOWNHOUSE SECTION
No new business.

CONCLUSION:
There being no further business, the meeting concluded at 7:39 pm.

THE NEXT MEETING OF THE STRATA CORPORATION WILL BE THE ANNUAL GENERAL MEETING SCHEDULED ON Tuesday, June 14, 2011 at 7:00pm

Respectfully submitted,

Steve Maddess, Strata Manager
MARTELLO PROPERTY SERVICES INC.