Without Prejudice

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

HELD: Tuesday, April 16, 2013 at 5:30 p.m.
Apartments Lobby Lounge - Capilano Crescent, North Vancouver, B.C.

PRESENT:

Allan Kelley	-	President (Townhouse Section)
Lauren Fraser	-	Vice President (Apartment Section)
Philip Mattes	-	Council Member (Townhouse Section)
Darrel Smith	-	Treasurer (Townhouse Section)
Edgar Flores	-	Council Member (Apartment Section)
Sharon Drudian	-	Council Member (Apartment Section)
Lynn Gordon	-	Council Member (Townhouse Section)

MANAGING AGENTS: Julie Landicho, Portfolio Manager - Martello Property Services Inc.

1. CALL TO ORDER:
The meeting was called to order at 5:33 p.m.

2. GUEST BUSINESS:
There is no guest business at this time.

3. ADOPTION OF MINUTES OF THE PREVIOUS COUNCIL MEETING:
A Motion was duly called. It was moved, seconded and **CARRIED** to approve the Strata Council Meeting minutes of February 5, 2013 as circulated.

4. FINANCIAL REPORTS:

1. Financial Statements for January to March 2013
Management reported on the financial performance for January to March 2013. Following discussion, a Motion was duly called to approve the financial statements for January to March 2013. It was moved, seconded and **CARRIED** to adopt the financial statements for January to March 2013 as prepared by Martello Property Services Inc. and as circulated.

2. Accounts Receivable as of April 16, 2013
Council reviewed the arrears report as of April 16, 2013 and Council would like to **thank** the Owners for keeping their accounts up to date. Council requested Management to follow up on any outstanding arrears.

3. Invoices for Approval
A Paladin Security invoice for the Apartment Section was presented to Council for review and approval. Following discussion, Council advised that payment for Paladin Security Invoice is approved.

5. BUSINESS ARISING FROM PREVIOUS MINUTES:

Apartments:

a) Council reported that there were nineteen(19) Fobs left for Owners needing extra Fobs. Please contact Management or Council if you need one. The cost is $65.00 each.
b) The repairs recommended by Fire Pro have been completed.
c) Flat roof repair will be completed in first week of May.
d) Council is following up on the recommendations made by RDH as noted in their structural report.

6. CORRESPONDENCE:

Apartments:

a) Various Correspondence
Management reported to Council that there were several correspondences sent to an Owner and the Owner has not responded to any of the correspondences sent. The matter will be followed up.

b) In-Suite Alterations – Hardwood Flooring
An apartment Owner was granted permission by the Strata Corporation to install hardwood flooring after Council reviewed all the required information and documents.

c) Cluttered Window Sill
A letter was sent to an Owner advising to remove items from their window sill visible from outside of the unit.

Management would like to remind all owners that items may not be stored on window sills (if visible from outside).

d) Window Coverings
A letter was sent to an Owner advising to comply with the proper window coverings visible from outside as per the BCS-130 bylaws. There was no response from the Owner at the time of the meeting. The matter will be followed up and a fine letter will be sent to the Owner of the unit for non-compliance.

Townhouses:

a) In-Suite Alterations
A townhouse Owner was granted permission by the Strata Corporation to perform in-suite alterations after Council reviewed all the required information and documents.

7. NEW BUSINESS:

Apartments:

a) Mechanical Inspection & Yearly Carbon Monoxide Sensors Inspection
A mechanical report from Hallmark Air Conditioning was submitted to Council for review and reference.

b) Window Cleaning
Council advised that unreachable window cleaning would be completed after the power wash. Notice will be given to residents.

c) Levitt Credit Invoice
A credit invoice was received from Levitt Safety for one of the services rendered on the warranty work for the alarm fire panel.

d) New Screens
Council reported that the vent screens installation was completed by Kevin Adair.

e) Gutter Cleaning
Council reported that the gutter cleaning for Capilano Ridge was completed by Apex.

Townhouses:

a) Roofing
Neo Roofing has completed emergency roofing repairs as per the quote for the townhouse section.

b) Window Cleaning
Window cleaning by Apex was approved.

c) Pacific Environmental Report
Pacific Environmental delivered a report on air-quality testing in townhouse 3129. Results were good, and no action recommended.

Joint:

a) Pest Control Maintenance
A proposal for regular pest control maintenance was received from Care Pest Control. After some discussion, Council advised that the proposal would be deferred due to a lack of pest control problems at this time.

b) Fire Inspection Report
Fire Pro recommended replacement parts for a bell zone that is malfunctioning. The quote in the amount of $1,614.00 plus applicable taxes will be included in the AGM budget to be presented to Owners for approval.

c) RDH Follow-up
The depreciation report inspection is in process.

d) Power Washing
The power washing of the common property is scheduled and notices weredistributed to residents.

8. MISCELLANEOUS:
Proposed Operating Budget
Council discussed budget items for the proposed operating budget that will be presented to Owners for approval.

9. NEXT MEETING:
The next meeting will be the Annual General Meeting on June 25, 2013 at 6:30 p.m. Registration will start at 6:15 p.m.

10. ADJOURNMENT:
There being no further business, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Julie Landicho,
Portfolio Manager
MARTELLO PROPERTY SERVICES INC.
Managing Agents for BCS 130 CAPILANO RIDGE
Please contact Julie at 604-6816544
or e-mail at julie.landicho@martellops.com

This strata council meeting minutes has been reviewed and approved by the Council for circulation to all Owners, Strata Plan BCS 130