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

HELD:	Wednesday, September 4, 2013 at 6:00 p.m. Apartments Lobby Lounge - Capilano Crescent, North Vancouver, B.C.		
PRESENT:	Allan Kelley	-	President (Townhouse Section)
	Lauren Fraser	-	Vice President (Apartment Section)
	Sharon Drudian	-	Council Member (Apartment Section)
	Lynn Gordon	-	Council Member (Townhouse Section)
	Edgar Flores	-	Council Member (Apartment Section)
REGRETS:	Darrel Smith	-	Treasurer (Townhouse Section)
	Philip Mattes	-	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 6:05p.m.

2. GUEST BUSINESS:
a) Apartments: Request for reversal of accumulated bylaw fines
An Owner made an appeal to Council to reverse an accumulation of bylaw fines that had been charged to their strata lot account. The Owner claimed non-receipt of any monthly statements for almost a year but acknowledged receipt of the latest Letter of Demand for payment that was sent recently.

The managing agent noted that the fines are part of our bylaws and therefore must stand. Owners are obligated to read and follow up all written correspondence from the managing agents. If accounts are in arrears, a statement of account is mailed each and every month. If the fees are not paid as per the bylaws a fine is applied with an automatic process.

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 July 16, 2013 as circulated.

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

2. Accounts Receivable as of September 4, 2013
Council reviewed the arrears report as of September 4, 2013 and Council would like to **thank** the Owners for keeping their accounts up to date. Currently, there are two townhouse strata lots that have yet to pay the special levies which passed at the AGM. Council requested Management to follow up on any outstanding arrears.

3. Invoices for Approval
Outstanding invoice from RDH was reviewed and Council will advise of the invoice breakdown between apartments and townhouses.

4. Accounting Follow–up
Council followed up on invoices coding and all are up to date.

5. BUSINESS ARISING FROM PREVIOUS MINUTES:

Apartments:

a) Membrane work & paving stone repair
The paving stone and membrane work project has been completed. Council took the due diligence to ensure that the repair completed by Bryant Projects was in accordance with the quoted work and within budget. There is more paving stone work to be completed after some tree root issues are dealt with in the coming months.

b) Fortis BC – small gas leak/Hallmark
Fortis BC noted some small gas leaks. Hallmark attended to some gas leaks that day.

c) Hallmark – new maintenance schedule
Council reviewed a new maintenance contract proposal from Hallmark. Council is also looking to obtain a quote from Keith Heating and Plumbing and/or another North Shore Heating and Plumbing company.

d) Drain Basket replaced – Gibson Ventures
The drain baskets filter has been replaced by Gibson Ventures.

e) Crack sealing in garage
Council met with a rep from Polycrete to obtain opinion and quote on the crack in the wall in the garage. Council advised that this will be reviewed in future should it find necessary.

f) Fire Pro
Council advised that the alarm CPU is in need of repair, and a quote was received from Fire Pro. Levitt Safety has replaced the CPU about two years ago, but it is no longer under warranty. A second quote from Levitt Safety will also be obtained.

g) Paladin new sticker
New Paladin Security stickers were provided to Council for Owners' information.

h) Enterphone
Edgar will update the enterphone listing.

Townhouses:

a) There is no report at this time.

Joint:

a) Depreciation Report:
Council advised that the final drafts of Depreciation Reports are now available for Owners to download at the Capilano Ridge website at www.capilanoridge.ca. Any Owner who does not currently have access to this website can send a request to admin@capilanoridge.ca.

6. CORRESPONDENCE

Apartments:

a) Insurance Claim
An insurance claim has been filed for a water leak repair caused by a leaky pipe under the sink from a 3rd floor unit. The Owner of the unit which was the source of the problem will be responsible for the $5,000 water leak deductible.

b) Elevator Lights – suggestion from an Owner
An Owner suggested replacing the elevator lights with high efficiency light bulbs. Council noted of the suggestion, and it will be under consider in the future.

Townhouses:

a) Garage door left open
Council is requesting residents' cooperation to always close their garage doors and not leave garages unattended after entering and exiting. This is an important security issue as a single open door many attract unwanted criminal attention to the whole complex.

7. NEW BUSINESS:

Apartments:

a) Dryer Vent Cleaning Schedule – September 24, 2103 exterior only
The dryer vent cleaning is scheduled for September 24, 2013. Access to units is not required. It will be the outside only as per Council approval. Inside vent cleaning will be done in 2014.

b) Hallmark Quotes
Hallmark quotes were submitted to Council for mechanical repairs recommended. Council will review and advise later.

c) Oil spill on deck quote – Bryant Projects
An Owner from the 1st floor reported that cooking oil spilled from a 3rd floor balcony onto patio paver stones below. The Owner that caused the oil spill had admitted to the fault. Council attempted to have the paving stones cleaned, but the effort was unsuccessful. As a result, the paving stones will need to be replaced. The incident was reported to the strata insurance company, but a claim will not be pursued since the estimated cost of repair is less than the $5000 deductible. Council has a quote to replace the pavers, and the cost will be charged back to the Owner on the 3rd floor.

d) Carpet Cleaning
The cleaning of the carpets in the common area has been completed.

e) Driveway power washing
Elio will power wash the bottom of the ramp in the 2nd week of September.

Townhouses:

a) Metal Painting
The painting of the metal support brackets in the mailbox/garbage shelter is in progress by Maintain Contracting.

b) Townhouse Deck
Council advised that Roofix has completed the planned repairs to a deck that was leaking previously.

c) Insects
Care Pest Control has attended to two reports of ants in and around townhouse units within the last year. Recently, another Owner has reported many wood bugs falling from the exterior wall of their garage, and Care Pest will be contacted to investigate. Council requests that all Owners report any unusual insect infestations so that they can be eliminated promptly.

d) Neo Roofing
Neo Roofing has informed council that the knee brace flashing installation and attic remediation (phase 1) activities will commence in October once the rainy season commences. More information to follow.

Joint:

a) Pressure Regulator
The irrigation pressure reduction valve has been installed by City Irrigation as quoted.

b) Tree Pruning
Burley Boys Tree Service has been contacted to quote on (1) updating the Hazard Tree Report which was last completed in December 2010, (2) general pruning of trees around the complex, and (3) removal of problematic trees in front of the apartment building. More information on this latter issue will be provided to Owners in future.

c) Insurance
Council requested to review the insurance premiums and seek alternative quotes before the renewal date.

d) Painting Review
Cutting Edge performed a review of the condition of the paint and stains on the exterior trim and cladding systems, and the current state was deemed to be very good.

e) Life Safety Upgrade Program from City of North Vancouver
Newsletter from the City of North Vancouver for Life Safety upgrade program has been provided to Council for information.

8. MISCELLANEOUS:
Council is reminding all apartment Owners to clean up their parking stalls and NOT use it as storage for items as per the District of North Vancouver Fire Regulation. Please note that items stored in the parking stalls will be disposed of and the cost will be charged back to the Owner of the parking stall.

9. NEXT MEETING:
The next strata council meeting will be at 5:30 PM on November 6, 2013.

10. ADJOURNMENT:
There being no further business, the meeting was adjourned at 8:03 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

ONLINE SERVICES: STRATA MINUTES

To help cut down on the cost of postage and the environmental cost of printing, all minutes will be posted on our website at www.martellopropertyservices.com and will be available to download for the next 30 days, free of charge. After 30 days, minutes are still available on the website with a minimal cost. Once the minutes are available, all owners will be notified to access the minutes. **We encourage all Owners to provide their E-mail address and be included in the mailing list**, please contact the administrative staff of Martello Property Services, Inc. @604-681-6544.

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