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

HELD: Wednesday, November 6, 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)
Darrel Smith	-	Treasurer (Townhouse Section)
Philip Mattes	-	Council Member (Townhouse Section)

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

APARTMENTS SECTION:

1. CALL TO ORDER:
The meeting was called to order at 5:35 p.m.

2. GUEST BUSINESS:
There was no guest business discussed.

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 September 4, 2013 as circulated.

4. FINANCIAL REPORTS:

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

2. Accounts Receivable as of November 6, 2013
Council reviewed the arrears report as of November 6, 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. Review of General & Building Maintenance Accounts:
Council was taking due diligence in reviewing charges on General and Building Maintenance accounts.

4. Invoices for Approval
Outstanding invoices from Hallmark were reviewed and Council advised of the amount to be paid and settled with Hallmark Air-conditioning.

5. BUSINESS ARISING FROM PREVIOUS MINUTES:

a) Enterphone Owners Record Update:
Council is continuously updating Owners record on the enterphone and currently it is almost completed.

6. CORRESPONDENCE:

a) Insurance Claim Report:
An insurance claim was filed to repair water leaks caused by slow leak under a kitchen sink. The unit below sustained damages. The Owner that caused the leak was charged back the insurance deductible of $5,000.00. The total insurance claim was $18,542.48.

b) Oil Spill on Patio Pavers:
An Owner from the 3rd floor accidentally spilled cooking oil on the paving stones of a 1st floor patio. The pavers were cleaned, but there was no way to remove the oil and the paving stone patio had to be replaced. This repair is complete and will be charged back. The total cost of repair was approximately $2700. Thank you to all parties for helping Council resolve this.

c) Chargeback Painting Elevator Damage:
An Owner has damaged the elevator paint when transporting materials used for renovating their unit. The amount of $73.50 was charged back to the Owner's strata account for the cost of repair.

d) Chargeback Plumbing Due to Dishwasher Leak:
An Owner from the 3rd floor was charged back the amount of $467.70 for the cost of plumbing repair on the unit below and onto the parkade. The cause of the water leak was from newly installed dishwasher. A charged back of $474.60 was also added for the cost of drywall repairs. Total amount charged back was $942.30

Owners are reminded to take due diligence to check if all machine hoses are connected properly by their contractor and to ensure that the contractor carries liability insurance in the event of any claim.

e) Oversize Vehicle:
An Owner reported that an oversize vehicle was parked on visitor parking blocking the emergency exit stairwell. The Owner of the vehicle was informed to find a possible parking along the street level.

7. NEW BUSINESS:

a) Gutter Cleaning Quote – Gibsons:
Council reviewed the quote for regular service gutter maintenance from Gibsons. After some discussion, Council concurred that regular service is to be continued as it has been using Apex.

b) CPU Replacement Quote – Edwards, Levitt and Fire Pro:
Council reviewed the 3 quotes submitted to replace the enunciator that has failed in the fire alarm panel. After some discussion, Council concurred to approve Chubb Edwards quote and to retain Chubb Edwards as the fire service provider for Capilano Ridge to take effect on January 1, 2014. Thirty (30) days termination notice will be sent to Fire pro.

c) HVAC Regular Maintenance Quotes – Keith Plumbing & Heating & Stevens Plumbing & Heating:
Council reviewed the quotation submitted by Keith Plumbing & Heating and Stevens Plumbing & Heating to provide regular service for the HVAC maintenance. After some discussion, Council approved the quote submitted by Keith Plumbing & Heating, a local North Vancouver company.

d) Building Keys from Hallmark:
As the previous heating and plumbing contractor, termination notice was sent to Hallmark Air-conditioning to take effect 30 days after. The buildings keys from Hallmark Air-conditioning were returned to Council.

e) Christmas Decorating:
An Owner volunteered to decorate the apartment lobby for Christmas.

8. MISCELLANEOUS:

There was no miscellaneous item for this meeting.

TOWNHOUSE SECTION:

1. BUSINESS ARISING FROM PREVIOUS MINUTES:

Council reported that outstanding items were all completed.

2. CORRESPONDENCE:

a) Downspout Repair – Adair Property Maintenance:
Council reported that a required downspout repair has been completed by Adair Property Maintenance.

b) Garage door Damage:
Council reported that an Owner's vehicle accidentally hit their garage door. An ICBC claim will be filed for the repair by the Owner.

c) Ants – Care Pest & Wildlife Control:
Council reported that an ant issue at the back of one unit has been resolved by Care Pest & Wildlife Control. The situation will be monitored continuously.

d) Wood bugs – Care Pest & Wildlife Control:
An Owner reported that there are wood bugs in her garage and requested to be checked by a pest control company.

e) Attic insulation install – Absolute Insulation:
Absolute insulation has completed the insulation in one of the townhouse attics which never had insulation installed by the original developer.

3. NEW BUSINESS:

a) Metal Painting at Garbage/Mailbox Shelter – Maintain Contracting:
Maintain Contracting has completed the required painting of the metal support brackets in the garbage/mailbox shelter.

b) Installation of the Flashing – Neo Roofing:
Neo Roofing has scheduled the installation as planned in the next week.

c) Attic Remediation Phase I – Ductwork Repairs/Technical Report – Neo Roofing
The interior work was completed and technical report is in progress to be submitted to Council.

4. MISCELLANEOUS:

No miscellaneous items discussed during the meeting.

JOINT BUSINESS – APARTMENTS AND TOWNHOUSES:

1. NEW BUSINESS:

a) Tree Review – Quotes:
Council reported that the 3 large Katsura trees above the parkade entrance will be removed by Burley Boys during the winter months. Consultations with membrane specialists, arborists and our gardener have led to this unfortunate decision. There was unanimous agreement by all experts that these beautiful trees are inappropriate for their location due to their size and aggressive roots. Without this proactive measure, the trees roots would begin to damage the underlying membrane and would result in costly repairs in the future. The trees will be replaced by more suitable plants that will not harm the building membrane in the future.

b) Hose Bibs Shut Off:
Council is reminding Owners to shut off water to the hose bibs during winter months to avoid freezing and costly repairs. This measure is especially important for townhouse owners and ground level apartment owners with garden hose faucets. The shut-off valve for most hose bibs can typically be found under a sink or in the garage. Please make sure that any water in the hose bib is permitted to drain out once the interior valve is shut off.

c) Baskets Cleaning:
Council has confirmed that the cleaning services for gutter baskets will be continued by Gibsons as required.

d) Christmas Gifts to Contractors:
Council approved the $100.00 Christmas gifts both to Elio/Sylvia and George.

e) Christmas Lights:
Council advised that decoration of Christmas lights may start December 1st, 2013 and must be removed on or before January 15, 2014.

f) City Irrigation – Winterization of Irrigation System:
The winterization of the irrigation system was completed by City Irrigation.

g) Web Hosting/Domain Name:
Council approved the renewal of the domain name and web hosting services for the owner-managed Capilano Ridge website (www.capilanoridge.ca). All Owners who have yet to register themselves for this website should do so by sending a request email to admin@capilanoridge.ca. Council frequently provides important notices to the Owners via email for registered users of the website.

h) Insurance Review:
Council has reviewed the building insurance policy and requested a competitive quote before renewal.

2. MISCELLANEOUS:

There was no miscellaneous item to discuss at this meeting.

NEXT MEETING: The next strata council meeting will be is to be determined.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:03 p.m.

Respectfully submitted,

p.p Julie Landicho,
Portfolio Manager
MARTELLO PROPERTY SERVICES INC.
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