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

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| **HELD:** | Wednesday, March 12, 2014 at 5:30 p.m.<br>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) |
| | Darrel Smith | - | Treasurer (Townhouse Section) |
| | Philip Mattes | - | Council Member (Townhouse Section) |
| **REGRETS:** | Lynn Gordon | - | Council Member (Townhouse Section) |
| | Edgar Flores | - | Council Member (Apartment Section) |

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

**APARTMENTS SECTION:**

1. **CALL TO ORDER:**
   The meeting was called to order at 5:53 p.m.

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

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 January 14, 2014 as circulated.

4. **FINANCIAL REPORTS:**
   Financial Statements for January 2014:
   Management reported on the financial performance for January 2014. Following discussion, a Motion was duly called to approve the financial statements for January 2014. It was moved, seconded and **CARRIED** to adopt the financial statements for January 2014 as prepared by Martello Property Services Inc. and as circulated.

   **Accounts Receivable as of March 12, 2014:**
   Council reviewed the arrears report as of March 12, 2014 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.

   **Review of General and Building Maintenance Accounts:**
   Council was taking due diligence in reviewing charges on General and Building Maintenance accounts.

   **Invoices for Approval:**
   There are no outstanding invoices to approve at the time of the meeting.

## 5. BUSINESS ARISING FROM PREVIOUS MINUTES:

a) Enterphone owners' record updates:
Discussion on the updates of the enterphone owners' record was deferred by the Council until the next meeting.

b) Fire Inspection:
The mandatory annual fire inspection was completed on February 6 & 7, 2014 by Chubb Edwards.

c) Paving Stone:
Council confirmed that the paving stone repair was completed as scheduled.

d) Review of K & H Plumbing:
Council advised that K & H Plumbing has completed the HVAC maintenance as required and other mechanical repairs in the last few weeks.

## 6. CORRESPONDENCE:

a) Water leak caused by flooring heating valve
Management advised Council that the repairs for water leak in the 2nd floor unit has been completed and insurance deductible should be charge back to the owner of the strata lot that caused the water leak.

b) Water leak from dishwasher
The repair for water leak damages has been completed. The water leak was caused by a dishwasher. All cost of repairs was charged back to the owner.

## 7. NEW BUSINESS:

a) Ceiling Repair:
Council advised that the ceiling repair caused by power outage has been completed.

b) Review of Richmond Elevator Contract:
Council review the recent repair completed by Richmond Elevator. Council discussed that Richmond Elevator did not advise the required wattage of bulb in the elevator until the later date. This caused some bulb to burn out prematurely. The proper wattage of bulb is now installed.

c) Window Washing & Power washing scope:
Council advised that window washing and power washing will be scheduled this spring and other spring cleaning maintenance.

## 8. MISCELLANEOUS:

There is no miscellaneous item discussed.

**TOWNHOUSE SECTION:**

## 1. BUSINESS ARISING FROM PREVIOUS MINUTES:

a) All previous business has been completed.

## 2. CORRESPONDENCE:

a) Townhouse Garage Door Damage:
The Strata Corporation has filed a claim to ICBC regarding repairs of the garage door that an owner has accidentally damaged. The ICBC claimed has been approved and the repairs are underway.

## 3. NEW BUSINESS:

a) Attic Remediation – Phase 1 Report:
The Attic Remediation – Phase 1 as outlined at the last AGM has been completed and the report was received from Neo Roofing. Council discussed the report and potential next steps.

b) Attic Remediation – Phase 2 Plans & SGM proposed:
The Attic Remediation – Phase 2 plan is currently being developed by Council. It is expected that the recommended action will be presented to Owners at an SGM in late April.

c) Flat Roof Repairs – Plans:
Council was advised that some repairs might be required at the flat roof area of the single Townhouse building with an SBS membrane. Council will pursue recommendations and quotes from roofing contractors with respect to this issue.

## 4. MISCELLANEOUS:

No miscellaneous items discussed at the time of the meeting.

**JOINT BUSINESS – APARTMENTS AND TOWNHOUSES:**

## 1. NEW BUSINESS:

a) Fire Safety Directors :
Council is working on the list of Owners/Volunteers for Fire Safety Directors" for Capilano Ridge. The list will be discussed further at the next Council meeting.

b) Fire Safety Plan:
Council advised that the District of North Vancouver Fire Safety Department was on site first week of March to conduct Fire Safety Inspection and noted the following:

1. Storage – items too close to the sprinkler system
2. Parking Stall – items stored in the parking stall must be removed.
3. Vehicle Insurance – Some vehicles have no active insurance and required to obtain liability insurance and provide copy to Council or have it displayed on the dashboard of the vehicle.
4. Strata Storage – option to create more storage for the Strata to keep all strata records.
5. Fire Safety Directors – it is the responsibility of the Fire Safety Directors to review the Fire Safety Guideline in the building from time to time.

c) Spring Cleaning:
The yearly spring cleaning is underway.

d) Garden New Plants:
Council advised that there are 22 cedars that need to be replaced. Council will look into it and will discuss further at the next Council meeting.

e) Small rock wall repair in the centre of the complex:
Council advised that Jamie might be able to repair the small rock wall in the centre of the complex.

f) Lighting repairs:
Council advised that the landscape lighting repairs has been completed.

## 2. MISCELLANEOUS:

There is no miscellaneous discussed at this meeting

## 3. NEXT MEETING:

The next meeting is scheduled on May 21, 2014 at 5:30 p.m.

## 4. ADJOURNMENT:

There being no further business, the meeting was adjourned at 6.56 p.m.

Respectfully submitted,

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