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

HELD:	Wednesday, March 12, 2014 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)
	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.

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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 accounts.

Invoices for Approval:
At the time of the meeting, there are no outstanding invoices to approve.

5. BUSINESS ARISING FROM PREVIOUS MINUTES:

Apartments:

a) Enterphone Owners'/Residents' Records Update:
Discussion on the update 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. The report has not been sent as of yet and will be reviewed when received.

c) Paving Stone:
The paving stone and membrane repairs to the middle section of the front walkway will be done this spring when the weather is right for this type of work.

d) Review of Keith Plumbing and Heating:
Council advised that Keith Plumbing and Heating has completed the HVAC maintenance.

6. CORRESPONDENCE:

Apartments:

a) Water Leak Caused by Floor Heating Valve:
Management advised Council that the repairs for water leak in the 2nd floor unit has been completed and insurance deductible should be charged back to the Owner of the strata lot that caused the water leak.

b) Water Leak from a Pipe of a Newly Installed Washer:
The Owner did have professionals install the washer. Unfortunately the installers cracked the hose bib. The leak was found quickly and fixed. All cost of repairs was charged back to the Owner.

7. NEW BUSINESS:

Apartments:

a) Ceiling Repair:
Council advised that the ceiling repair, in the lobby of the second floor, caused by a pipe leak during the power outage has been completed.

b) Review of Richmond Elevator Contract:
Council reviewed the recent repair completed by Richmond Elevator and discussed that they have not advised the required wattage for light bulbs in the elevator until now. Light bulbs with proper wattage are now installed. Council asked Management to follow up with Richmond Elevator.

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.

1. **NEW BUSINESS:**

Joint:

a) Fire Safety Directors:
Two Owners have tentatively volunteered for the roles of Fire Safety Directors for Capilano Ridge and have been researching the responsibilities with the North Vancouver Fire Department. At the next SCM, the roles of these Owners will be confirmed and a forthcoming report will be discussed. Important issues identified in a preliminary review with the North Vancouver Fire Department are as follows below. Council will follow up in more detail at the next SCM, but Owners should be aware of these now and take immediate action where might be required:

1. Apartment Storage Room(s) – items too close to the sprinkler system;
2. Apartment Parking Stalls – items stored in the parking stalls 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;

b) Gardening/Landscaping:
Council advised that there are 22 cedars that need to be replaced.

c) Small Rock Wall Repair in the Centre of the Complex:
This repair will be completed in the near future.

d) Landscape Lighting Repairs:
Council advised that the landscape lighting repairs have been completed.

e) Review of Keith Plumbing and Heating:
Council advised that Keith Plumbing and Heating has completed sump pump repairs.

f) Window Washing & Power Washing:
Council advised that spring cleaning maintenance including window and power washing will be scheduled soon. Notices will be posted.

2. **MISCELLANEOUS:**
There was no miscellaneous item for this meeting.

3. **NEXT MEETING:**
The next meeting is scheduled for 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