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

HELD:	Wednesday, May 21, 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)
	Edgar Flores	-	Council Member (Apartment Section)
REGRETS:	Lynn Gordon	-	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 5:30 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 March 12, 2014 as circulated.

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

   b) Accounts Receivable as of May 21, 2014:
   Council reviewed the arrears report as of May 21, 2014 and would like to thank the Owners for keeping their accounts up to date. Council requested Management to follow up on any outstanding arrears.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES:**
   Enterphone Owners' Records Update:
   Council reported that the enterphone records have all been updated.

6. **CORRESPONDENCE:**
   a) Charge back:
   Council discussed that matter of an outstanding charge back expense which has yet to be collected from an owner. Legal options, including Small Claims Court, are being reviewed.

b) Damage on the 2nd floor:
A door on the 2nd floor was damaged due to move. The repair was completed.

7. NEW BUSINESS:

a) Phone Lines Cost Review:
Council instructed Martello to negotiate a more competitive rate with Telus for the enterphone and the elevator. Martello was able to obtain a lower rate from Telus; however, the Council suggested to sign up a contract for $25.00 each.

b) Chubb Report:
Council reviewed the mechanical report from Chubb Edwards and approved the recommended maintenance.

c) Review of Stairwell Repair:
Council advised that the small damage to the stairwell was repaired.

d) Richmond Elevator Notice of Increase:
Richmond Elevator has increased their service fee to $215.00 per month.

e) National Air Technologies – Dryer Vent Cleaning:
A quote from National Air Technologies for dryer vent cleaning was submitted to the Council for budget consideration.

8. MISCELLANEOUS:

There was no miscellaneous items at the time of this meeting.

TOWNHOUSE SECTION:

1. **BUSINESS ARISING FROM PREVIOUS MINUTES:**
   All previous business has been completed.

2. **CORRESPONDENCE:**
   3117 Garage Door Damage:
   The garage door was replaced by Canadian Access Door and the painting will be completed this summer.

3. **NEW BUSINESS:**
   a) Attic Remediation- Phase 2:
   The phase 2 attic remediation is in progress. Council will report back to Owners once completed.

   b) Flat Roof Repairs:
   The flat roof repairs and maintenance is in progress. Roofix is completing the project as per the quote.

4. **MISCELLANEOUS:**
   There was no miscellaneous items at the time of this meeting.

JOINT – APARTMENTS AND TOWNHOUSES:

1. BUSINESS ARISING FROM MINUTES:

a) Fire Safety Directors:
Council organized the Fire Safety Directors for Capilano Ridge.

b) Fire Safety Plan:
Council advised that the current fire safety plan would be updated with contact information as required.

The District of North Vancouver Fire Marshall was on site to ensure Capilano Ridge is in compliance with the fire code. He noted some items have been stored in the parking stalls of the apartment building. Owners are required to remove the items and store them properly. Council will coordinate the Fire Marshall's re-inspection to ensure compliance.

c) Spring Window Cleaning:
Apex Maintenance will be completing spring window cleaning for the complex.

2. NEW BUSINESS:

a) Entryway Rock Wall Repair:
The repair of the entryway rock wall has been completed.

b) Grosvenor Edgemont Website:
For information only - Council advised that Grosvenor Development would hold a public meeting to discuss the Edgemont Project Development. Anyone who is interested may attend the meeting.

c) Landscaping:
The landscaping improvement is ongoing as necessary.

3. MISCELLANEOUS:

Proposed Budget and AGM Date:
The proposed budget for 2014-2015 was discussed and the Annual General Meeting will be held on June 24, 2014.

4. NEXT MEETING:

The next strata council meeting will be at 5:30 p.m. on September 17, 2014.

5. 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 604-681-6544
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 of Strata Plan BCS 130