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

HELD:	Wednesday, September 17, 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)
	Philip Mattes	-	Council Member (Townhouse Section)
	Edgar Flores	-	Council Member (Apartment Section)
	Lynn Gordon	-	Council Member (Townhouse Section)
REGRETS:	Darrel Smith	-	Treasurer (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 May 21, 2014 as circulated in draft.

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

   Accounts Receivable as of September 17, 2014:
   Council reviewed the arrears report as of September 17, 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.

   Invoices:
   Chubb Invoice was reviewed at the meeting. An adjustment of the invoice amount was requested from Chubb. Council advised to hold payment until the adjustment is received from Chubb.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES:**
   a) Chubb Report:
   Council reviewed the mechanical report from Chubb Edwards and discussed accordingly.

6. CORRESPONDENCE:

a) Charge Back:
Clark Wilson advised that an Owner did not respond to the request to pay the insurance deductible charged back to their unit. The strata lawyer asked the Council's approval to bring the matter to the Small Claims Court for collection. Council approved it with the disbursement cost of not more than $250.00. Furthermore, Council requested to be advised if the cost of disbursement will be more than $250.00.

b) Various Correspondence:
Council reviewed accordingly various Owners' correspondence as per management report such as charge back to Owners, vehicle storage policy, parking stalls safety and items stored on the patios.

7. NEW BUSINESS:

a) Keith Plumbing & Heating – Maintenance Contract:
Council reviewed and advised that Keith Plumbing & Heating contract was approved as discussed.

b) Storage Lockers and Fire Safety:
Please be aware that the Fire Safety Inspector from the District of North Vancouver requested that all the items which are currently being stored by many Owners on top of their storage lockers be removed. These items can interfere with the proper operation of the sprinkler system which is located above the lockers. The property manager has been instructed to send individual notices to Owners with problematic lockers. Council requests that Owners make sure to only store items within the lockers or inside their apartment units.

8. MISCELLANEOUS:

a) Vehicle Storage Insurance Policy Spreadsheet:
Council requested a summary spreadsheet of all vehicle storage insurance policies with expiry dates.

TOWNHOUSE SECTION:

1. BUSINESS ARISING FROM PREVIOUS MINUTES:

a) Attic Remediation – Phase 2:
The attic remediation - phase 2 has been completed within budget.

b) Roof Maintenance:
The flat roof and asphalt shingle maintenance has been completed within budget.

2. CORRESPONDENCE:

There was no correspondence to discuss at this meeting.

3. NEW BUSINESS:

a) Care Pest and Wildlife Control:
Council advised that Care Pest and Wildlife Control will be engaged to deal with the issue of raccoons gaining entry into the garbage shelter.

4. MISCELLANEOUS:

There was no miscellaneous items to discuss at this meeting.

JOINT BUSINESS – APARTMENTS AND TOWNHOUSES:

1. BUSINESS ARISING FROM MINUTES:

a) Spring & Summer Cleaning Maintenance:
The spring and summer cleaning maintenance has been completed. Thank you to the Council that diligently coordinated the contractors to complete the scheduled maintenance required.

2. NEW BUSINESS:

a) Strata Plan BCS 130 Capilano Ridge - Types and Sections:
In light of recent compliance enforcement activity with respect to the Strata Property Act, the property manager advised Council that it is important to be aware of specific requirements for Sections and Types in a Strata Corporation. Since Capilano Ridge is currently divided into Sections, Council will review the requirements and will advise later if any action is necessary.

b) Strata Corporation Storage Room:
The strata filing cabinet and miscellaneous items (such as Christmas decorations) were recently relocated to an empty electrical closet on the third floor of the apartment building. Council expresses their thanks to Max Fleming and Ken Beresford for their efforts in this regard. Keys to access this room were distributed to all Council members.

3. ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:46 p.m.

4. NEXT MEETING:

The next Strata Council meeting is scheduled on November 19, 2014 at 5:30 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