MARTELLO
Trusted Real Estate Advisors

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

HELD: Tuesday, January 13, 2015 at 6:00 p.m. - **Townhouses**
Apartments Lobby Lounge - Capilano Crescent, North Vancouver, B.C.

PRESENT:

Allan Kelley	-	President (Townhouse Section)
Lauren Fraser	-	Vice President (Apartment Section)
Philip Mattes	-	Council Member (Townhouse Section)
Edgar Flores	-	Council Member (Apartment Section)
Lynn Gordon	-	Council Member (Townhouse Section)
Darrell Smith	-	Treasurer (Townhouse Section)
Sharon Drudian	-	Council Member (Apartment Section)

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

TOWNHOMES SECTION:

1. **CALL TO ORDER:**
   The meeting was called to order at 6:00 p.m.

2. **GUEST BUSINESS:**
   There is no guest business from the Townhouse owners 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 November 19, 2014 for the **Townhouse Section** as previously circulated.

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

   b) Accounts Receivable as of January 13, 2015 - Townhouse:
   Council reviewed the arrears report as of January 13, 2015 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.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES:**
   There was no business arising from the previous minutes to report at this meeting.

6. CORRESPONDENCE:

a) Roof Leak Repairs Completed:
Council reported that a roof leak through a townhouse bathroom exhaust vent was repaired by RooFix Services and excess moisture was removed from unit by dehumidifiers from Phoenix Restorations. Since damages were quickly mitigated at the start of the incident, repair costs were significantly less than the strata insurance deductible and no claim was necessary.

b) Cigarette Littering:
In recent months, there has been a repeated incidence of cigarette littering on the driveway through the complex. While the source of the litter is uncertain, a letter was sent to a nearby owner requesting their cooperation in preventing this in the future. We encourage all owners and visitors in the complex to help keep Capilano Ridge clean.

7. NEW BUSINESS:

a) Vehicles – Owners – Using Visitor Parking (Reminder Notice):
Council noted to remind owners regarding the use of visitor parking. Please be considerate. Visitor parking are for guests of the complex. Please refer to the bylaws for details.

b) Fire Inspection & Dryer Vent Cleaning: February 4, 2015:
The fire inspection and dryer vent cleaning was scheduled for February 4, 2015. Notices to owners have been distributed and owners are requested to grant access to complete the required yearly maintenance.

8. MISCELLANEOUS:

There is no miscellaneous business to report at this meeting.

Respectfully submitted,

Julie Landicho,
Portfolio Manager
MARTELLO PROPERTY SERVICES INC.
Please contact Julie at 604-681-6544
or e-mail at julie.landicho@martello-tra.com

This strata council meeting minutes has been reviewed and approved by the Council for circulation to all Owners, Strata Plan BCS 130