CAPILANO RIDGE
MINUTES OF STRATA COUNCIL MEETING– TOWNHOUSE SECTION
STRATA CORPORATION BCS 130

HELD:	May 23, 2018 at 6:30 p.m. – **TOWNHOUSE SECTION** Apartments Lobby Lounge - Capilano Crescent, North Vancouver, B.C.	
PRESENT:	President	- Simon James
	Executive At Large	- Tom Van Walleghem
	Treasurer	- Philip Haddad
REGRETS:	Vice President	- David Hutchinson

MANAGING AGENTS: Heidi Shortreed, Portfolio Manager - Martello Property Services Inc.

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1. CALL TO ORDER:
The meeting was called to order at 6:54 p.m. and chaired by Heidi Shortreed.

2. GUEST BUSINESS:
There was no guest business.

3. APPROVAL OF PREVIOUS MINUTES OF THE MEETING:
It was moved, seconded and **CARRIED** to approve the Strata Council Meeting minutes of February 27, 2018 as previously circulated.

4. FINANCIALS:

a) Financial Statements up to April 2018 – Townhouse Section:
It was moved, seconded and carried to approve the financial statements for the months of February to April 2018, as presented by Martello.

5. BUSINESS ARISING FROM MINUTES:

a) Deck Project Deficiencies:
The final deck deficiencies are on hold, pending the return of an owner from travel. The final holdback of $1,500 will be paid to Ajax Building Products upon completion.

b) Roof Moss Treatment / Gutter Cleaning / Eavestrough Repairs
Apex Maintenance completed the moss treatment, gutter cleaning, and the remaining eavestrough repairs.

c) Fascia Board Inspections / Repairs
The pending repairs to a rotting fascia board at unit 3133 are tentatively scheduled for the end of June. Savvy Solutions will also be conducting a visual inspection of all townhouse fascia/siding to identify if more repairs are needed.

d) Roof Vent Leak – Unit 3119
The permanent repairs have now been completed by Roofix.

e) Water Seepage in Garage Floor – Unit 3127
XTR has completed the repairs to the garage floor, and the water seepage issue has been resolved.

f) Dirt Ingress – Unit 3133
The owner reported the presence of dirt in an outside wall corner shortly after the power-washing took place last year. XTR will conduct a water test in an attempt to re-create the conditions and see if there is a breach in the building envelope that would allow water pressure to blow dirt through to the interior.

g) Window Cleaning / Power-washing
The spring window cleaning and power-washing have been scheduled. Notice has been posted, and sent out via PowerStrata through Martello.

6. NEW BUSINESS:

a) Interior Repair Query
An owner enquired about having interior repairs done following a roof leak. As per the Bylaws, owners are responsible to maintain and repair their strata lots (no matter the cause). The owner was advised of this by the Property Manager via email.

b) Garage Door Repairs
An owner requested reimbursement for a portion of costs paid for a garage door repair. The strata agreed to reimburse the owner. However, owners are reminded that all repairs and expenses must be pre-approved by council, otherwise may not be reimbursed.

c) RDH Depreciation Report
A re-compiled Townhouse Section Depreciation Report was received from RDH. Formatting issues are still evident, so they will be asked to have the issues corrected by July 1st.

d) Annual General Meeting Preparation
The council reviewed the draft AGM package with the property manager, and finalized which bylaws/resolutions will be included in the final package. The replacement of all smoke detectors over 10 years of age will be proposed as an expenditure from the Townhouse CRF, as many are failing and it is costly to incur separate call out charges for each visit.

e) Owner Request for Renovation Approval
A renovation request from Strata Lot 1 was submitted to council for approval in regard to a proposed master bathroom remodel. The Property Manager will forward the entire proposal package to council for review/approval.

f) Roof Shingles Extending over Eavestrough
A council member advised that shingles on some of the edges may be hanging over into the eavestrough, and absorbing water. The Property Manager is working on requesting a preventative roof maintenance proposal.

g) Birds Nesting in Gas Fireplace Chimney Vent Pipes
An owner recently had a small fire when some bird nest debris ignited from heat in the gas chimney top. Another owner advised that birds can be heard inside his fireplace area, and could possibly have built a nest inside the chimney vent. The Property Manager will contact a pest control company to investigate.

7. NEXT MEETING:

The next meeting is the **Annual General Meeting**, scheduled on June 26, 2018. Formal notice to be issued.

8. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:04 pm.

Minutes Prepared By:

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These strata council meeting minutes have been reviewed and approved by the Council for circulation to all Owners of Strata Plan BCS 130