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

HELD: May 23, 2018 at 5:45 p.m. - **JOINT**
Apartments Lobby Lounge - Capilano Crescent, North Vancouver, B.C.

PRESENT:	Vice President	-	Simon James (Townhouse Section)
	Treasurer	-	Lauren Fraser (Apartment Section)
	Secretary	-	Sharon Drudian (Apartment Section)
	Executive At Large	-	Tom Van Walleghem (Townhouse Section)
	Executive At Large	-	Joanne Egerton (Apartment Section)
	Executive At Large	-	Philip Haddad (Townhouse Section)
REGRETS:	President	-	Glyn Wide (Apartment Section)
	Executive At Large	-	David Hutchinson (Townhouse Section)

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 5:50 p.m. and chaired by Lauren Fraser.

2. GUEST BUSINESS:
There was no guest business at this meeting.

3. APPROVAL OF PREVIOUS MINUTES OF THE MEETING:
A Motion was duly called. 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 30, 2018 – Joint Section:
It was moved, seconded and carried to approve the financial statements for the months of February through April 2018, as presented by Martello.

5. CORRESPONDENCE:
There was no correspondence to review at this time.

6. BUSINESS ARISING FROM MINUTES:
a) Depreciation Report:
The council had previously asked the Property Manager to follow up with RDH Engineering about the third Depreciation Report for the Joint Section. RDH advised that their contract proposal indicated a two-report deliverable only (for the Apartment and Townhouse Sections). A separate report for Joint could be prepared for approximately $1,500. Council is discussing options.

b) Discoloured Water from Fire Testing
This year's annual fire hydrant testing resulted in some brownish discolouration in the water coming out of taps temporarily in the Apartments. The Property Manager contacted the District of North Vancouver Water Quality Division, and was advised that this is very normal, and only lasts a short time. It is caused by sediment on the bottom of pipes being disturbed. They also advised they test the water quality frequently in the area, and would check it that same day.

c) Public Access to Capilano Ridge – Unsafe Staircase down to River
Strata members have met with representatives of Metro Vancouver to bring the unsafe stairs, leading down to the river from Capilano Crescent, to their attention. They have been advised that MV will likely be removing the stairs, but are still reviewing property lines via GPS at this point.

d) Tree Removal Permits
The tree removal permits have been submitted to the District of North Vancovuer, but not yet approved.

e) Strata Insurance Renewal
The annual insurance for the Strata was renewed with BFL Insurance, effective May 1, 2018. The premium increased $3,305 over last year, to $41,023 which includes the 5% earthquake buy-down again this year. The invoice will be paid via an inter-fund loan from the Apartment and Townhouse CRF's, and re-paid over the fiscal year. Last year, free financing was available from BFL, as the strata was a new client.

BFL reported the increase in premium was due to the catastrophic losses that were experienced worldwide and within British Columbia. The residential realty segment in Western Canada experienced more claims than normal in 2017. A copy of the Summary of Coverage is attached for all owners.

7. NEW BUSINESS:

a) Management Fees/Contract
The contract for strata management services with Martello expires on December 31, 2018. New fees have been relayed to the council for review. As negotiated with Martello, fees were not increased in 2018, so will remain at 2017 rates until December 31, 2018.

b) Power-washing of Common Areas
The power-washing has been scheduled and notice posted for owners.

c) Winter Salting – Weekends
George Furogori has advised council that he no longer will be available to salt the common areas of the complex on Saturdays next winter. The council will put together a plan to address this issue in early fall.

d) Annual Budget Planning
The council reviewed the draft budget and finalized proposed line items. The year-end surplus was also discussed, and how it would propose to be allocated.

e) Annual General Meeting Preparation
The council reviewed the draft AGM package with the property manager, and finalized which by-laws/resolutions will be included in the final package. Bylaw amendments relating to visitor parking, pets and window coverings will be proposed.

f) Exterior Paint / Siding Review
The council discussed doing an overall review/inspection of the exterior paint.

8. NEXT MEETING:

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

9. ADJOURNMENT:

There being no further business, the meeting was adjourned at 6:50 p.m.

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