MARTELLO
Trusted Real Estate Advisors

CAPILANO RIDGE
MINUTES OF THE ANNUAL GENERAL MEETING - TOWNHOUSES
STRATA CORPORATION BCS 130

HELD: Wednesday, June 22, 2016

TIME: REGISTRATION: 6:30 P.M.
MEETING: 6:45 P.M.

PLACE: Maple Room, Delbrook Recreation Centre (North Building)

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1. CALL TO ORDER AND INTRODUCTION:

The Chairperson called the meeting to order at 7:00 p.m. Julie Landicho of Martello introduced herself to the Owners who were present at the meeting.

2. REGISTRATION, CERTIFICATION OF PROXIES:

There were fifteen (15) eligible voters from the townhouse section twelve (12) in person and three (3) represented by proxy. The required Quorum of Owners was met, therefore the meeting proceeded with the business at hand.

Council President, Lynn Gordon, and Julie Landicho, Martello Property Manager, presided over the Annual General Meeting. The Council Vice President & Secretary were also present.

3. FILING PROOF OF NOTICE OF MEETING WAS HAND DELIVERED (ONSITE OWNERS) AND E-MAILED (OFFSITE OWNERS) BY COUNCIL ON JUNE 6, 2016:

A **MOTION** was duly called. It was moved, seconded and **CARRIED,** to the filing of proof of Notice of the Annual General Meeting was hand delivered to onsite owners by Council and e-mailed by council to offsite owners on June 6, 2016, in accordance with the requirements of the *Strata Property Act.*

4. ADOPTION OF THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON JUNE 24, 2015:

A **MOTION** was duly called to adopt the Minutes of the Annual General Meeting, held on June 24, 2015, as previously circulated. It was moved, seconded and **CARRIED** by the Townhouse Section.

5. EXECUTIVE COUNCIL REPORT:

Lynn Gordon, outgoing president, thanked her fellow council members for all their hard work and dedication over the past year. In particular she noted the many hours they spent on the deck rehabilitation project research and review of the reports. She also thanked Martello for their assistance. Special mention was made of residents who added their name to the petition a few years ago to the district of North Vancouver that resulted in the pedestrian-controlled traffic light being added to the crosswalk at Capilano & Paisley roads earlier this year. She also gave a brief overview of the deck condition reports and answered Owner's questions with the assistance of the Vice President & Secretary. Lastly, owners were strongly encouraged to get involved with their council as a way to meet their neighbours and make meaningful contributions to the Capilano Ridge Townhouse community.

6. FINANCIAL STATEMENT – YEAR END APRIL 30, 2016:

The year-end financial statement was presented to the Townhouse section and the Executive for the townhouse reported that the year-end have closed with a deficit.

After discussion, a MOTION was duly called. It was moved, seconded and **CARRIED** to defer the closing of the year-end financial statement for BCS 130 Townhouse Section.

7. APPROVAL OF THE PROPOSED OPERATING BUDGET – MAY 1, 2016 TO APRIL 30, 2017:

It was moved and seconded to open the table for discussion of the 2016-2017 Proposed Operating Budget.

There being no further questions, those present were then asked to vote on the motion to approve the Proposed Operating Budget.

Townhouse Section – a motion was duly called to approve the Proposed Operating Budget 2016-2017

The vote was recorded as follows:	In Favour	-	15
	Opposed	-	0
	Abstain	-	0

The Townhouse Section Proposed Operating Budget was **CARRIED UNANIMOUSLY**.

MAINTENANCE FEES EFFECTIVE May 1, 2016– June 30, 2017 (Copy of Maintenance Fee Schedule attached). The Townhouse section maintenance fee remains the same as the previous year. However, there was a decrease in maintenance fee on the JOINT section.

If you are on Pre-Authorized Debit, the difference between the old fees and new fees for the months of May to July 2016 will be automatically adjusted to your account on **August 1, 2016.**

Please be reminded of the two (2) options in paying your monthly maintenance fees:

POST-DATED CHEQUES – MAINTENANCE FEE PAYMENTS:
Owners may submit post-dated cheques for the maintenance fees up, made payable to Strata Corporation BCS 130 (CAPILANO RIDGE) and forwarded to the offices of Martello Property Services Inc. at Suite 200 -808 West Hastings Street, Vancouver, BC V6C 2X4.

PRE-AUTHORIZED DEBIT OF MAINTENANCE FEES:
If you are not on the automatic withdrawal payment system and wish to use the automatic withdrawal system, you will need to contact the Strata Administrator at Martello Property Services Inc. at 604-681-6544.

8. TOWNHOUSE SECTION RESOLUTION:

Resolution #1 – 2015 – 2016 Operating Deficit - $4,558.82

Whereas the 2015-2016 year ends for the Townhouse section has resulted in a year end operating deficit, *therefore*:

Be it resolved by a ¾ vote of Owners BCS 130 Capilano Ridge Townhouse section to replenish the 2015-2016 operating deficit of $4,558.82. The amount of the deficit will be replenished by way of a one-time special levy to townhouse owners. The Special Levy is due and payable July 15, 2016. The special levy will be calculated according to unit entitlement.

It is the provision of this resolution that a $50.00 fine monthly will be levied against the strata lot for special levy not paid on the due date and until the special levy has been paid in full.

A motion was duly called. It was moved and seconded to open the table for discussion of Resolution #1.

After a discussion, a vote was called.
The vote was recorded as follows:

In Favour	-	15
Opposed	-	0
Abstain	-	0

Resolution #1 was **CARRIED UNANIMOUSLY**.

Resolution #2 – Decks Rehabilitation – Use of CRF- $15,000.00

OPTION #1:

Whereas the Strata Council of BCS 130 Capilano Ridge Townhouse had consulted and obtained information regarding the Townhouse Deck Rehabilitation project from AJAX Building Products Inc./ACI CONTRUCTION, INC., *therefore*:

Be it resolved by a ¾ vote by Owners of Strata Corporation BCS 130 Capilano Ridge to approve the proposed Townhouse Deck Rehabilitation in the amount of $132,111.00

The decks rehabilitation project will be funded by the following:

$15,000.00 – CRF to be transferred to the deck project July 2016.
$ 58,555.00 – Special Levy to Owners due in July 15, 2016
$ 58,556.00 – Special levy to Owners due in March 1, 2017

OPTION #2:

Whereas the Strata Council of BCS 130 Capilano Ridge Townhouse had consulted and obtained information regarding the Townhouse Deck Rehabilitation from ABSOLUTE BUILDING SCIENCE, STRATA ENGINEERING, INC., *therefore*:

Be it resolved by a ¾ vote by Owners of Strata Corporation BCS 130 Capilano Ridge to approve the proposal Townhouses deck rehabilitation in the amount of $ 393,068.00

The deck rehabilitation project will be funded by the following:

$15,000.00 – CRF to be transferred to the deck project July 2016.
$ 189,034.00 – Special Levy to Owners due in July 15, 2016
$ 189,034.00 – Special levy to Owners due in March 1, 2017

Both special levies will be calculated for each strata lot according to unit entitlement.

The Special levy is due and payable as per the above schedules. It is the provision of this resolution that a $50.00 fine monthly will be levied against the strata lot if the special levy is not paid on the due date and until the special levy has been paid in full. Upon approval the amount from the CRF will be transferred accordingly.

A motion was duly called. It was moved and seconded to open the table for discussion of Resolution #2.

After a discussion, a vote was called.
The vote was recorded as follows:

In Favour	-	15
Opposed	-	0
Abstain	-	0

Resolution #2 – **OPTION #1** was **CARRIED UNANIMOUSLY**.

9. ELECTION OF NEW EXECUTIVE COUNCIL FOR 2016-2017:

The Property Manager announced that according to the *Strata Property Act*, all incumbent Council must retire before the new Strata Council is nominated for the current fiscal year. However, all incumbent Council may run again for another year. Therefore, all incumbent Council must retire and the Owners thanked them for their voluntary hard work and dedication of service to the building.

The table was then open for nominations for the new Council for 2016-2017. The following accepted their nominations:

TOWNHOUSE:

David Hutchinson	- Unit 3153
Philip Haddad	- Unit 3123
Simon James	- Unit 3143

Without further nominations, the table was closed and all nominees were voted by acclamation.

10. NEW BUSINESS DISCUSSION:

There was no new business brought for discussion, although it was informally mentioned that the new council will discuss garbage room cleanup and an upcoming community barbeque.

11. ADJOURNMENT:

A motion was duly called. It was moved and seconded to adjourn the meeting at 8:00 p.m.

Julie Landicho
Portfolio Manager
MARTELLO PROPERTY SERVICES INC.
Managing Agents for BCS 130 CAPILANO RIDGE

The next Strata Council Meeting has been scheduled for:
5:15 p.m. on TBA

All comments, concerns and suggestions for Council or Property Management can be sent to:
Strata Plan BCS 130 Attention: Julie Landicho
Martello Property Services Suite 200- 808 West Hastings Street, Vancouver, BC V6C 2X44
In case of emergency after office hours: call 607-777-3879 for assistance.

For circulation to all Owners of Strata Plan BCS 130. These Annual General Meeting minutes have been reviewed and approved by the Council

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BCS 130 CAPILANO RIDGE - TOWNHOUSE SECTION
Approved Annual Operating Budget
May 1, 2016 to April 30, 2017

	Approved 2015-16	Actual 2015-16	Approved 2016-2017
Revenue			
Strata Fees	$ 34,252.06	$ 34,252.08	$ 34,252.08
Special Assessment			
NSF Fees			
Late Charges		$ 3.69	
Direct Recovery			
Miscellaneous			
Interest Income		$ 29.70	
Funding from Contingency			
Total Revenue	**$ 34,252.06**	**$ 34,285.47**	**$ 34,252.08**
Operating Expenses			
Janitorial Contract	$ 2,000.00	$ 1,149.59	$ 700.00
Window Cleaning	$ 750.00	$ 3,669.75	$ 800.00
Garbage Removal	$ 2,300.00	$ 2,261.04	$ 2,500.00
Building Cleaning	$ -		
Gutter Cleaning	$ 3,250.00	$ 3,769.50	$ 3,800.00
Power Washing	$ 2,500.00	$ 486.19	$ 500.00
Dryer vent cleaning	$ 700.00		$ 700.00
Elevator Maintenance	$ -		$ -
Elevator License/Inspect	$ -		$ -
HVAC Servicing	$ -		$ -
Building Maintenance	$ 2,500.00	$ -	$ 2,500.00
Fire and Life Safety	$ 1,500.00	$ 1,061.55	$ 1,500.00
Alarm Monitoring	*Joint Budget*		
Garage Doors	$ -		$ -
General	$ 1,352.06	$ 6,063.75	$ 5,092.08
Drainage	*Joint Budget*		
Flooring/Carpeting	$ -		$ -
Enterphone/Intercom	$ -		$ -
Roof	$ -	$ 4,700.42	$ -
Electricity	$ -		$ -
Gas	$ -		$ -
Irrigation System Maintenance	*Joint Budget*		
Landscaping Contract	*Joint Budget*		
Landscape Upgrades	*Joint Budget*		
Tree Pruning	*Joint Budget*		
Pest Control	$ 1,500.00	$ 262.50	$ 1,500.00
Snow Removal	*Joint Budget*		
Workers Compensation	*Joint Budget*		
Management Fees	*Joint Budget*	$ 420.00	*$ 1,260.00*
Professional Fees	$ 500.00		$ 2,000.00
Postage	*Joint Budget*		
Courier	$ -		$ -
Website Expenses	*Joint Budget*		
Photocopier	*Joint Budget*		
Bank Service Charges	$ 200.00		$ 200.00
General Meeting Expenses	*Joint Budget*		
Sundry Operating Expenses	$ 200.00		$ 200.00
Direct Recovery	$ -		$ -
Building Insurance	*Joint Budget*		
Contingency Reserve Fund	$ 15,000.00	$ 15,000.00	$ 11,000.00
Total Expenses	$ 34,252.06	$ 38,844.29	$ 34,252.08
Surplus/(Deficit)	**$ -**	**$ (4,558.82)**	**$ -**

BCS 130 CAPILANO RIDGE - TOWNHOUSE SECTION					
Approved Monthly Fees					
May 1, 2016 to April 30, 2017					
Strata Lot	Unit	Unit Entitlement	Operating Fees	CRF Fees	Total Fees
1	3115	206	$ 115.60	$ 54.69	$ 170.28
2	3117	129	$ 72.39	$ 34.25	$ 106.63
3	3119	129	$ 72.39	$ 34.25	$ 106.63
4	3121	129	$ 72.39	$ 34.25	$ 106.63
5	3123	127	$ 71.27	$ 33.71	$ 104.98
6	3127	222	$ 124.58	$ 58.93	$ 183.51
7	3129	233	$ 130.75	$ 61.85	$ 192.60
8	3131	233	$ 130.75	$ 61.85	$ 192.60
9	3133	232	$ 130.19	$ 61.59	$ 191.78
10	3135	139	$ 78.00	$ 36.90	$ 114.90
11	3137	141	$ 79.12	$ 37.43	$ 116.55
12	3139	222	$ 124.58	$ 58.93	$ 183.51
13	3141	295	$ 165.54	$ 78.31	$ 243.85
14	3143	296	$ 166.10	$ 78.58	$ 244.68
15	3145	127	$ 71.27	$ 33.71	$ 104.98
16	3147	129	$ 72.39	$ 34.25	$ 106.63
17	3149	129	$ 72.39	$ 34.25	$ 106.63
18	3151	129	$ 72.39	$ 34.25	$ 106.63
19	3153	206	$ 115.60	$ 54.69	$ 170.28
Total		3453	$ 1,937.67	$ 916.67	$ 2,854.34
Approved Annual Fees (Townhouses)					
May 1, 2015 to April 30, 2016					
			Operating Fees	CRF Fees	Total Fees
Total			$ 23,252.08	$ 11,000.00	$ 34,252.08

BCS 130 CAPILANO RIDGE - TOWNHOUSE SECTION Approved Special Levies Deck Balcony Rehabilitation & Operating Deficit					
Strata Lot	Unit Number	Unit Entitlement	Special Levy Decks Rehabilitation due on July 15, 2016	Special Levy Decks Rehabilitation due on March 1, 2017	Special Levy for Operating Deficit due July 15, 2016
1	3115	206	$3,493.29	$3,493.29	$271.97
2	3117	129	$2,187.55	$2,187.55	$170.31
3	3119	129	$2,187.55	$2,187.55	$170.31
4	3121	129	$2,187.55	$2,187.55	$170.31
5	3123	127	$2,153.63	$2,153.63	$167.67
6	3127	222	$3,764.61	$3,764.61	$293.10
7	3129	233	$3,951.15	$3,951.15	$307.62
8	3131	233	$3,951.15	$3,951.15	$307.62
9	3133	232	$3,934.19	$3,934.19	$306.30
10	3135	139	$2,357.12	$2,357.12	$183.51
11	3137	141	$2,391.04	$2,391.04	$186.16
12	3139	222	$3,764.61	$3,764.61	$293.10
13	3141	295	$5,002.53	$5,002.53	$389.47
14	3143	296	$5,019.48	$5,019.48	$390.79
15	3145	127	$2,153.63	$2,153.63	$167.67
16	3147	129	$2,187.55	$2,187.55	$170.31
17	3149	129	$2,187.55	$2,187.55	$170.31
18	3151	129	$2,187.55	$2,187.55	$170.31
19	3153	206	$3,493.29	$3,493.29	$271.97
Total		**3453**	**$58,555.00**	**$58,555.00**	**$4,558.82**