MARTELLO
Trusted Real Estate Advisors

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

HELD:	August 10, 2016 at 5:00 p.m. – **APARTMENTS** Apartments Lobby Lounge - Capilano Crescent, North Vancouver, B.C.	
PRESENT:	President/Treasure	- Lauren Fraser
	Vice President	- Sharon Drudian
	Secretary	- Glyn Wide
REGRETS:	Executive At Large	- Joanne Egerton

MANAGING AGENTS: Martin Carey, Portfolio Manager - Martello Property Services Inc.

1. **CALL TO ORDER:**
   The meeting was called to order at 5:05p.m.

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 May 18, 2016 as previously circulated.

4. **FINANCIALS:**
   a) Financial Statements for June 2016 – Apartments Section:
   It was moved, seconded and carried to approve the financial statements for the month of June 2016 as presented by Martello. Council instructed Management to process a number of invoices.

   b) Accounts Receivable as of August 10, 2016:
   Council reviewed the arrears report as of August 10, 2016 and would like to thank the Owners for keeping their accounts up to date. Council requested Management follow up on any outstanding arrears.

5. **BUSINESS ARISING FROM MINUTES:**
   New Property Manager:
   Council would like to advise that there is a new property manager for the Section. Martin Carey of Martello Property Services has taken over the role and can be contacted at 604-681-6544 or martin.carey@martello-tra.com.

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

7. **NEW BUSINESS:**
   a) Carpets – Warranty Claim:
   Council discussed the current condition of the common area carpets. A claim has been opened with Banner Carpets under the one-year warranty. An adjuster will now review and report back to the Council.

b) Common Area Painting:
Common area painting will be performed by Cutting Edge starting the week of September 5, 2016. They will perform touch-up painting on a number of areas. A notice will be posted closer to the date with further information.

c) Paving Stone Repair:
A small common area paving stone requires repair which will be done soon.

d) Gutter Guard:
Apex continues to clean our gutters as needed. They may try a new gutter system in a problem area.

e) EV Car Charger:
The installation of electrical vehicle charging stations was discussed and Glyn Wide volunteered to investigate further. Management will forward documentation regarding this matter to Glyn.

f) Fob/Computer:
Council agreed to review/back up the computer for programming fobs.

g) South/East Roof Repair Report:
Council confirmed that the roof repairs on the south/east sides had now been completed.

h) Janitorial Services Update:
Council discussed the performance of the cleaning company and agreed to monitor it going forward. A number of items will be brought to their attention and they will be reminded to perform an extensive walk-around on each service day.

i) #103/#304 Restorations:
Council instructed Management to dispatch a restoration company to review a number of areas that require restoration in the building.

j) Mechanical Contractor Update:
Council discussed a fan in the parkade that needs to be reviewed by the mechanical contractor Keith Plumbing and Heating during the next preventative maintenance visit. Management will follow up with the contractor.

8. MISCELLANEOUS:
No miscellaneous items were discussed at this meeting.

9. NEXT MEETING:
The next Strata Council meeting will be held on October 24, 2016 at 5:15p.m.

10. ADJOURNMENT:
There being no further business, the meeting was adjourned at 5:50p.m.

Respectfully submitted,

Martin Carey,
Portfolio Manager
MARTELLO PROPERTY SERVICES INC.
Please contact Martin at 604-681-6544 or e-mail at martin.carey@martello-tra.com

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

MARTELLO
Trusted Real Estate Advisors

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

HELD: Wednesday, August 10,2016 at 6:00 p.m.
Apartments Lobby Lounge - Capilano Crescent, North Vancouver, B.C.

PRESENT:	Lauren Fraser	-	(Apartment Section)
	Simon James	-	(Townhouse Section)
	David Hutchinson	-	(Townhouse Section)
	Sharon Drudian	-	(Apartment Section)
	Philip Haddad	-	(Townhouse Section)
REGRETS:	Joanne Egerton	-	(Apartment Section)
	Glyndwr Wide	-	(Apartment Section)

MANAGING AGENTS: Martin Carey, Portfolio Manager - Martello Property Services Inc.

JOINT BUSINESS SECTION:

1. **CALL TO ORDER:**
   The meeting was called to order at 6:07 p.m.

2. **GUEST BUSINESS:**
   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 May 18, 2016 as previously circulated.

4. **FINANCIALS:**
   a) Financial Statements for June 2016:
   Council approved the June 2016 financial statements as presented by Martello.

5. **BUSINESS ARISING FROM MINUTES:**
   a) New Property Manager:
   Council would like to advise that there is a new property manager for the Strata Corporation. Martin Carey of Martello Property Services has taken over the role and can be contacted at 604-681-6544 or martin.carey@martello-tra.com.

6. **NEW BUSINESS:**
   a) Photocopy/Scan Discussion:
   Council discussed the issue of photocopying and scanning of documents. Management agreed to monitor this going forward.

   b) Tree Removal & Replacement:
   Council discussed a number of landscaping issues.
      i. Fallen & Dead Trees:
      It was noted that a tree had recently fallen during a windstorm and has since been removed. It was also noted that a number of dead trees had also been removed.

ii. Ivy covered tree concern:
Council reviewed a proposal for the removal of ivy from a tree at the south end of the complex. Council discussed and agreed to proceed with the proposal.

iii. New plants:
It was noted that a number of new plants had been planted around the complex. Council expressed satisfaction with the current landscaper George.

c) Laurel hedge trimming:
Council discussed the trimming of the laurel hedge and expressed satisfaction with the work performed. Council agreed to budget for trimming and thinning of the hedge in future budgets.

d) Parking on Capilano Crescent:
Council discussed the issue of parking along Capilano Crescent. Council agreed to continue to contact the District of North Vancouver Engineering Department to request that parking along Capilano Crescent be changed to resident only. Council requests owners also contact the District via their website at:

www.dnv.org/contact-us/request-service-or-report-concern

7. MISCELLANEOUS:

a) Dumpster
Council discussed the report that the doors to the dumpster had been damaged. It was agreed to have Ajax perform the repairs to the door.

b) Council Positions – Vote:
It was agreed to defer the vote on the council positions for this year until the next meeting.

c) Fire Inspection Company – Fobs
Council requested Management follow up and obtains the building fobs from the previous fire inspection company.

8. NEXT MEETING:
The next Strata Council meeting is scheduled for October 24th at 6:00p.m.

9. ADJOURNMENT:
There being no further business, the meeting adjourned at 6:30 p.m.

Respectfully submitted,

Martin Carey
Portfolio Manager
MARTELLO PROPERTY SERVICES INC.

All comments, concerns and suggestions for the strata council or management can be sent to: Strata Plan BCS 130 Attention: Martin Carey
Martello Property Services Suite 200- 808 West Hastings Street, Vancouver, BC V6C 2X4
In case of Emergency: stay calm; call 604-777-3879 after office hour's emergency number