MARTELLO
Trusted Real Estate Advisors

MINUTES OF SECTION EXECUTIVE MEETING
STRATA CORPORATION BCS 130 CAPILANO RIDGE – TOWNHOMES SECTION

HELD: Wednesday, August 10, 2016 at 6:30 p.m. – **TOWNHOMES**
Apartments Lobby Lounge - Capilano Crescent, North Vancouver, B.C.

PRESENT: David Hutchinson
Philip Haddad
Simon James

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

TOWNHOMES BUSINESS SECTION:

1. **CALL TO ORDER:**
The meeting was called to order at 6:30 p.m.

2. **GUEST BUSINESS:**
Philip Mattes attended the meeting under guest business to update the Section Executive on the Deck Project

- Philip Mattes (#3147) advised the Section Executive that the Deck Project commenced two weeks ago and was on schedule.
- He advised that Ajax Building Products do not anticipate any additional rot removal beyond the original scope of work.
- At this point he is confident that the project will not run over-budget.
- Management confirmed that invoices can be paid in the timeframe requested by the contractor and a temporary transfer from the CRF can be arranged if required.
- The Section Executive instructed Management to write off late fees from two owners accounts as both were out of the country when the special levy was approved.

3. **APPROVAL OF PREVIOUS MINUTES OF THE MEETING:**
A Motion was duly called. It was moved, seconded and **CARRIED** to approve the Section Executive Meeting minutes of May 18, 2016 for the **Townhomes Section** as previously circulated.

4. **FINANCIALS:**
a) Financial Statements for June 2016 – Townhomes Section:
It was moved, seconded and **CARRIED** to approve the financial statements for the month of June 2016 as presented by Martello.

5. **BUSINESS ARISING FROM MINUTES:**
a) New Property Manager:
The Section Executive 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. NEW BUSINESS:

a) Pest Control
The Section Executive briefly discussed pest control for the townhomes section and agreed to discuss further at the next meeting.

b) Annual Maintenance
The Section Executive discussed annual maintenance and agreed to commence planning for window cleaning, dryer vent cleaning, roof maintenance and the annual fire inspection in the coming months. The Section Executive requested Management ensure that any maintenance requiring owners to be home during the service, be performed early in the morning.

7. CORRESPONDENCE:

The Section Executive reviewed one item of correspondence from an owner.

a) An owner advised that the garbage shed door has been damaged and requires repair. The Section Executive agreed to have Ajax Building Products repair this while they are onsite.

8. MISCELLANEOUS:

a) Section Executive Positions
A discussion was held regarding the Section Executive positions for the coming year. A vote was held and it was moved, seconded and **CARRIED** that the following Section Executive members would assume the below positions for the coming year:

President – Simon James
Vice President – David Hutchinson
Treasurer – Philip Haddad

9. NEXT MEETING:

The next Section Executive meeting will be held on October 24th 2016 at 6:30 p.m.

10. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Martin Carey

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