CAPILANO RIDGE (APARTMENT)
STRATA PLAN BCS 130
STRATA COUNCIL MINUTES
WEDNESDAY, OCTOBER 14, 2026 AT 4:45PM
IN THE APARTMENT BUILDING LOBBY AT
3125 CAPILANO CRESCENT, NORT VANCOUVER, BC

COUNCIL PRESENT:	**Nadine Bird - Joined 4:52** **Josie Deluca** **Lauren Fraser** **Glyndwr Wide** **Joanne Egerton**
MANAGEMENT PRESENT:	**Tasha Perry, Strata Manager** **Pacific Quorum Properties Inc.** **tperry@pacificquorum.com**

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1. CALL TO ORDER

The meeting was called to order at 4:45 p.m.

2. COUNCIL POSITIONS

After discussions, Council agreed to the following positions

Glyndwr Wide – Vice President
Lauren Fraser- President & Treasurer
Nadine Bird - Secretary
Joanne Egerton – Member at large
Josie Deluca – Member at large

3. ADOPTION OF AGENDA

It was
MOVED/SECONDED
To adopt the agenda as presented.
CARRIED

4. ADOPTION OF PREVIOUS MINUTES – April 7, 2026

It was
MOVED/SECONDED
To adopt the minutes of the April 7, 2026 Council meeting as presented.
CARRIED

5. FINANCE

a. Financial Statements – August 2026

Council reviewed the statements for August 2026 and requested the following changes:
Close out the CRF accounts for completed projects:

- Depreciation report
- Caulking

Add the CRF accounts for the approved AGM resolutions:

- EV Income
- RTU (roof top unit) Replacement

b. Account Balances – SL 20 & 32

Council inquired about the balances and the Strata Manager confirmed that the balances were for chargebacks, not strata fees.

c. 108 – Cheque for key

Council provided the Strata Manager with a cheque for a building key. The Strata Manager noted that the owners and tenants can send these payments directly to PQ rather than placing the responsibility on a Council member.

6. NEW BUSINESS

a. Compliance Documents – Municipal Business License / WorkSafe BC Clearance/ Liability Insurance

Council requested updated documents from current contractors. Council will provide a list of contractors to receive a general email requesting that these documents be submitted and kept on file.

b. ICBC Claim

Any costs not recovered through the ICBC claim will be collected from the owner.

c. Schedule B- Council Requirements on Alteration Requests

Sent by email on September 25 for review and updating of requirements for future requests.

d. Perimeter Drains/ Camera Inspection/ Hydro Flushing

Council obtained quotes and requested advice from contractors regarding perimeter drain cleaning. Council will defer the work until required.

Quotes on file from 2 contractors:

- Ashton Plumbing - $6,212.50
- Maas Mechanical - $1.365.00

e. Fire & Safety/Invoice Payment

Mandatory upgrades have been completed. The costs of these unbudgeted mandatory fire and safety upgrades will be paid from the CRF, as permitted under section 98 of the Strata Property Act.

f. Cutting Edge Painting

Council will proceed with painting the final floor (third floor). The project is nearing completion.

g. Computer Replacement

The project was approved at an AGM, and the contractor was advised to proceed. Scheduling with the contractor is pending.

h. Course Drains – Cleaned/ one coupling to be replaced

Issues at the southeast corner of the building have been corrected. The drains are also checked annually.

i. APEX/ Roof/ Hoppers

Council noted that a full roof blow-off was completed before fall. Owners are reminded to clean the hoppers at the bottom of the downspouts regularly. If assistance or clarification is needed,

please ask a Council member.

j. Winterization Email
Council requested the Strata Manager to issue the annual winterization notice.

k. EV Charging Company – Review/ Discussion
Council discussed the possibility of changing the company that manages the EV chargers. Council will remain with SWTCH and request an FAQ document to help troubleshoot issues and determine the appropriate course of action. Some issues must be resolved by owners, while others require Council involvement. Council has a comparison document covering three companies and will revisit the matter if required.

l. Christmas gifts/ Cheques
Council approved their annual Christmas gifts for vendors.

7. CORRESPONDENCE

a. SL 22 – Kitchen Sink
Council reviewed correspondence regarding a drain blockage and responded to the owner with best practices before the meeting.

b. SL 26 – Exterior Lighting on railings
Council reviewed the resident's reply and was satisfied with the response. No further action is required.

c. SL 27 – Alteration of Exterior Light
Council reviewed the reply from the current owner, who did not make the alteration. Council corrected the issue. The matter is closed.

d. SL 49 – Caulking Work
Council reviewed correspondence regarding caulking work and access to the units. Council advised the owner of best practices for providing access to complete maintenance work on behalf of the strata corporation.

8. TERMINATED

There being no further business to discuss at this time, the meeting was terminated at 5:29 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
January 27th, at 4:45 p.m., in the apartment lobby

ONLINE ACCESS TO YOUR STRATA CORPORATION - *PQ ONLINE*:

- Go to: **www.pacificquorum.com**
- **Click "SIGN UP NOW"** under "Connect to Your Property – PQ ONLINE"
- Enter your name, email, property name, and address
- You will be emailed your unique log-in and password to access ***PQ ONLINE***
- Once you have logged into ***PQ ONLINE*** for the first time, **go to "MY INFO"**

If you have any trouble accessing ***PQ ONLINE***, please contact support@pacificquorum.com

Submitted by:
PACIFIC QUORUM PROPERTIES INC.
Tasha Perry, Strata Manager

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24-Hour Maintenance Emergency 778-770-0380

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RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca
CHỈ DẪN QUAN TRỌNG ***Xin nhờ người dịch hộ***

重要資料 請找人爲你翻譯
これはたいせつなお知らせです。 どなたかに日本語に訳してもらってください。
알려드립니다 이것을 번역해 주십시오
महत्वपूर्ण जानकारी किसी अच्छे किसे ऐसे हिंदी का दुभाषिया बताएँ

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