CAPILANO RIDGE (JOINT)
STRATA PLAN BCS 130
STRATA COUNCIL MINUTES
WEDNESDAY, OCTOBER 14, 2026 AT 5:45PM
IN THE APARTMENT BUILDING LOBBY AT
3125 CAPILANO CRESCENT, NORT VANCOUVER, BC

COUNCIL PRESENT:	**Yolande Paine** **Nadine Bird** **Josie Deluca** **Simon James** **Lauren Fraser** **Glyndwr Wide** **Joanne Egerton**
COUNCIL REGRETS:	**Chris Ware**
OWNERS PRESENT:	**Valerie Brady – Joined 5:45 pm** **Phil Haddad- Joined 6:35 pm** **Mark Daly- Joined 6:40 pm**
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 5:48 p.m.

2. COUNCIL POSITIONS

After discussions, Council agreed to the following positions

Glyndwr Wide -President
Yolande Paine- Vice President
Lauren Fraser- Treasurer
Nadine Bird- Secretary
Chris Ware
Joanne Egerton
Josie Deluca
Simon James

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.
Council would like CRF account for the Deprecation as it has been completed.

6. BUSINESS ARISING

a. Depreciation Report
Depreciation Report was completed and available on PQ online.

7. NEW BUSINESS

a. PQ Records Retention Policy
Council inquired about the retention of records by Pacific Quorum. Strata Manager confirmed minutes, financials, and bulletin board notices are available to all owners online for a two-year time frame. Building reports and bylaws are permanent. Insurance summaries are updated yearly on policy renewal. Items that are for Council viewing, such as quotes and purchase orders, are also available for a two-year time frame online.

Strata Manager noted that the PQonline portal is not a complete set of the strata records and items are retained in digital format.

b. PQ Website & Capilano Ridge Website Update
Both websites are available for Owners to use. Council is working on updating the Owners Capilano Ridge website to ensure the historical files are available.

c. Joint Fire & Safety / Invoices
Fire department mandatory updates have been addressed. Costs were allocated from the CRF as allowed in section 98 of the Strata Act.

d. T-2
T2 tax filing has been completed for the year.

e. Final EPR (Electrical Planning Report) & Findings – TCA – See attached report
The mandatory EPR has been finalized. This will be made available on PQonline.

f. Snow Removal / Salting
Plowing will be provided by Eternal Springs. Sidewalk salting is provided by Cedar Bark. Eternal Springs come based on their insurance requirements rather than by call out from Council.

Extra salt for owners' use will be left outside.

g. Drain Cleaning Quotes – Ashton & McRae's
Council collected quotes and requested advice from the contractors. Defer until next SCM.

h. Winterization

Council requested the Strata Manager to issue the annual winterization notice.

i. Soil Amendment
Project has been completed. Costs were approved by Owners to expense from the CRF.

j. Irrigation/ Garden Drip Hoses
$4,127.97 / budget $2,000

k. Burley Boys
Arborist will be on site to complete quotes and approved work in October.

l. Patio Blowing Protocol
Council confirmed that Cedar Bark Landscaping scope of work does not include the blowing of Owner patios on a regular basis. Only when they complete trimming work around the areas.

m. Garden Committee
Council discussed the past practices which are noted below:

Governance of contractor communications — Recommendation that Lauren and Simon oversee communications with landscaping contractors on behalf of Joint Council, with Joint Council members bringing comments, concerns or requests to Lauren and Simon rather than approaching or directing contractors individually.

It was
MOVED/SECONDED
To adopt the above procedure.
CARRIED
1 Abstained

n. Christmas Gifts/ Cheques
Council approved their annual Christmas gifts for vendors.

o. Annual Contractor Compliance Review
Council noted they would like updated documents from the contractors currently in place. Council will supply a list of contractors that will be sent a generic email requesting these documents be saved on file.

p. New Council Member Information
Strata Manager provided the new Council member document to the Council in advance of the meeting.

q. Tree Roots Causing Damage to TH Driveway
This item was discussed and resolved during a review at the July 15 meeting of the Joint Council, no additional actions required at this time.

8. TERMINATED

There being no further business to discuss at this time, the meeting was terminated at 6:50 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
January 27th, 2027, in the apartment lobby 5:45pm

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
PO Box 1519, 101A – 38142 Cleveland Avenue
Squamish, BC V8B 0A4
Tel: 778-770-0380 / Fax: 778-655-1927
Email: tperry@pacificquorum.com
Website: www.pacificquorum.com

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
ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from *Pacific Quorum Properties Inc.*