CAPILANO RIDGE (TOWNHOUSE)
STRATA PLAN BCS 130
STRATA COUNCIL MINUTES
WEDNESDAY, OCTOBER 14, 2026 AT 6:45PM
IN THE APARTMENT BUILDING LOBBY AT
3125 CAPILANO CRESCENT, NORT VANCOUVER, BC

COUNCIL PRESENT:	**Philip Haddad** **Simon James** **William Paine** **Valerie Brady** **Mark Daly**
COUNCIL REGRETS:	**Chris Ware**
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 6:55 p.m.

2. COUNCIL POSITIONS

After discussions, Council agreed on the following positions

Simon James- President
Valerie Brady- Vice President
Chris Ware - Treasurer
Mark Daly
Philip Haddad
William Paine

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.

It was
MOVED/SECONDED
To approve the financial statements for August 2026 as presented
CARRIED

b. Financials Including Reserve Fund
Treasurer will provide a report for Council with the current fiscal standing of the strata, including CRF.

6. BUSINESS ARISING

a. Deck Railings/ Caulking– Update
Project is in progress and nearing completion, weather dependent.
Subsequent to the meeting, a report on the project and progress was provided by Council. Please find it attached to these minutes

b. Jamie (Savvy Solutions) Projects – Update
Any items not completed by Savvy will be passed along to the new contractor, Navratail. This work at 3129 Capilano Crescent as listed on item 7 c) is to be completed by November 30th, 2026. Subsequent to the meeting, all work required under the NVDFD order to comply has been completed.

c. Investigating and Repair of Water Ingress SL 8
Repairs have been made, and the project is now complete.

7. CORRESPONDENCE

a. SL 19 – Mouse Issue
Council dispatched pest control to investigate. A quote is pending with Orkin that will address the entire complex, rather than just the one townhome.

b. SL 1 – Deck Work
Council received and reviewed the Owner's comments regarding the workers' presence on-site for the deck project. Council noted that the project was weather-dependent and that Owners had been informed of this in advance.

c. Works Identified by SL 7
- Cracked window
- Backyard Fence Divider
- Rotting wood on front stairs
- As noted above under Jaime/Savvy projects

8. NEW BUSINESS

a. NVDFD Order to Comply with Remediation Works and Cost
Deficiency correction is in progress, and one sign requires correction. Upon correction of the signs, the invoice will be approved for payment by Council.

b. Electrical Report
Report has been completed and will be added to PQ Online for Owners to access.

c. BCS130 Website
Council is working on updating the Capilano Ridge Owners' website to ensure the historical files

are available.

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

e. Heat Pumps
Owners at the AGM advised they do not have any desire to address this issue, However, Bill has offered to take on researching this topic in further detail. Bill will bring his findings to the Joint Council for review and discussion before adding the topic back to the AGM agenda.

9. TERMINATED

There being no further business to discuss at this time, the meeting was terminated at 7:59 p.m.

THE NEXT COUNCIL MEETING SCHEDULED IS:
January 27th, 2027, in the apartment lobby 6:45pm

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- 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
ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

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Capilano Ridge
BCS130 TH
Capilano Deck Caulking/Sealant Repair
September/October 2026

Background

As per Strata Council Minutes on December 2, 2025 Savvy solutions inspected the majority of the vertical support bases for the railings and determined all to be in good condition. At this time, Council looked to having the decks looked at in the spring of 2026. Council pressure washed the decks then looked into recaulking the railings. At this time, Savvy Solutions/Jamie indicted he was unable to complete the work within a reasonable timeframe. Council then began to look for another contractor.

Bill Paine sourced possible contractors and identified two possibilities:
Navratil Construction Ltd. (Matt), and
Columbia Seal (Barry Seal)

Council decided to award contract to Navratil Construction. Quotations from both contractors on file.

The proposed budget for this project was arrived at by review of quotes and vendor selection. The budget was approved by owners at the 2025 AGM by the approval of a ¾ vote.

Scope of Project

- 121 top mounted railing posts to be recaulked
- Note, that Savvy Solutions/Jamie, already completed rear decks on units 3127, 3129, 3131, and 3133 in or around the summer of 2024.
- Existing caulking to be removed
- New caulking to be applied to all 121 mounted railing posts
- All waste to be disposed of

Timing of Project

- Project to commence end of September and anticipated to take less than one week, weather depending. Ultimately majority of project was completed by October 14.
- Decks have been checked for quality and completion by Navratil Construction owner Matt Navratil. This work was completed on Friday, October 16th .
- Bill and Val discussed difference in caulking material, process and aesthetic as compared to caulking work completed in the summer of 2024 and as evidenced in the condo railings completed prior to summer 2026. Sample photos were gathered from THs. Discussion with Matt was held to confirm differences and to ensure confidence to Council regarding functioning/quality of work. Product and workmanship is guaranteed.

- Matt will send photo example of pre and post work with final invoice.

Budget and Timeline

- Project work completed during the timeframe September 23 to October 15
- Project costs: Labour costs quoted at $4500 plus applicable taxes
  Project costs: Material costs quoted at $1000 plus applicable taxes
  Carpenter costs: $70/hour
  All materials to be marked up 15%
- As per discussion on October 14th at walk through/project completion meeting with Matt and Council members Bill Paine and Val Brady, the project came in on budget.

Key Findings/Recommendations

- Decks in good condition
- Flashing on decks shows staining (this is actually corrosion) and will require remediation in time. Suggestion is to review condition at next deck caulking/sealant review. Remediation of caulking/sealant is dependant on sunlight/weather conditions. Recommended remediation within 5 years or as needed.
- Next time decks are replaced look into roll on product which is highly recommended by Matt and at the same time look to replace flashing.

Report written by Val Brady with consultation from Bill Paine, and review from Simon James.