MARTELLO
Trusted Real Estate Advisors

CAPILANO RIDGE
MINUTES OF THE ANNUAL GENERAL MEETING - APARTMENTS
STRATA CORPORATION BCS 130

HELD	:	**Wednesday, June 22, 2016**	
TIME	:	**REGISTRATION:**	**5:30 P.M.**
		MEETING:	**5:45 P.M.**
PLACE	:	**Maple Room, Delbrook Recreation Centre (North Building)**	

1. CALL TO ORDER AND INTRODUCTION:

The Chairperson called the meeting to order at 5:45 p.m. Julie Landicho of Martello introduced herself to the Owners who were present at the meeting.

2. REGISTRATION, CERTIFICATION OF PROXIES:

There were twenty one (21) eligible voters from the apartment section, fifteen (15) in person and six (6) represented by proxy. The required quorum as per the requirements of the Strata Property Act was met; therefore the meeting proceeded with the business at hand.

The incumbent Council Vice President, Lauren Fraser, was the Chairperson and Julie Landicho assisted in facilitating the Annual General Meeting.

3. FILING PROOF OF NOTICE OF MEETING WAS HAND DELIVERED (ONSITE OWNERS) AND E-MAILED (OFFSITE OWNERS) BY COUNCIL ON JUNE 6, 2016:

A **MOTION** was duly called. It was moved, seconded and **CARRIED,** that filing of proof of Notice of the Annual General Meeting was hand delivered to onsite Owners by Council and e-mailed by council to offsite Owners on June 6, 2016, in accordance with the requirements of the *Strata Property Act.*

4. ADOPTION OF THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON JUNE 24, 2015:

A **MOTION** was duly called to adopt the Minutes of the Annual General Meeting, held on June 24, 2015, as previously circulated. It was moved, seconded and **CARRIED** by the Apartment Section.

5. EXECUTIVE COUNCIL REPORT:

Apartment Hallway Update Plan

As always, the Apartment Section Executive Council strives to keep Capilano Ridge in the best condition for the enjoyment of the Owners and to keep the property value high. Lauren Fraser reported the following projects completed during the previous fiscal year:

- Carpet replacement
- Dry wall repairs
- Painting of the hallways stairwell and elevator doors
- New lobby furniture
- New lobby lighting

- Balcony caulking completed (2nd and 3rd floor balcony posts were re-caulked)
- Garage Door: New manual release installed
- HVAC: New expansion tank
  new pilot solenoid switch
  new baring assembly on HAV 8
  new fan installed in North West locker room
  new compressor switch
- 1st Floor Patio: Membrane repaired and paving stones replaced
- Entry Way: Paving stones repairs done as required
- Roof : Roofix reported our roof is well-maintained and good for 5-10 years
  Full roof moss removal
  Gutter leaf guard trial
- Chubb Fire and Safety: All follow-ups completed
- Leak: Investigation and repair in one unit ongoing
- Attic inspection in the 3rd Locker Room: Visual inspection completed and report was excellent
- New intercom installed
- New Janitorial Company- Lifestyle Maintenance
- New Fire & Safety Company- Troy Life and Fire

Upcoming Maintenance

- Possible New Engineered Air RTU on Roof
- Units door and door frame painting
- Driveway light painting
- Electric car charging stations

6. FINANCIAL STATEMENT – YEAR END APRIL 30, 2016:

The year-end financial statement was presented to the Apartment section and the Executive for Apartment section reported that the year-end have closed with a surplus.

After discussion, a MOTION was duly called. It was moved, seconded and CARRIED to defer the closing of the year-end financial statement for BCS 130 Apartment Section.

7. APPROVAL OF THE PROPOSED OPERATING BUDGET – MAY 1, 2016 TO APRIL 30, 2017:

It was moved and seconded to open the table for discussion of the 2016-2017 Proposed Operating Budget.

There being no further questions, those present were then asked to vote on the motion to approve the Proposed Operating Budget.

Apartment Section – a motion was duly called to approve the Proposed Operating Budget 2016- 2017.

The vote was recorded as follows:		
	In Favour	- 21
	Opposed	- 0
	Abstain	- 0

The Apartment Section Proposed Operating Budget was **CARRIED UNANIMOUSLY**.

MAINTENANCE FEES EFFECTIVE May 1, 2016– APRIL 30, 2017 (Copy of Maintenance Fee Schedule attached). Owners are reminded that there was a slight increase in the maintenance fees for the Apartment section. However, please note the decrease of maintenance fee in the JOINT section.

If you are on Pre-Authorized Debit, the difference between the old fees and new fees for the months of May to July 2016 will be automatically adjusted to your account on **August 1, 2016.**

Please be reminded of the two (2) options in paying your monthly maintenance fees:

POST-DATED CHEQUES – MAINTENANCE FEE PAYMENTS:
Owners may submit post-dated cheques for the maintenance fees, made payable to Strata Corporation BCS 130 (CAPILANO RIDGE) and forwarded to the offices of Martello Property Services Inc. at Suite 200 -808 West Hastings Street, Vancouver, BC V6C 2X4.

PRE-AUTHORIZED DEBIT OF MAINTENANCE FEES:
If you are not on the automatic withdrawal payment system and wish to use the automatic withdrawal system, you will need to contact the Strata Administrator at Martello Property Services Inc. at 604-681-6544.

8. APARTMENT SECTION RESOLUTIONS:

Resolution #1 – Hallway Upgrade Surplus and Doors and Door Frames Painting

Whereas the Hallways upgrade has been completed per the schedule and has resulted in a surplus of $2,843.18. In order to comply with the Strata Property Act requirements, the surplus must be returned to the original source, Contingency Reserve Funds, therefore the surplus of $2,843.18 will be returned to the CRF.

The Strata Council BCS 130 is proposing to Owners of BCS 130 Capilano Ridge to approve the amount of $1,800 including all applicable taxes and a 10% project contingency to complete the doors and door frames painting. The proposed project will be funded by the Contingency Reserve Funds in the amount of $1,800, *therefore*:

Be it resolved by a ¾ vote by Owners of BCS 130 Capilano Ridge Apartment Section to approve the doors and door frames painting in the Apartment section in the amount of $1,800 including all applicable taxes and 10% project contingency. Upon approval of the above proposed resolution, all monies will be allocated accordingly.

A motion was duly called. It was moved and seconded to open the table for discussion of Resolution #1.

After a discussion, a vote was called:

The vote was recorded as follows:	In Favour	-	21
	Opposed	-	0
	Abstain	-	0

APARTMENT SECTION – Resolution #1 was **CARRIED UNANIMOUSLY.**

Resolution #2 – CRF - Possible Replacement of Engineered Air RTU.

Whereas the Strata Council of BCS 130 Capilano Ridge Apartment section has done due diligence and determined that a possible replacement of the Engineered Air RTU located on the roof of the apartment building may be needed.

Be it resolved by a ¾ vote by Owners BCS 130 Capilano Ridge Apartment Section to approve the replacement of the Engineered Air RTU up to the amount of $23,000 if required. Upon approval of the above proposed resolution, all monies will be allocated accordingly if needed.

A motion was duly called. It was moved and seconded to open the table for discussion of Resolution #2.

After a discussion, a vote was called:

The vote was recorded as follows:	In Favour	-	21
	Opposed	-	0
	Abstain	-	0

APARTMENT SECTION – Resolution #2 was **CARRIED UNANIMOUSLY**.

9. ELECTION OF NEW EXECUTIVE COUNCIL FOR 2016-2017:

The Property Manager announced that according to the *Strata Property Act*, all incumbent Council must retire before the new Strata Council is nominated for the current fiscal year. However, all incumbent Council may run again for another year. Therefore, all incumbent Council retired and Owners thanked them for their voluntary hard work and dedication of service to the building.

The table was then opened for nominations for the new Council for 2016-2017. The following accepted their nominations:

APARTMENT:

Lauren Fraser	- Unit 304
Sharon Drudian	- Unit 102
Glyn Wide	- Unit 307
Joanne Egerton	- Unit 305

Without further nominations, the table was closed and all nominees were voted by acclamation.

10. NEW BUSINESS:

Council chair discussed with the Owners the option of installing electric car charging stations for Apartment section. A few Owners were interested in learning more before making a decision. The Council will pursue this matter further in future.

11. ADJOURNMENT:

A motion was duly called. It was moved and seconded to adjourn the meeting at 6:21 p.m.

Julie Landicho
Portfolio Manager
MARTELLO PROPERTY SERVICES INC.
Managing Agents for BCS 130 CAPILANO RIDGE

The next Strata Council Meeting has been scheduled for:
August 10, 2016 at 5:15 p.m.

All comments, concerns and suggestions for Council or Property Management can be sent to:
Strata Plan BCS 130 Attention: Julie Landicho
Martello Property Services Suite 200- 808 West Hastings Street, Vancouver, BC V6C 2X4
In case of emergency after office hours: call 604-777-3879 for assistance.

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

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BCS 130 CAPILANO RIDGE - APARTMENT SECTION			
Approved Annual Operating Budget			
May 1, 2016 to April 30, 2017			
	Approved	**Actual**	**Approved**
	2015-2016	**2015-2016**	**2016-2017**
Revenue			
Strata Fees	$ 116,419.94	$ 116,419.92	$ 117,280.00
Special Assessment		$ -	
NSF Fees		$ 75.00	
Late Charges		$ 12.20	
Direct Recovery		$ 10,261.69	
Miscellaneous		$ 65.00	
Interest Income		$ 102.84	
Funding from Contingency		$ -	
Total Revenue	**$ 116,419.94**	**$ 126,936.65**	**$ 117,280.00**
Operating Expenses			
Janitorial Contract	$ 9,500.00	$ 8,479.58	$ 8,000.00
Window Cleaning	$ 750.00	$ 750.00	$ 1,525.00
Garbage Removal	$ 3,500.00	$ 3,176.28	$ 3,300.00
Building Cleaning	$ -	$ -	$ -
Gutter Cleaning	$ 3,000.00	$ 1,774.50	$ 2,000.00
Power Washing	$ 2,500.00	$ 2,378.25	$ 2,500.00
Dryer vent cleaning	$ 400.00	$ 683.55	$ 1,200.00
Elevator Maintenance	$ 2,950.00	$ 2,836.05	$ 3,000.00
Elevator License/Inspect	$ 213.00	$ 219.00	$ 213.00
HVAC Servicing	$ 6,500.00	$ 5,686.80	$ 6,500.00
Building Maintenance	$ 14,230.00	$ 17,067.85	$ -
Fire and Life Safety	$ 2,650.00	$ 2,020.39	$ 2,650.00
Alarm Monitoring	*Joint Budget*		
Garage Doors	$ 1,850.00	$ 1,180.73	$ 1,000.00
Sprinkler System Maintenance		$ 992.78	$ 1,500.00
General	$ 2,000.00	$ 5,697.58	$ 10,000.00
Drainage	*Joint Budget*	$ -	
Flooring/Carpeting	$ -	$ 157.50	$ 900.00
Enterphone/Intercom	$ 800.00	$ 3,652.50	$ 800.00
Roof	$ 3,000.00	$ 771.75	$ 7,000.00
Electricity	$ 16,275.00	$ 17,818.13	$ 18,000.00

Gas	$ 25,000.00	$ 19,293.99	$ 23,000.00
Irrigation System Maintenance	*Joint Budget*	$ -	
Landscaping Contract	*Joint Budget*	$ -	
Landscape Upgrades	*Joint Budget*	$ 82.78	
Tree Pruning	*Joint Budget*	$ -	
Pest Control	$ -	$ -	$ -
Snow Removal	*Joint Budget*	$ -	
Workers Compensation	*Joint Budget*	$ -	
Management Fees	*Joint Budget*	$ 630.00	*$ 1,890.00*
Professional Fees	$ 1,200.00	$ 880.00	$ 2,200.00
Postage	*Joint Budget*		
Courier	$ -		$ -
Website Expenses	*Joint Budget*	$ -	
Photocopier	*Joint Budget*		
Bank Service Charges	$ 200.00		$ 200.00
General Meeting Expenses	*Joint Budget*		
Sundry Operating Expenses	$ 500.00	$ 700.00	$ 500.00
Direct Recovery	$ -	$ 10,261.69	$ -
Building Insurance	*Joint Budget*		
Contingency Reserve Fund	$ 19,401.94	$ 19,402.00	$ 19,402.00
Total Expenses	**$ 116,419.94**	**$ 126,593.68**	**$ 117,280.00**
Surplus/(Deficit)	**$ -**	**$ 342.97**	**$ -**

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BCS 130 CAPILANO RIDGE - APARTMENT SECTION					
Approved Monthly Fees					
May 1, 2016 to April 30, 2017					
Strata Lot	Unit	Unit Entitlement	Operating Fees	CRF Fees	Total Fees
20	101	109	$ 246.89	$ 48.94	$ 295.83
21	102	125	$ 283.13	$ 56.12	$ 339.26
22	103	125	$ 283.13	$ 56.12	$ 339.26
23	104	107	$ 242.36	$ 48.04	$ 290.40
24	105	107	$ 242.36	$ 48.04	$ 290.40
25	106	107	$ 242.36	$ 48.04	$ 290.40
26	107	125	$ 283.13	$ 56.12	$ 339.26
27	108	107	$ 242.36	$ 48.04	$ 290.40
28	109	125	$ 283.13	$ 56.12	$ 339.26
29	110	121	$ 274.07	$ 54.33	$ 328.40
30	111	119	$ 269.54	$ 53.43	$ 322.97
31	201	109	$ 246.89	$ 48.94	$ 295.83
32	202	125	$ 283.13	$ 56.12	$ 339.26
33	203	126	$ 285.40	$ 56.57	$ 341.97
34	204	108	$ 244.63	$ 48.49	$ 293.12
35	205	108	$ 244.63	$ 48.49	$ 293.12
36	206	108	$ 244.63	$ 48.49	$ 293.12
37	207	126	$ 285.40	$ 56.57	$ 341.97
38	208	108	$ 244.63	$ 48.49	$ 293.12
39	209	126	$ 285.40	$ 56.57	$ 341.97
40	210	125	$ 283.13	$ 56.12	$ 339.26
41	211	119	$ 269.54	$ 53.43	$ 322.97
42	301	109	$ 246.89	$ 48.94	$ 295.83
43	302	107	$ 242.36	$ 48.04	$ 290.40
44	303	108	$ 244.63	$ 48.49	$ 293.12
45	304	108	$ 244.63	$ 48.49	$ 293.12
46	305	126	$ 285.40	$ 56.57	$ 341.97
47	306	108	$ 244.63	$ 48.49	$ 293.12
48	307	126	$ 285.40	$ 56.57	$ 341.97
49	308	125	$ 283.13	$ 56.12	$ 339.26

50	309	119	$ 269.54	$ 53.43	$ 322.97
Total		3601	$ 8,156.50	$ 1,616.83	$ 9,773.33
Approved Annual Fees (Apartments)					
May 1, 2016 to April 30, 2017					
Strata Lot	**Unit**	**Unit Entitlement**	**Operating Fees**	**CRF Fees**	**Total Fees**
Total			**$ 97,878.00**	**$ 19,402.00**	**$ 117,280.00**