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

HELD	:	**Wednesday, June 22, 2016**
TIME	:	**REGISTRATION: 6:15 P.M.** **MEETING: 6:30 P.M.**
PLACE	:	**Maple Room, Delbrook Recreation Centre (North Building)**

1. CALL TO ORDER AND INTRODUCTION:

The Chairperson called the meeting to order at 6:36 p.m. Julie Landicho of Martello introduced herself to the Owners who were present at the meeting.

2. REGISTRATION, CERTIFICATION OF PROXIES:

There were thirty six (36) in total eligible voters from the apartment section and townhouse section combined. There were twenty three (23) eligible voters in person and thirteen (13) represented by proxy. The required Quorum of Owners were met, therefore the meeting proceeded with the business at hand.

Lauren Fraser chaired the meeting and Julie Landicho assisted in facilitating the Joint 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,** to the filing of proof of Notice of the Annual General Meeting was hand delivered to onsite Owners by Council and mailed by Martello to offsite Owners on June 6, 2016 as per the Council directives and 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 Joint Section.

5. REVIEW OF INSURANCE COVERAGE:

The Property Manager discussed the current insurance coverage of the Strata Corporation.

Council has diligently reviewed the policy renewal offer from CMW and approved it.

After a discussion, a **MOTION** was duly called. It was moved, seconded and **CARRIED**, that the Strata Corporation's insurance coverage was discussed with Owners, as per the requirements of the *Strata Property Act.*

Owners are reminded that the following items are not covered under the Strata Corporation's policies:

ITEM #1 – ITEMS NOT COVERED UNDER THE STRATA CORPORATION INSURANCE POLICY:
OWNERS WERE ADVISED THAT THE STRATA CORPORATION INSURANCE POLICY DOES NOT COVER THE OWNERS' PERSONAL BELONGINGS OR NON-FIXED APPLIANCES (I.E. FREE STANDING RANGES, REFRIGERATORS, AND MICROWAVES). DISHWASHERS ARE CONSIDERED BUILT-IN. OWNERS ARE REQUIRED TO HAVE THESE ABOVE-NOTED ITEMS COVERED UNDER THEIR OWN HOMEOWNER'S INSURANCE POLICY.

ITEM #2 – BETTERMENTS & IMPROVEMENTS:
THE STRATA CORPORATION'S POLICY DOES NOT COVER BETTERMENTS AND IMPROVEMENTS DONE BY STRATA LOT OWNERS. THESE ITEMS INCLUDE SUCH AS: REPLACING CARPETS WITH HARDWOOD FLOORS, UPGRADING OF COUNTERTOPS, TILE, ADDITIONAL CABINETRY, ETC.

IF OWNERS UNDERTAKE ANY BETTERMENTS OR IMPROVEMENTS TO THEIR STRATA LOT, THEY ARE REQUIRED TO FIRST OBTAIN PERMISSION FROM THE STRATA COUNCIL AND ENSURE THAT THE BETTERMENTS AND IMPROVEMENTS ARE COVERED UNDER THEIR INDIVIDUAL INSURANCE POLICY. OWNERS ARE REQUIRED TO COMPLETE AN "ASSUMPTION OF LIABILITY – IN-SUITE ALTERATION" FORM BEFORE MAKING ANY BETTERMENTS OR IMPROVEMENTS TO THEIR STRATA LOT.

ITEM #3 – OUT OF POCKET EXPENSES:
IT IS ALSO NOTED, THAT IN CASES WHERE OWNERS OR TENANTS NEED TO VACATE THEIR STRATA LOT IN ORDER TO MAKE REPAIRS, THAT THE HOTEL COSTS AND ANY OUT OF POCKET EXPENSES ARE NOT COVERED BY THE STRATA CORPORATION (I.E. MOVING OF STORAGE OR FURNITURE, ETC.). OWNERS MUST OBTAIN ADDITIONAL COVERAGE FOR THESE EXPENSES.

ITEM #4 – LOST REVENUE:
IN CASES WHERE OWNERS ARE RENTING OUT THEIR UNIT, OWNERS MUST OBTAIN LOST REVENUE INSURANCE TO COVER ANY LOST REVENUE IN CASES OF TENANTS HAVING TO VACATE THE UNIT IN CASE OF REPAIR. THE LANDLORD WOULD NEED TO OBTAIN A RIDER ON THEIR INDIVIDUAL POLICY.
MANAGEMENT SUGGESTED THAT IF OWNERS HAVE ANY QUESTIONS REGARDING THIS ISSUE, THEY SHOULD CONTACT CMW INSURANCE OR THEIR PROPERTY MANAGER. IT WAS ALSO SUGGESTED THAT WHEN OWNERS ARE OBTAINING THEIR HOMEOWNER'S INSURANCE, THEY COULD ALSO GET A BID FROM CMW INSURANCE.

6. **EXECUTIVE COUNCIL REPORT:**

JOINT SECTION:

- ☐ Burley Boys – complex trees care project was completed (details on next page)
- ☐ Storm drains cleaned and completed by McRae's.

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"CAPILANO RIDGE ARBORIST PROJECT"

Work Completed by Burley Boys in 2015

SCOPE OF WORK

Starting in September 2015 with all completed by late November, Capilano Ridge Strata contracted Burley Boys Ltd. to carry out forest management measures involving a number of trees on our property which were identified in the 2015 Arborist Report as requiring removal or spiral trimming. The total cost was $7717.50 which was well within the budgeted amount.

The reasons for this work, some of which required the approval of the District of North Vancouver in the area along the river, primarily focused on the removal of trees at risk of falling and damaging the condo building or townhomes, spiral trimming of other trees to reduce the risk of them being blown over in a high wind and to allow more light to penetrate to our dwellings and to the forest floor promoting diversity and growth of other smaller trees and plant species. Work completed by Burley Boys included:

- cutting down and either hauling away or sectioning in place of seven trees evaluated as being of risk of falling and inflicting property damage; and

- selective spiral pruning of 17 cedar and hemlock trees located throughout the complex, which involved removing approx. 30% of the higher limbs of these trees in accordance with best forest management practices.

In addition, other priority work identified in the Arborist Report was assigned by Capilano Ridge Strata to our landscape gardener George Furogori as part of his regular work in order to save on costs of having this work also performed by Burley Boys.

7. FINANCIAL STATEMENT - YEAR END APRIL 30, 2016:

The year-end financial statement was presented to the Joint section and the Executive for Joint Section reported that the year-end have closed with a deficit. After discussion, a MOTION was duly called. It was moved, seconded and CARRIED to defer the approval of the year-end financial statement for BCS 130 Joint Section.

8. 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 proposed 2016-2017 Operating Budget.

There being no further questions, those present were then asked to vote on the motion to approve the Proposed Operating Budget.
Joint Section – a motion was duly called to approve the proposed operating budget 2016-2017.

The vote was recorded as follows:	In Favour	-	36
	Opposed	-	0
	Abstain	-	0

The Joint Proposed Operating Budget was **CARRIED UNANIMOUSLY.**

MAINTENANCE FEES EFFECTIVE May 1, 2016– April 30, 2017 (Copy of Maintenance Fee Schedule attached).

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 up, 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.

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:

TOWNHOUSE:		**APARTMENT:**	
David Hutchinson	- Unit 3153	Lauren Fraser	- Unit 304
Philip Haddad	- Unit 3123	Sharon Drudian	- Unit 102
Simon James	- Unit 3143	Glyn Wide	- Unit 307

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

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10. NEW BUSINESS:

a. Council chair discussed with the Owners the option of installing electric car charging stations for the complex. Townhouse Owners declined this matter as they can do it individually in their own garages. A few apartment Owners were interested in learning more before making a decision. The Council will pursue this matter further in future for apartments only.

b. Given that residents of Capilano Ridge cannot find parking spot on the street, the Council looked into the possibility of making the street a "resident only" parking. Therefore, each Owner/resident is requested to individually make a request to the District of North Vancouver to make this happen. The link for submitting your request is: https://www.dnv.org/contact-us/request-service-or-report-concern

11. ADJOURNMENT:

A motion was duly called. It was moved and seconded to adjourn the meeting at 6:56 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 6:00 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 - JOINT			
Approved Annual Operating Budget			
May 1, 2016 to April 30, 2017			
	Approved	Actual	Approved
	2015-16	2015-16	2016-2017
Revenue			
Strata Fees	$ 112,870.00	$ 112,826.79	$ 103,745.00
Special Assessment			
NSF Fees		$ (25.00)	
Late Charges		$ (13.35)	
Direct Recovery			
Miscellaneous		$ 475.00	
Interest Income		$ 369.79	
Funding from Contingency			
Total Revenue	**$ 112,870.00**	**$ 113,633.23**	**$ 103,745.00**
Operating Expenses			
Janitorial Contract	$ -	$ 315.00	$ -
Window Cleaning	$ -	$ 47.25	$ -
Garbage Removal	$ -	$ 928.57	$ -
Building Cleaning	$ -		$ -
Gutter Cleaning	$ -		$ -
Power Washing	$ 500.00	$ 645.75	$ 700.00
Dryer vent cleaning	$ -		$ -
Elevator Maintenance	$ -		$ -
Elevator License/Inspect	$ -		$ -
HVAC Servicing	$ -		$ -
Building Maintenance	$ -	$ 57.75	$ -
Fire and Life Safety	$ -		$ 350.00
Alarm Monitoring	$ 320.00	$ 314.36	$ 320.00
Garage Doors	$ -		$ -
General	$ -	$ 422.75	$ 500.00

Drainage	$ 1,000.00	$ 945.00	
Flooring/Carpeting	$ -		$ -
Enterphone/Intercom	$ -		$ -
Roof	$ -		$ -
Electricity	$ 2,000.00	$ 2,289.01	$ 2,500.00
Gas	$ -	$ (9.59)	$ -
Irrigation System Maintenance	$ 1,700.00	$ 573.20	$ 700.00
Landscaping Contract	$ 20,000.00	$ 19,430.81	$ 20,000.00
Landscape Upgrades	$ 2,000.00	$ 2,864.87	$ 3,500.00
Tree Pruning	$ 9,000.00	$ 7,717.50	$ 2,000.00
Pest Control	$ -		$ -
Snow Removal	$ 1,500.00	$ 9.75	$ 1,500.00
Workers Compensation	$ 200.00	$ 119.95	$ -
Management Fees	$ 14,758.00	$ 14,199.99	$ 13,100.00
Professional Fees	$ 500.00	$ (22.55)	$ 3,000.00
Postage	$ 600.00	$ 1,041.48	$ 1,100.00
Courier	$ -		$ -
Website Expenses	$ 400.00	$ 337.24	$ 400.00
Photocopier	$ 1,500.00	$ 3,551.25	$ 1,500.00
Bank Service Charges	$ 200.00	$ 307.07	$ 310.00
General Meeting Expenses	$ 100.00	$ 68.23	$ 100.00
Sundry Operating Expenses	$ -	$ 335.00	$ 200.00
Direct Recovery	$ -		$ -
Building Insurance	$ 46,317.00	$ 47,021.00	$ 39,965.00
Contingency Reserve Fund	$ 10,275.00	$ 10,275.00	$ 12,000.00
Total Expenses	**$ 112,870.00**	**$ 113,785.64**	**$ 103,745.00**
Surplus/(Deficit)	**$ -**	**$ (152.41)**	**$ -**

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BCS 130 CAPILANO RIDGE - JOINT					
Approved Monthly Fees					
May 1, 2016 to April 30, 2017					
TOWNHOUSES					
Strata Lot	**Unit**	**Unit Entitlement**	**Operating Fees**	**CRF Fees**	**Total Fees**
1	3115	206	$223.27	$29.20	$252.47
2	3117	129	$139.82	$18.29	$158.10
3	3119	129	$139.82	$18.29	$158.10
4	3121	129	$139.82	$18.29	$158.10
5	3123	127	$137.65	$18.00	$155.65
6	3127	222	$240.61	$31.47	$272.08
7	3129	233	$252.54	$33.03	$285.57
8	3131	233	$252.54	$33.03	$285.57
9	3133	232	$251.45	$32.89	$284.34
10	3135	139	$150.65	$19.71	$170.36
11	3137	141	$152.82	$19.99	$172.81
12	3139	222	$240.61	$31.47	$272.08
13	3141	295	$319.73	$41.82	$361.55
14	3143	296	$320.82	$41.96	$362.78
15	3145	127	$137.65	$18.00	$155.65
16	3147	129	$139.82	$18.29	$158.10
17	3149	129	$139.82	$18.29	$158.10
18	3151	129	$139.82	$18.29	$158.10
19	3153	206	$223.27	$29.20	$252.47
Sub Total Townhouses		3453	$3,742.50	$489.51	$4,232.01

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BCS 130 CAPILANO RIDGE - JOINT					
Approved Monthly Fees					
May 1, 2016 to April 30, 2017					
APARTMENTS					
Strata Lot	Unit	Unit Entitlement	Operating Fees	CRF Fees	Total Fees
20	101	109	$118.14	$15.45	$133.59
21	102	125	$135.48	$17.72	$153.20
22	103	125	$135.48	$17.72	$153.20
23	104	107	$115.97	$15.17	$131.14
24	105	107	$115.97	$15.17	$131.14
25	106	107	$115.97	$15.17	$131.14
26	107	125	$135.48	$17.72	$153.20
27	108	107	$115.97	$15.17	$131.14
28	109	125	$135.48	$17.72	$153.20
29	110	121	$131.14	$17.15	$148.30
30	111	119	$128.98	$16.87	$145.85
31	201	109	$118.14	$15.45	$133.59
32	202	125	$135.48	$17.72	$153.20
33	203	126	$136.56	$17.86	$154.43
34	204	108	$117.05	$15.31	$132.37
35	205	108	$117.05	$15.31	$132.37
36	206	108	$117.05	$15.31	$132.37
37	207	126	$136.56	$17.86	$154.43
38	208	108	$117.05	$15.31	$132.37
39	209	126	$136.56	$17.86	$154.43
40	210	125	$135.48	$17.72	$153.20
41	211	119	$128.98	$16.87	$145.85
42	301	109	$118.14	$15.45	$133.59
43	302	107	$115.97	$15.17	$131.14
44	303	108	$117.05	$15.31	$132.37
45	304	108	$117.05	$15.31	$132.37
46	305	126	$136.56	$17.86	$154.43
47	306	108	$117.05	$15.31	$132.37
48	307	126	$136.56	$17.86	$154.43

49	308	125	$135.48	$17.72	$153.20
50	309	119	$128.98	$16.87	$145.85
Subtotal Apartments		3601	$3,902.91	$510.49	$4,413.40
Total Monthly		7054	$7,645.42	$1,000.00	$8,645.42
Approved Annual Fees (Joint)					
May 1, 2016 to April 30, 2017					
			Operating Fees	**CRF Fees**	**Total Fees**
Subtotal Townhouses			**$44,910.05**	**$5,874.11**	**$50,784.16**
Subtotal Apartments			**$46,834.95**	**$6,125.89**	**$52,960.84**
Total			**$91,745.00**	**$12,000.00**	**$103,745.00**
			$91,745.00	**$12,000.00**	**$103,745.00**