

**“Cascade Heights” - Strata Corporation BCS 1682**  
**MINUTES OF THE STRATA COUNCIL MEETING**  
Held December 8th, 2015

Present: Linda Dawson  
Roger Bush  
Kassie Ranchie

Holywell Properties: Erin Storey  
Minutes: Erin Storey

1. **Call to Order:** The meeting was called to order at 12:56 PM.
2. **Approval of Agenda:** The strata council unanimously approved the agenda as amended.
3. **Approval of the Minutes of the Meeting held January 28<sup>th</sup>, March 9<sup>th</sup>, and April 26<sup>th</sup>, 2015:** The minutes were approved with all in favour.
4. **Business from the Previous Minutes:**
  - a. **SL #43 Daycare Request:** Council provided a letter of comfort to the purchaser of this unit stating that an LNR (Licence Not Required) daycare providing care to a maximum of 2 children would be permitted at the residence. The purchaser was asked to re-submit the request once ownership was transferred so that official permission could be granted. This request has not yet been received.
  - b. **Parking on Lawns:** The strata council issued several warning letters to residents who were parking vehicles on their lawns. All owners have since complied with the bylaws. Owners are reminded that the bylaws prohibit parking on lawns and residents who do so may be subject to warnings and fines.
  - c. **Parking on Roadways:** Owners are reminded of the parking rule that does not permit parking on the roadways within the strata property. This includes vehicles that may overhang from a driveway onto the road. Residents are encouraged to use Tyler Road as an overflow parking area. The council does realize that delivery or service vehicles many need to park on the roads briefly while they visit a residence.
  - d. **Vehicle Storage:** A warning letter was sent to an owner who appeared to be storing their unlicensed vehicle on their strata lot. The owner has complied and moved the vehicle elsewhere.
5. **Review of the Unaudited Financial Statements for the Period Ending November 30th, 2015:**

The strata corporation was operating under budget, with a surplus of \$2,716. The operating fund held \$8,752 and the reserve fund held \$25,376 in a 3-year escalating GIC and \$1,856 in the savings account. All strata fees are paid and up to date.
6. **Correspondence:**
  - a. **SL #50 – Landscaping, Dog:** A complaint was received that a dog living in this strata lot was howling and causing a noise nuisance to a neighbour. There were also concerns raised by the complainant that the landscaping was not being maintained and that an orange fabric used for landscaping was visible on the lot. The owners of this unit requested a hearing with Council to discuss the matter. Following the hearing, Council agreed that the dog at

strata lot #50 was not creating nuisance noise. The council did feel however, that the weeds and debris contravened the bylaws and asked that the yard be cleaned up prior to December 7<sup>th</sup>. The work was completed as requested. Council also requested proof that landscaping fabric was a non-toxic product named "Fitzfelt" prior to it being permanently installed into the landscaping.

- b. **SL #23 – Dogs:** Two separate complaints were received about nuisance noise created by dogs at this unit. Strata council members spoke with the owners and a warning letter was issued.
- c. **SL #24 – Pet Bylaw:** Council received a complaint that the tenant of this unit owns two dogs and a cat which contravenes Cascade Heights' pet bylaw that permits a maximum of two pets. A letter will be sent to the owner of this unit.
- d. **Visitor Parking:** A suggestion was received from a resident that the park area be transformed into a visitor parking area. Management advised that this would be considered a significant change and would require a ¾ vote at an AGM. This item will be discussed as "New Business" at the AGM.
- e. **Smoking:** A complaint was received about nuisance smoke traveling from one strata lot to another. The council issued a letter of complaint and the situation improved. Council will add smoking as an agenda item at the AGM. Several strata corporations are implementing non-smoking bylaws and Council would like to assess the ownership's interest in adding a non-smoking bylaw at Cascade Heights.
- f. **SL #30 Home Based Business:** A complaint was received that the tenant residing in this unit was running a business out of the home. Management advised the owner and tenant that businesses could not be run from a home without prior approval of the strata council. No further complaints have been received.

## 7. Maintenance:

- a. **Landscaping:** Council was pleased with the work completed this year by Greener Solutions and intends to continue working with this contractor throughout 2016. The landscaping contract rates will remain the same as 2015.
- b. **Stop Sign:** Council unanimously approved the purchase of a new stop sign to replace the faded one at the corner of Emily and Cartier.
- c. **Street Lights:** Since April 2015, Olson Electric has replaced four street lamps that have burnt out. Residents are asked to immediately report any lights that are not working to Erin Storey at Holywell Properties.
- d. **Road Repair:** A motion was made and seconded to approve roadway patches on Emily Way and Louise Way. Carried.

## 8. New Business:

- a. **Ratify Decision Made since the April 26<sup>th</sup>, 2015 Meeting:**
  - Three demand letters were issued to owners in arrears of their strata fees. All fees are now paid and up to date.
  - Three strata lots were issued fines for not submitting a Form K for rentals as required by the Strata Property Act. \$50 in fines were collected from each strata lot.
  - Three complaint letters were issued to owners who were not maintaining their yards. All three owners complied with the council's requests.
  - Several residents were issued letters of complaint regarding parking on the roadways. Following several recurrences, council requested that one owner be fined \$50. The fine was collected.

- b. **Bylaw or Rule Changes:** Council contemplated modifying or adding bylaws pertaining to parking, smoking, and payment of strata fees. The Council agreed that no bylaw changes will be presented at this year's AGM. They do intend to poll the ownership at this year's meeting with respect to some of these possible changes and will use that feedback to consider future bylaw revisions.
  - c. **AGM Preparations:** The Council reviewed the budget for the 2016 fiscal year. They also reviewed some items that need to be discussed with the group at the AGM.
9. **Next Meeting Date:** The AGM has been scheduled for Wednesday, February 3<sup>rd</sup>, 2016 at 7:00 PM. AGM Packages will be mailed at the beginning of January.
10. **Adjournment:** The strata council adjourned the meeting at 2:28 PM.