

## **"Cascade Heights"-Strata Corporation BCS 1682**

### **Minutes of The Strata Council Meeting - May 4th,2016**

**Present:** Linda Dawson  
Kassie Ranchie  
Melissa Minch  
Debra Howard  
John Bozak  
Christiana Wilson

Minutes: Debra Howard

**1. Call to order:** The meeting was called to order at 1855

**2. Approval of Agenda:** The strata council unanimously approved an amended agenda

**3. Approval of Minutes of Strata Council meeting December 8th, 2015 and Council Meeting minutes of February 3rd, 2016:** The minutes were approved with all in favor.

**4. Previous Business Arising from the minutes:**

a) Lighting Upgrade- Ryan from RJS Electrical has been in contact with council. The LED bulbs are still on backorder. The project will be completed when the bulbs arrive. The project now includes the relocation of the photocells from the base of the pole to the top of the pole to help improve timing and sensitivity for the new lights. Project to be done within budget approved at the AGM.

b) SL 43 Daycare request- The request was approved by a previous council. The council has been provided with a written agreement that acknowledges the approval of a LNR (License Not Required) daycare in the home with conditions: vehicles are not to stop or park on the roadway (driveway is to be used for child pickup and drop off), and approval for additional children would need permission from the council.

**5. Review of Unaudited Financial Statement for Period Ending April 30th, 2016:**

a) Accounts receivable- Holywell Properties has informed council that a single strata lot is in arrears for Strata Fees. The council has requested correspondence with the owners be initiated to request immediate payment.

**Reminder: the payment for the second and final portion of strata fees for 2016 is due for payment July 1st**

## 6. Correspondance

a) Parking on Roadways/Lawn SL #57 (April 2016)- a written warning letter was sent to remind the owners of the no parking rule and a follow up meeting was held with the owners on May 1st.

b) SL #9- A request for a hearing was received to dispute the previous \$100 fine that was levied for the condition and appearance of his strata lot. Stata council conducted a hearing by phone- giving the owner an opportunity to express his concerns and opinions. Upon the conclusion of the hearing, the council upheld the fine. Also see new business.

c) SL #24 submitted written request for an exemption from the Pet Bylaw to have 2 dogs and a cat (exceeding the two pets permitted). A majority of the council voted to deny the request. The owner outlined two possible outcomes if his request was denied. Council has requested proof of compliance to the bylaw.

d) SL #20 - a complaint was received indicating the lot was in a general state of disrepair. Council is pleased to say the owner has attended to the property and this complaint has been satisfactorily resolved

e) Follow up was held with the District of Sechelt regarding the upkeep and maintenance of the boulevard between Nickerson and Cartier on the north side of Tyler Rd. The district states that the district does not routinely maintain boulevards with adjacent properties. However, after requests for assistance from council, they have agreed to mow the area as required. There are some nuisance plants/weeds and areas due to utilities and rocky terrain the District cannot maintain. A volunteer clean-up day with the residents of Cascade Heights with support from the District Parks Department was recommended. The date and time chosen is Tuesday, May 31st from 10 am to 3pm. A request for volunteers will be sent.

f) Additional complaints received re SL #8 and #9- regarding parking, grass and derelict blinds. Council has notified the owner of acceptable resolutions and has provided a firm date for the issues to be rectified. Additional photos and evidence have been sent to prove that the council does not see any acceptable remediation to the problems addressed in these complaints.

**Reminder to all owners:** the council is routinely receiving complaints relating to the upkeep and maintenance of Strata Lots and the council requests all owners ensure they tend to their yards in a timely fashion. Council requests any owner who is not capable of looking after their yard to contact council to discuss options available and to avoid fines being levied.

## 7. Maintenance

a) Three council members met with a representative from The District of Sechelt to discuss boulevard maintenance following the inquiries at the AGM. Council was informed that only minimal mowing is being provided by the DOS Parks Department.

b) Landscaping work party- as mentioned above, council is arranging a work party of

residents with support from the district to tackle additional required maintenance of the boulevard area and is scheduled for May 31st from 10 am to 3 pm (rain or shine)

c) Council had received a request to replace 2 faded STOP signs. New signs are now in place. The old ones are being stored and may be refurbished.

d) Previous council was notified of road patching required on Emily Way and had requested the repair be made. Upon a walk around the Strata Lots, it was observed that this repair had not yet been completed. Council will follow-up to ensure this gets remedied.

## **8) New Business:**

a) Ratify Council Decisions made after December 8th, 2015

- Dec. 22nd, 2015- Warning letter sent to SL #43 re:parking
- Feb. 15th, 2016- Warning letter sent to SL#8 and SL#9 re: parking, lawn care, parking on lawn and condition of window blinds
- Mar. 2nd, 2016- Approval given for Greener Solutions to lime and aerate lawn in park for 140\$ + GST
- Mar. 16th, 2016- Issued \$100 fine to SL#9 for breach of bylaw 2(1)- condition of window blinds
- Apr. 4th, 2016- Issued additional \$100 fine to SL#9 for continued contravention of bylaw 2(1)
- Apr. 4th, 2016- Approval of BFL Canada's quote for 2016 -2017 insurance
- Apr. 27th, 2016- Warning letter to SL#47 re: Parking

b) Council decided to create and begin using Parking Violation Handbills to place on vehicles in violation of the rules. After repeat violations, fines may be issued.

Council requests that anyone who observes a violation to record the vehicle plate number, description, location and date and time. This information can then be utilized by council- a photo is also helpful. No warning letters can be sent without this information.

**Important reminder to all owners: there is a rule banning parking and blocking of roadways within Strata BCS 1682- including Cartier Rd., Emily Rd., and Louise Way.** Owners are reminded that guests/ visitors/ tenants/ etc. can park vehicles on Tyler Rd and Tower Rd, or on their own driveways or in their garages- but not on roadways or lawns. The council has been cited by the Sechelt Fire Department and warned that Emergency vehicles may be unable to reach the properties in the event of an emergency. This is also an issue of courtesy to our neighbours. Please also exercise caution when driving to the mailboxes as the surrounding neighbours are impacted by vehicles blocking access to their homes. Finally, garbage and recycling services can be withheld if their ability to navigate the neighbourhood is impacted by

improperly parked cars.

c) Insurance Renewal with BFL Canada completed Apr. 17th, 2016

d) Several council members completed a walk around Cascade Heights on May 1st, 2016. Photos were taken of Stata Lot properties and vehicles in contravention of the rules and bylaws. Time and date stamped photos have been provided to Erin at Holywell Properties to issue warning letters to the owners of the aforementioned lots. SL#9 was observed to still be in violation of bylaw 2(1) and will be issued written notification of additional fines if a resolution that is satisfactory to the strata council is not achieved prior to the previously established deadlines.

**Friendly Reminder to the Strata Property owners on Louise Way with lots abutting the easement/right-of-way behind your properties: Spring has sprung and so have the weeds. You are responsible for maintenance, fern & weed removal and general up-keep in that area.**

**9) Next Meeting:** next council meeting will be held June 15th at 1900 hrs

**10) Adjournment:** the meeting was adjourned at 2110 hrs