

**Cascade Heights- Strata Corp. BCS 1682**  
**Strata Council Meeting Minutes- November 1st, 2016**

**Present:** Debra Howard, John Bozak, Melissa Minch, Chris  
Wilson

1. Called to order at 17:55 hrs
2. Agenda- approved with additions
3. Minutes from the last council meeting held on August 2<sup>nd</sup>, 2016 were approved unanimously
4. Previous Business Arising from the Minutes:
  - a) Road Repair Emily Way- two quotes will be obtained for road repairs throughout Cascade Heights for review and discussion at AGM in February
5. Correspondence:
  - a) ATV's Use on Roads- SL#6 wrote to council expressing concern about the unsafe use of ATV's on Cascade Heights Roadways. DOT (Department of Transport) is responsible for legislation for the operation of these vehicles. They are unlicensed and not meant for operation on the road. Owners are requested to call the Sechelt RCMP on the non-emergency number for enforcement. If they are being driven in an unsafe manner (possible injury) please inform the RCMP and they will respond in a more urgently. If there is a serious concern about child safety- please call 911.

b) Parking- SL#11 wrote to advise council that they have observed multiple violations of the no parking rule and the bylaws regarding vehicles being parked on lawns. Council has identified the owner of the vehicle and the Strata Lot. A letter will be sent by council to the owner.

c) New Signage on Emily Way- multiple inquiries were made about the installation of new road signage on Emily Way. Council did not request the installation and the signage appears to be incorrect. Council will follow-up with the District of Sechelt. The sign is described as “Side Road Traffic” W2-2L. Council believes a “T Intersection” W2-4 would be more appropriate if any signage is needed.

#### 6. Review of Financial Statements:

a) To September 30<sup>th</sup>, 2016- were reviewed. October financial reports will be reviewed when they are ready

b) Outstanding Strata Fees- two strata lots remain in arrears for their fees. These owners have already been fined and the Strata Council is moving forward to place liens on these properties. The owners of these properties will be responsible for all costs associated with the liens.

#### 7. New Business:

a) 2016 AGM Planning: A meeting will be held in December with council and Holywell to begin preparations for the AGM in February 2017.

- Irrigation System Upgrade- to comply with DOS Bylaw
- Maintenance Plan for Road Repair- including Emily Way
- Depreciation Report- review current/ plan for 2017
- Bylaw- Quorum (to ensure AGM can continue as planned)
- Strata Fee Payment Schedule- adjustment of due dates, bylaw for enforcement and collection

b) Review of Landscaping Contract- a quote for Greener Solutions to continue park landscaping was received and reviewed. Multiple extra billings were added to last year's contract cost. Quotes will be requested from other companies for 2017.

c) CHOA- A CHOA seminar is being held in November and council will send two representatives from Cascade Heights.

8. Next Meeting: Council is meeting December 13/ 2016 with Holywell to prepare for the AGM.

- The library at Sechelt Elementary has been reserved for February 21<sup>st</sup>, 2017 for the AGM.

9. The meeting was adjourned at 1900 hrs.