

“Cascade Heights” – Strata Corporation BCS 1682
Minutes of the Strata Council Meeting
January 8th, 2018 – 5:30 PM – Holywell Properties

Council Members Present: John Bozak, Ellen Heale, Kevin Meronuk, Ed Harker

Holywell Properties: Kerry Jenkins

Minutes: Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 5:35 PM.
2. **Approval of the Agenda:** Ellen Heale **MOTIONED** to approve the agenda as amended; **SECONDED** by Kevin Meronuk; **CARRIED** with all in favor.
3. **Approval of the Minutes of the Council Meeting held October 24th, 2017:** Kevin Meronuk **MOTIONED** to approve the minutes of the council meeting held **October 24th, 2017**; **SECONDED** by Ellen Heale; **CARRIED** with all in favor.
4. **Previous Business Arising from the Minutes:** No Report
5. **Review of Financial Statements:** Council reviewed the current financial statements for the period ending December 31st, 2017. The operating account held \$8,060.50. There was an additional \$26,540.79 in the Contingency Reserve Fund. The year closed with a net surplus of \$7,493.79.

A/R Review – At council’s request, management sent demand letters to owners on November 10th, 2017 in regard to outstanding strata fees. A deadline of November 30th, 2017 was given for payment before further action would be taken. Currently Strata Lots 25, 50, and 51 have fees that remain outstanding. Ellen Heale **MOTIONED** to turn the collection process over to legal counsel for further action; **SECONDED** by John Bozak; **CARRIED** with all in favor.

6. **Correspondence:** No Report
7. **Reports**
 - a. **Maintenance – No Report**
 - b. **Landscaping**
 - o 2018 Contract - Options were reviewed for future maintenance and landscaping of the park including the division of the landscaping and grass cutting contracts. Council unanimously agreed to proceed with two separate contracts for the 2018 maintenance needs.
8. **New Business:**
 - a. **Bylaw Review** - Council discussed the strata’s building scheme in relation to the current bylaws. Council is looking at a line item in this year’s fiscal budget to allow for a legal review of the strata’s building scheme. Once this is done council will determine if and what changes

might be considered for the bylaws. The hope is to eliminate re-occurring issues by further clarifying the bylaws.

- b. **Bylaw Infractions** – Procedures and remedies for bylaw infractions were discussed. Council will work with management on a consistent approach to handling infractions.
- c. **AGM Planning**
 - o **Date/Time** – February 28th, 2018 – West Sechelt Elementary School Library, 7pm
 - o **Depreciation Report** – Council discussed the Depreciation Report. The Strata Property Act requires a strata corporation to do an updated Depreciation Report every three years, unless waived by a ¾ vote of the ownership at a special or annual general meeting. As the strata is currently at 85% of the suggested funding levels and things are relatively the same as they were when the last report done, council will propose that the Depreciation Report be waived for a period of one year at the upcoming AGM.
 - o **Draft Budget** – Council reviewed a draft budget for this fiscal year. A final version will be reviewed and approved prior to being sent to owners.
- d. **Management Contract** – To allow for further support of the strata corporation, council has requested a quote for additional management services.
- e. **New Council Member** – Council unanimously agreed to appoint Ed Harker to the strata council to fill the position vacated earlier in the year.
- f. **Council Resignation** – In accordance with bylaw 10(6) the council president was no longer eligible to sit on council. Vice President John Bozak will be stepping in as president for the remainder of the term.

9. **Next Meeting:** The next meeting will be the Annual General Meeting on February 28th, 2018.

10. **Adjournment:** The meeting was adjourned at 7:36 PM.