

**`Strata Corporation BCS 1682 "Cascade Heights"**  
**Strata Council Meeting Minutes**  
**May 22<sup>nd</sup>, 2018 - 7:00 p.m. John Bozak's home**

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

**Minutes:** Ellen Heale

- 1) Call to order: The meeting was called to order at 7:00 p.m.
- 2) Approval of Agenda: Kevin Meronuk MOTIONED to approve the agenda; SECONDED by Jason Day; CARRIED with all in favor.
- 3) Approval of the Minutes of the Previous Meetings held January 8, 2018 and February 28, 2018: Jason Day MOTIONED to approve the minutes of the Council meetings held January 8 and February 28, 2018; SECONDED by Ed Harker; CARRIED with all in favor.
- 4) Previous Business Arising from the Minutes:
  - a) Legal review of strata's building scheme – Kevin Meronuk MOTIONED to instruct Holywell to proceed with a legal review of the strata's building scheme as per the budget approved at the 2018 AGM; SECONDED by John Bozak, CARRIED with all in favor.
  - b) Bylaw infractions – Need to develop a bylaw that parking is not allowed in front of a house unless it is on a paved driveway. If a complaint is reported to Council it needs to be handled consistently, i.e. reviewed by Council; if a bylaw infraction issue it must be passed on to Holywell to be followed-up. At the Council's discretion, if an approach is made to an individual(s) as a result of a complaint it must involve two Council members.
  - c) Management contract: Plan for meetings with Holywell in September and after the legal review. One additional meeting with Holywell prior to the pre-AGM meeting.
- 5) Review of Financial Statements to April 30<sup>th</sup>, 2018

Council reviewed the current financial statements for the period ending April 30, 2018. The operating account held \$10,172.52. There was an additional \$29,613.07 in the Contingency Reserve Fund. The first quarter ended with a net surplus of \$8884.77.

A/R Review – At council's request, management sent demand letters to owners in regard to outstanding strata fees. A deadline of May 31, 2018 was given for payment before further action would be taken. Currently Strata Lots 1 and 60 have fees that remain outstanding. If outstanding strata fees are not paid by May 31<sup>st</sup>, Holywell will proceed with enforcement to reflect past practice.
- 6) Correspondence: No Report

7) Reports:

- a) Maintenance: Grass cutting has been organized.
- b) Landscaping: The park is in good shape regarding pruning, and paths. The sprinkler system is broken. Deluxe Landscaping, the original installers, were contacted by Holywell.

8) New Business:

- a) Action for Strata fees owing. Council will review the Bylaws and look at what Holywell does in terms of the process with the intent of developing an explicit enforcement bylaw.
- b) Council will instruct Holywell to send out a letter to all strata owners regarding ongoing issues of property maintenance (e.g. neglected areas outside of/between fences, and between curbs and pavement). Follow-up will be initiated for properties that remain non-compliant.
- c) Signs required regarding children playing. Ed Harker will report back to Council on availability and cost.
- d) John Bozak will inquire with Holywell on the status of road repairs.

9) Next Meeting: Early September or sooner, if required.

10) Adjournment: The meeting was adjourned at 8:23 p.m.