

“Cascade Heights” – Strata Corporation BCS 1682
Minutes of the Strata Council Meeting
September 10th, 2019 – 5:30 PM – Holywell Properties

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

Regrets: Reid Page, Emma Dore, Jason Day

Holywell Properties: Kerry Jenkins

Minutes: Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 5:30PM.
2. **Approval of the Agenda:** The agenda was approved, with all in favour.
3. **Approval of the Minutes of the Council Meeting held June 18th, 2019.** The minutes of the council meeting held June 18th, 2019 were approved with all in favour.
4. **Previous Business Arising from the Minutes:**
 - a. **Management Contract** – Council reviewed the contract amendment with the increase in meetings from 2 to 4 per year as previously approved.
 - b. **Bylaw Packages Tenanted Properties** – Council confirmed that the new bylaw package was hand delivered to all tenanted strata lots.
 - c. **Picnic in the Park** – Due to weather conditions the picnic was not held this year and council hopes to continue the tradition next year.
5. **Review of Financial Statements:** Council reviewed the current financial statements for the period ending August 31st, 2019. The operating account held \$2,720.16. There was an additional \$32,812.81 in the Contingency Reserve Fund and the strata was operating with a net income of \$7,359.58.
 - **A/R Review** –Two strata lots are in arrears for September strata fees and council ratified their decision requesting management to send a demand for payment letter. If satisfactory payment arrangements are not made the accounts will be sent to a lawyer for collection.
6. **Correspondence:**
 - a. **Landscaping Easement** –An owner raised concern over an unkept easement. Council requested a letter be sent to the strata lot responsible for maintaining the easement, requesting that the work be done.
7. **Reports:**
 - a. **Maintenance**
 - **Curbs** – Council previously arranged for weeds to be pulled along the strata’s curbs as part of a preventative maintenance plan to prevent premature deterioration of the curbs and roadways. The work was not completed due to owner interference. Owners are reminded that if they have a comment or concern, they are asked to express it to council or management and not to interfere with contractors hired to do work for the strata corporation. The work will be rescheduled.

- **Roadway Repair** – Council has requested an inspection and quote from Capilano Highways for crack sealing and repairs.
- **Salt Spreader** – Council will investigate purchasing a salt spreader for this winter season.

b. Landscaping

- No Report

8. New Business:

- a. Website Update** – The Cascade Heights website was recently updated, and strata information is available via the website. Thank you to Kevin Meronuk for his continued management of this site.

9. **Next Meeting:** The next meeting will be November 12th, 2019 at 5:30PM, Holywell Properties.

10. **Termination:** The meeting was terminated at 6:15PM.