

“Cascade Heights” – Strata Corporation BCS 1682
Minutes of the Strata Council Meeting
October 7th, 2020 – 5:00 PM – Electronic Meeting

Council Members Present: Kevin Meronuk, Ed Harker, Rebecca Speirs, Greg Foss

Regrets: Debra Howard

Holywell Properties: Kerry Jenkins

Minutes: Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 5:00PM.
2. **Approval of the Agenda:** The agenda was approved as amended with all in favour.
3. **Approval of the Minutes of the Council Meetings held March 16th, 2020:** The minutes of the council meetings held March 16th, 2020 were approved with all in favour.
4. **Previous Business Arising from the Minutes:**
 - a. **Insurance Renewal** – Council ratified their decision to renew the strata’s policy with Gallagher Ltd. The policy runs to April 17th, 2021.
 - b. **Streetlights** – Management will follow up on council’s request to have the photocell replaced to better recognize light levels.
5. **Review of Financial Statements:** Council reviewed the current financial statements for the period ending September 30th, 2020. The operating account held \$10,162.92. There was an additional \$34,383.71 in the Contingency Reserve Fund and the strata was operating with a net income of \$8,486.30.
 - **A/R Review** – Council reviewed the outstanding accounts receivable. Reminders were sent to seven strata lots regarding overdue strata fees. Ed Harker **MOTIONED** to send demand letters to all units with outstanding fees as of September 16th, 2020; **SECONDED** by Greg Foss; **CARRIED** with all in favour.
6. **Correspondence:**
 - a. **Bylaw Infraction Letter SL 25** – Council ratified their previous decision to send a letter to SL 25 regarding landscaping issues. Additional follow up will be done.
 - b. **Easement Areas** – A reminder was sent to several strata lots of the requirement to maintain the easement areas adjacent to their yards.
 - c. **Roadway Parking** – Residents are reminded not to park on the common property roadways. The roads must remain clear for emergency vehicles.
7. **Reports:**
 - a. **Maintenance**
 - **Street Sweeping** – Council discussed the benefits of having street sweeping completed as part of the preventative maintenance of the storm sewer basins. Management will follow up on a quote.
 - **Curb Maintenance** – The curb weeding was completed in May.

b. Landscaping

- **2020 Contract** – Council will request a quote from Visions to continue with park maintenance for next season as well as the addition of the boulevard.

8. New Business:

- DOS Tyler Rd Sidewalk** - An owner raised concern over a broken section of the sidewalk. Management will investigate its repair.
- Boulevard Maintenance** – Management will obtain quotes for a fall clean up of the boulevard and Tyler Rd entrance to the strata
- Dryer Duct Cleaning** - Council is arranging a group price and date for dryer vent cleaning. The cleaning is recommended but optional. Details will be sent to owners once a date is confirmed.
- Contact Information Form K** – Management will work to update Form K's and contact information for tenanted strata lots.
- Depreciation Report** – The updated report is expected shortly.
- De-icer** – Council discussed de-icer for the upcoming season. An order will be put together and council volunteers will apply as needed throughout the season.

9. **Next Meeting:** The next meeting will be November 18th at 5pm.

10. **Meeting Termination:** The meeting was terminated at 6:14PM.