

“Cascade Heights” – Strata Corporation BCS 1682
Minutes of the Strata Council Meeting
November 18th, 2020 – 5:00 PM – Electronic Meeting

Council Members Present: Kevin Meronuk, Ed Harker, Rebecca Speirs, Greg Foss, Debra Howard
Holywell Properties: Kerry Jenkins **Minutes:** Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 5:07PM.
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 October 7th:** The minutes of the council meetings held **October 7th** were approved with all in favour.
4. **Previous Business Arising from the Minutes:**
 - a. **Streetlights** – The photocell has been replaced to better recognize light levels.
 - b. **DOS Tyler Rd Sidewalk Repair** – The required repair has been reported to the DOS and they are looking into it.
 - c. **Dryer Vent Cleaning** – 19 homes participated in the dryer vent cleaning. Feedback and pictures from the contractor indicated that several vents were very dirty. Council would like to recommend that all units have their dryer vents cleaned.
 - d. **Contract Information/Form K** – Management is working on updating owner/tenant contact information where required.
 - e. **Depreciation Report** – Council discussed the first draft of the updated Depreciation Report. More discussion is required before final acceptance of the report. Council will also further examine the report for funding requirements that will need to be reflected in future strata fees.
 - f. **De-Icer** – Council ratified their decision to purchase environmentally friendly road salt for the upcoming season.
5. **Review of Financial Statements October 31st:** Council reviewed the current financial statements for the period ending October 31st, 2020. The operating account held \$9,331.81. There was an additional \$34,948.58 in the Contingency Reserve Fund and the strata was operating with a net income of \$5,974.27.
 - **A/R Review** – Council reviewed the outstanding A/R.
6. **Correspondence:**
 - a. **Bylaw Infraction Letter SL 25 – SL 58 MOTIONED** to issue an additional fine for ongoing bylaw infractions; **SECONDED** by SL 29; **CARRIED** with all in favour. Notice will be sent by registered mail.
 - b. **Landscaping Bylaw Infraction SL 52** - A response has not been received to the letter sent regarding landscape bylaw infractions. The issues are still outstanding. SL 58 **MOTIONED** to issue a fine of \$200.00 to the strata lot; **SECONDED** by SL 56; **CARRIED** with all in favour.

7. **Reports:**

a. **Maintenance**

- **Street Sweeping** – Council discussed the quote received for street sweeping. The work will be considered for next fall.

b. **Landscaping**

- **Maintenance Contract** – Management requested an updated contract for next season from the landscaping contractor.
- **Boulevard Fall Cleanup** – The clean up work to the Tyler Rd boulevard and entrance are underway. Management will review the scope with the contractor.

8. **New Business:**

- a. **Annual General Meeting** – Council discussed plans for the upcoming Annual General Meeting. A date in late January is expected. Due to social distancing guidelines it is unlikely that an in-person meeting will be possible. Council is discussing options and only necessary business will be contemplated for the meeting.
- b. **Water Meter** – Council discussed the overall necessity of the strata's water meter. Investigation will be done into the operation of the irrigation system and previous billing before discussing further.

9. **Tabled:**

10. **Next Meeting:** The next meeting will be the Annual General Meeting, date TBD.

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