

“Cascade Heights” – Strata Corporation BCS 1682
Minutes of the Strata Council Meeting
March 18th, 2021 – 5:00 PM – Electronic Meeting

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

1. **Call to Order:** The meeting was called to order at 5:08PM.

2. **Election of Officers:**
 - President – Rebecca Speirs Treasurer – Kevin Meronuk
 - Vice President - Debra Howard Member at Large – Greg Foss
 - Secretary – Victoria Long

3. **Approval of the Agenda:** The agenda was approved with all in favour.

4. **Approval of the Minutes of the Council Meetings held November 18th, 2020:** The minutes of the council meetings held November 18th, 2020 were approved with all in favour.

5. **Previous Business Arising from the Minutes:**
 - a. **DOS Tyler Rd Sidewalk Repair** – As previously minuted, the DOS was contacted regarding the sidewalk repair. Council feels that the problem has been partially addressed by the removal of the tree that was causing root damage to the area but the decision to repair falls to the DOS and is outside of the strata corporations’ responsibilities.
 - b. **Contract Information/Form K** – Management continues to work on updating owner/tenant contact information where required. **As per the strata’s bylaws, if your strata lot is rented, you are required to have a current Form K for your tenant on file with the strata corporation.**
 - c. **Depreciation Report** – Council reviewed the draft report and discussed various funding models. Debra Howard **MOTIONED** to accept the Depreciation Report as written; **SECONDED** by Rebecca Speirs; **CARRIED** with all in favour.

6. **Review of Financial Statements February 28th, 2021:** Council reviewed the current financial statements for the period ending **February 28th, 2021**. The operating account held \$3,712.36. There was an additional \$39,502.90 in the Contingency Reserve Fund and the strata was operating with a net income of -\$7933.10. The deficit can be attributed to strata fees not being collected until March 1st of the fiscal year.
 - **A/R Review** – Currently there is only one strata lot with outstanding fees and a demand letter will be sent to the owner.

7. **Correspondence:**
 - a. **Bylaw Infraction Letter SL 25** – Council discussed the unit’s response to a recent bylaw infraction letter and fine regarding landscaping and the exterior work required at the strata lot. Council unanimously agreed to allow the strata lot until April 12th, 2021 to complete the outstanding work without further action being taken.
 - b. **Fence SL 2** – A portion of the fence that blew down in a storm and has been put back in place.

8. **Reports:**

a. **Maintenance**

- **Fences and Gates** – As per the strata’s bylaws, owners are responsibly for the repairs and maintenance of their fences and gates. Many fences and gates are in need of repair and/or replacement and owners are requested to review their fences and complete any work required, as enforcement of the bylaws could result in fines to those in violation.

Bylaw 2. Repair and maintenance of property by owner

- 1. An owner must repair and maintain the owner’s strata lot.*
- 2. Without limiting the generality of Bylaw 0, an owner will cause a fence located on a strata lot to be repaired and maintained in good condition.*

b. **Landscaping**

- **Maintenance Contract** – the strata’s current landscaper will continue with park maintenance this season.
- **Boulevard Fall Cleanup** – A fall cleanup of the boulevard was completed at the end of last year. Council will monitor the area and additional work to the corner of Tyler and Cartier will be completed as required.
- **Water Meter Irrigation** – The irrigation system is thought to be in good working order. It will be turned on at the appropriate time this season. Council will review water meter charges and usage of the irrigation system again this fall.

9. **New Business:**

- a. **Insurance Renewal** – Council discussed the current insurance market. A premium quote for this year’s renewal is expected shortly.
- b. **Strata 101/Roles Responsibilities** – Council communication protocols and roles and responsibilities were reviewed.

10. **Tabled:** Street Sweeping

11. **Next Meeting:** The next meeting will be June 10th, 2021 at 5:00pm.

12. **Meeting Termination:** The meeting was terminated at 6:42PM.