

“Cascade Heights” – Strata Corporation BCS 1682
Minutes of the Strata Council Meeting
January 12th, 2022 – 6:30 PM – Electronic Meeting

Council Members Present: Rebecca Speirs, Debra Howard, Victoria Long, Kevin Meronuk

Regrets: Greg Foss

Holywell Properties: Kerry Jenkins

Minutes: Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 6:36PM.
2. **Approval of the Agenda:** The agenda was approved with all in favour.
3. **Approval of the Minutes of the Council Meetings held September 16th, 2021:** The minutes of the council meetings held September 16th, 2021, were approved with all in favour.
4. **Previous Business Arising from the Minutes:**
 - a. **Owner Information Sheet** – Council reviewed a rough draft of an owner information sheet. Management will make further additions before distributing.
 - b. **Strata Lot Inspections** – Council further discussed the best options for dealing with bylaw issues.
 - c. **Organics Program** – The District of Sechelt rolled out the new organics program in December and things seem to running smoothly.
5. **Review of Financials to December 31st, 2021:** Council reviewed the current financial statements for the period ending December 31st, 2021. The operating account held \$8,632.82. There was an additional \$39,014.26 in the Contingency Reserve Fund and the strata was operating with a net income of \$1,194.15.
 - **A/R Review** – Council reviewed the year end accounts receivables. There are currently no outstanding strata fees.
6. **Correspondence:**
 - a. **Parking** – An owner was sent a letter regarding vehicles parked on the lawn. Please be reminded that even in bad weather, parking on the front lawn is against the strata’s bylaws.
 - b. **Fence Panel** – Management will follow up on the replacement of the broken fence panel with the owner.
 - c. **Home Business** – An owner requested permission to alter a portion of the garage space for a home business and were advised to consult with the DOS for any necessary permit requirements or permissions. They will then advise management/council if they are moving forward with the renovation/business.
7. **Reports:**
 - a. **Maintenance**
 - **Snow Removal** – Council discussed this year’s snow removal efforts and the difficulty in keeping the Tyler exit clear and salted. Roadways were also discussed as they become very difficult to plow if not done immediately after a snowstorm, before a lot of driving occurs. It

is difficult to find contractor options on the coast to assist quickly. Owners are asked to let management know if they are interested in assisting with any snow clearing or salting. Council will also look into the feasibility of purchasing the strata's own snow clearing equipment.

- **Roadway Cracks** – Management will reach out to the contractor about sealing any cracks in the roadways this spring.

b. Landscaping

- **Boulevard** – A fall clean up was done along the boulevard. Council intends to budget for both a spring and fall cleaning annually.

8. New Business:

a. AGM Planning

- **Date/Format:** The Annual General Meeting will be scheduled for late February and it will be held by electronic means.
- **Budget/ Depreciation Report** – Council discussed a draft budget and the additional funding requirements of the Contingency Reserve Fund.

9. Tabled: Street Sweeping

10. Next Meeting: The next meeting will be the Annual General Meeting

11. Meeting Termination: The meeting was terminated at 8:42PM.