

**“Cascade Heights” – Strata Corporation BCS 1682**  
**Minutes of the Strata Council Meeting**  
**December 7<sup>th</sup>, 2022 – 5:30 PM – Electronic Meeting**

**Council Members Present:** Rebecca Speirs, Debra Howard, Victoria Long, Kevin Meronuk, Greg Foss  
**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 as amended with all in favour.
3. **Approval of the Minutes of the Council Meetings held October 12<sup>th</sup>, 2022:** The minutes of the council meetings held, **October 12<sup>th</sup>, 2022**, were approved with all in favour.
4. **Previous Business Arising from the Minutes:**
  - a. **Yard Care SL 20** – A letter was sent to the strata lot regarding landscaping upkeep and council will follow up.
  - b. **Dryer Vents** – Dryer vent cleaning was completed for those who signed up to take advantage of the group rate.
5. **Review of Financials to November 30<sup>th</sup>, 2022:** Council reviewed the current financial statements for the period ending November 30<sup>th</sup>, 2022. The operating account held \$8,140.67. There was an additional \$47,377.69 in the Contingency Reserve Fund and the strata was operating with a net income of \$4,000.41.
  - **A/R Review** – Council reviewed the strata fee receivables. Two strata lots remain with outstanding fees despite requests for payment letters previously sent. Management will do additional follow up and advise council of progress.
  - **Investment Rate** – Current investment rates with the Credit Union were discussed and Debra **MOTIONED** to redeem and reinvest the strata’s Contingency Reserve Funds in a new 5-year escalator at the higher rates currently being offered; **SECONDED** by Rebecca; **CARRIED** with all in favour.
6. **Correspondence:**
  - a. **Easement Area** – Residents are reminded to haul away debris when cleaning their easement areas. Leaving the debris obstructs access and creates more difficulty with clearing the next time.
  - b. **Parking SL 27** – A bylaw infraction concern was raised about a vehicle belonging to the unit parking on the street. A letter was sent to the residents and management will follow up.
  - c. **Various Items SL 53** – The owner inquired about the possibility of sharing owner contact information with other owners, a neighbourhood watch program, as well as salting and easement clearing. Council discussed all items and management will respond directly to the owner.

7. **Reports:**

a. **Maintenance**

- **Snow Removal** – Council ratified their decision to use two third party contractors for snow removal and salting this season. Council discussed whether to sell or retain the strata’s current salt supply and will further consider at a later date.

b. **Landscaping**

- **Boulevard** – Council will look at the current state of the boulevard for any outstanding maintenance requirements.
- **Mulch** – As the mulch has not yet been delivered to the park, management will follow up with the tree service company for a spring delivery.
- **2023 Contract** – Council reviewed the 2023 landscaping proposal. Management will inquire as to whether the new contract price could include the boulevard maintenance.

8. **New Business:**

- a. **AGM Planning** – Council has tentatively set a date of Feb 23<sup>rd</sup>, 2023, for the Annual General Meeting. The goal will be to have an in-person meeting if possible.

9. **Next Meeting:** The next meeting will be Monday January 16<sup>th</sup>, 2023, at 5:30PM.

10. **Meeting Termination:** The meeting was terminated at 6:46PM.