

“Cascade Heights” – Strata Corporation BCS 1682
Minutes of the Strata Council Meeting
December 6th, 2023 – 5:45 PM – Electronic Meeting

Council Members Present: Debra Howard, Kevin Meronuk, Greg Foss, Samantha Pickering

Regrets: Reid Page

Holywell Properties: Kerry Jenkins

Minutes: Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 5:47PM.
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 April 24th, 2023:** The minutes of the council meeting held, April 24th, 2023, were approved with all in favour.
4. **Previous Business Arising from the Minutes:** No report.
5. **Review of Financials to November 30th, 2023:** Council reviewed the current financial statements for the period ending November 30th, 2023. The operating account held \$10,448.22. There was an additional \$ 56,177.66 in the Contingency Reserve Fund and the strata was operating with a net income of \$6,053.60.
 - **A/R Review** – Council reviewed outstanding receivables. Despite several reminders and letters sent to one strata lot they remain in arrears for \$649.11. Samantha **MOTIONED** to follow the appropriate procedures to allow the strata corporation to begin issuing fines as per the strata’s bylaws until payment is received; **SECONDED** by Kevin; **CARRIED** with all in favour.
6. **Correspondence:**
 - a. **SL 51 Chickens** – A concern was raised regarding chickens escaping their pen and wandering between strata lots. Council has corresponded with the owners of both strata lots and the matter is resolved.
 - b. **Strata Lot Appearance** – A unit was noted to be storing garbage bags on the front of their unit and management will follow up with a letter. Per the strata’s bylaws, residents are reminded to keep strata lots tidy, in particular those areas that that are visible from the street. Please do not leave garbage bags in front of fences, it is unsightly and also attracts wildlife and rodents.
 - c. **Water Meters** – A contractor for the SCRCD has begun installing water meters throughout the complex.
7. **Reports:**
 - a. **Maintenance**
 - **Snow Removal** – Council reviewed an option for snow removal services through a contractor that offers both hand shovelling and salting services as well as plowing. A monthly retainer fee is applicable for the plowing portion. As the contractor is only servicing strata properties in the Sechelt area it is hoped that the response time will be quicker for service and more tailored to the properties needs. Kevin **MOTIONED** to approve the two snow removal contracts for this season; **SECONDED** by Samantha; **CARRIED** with all in favour.

- **Fences** – All owners are reminded that fences are a homeowner responsibility and must be maintained as per the strata bylaws. Failure to maintain your fence could result in fines.

2.1 An owner must repair and maintain the owner's strata lot.

2.2 Without limiting the generality of Bylaw 2.1 an owner will cause a fence located on a strata lot to be repaired and maintained in good condition.

b. Landscaping

- **Boulevard** – Council was happy with the maintenance of the boulevard this season.
- **2024 Contract** – Management will request a proposal for the 2024 season.

8. New Business:

- AGM** – The AGM will be held the week of February 5-9th and management will confirm the date once the venue is confirmed.
- Council Resignation** – Greg advised council that this would be his last meeting and he would not be putting his name forward at the next AGM. Council thanked Greg for all of his participation over the past few years.

9. Meeting Termination: The meeting was terminated at 6:52 PM.