

“Cascade Heights” – Strata Corporation BCS 1682
Minutes of the Strata Council Meeting
January 10th, 2024 – 5:45 PM – Electronic Meeting

Council Members Present: Debra Howard, Kevin Meronuk, Reid Page, Samantha Pickering

Holywell Properties: Kerry Jenkins

Minutes: Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 5:39PM.
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 December 6th, 2023:** The minutes of the council meeting held, December 6th, 2023, were approved with all in favour.
4. **Previous Business Arising from the Minutes:**
 - a. **Management Software** – Management will be working in a new software program called Buildium and owners will receive log in information shortly. Individual accounts are available for each owner in regard to their strata lot and access to all strata related documents will also be available.
5. **Review of Financials to December 31st, 2023:** Council reviewed the current financial statements for the fiscal year ending December 31st, 2023. The operating account held \$8,010.30. There was an additional \$ 56,177.66 in the Contingency Reserve Fund and the strata was operating with a net income of \$3,104.68.
 - **A/R Review** – Council confirmed that a bylaw infraction letter has been sent to a unit regarding their outstanding strata fees and they discussed further action if the account is not brought up to date, per the instructions in the letter.
6. **Correspondence:**
 - a. **Streetlamp** – An owner reported a burnt-out streetlamp on Cartier Rd and management will have it repaired.
7. **Reports:**
 - a. **Maintenance**
 - **Snow Removal** – Contracts are in place for this season’s snow removal/salting, which will include plowing roadways when snow is expected to accumulate.
 - b. **Landscaping**
 - **2024 Contract** – Council approved the landscaping proposal from the current contractor which saw no increase in fees for the 2024 season.
8. **New Business:**
 - a. **AGM** – The AGM is confirmed for February 9th, 2024, in the multi-purpose room at West Sechelt Elementary. Council reviewed and approved a draft budget, and the AGM package will be distributed to owns on January 18th, 2024.
 - b. **Fire Hydrants** – Management will investigate maintenance responsibilities.
9. **Meeting Termination:** The meeting was terminated at 6:35PM.