

STRATA PLAN NW 2050  
Strata Council Meeting Minutes  
Wednesday, September 29, 2021

**1. PRESENT:** Murray Thompson                      Linda McLaren  
                    Carole Borthwick                      Joanne Parkinson  
                    Gordon Farrell                      Audrey Montero

Special guests:

Yan Marineau-Brachmann  
Trevor Vilac and  
Brandon Carreira representatives of RDH

**REGRETS:** Queenie Cheng  
                    Lindsay Armstrong

**2. CALL TO ORDER:**                      6:35 pm

**3. ADOPTION OF MINUTES**

July 28, 2021 Council Meeting Minutes approved by email. No meeting was held during the month of August 2021.

## **4. COMMITTEE REPORTS**

### **4.1 Social**

The annual Summer Garage Sale that has been organized by Cypress Point over many years with the participation of our Shared Facility Partners has been inactive for a few years. After writing to and obtaining consent from Woodridge, the Garage Sale took place on Sunday, September 12<sup>th</sup>, 2021 in the picnic area between Woodridge and Cypress.

The following message from the Garage Sale Committee was sent out to all participants:

Thank you to all the residents who participated in the garage sale on Sunday, September 12, 2021. It was a huge success and we were so happy that the weather cooperated! It was such a pleasure to meet up with old friends and meet new ones. We hope to be able to hold another garage sale in the late spring or early summer so stay tuned! We will be in touch!

### **4.2 Grounds and Gardening**

#### **4.2.1 Landscaping**

Yamato Landscaping Inc., continues their weekly service around Cypress Point. During the month of September, tree and shrub trimming was added to the normal gardening schedule. The shrubs were trimmed around the swimming pool area and flowers were planted in the pots in front of each Building A, B, and C.

Bartlett Tree Experts returned to Cypress Point to complete the pruning of a few trees at the back of Building C. The trees required a boom truck to reach the topmost branches but the day before the maintenance appointment, the truck broke down. Thankfully, they were able to fix it so the pruning job could be completed.

## **4.2 Block Watch**

Richmond Block Watch is now on Facebook

Please click on this link [www.facebook.com/richmondblockwatch](https://www.facebook.com/richmondblockwatch) and like our page to keep up with all the goings on here at Richmond Block Watch.

## **4.4 Maintenance**

The fire department was on site in Building C, 7651; on September 15, 2021, in response to a fire alarm, which was set off by dust accumulating in the air while the old carpet was being removed by the staff working on the carpet replacement project. The firefighters attending the emergency suggested that the company temporarily place covers over the smoke detectors while working in order to minimize the possibility of setting off the fire alarm again.

The fire department followed up with an email indicating that more changes needed to be done to make it easier for emergency personnel to respond to emergencies at Cypress Point. The three civic addresses are difficult to see due to their location and the numbers are not in contrasting colors making them blend into the background. The chestnut tree in front of Building B, 7531, needs to be trimmed so the branches are at the height of the BC Building Code requirement of 5 metres, minimum. The branches should be no closer to the ground than 5 meters (16 feet). They also requested the fire hydrant service report.

- 4.4.1** Steve, the handyman was on site on September 15, 2021 to paint the entrance and exit signs and the speed bumps on the Cypress Point driveway
- 4.4.2** The clean up of the bike lockers could not be completed as scheduled. Most owners did not move their bikes out of the locker rooms; some took the bikes out too late. Thank you to those owners who took the time to move the bikes out for

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the clean up. Strata Council would once again like to thank SL24 for generously volunteering their time for cleaning the bike locker in Building A. An owner in Building C cleaned the bike locker room, thank you!

- 4.4.3** A malfunctioning pipe in the bathroom of SL97 caused water damage in the suite below (SL86). Corona Plumbing and Heating attended the emergency after normal hours of operations. In this case the necessary procedures were followed: SL97 reported the incident to their insurance company. SL86 also reported the incident to their insurance company. There was no damage to SL97. All the repairs and costs in SL86, will be covered by the insurance company of SL97.

- 4.4.4** A malfunctioning connection from a dishwasher in SL26, caused water damage in SL17. Because of the nature of the washing machine, SL26 was not aware of the problem until advised by SL17. It is always a good idea, as mentioned in previous correspondence to owners, to check your connections from time to time to make sure they are in good condition and lessen the possibility of unforeseen problems. The same procedure needs to be followed as stated in 4.4.3.

- 4.4.5** Assured Environmental Solutions Inc., our pest control company, continues their efforts to find a solution for the squirrel problem on the roof area for SL70 and SL71.

## **4.5 Shared Facilities**

### **IMPORTANT NOTICE**

#### **Cypress Point Residents:**

**A message from the Strata Council:** From the Provincial Health Officer (PHO): Updated as September 30, 2021. Masks are required in all public indoor settings for all people born in 2009 or earlier (12+).

Strata Council strongly recommends wearing your mask while in the common areas of the buildings. Remember to be kind and considerate to others in our community.

#### **4.5.1 Games Room**

The Games Room can be booked for up to **10 people** per session. A waiver needs to be signed by each member prior to the session stating that participants do not present symptoms of COVID.

There is no fee to use the facility, but a \$100 damage deposit is required. If you are an owner and would like to use the room, check the availability with the office. You will need to bring the deposit and fill out a form to secure your place.

If you are a tenant you will have to take one extra step, which is to obtain written permission from the owner of your suite, which can be emailed to the office before booking the room.

#### **4.5.2 Lounge**

The lounge can now be booked. To book the lounge, please contact the office to request the date. The lounge will be booked with a day in between to have the place cleaned and disinfected for the next user.

The lounge has been booked twice since the month of July 2021.

At this time, the lounge can accommodate **30 individuals** per meeting. A waiver needs to be signed by each member prior to the meeting stating that participants do not present symptoms of COVID.

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A rental agreement needs to be signed and presented with a \$50.00 rental fee and a down payment of \$100.00 for a damage deposit, which will be returned after the lounge committee checks the lounge and signs off that everything has been left in the same or better condition than received.

#### **4.5.3 Exercise Room**

Strata Council has worked on a COVID safety plan in order to open the exercise room. The safety plan is as follows:

Please wash your hands when you enter the exercise room, before using the equipment. Kindly remember to exercise social distancing among gym participants.

Sanitize the equipment and/or the exercise station before and after use. Cleaning supplies will be available for residents to use. Please remember social distance.

Keep the exercise room clean and tidy. All equipment should be put back in its original place.

Residents shall only use the gym for **one hour** so that other residents can make use of the gym as well.

No business activity is allowed in the exercise room (i.e. using a personal trainer). The exercise room is **only for residents of Buildings A, B, C, D, Woodridge and Ashford.**

You are prohibited to enter the exercise room if:

- You have had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- You have been directed by Public Health to self-isolate.
- You have arrived from outside of Canada or
- You have had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

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Council would like to thank the owners who have been volunteering their time and energy in keeping the gym clean. We are hearing positive feedback from gym users who say that most residents are returning the weights to their storage location. Thank you.

Lifestyle Equipment attended the gym for their routine maintenance. Since then, the elliptical machine has been making noises. The problem has been reported and we expect Lifestyle Equipment on site at some point soon to fix the machine.

Carl, from Top Surface Upholstery, was on site on September 20, 2021 to repair two gym items that needed attention in the exercise room. The total invoice was \$579.57



Example of a piece of equipment in need of repair

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Starting at the beginning of October, a new cleaning company will be attending to the Shared Facilities areas.

#### **4.5.4 Pool**

It is unfortunate that we couldn't open the pool this year because of all of the hold ups to do with new requirements and paper work requested by Vancouver Coastal Health. By the time we were able to acquire what was needed it was too late to open the pool for the 2021 season. Strata has already worked on a plan to have the pool ready to open in time for the 2022 pool season.

Strata Council is obtaining quotes for an electronic pool heater replacement and is looking into fixing the hot tub.

#### **4.6 Bylaws**

Council would like to invite you to visit the Cypress Point website:  
<https://cypresspointstrata.github.io/> under Bylaws NW2050  
Bylaws Dec 04, 2018.pdf

If you prefer to have a hard copy of the bylaws, you will be able to print a copy for yourself.

### **5. NEW BUSINESS**

- 5.1** The Annual General Meeting has been scheduled for Thursday, November 25, 2021 at 7:00 pm. It will be a Zoom meeting, following the guidelines of COVID-19. Council kindly asks owners to read the instructions carefully and let us know if the information is clear.

On Thursday, November 18, 2021 at 7:00 pm there will be an Information Meeting, prior to the Annual General Meeting. The purpose of the Information Meeting is so that Council can present information about the Resolutions in the Annual General Meeting package. Owners will be able to ask questions and discuss the issues that will be voted on at the Annual General Meeting on November 25, 2021.



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You may drop off your proxy to the Cypress Point Office or fax it to 604 279 1553 by no later than 4:00 pm on **NOVEMBER 23, 2021** before 7:00 pm (which is **24 hours before** the Annual General Meeting)

You will receive an Annual General Meeting package in the mail or through your suite door later in October with the information for joining the information meeting and the Annual General Meeting. Please feel free to email the office [cypresspointnw2050@gmail.com](mailto:cypresspointnw2050@gmail.com) if you have any questions.

If you are unsure, if we have your proper email address kindly send us the email address you would like us to use for the Zoom Annual General Meeting 2021.

We are pleased to announce that Mr. Tony Gioventu –Executive Director for CHOA will be chairing the meeting both days.

**5.2** Fraser Valley Hydrant Services has scheduled Cypress Point for the annual servicing of the fire hydrant on October 6, 2021.

**5.3** The mandatory annual chimney inspection is scheduled for Wednesday, October 13, 2021. All work will be performed between 9 am and 5 pm. Please note that access to all suites is required for this inspection. If your suite cannot be accessed, costs associated with re-inspection will be charged to the strata lot owner, you. Vancouver Chimney Chief Ltd., will be conducting the inspection. COVID-19 protocols will be followed, including wearing a mask and gloves, and practicing physical distancing. Residents of suites are asked to also maintain physical distancing, and not invite technicians in if they are feeling or displaying any symptoms associated with COVID-19.

**54** The annual Fire & Safety Inspection is mandatory and it will be conducted by Sitka Fire Protection Inc. on Wednesday, October 13, 2021, from 9 am to 5 pm. Bells will ring intermittently throughout the inspection. Please note that access to all suites is required for this inspection. If your suite cannot be accessed, costs associated with re-inspection will be charged to the strata lot owner, you.

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## **OLD BUSINESS**

- 6.1** Please find below Cypress Point, Strata NW2050 website:  
<https://cypresspointstrata.github.io/>

- 6.2** Strata Council would like to inform all owners and residents of the new procedure for contacting the Strata Administrator. You may only contact the Strata Administrator from Monday to Friday from 9 AM to 5:00. For non-urgent matters you may send an email to the office: [nw2050@telus.net](mailto:nw2050@telus.net). For after hours emergencies, please contact members of the Strata Council. You will find updated contact information attached to these minutes and inside the elevators.

- 6.3** Carpet Project:

The carpet installation has been completed in Building A and Building C. In Building A, there is a section on the first floor, south entrance of the Building A that needs repair related to the building wall; there is water entering the building from outside the structure. The carpet in that area will be installed once the restoration repairs are done.

Currently staff from Island Carpet & Flooring continue work in Building B. A few Council Members went for a walk around Building A, B, and C to check for deficiencies related to the replacement of the new carpet. Unfortunately, it was brought to our attention, that a resident on the third floor of Building B had already stained one of the tiles with chocolate and as a consequence, a tile needed to be removed and a new one installed in its place. As part of the procedure before installing the new carpet tiles, a layer of cement is being placed in cracks or where the floor needs levelling out. Over the years the floor have cracked in different areas. An owner stepped into the wet cement causing more labor and time to be added to the project. We also learned

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that some residents are being disrespectful by speaking in angry tones to the staff working in Building B. It was disappointing news.

- 6.4** The main email address for Strata NW2050 remains:  
[nw2050@telus.net](mailto:nw2050@telus.net)  
The email address [cypresspointnw2050@gmail.com](mailto:cypresspointnw2050@gmail.com) is also an alternative address if you wish to use it.

- 6.5** Strata Council would like to start by thanking all the owners in Building C involved in the window replacement project for your cooperation and help with the project. The window replacement project is moving along, slowly but surely. As mentioned before in previous updates; the window manufacturing company, Euroline, delivered windows without the proper specifications requiring the windows to be sent back and another set remanufactured which resulted in a major delay. To add to that, West Coast Restoration in conjunction with RJC discovered that more enforcement of the bay window assemblies had to be done before the new bay windows could be installed. These new and essential requirements were not present in the previous window restoration. West Coast estimates it will be three more weeks before they can install all the windows in Building C and start to move into Building B.

Every two weeks, site-meetings are held with representatives from RJC, West Coast, and Strata Council-Administrator. These meetings are conducted for the purpose of keeping all parties up-to-date on the progress of the project, how to tackle new challenges and what the plans are for moving forward.

## **7. CORRESPONDENCE**

### **Incoming:**

- 7.1** A complaint from SL32 regarding a drum instrument being played and causing disturbance to the household.

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- 7.2** A complaint from SL19 regarding a neighbor across in Woodridge lighting the barbeque on the balcony and leaving it unattended for long periods of time which is a safety concern. As well as a complaint of an owner in Woodridge talking loudly at late hours of the night. An email was sent to the Strata Manager for Woodridge and they followed up with the owner in question.
- 7.3** A letter from TLC, (the company that provides cleaning services to Cypress Point) with a new quote and contract for Strata NW2050 without the Shared Facilities. The new schedule presented is twice a week for \$1,250.00 before taxes on a monthly basis.
- 7.4** An email from SL65 requesting a different schedule to better accommodate the dates for the inspection of their unit.
- 7.5** An email complaint from SL65 regarding the maintenance for the elevators and the frustration felt over the years, especially over the past few months as the elevator keeps breaking down especially during the weekends, and long weekends. The owner is strongly urging Strata to look into a more permanent elevator upgrade solution. The owner felt that elevators should be a high priority over the carpets upgrade.
- 7.6** An email from SL29 regarding the timers for the fan and the new upgrade. The upgrade for the timers was a recommendation from Corona Heating and Plumbing, the company that services the fans system for several years. Last year the expense was factored into the budget and approved by the owners during the last Annual General Meeting for this year 2021.
- 7.7** An email from SL45 thanking Strata for the changes made to accommodate the air vent, and how it has change and greatly improved the living conditions inside their unit.
- 7.8** An email from SL29 suggesting that the skylights on the third floor have an option of opening. Quotes will be requested for this option.
- 7.9** Two phone calls from SL65 seeking explanation on why West Coast was at their door requesting access to their unit for measurements

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to their windows when the owners were not contacted in anticipation. A follow up email to the office providing an account of what happened that day (West Coast requesting access and the owners unaware of the request) The purpose of the email was to express their utmost disappointment in the lack of communication as well as the unpleasant experience with the phone call while dealing with the office administrator.

- 7.10** Received a few quotes from companies regarding elevator upgrades for Building A, B, and C.
- 7.11** Concerns from SL99 regarding the new windows opening inward and the rain coming into the suite. Euroline has explained that as a new safety feature, new manufactured windows will only open inward. Strata Council understands that this new operating feature will cause inconvenience to owners on different levels but since Euroline was the company providing the windows for the first and second remediation projects, Council wanted to have the same windows in place.
- 7.12** A letter from Wynford group (Ashford Place) on behalf of Council, Strata Plan NW1868 stating that the Strata is not in favor of gift cards or other form of remuneration for volunteer work. Volunteer work related to the pool, the lounge area, games room are performed by owners. As a token of appreciation, Council, at the end of the year, offers a gift card to those volunteers.

**Outgoing:**

A letter to Building D, kindly requesting the repair of the pot-hole in the driveway in front of the garage door of Building D. A quote was included from Stone Matrix, a company Strata uses to fix our driveway.

## **8. FINANCIALS**

Accounts Receivable as of July 31, 2021

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SL20 \$3,357.41

Fund review as of July 31, 2021

**July 2021**

Contingency Fund	413,402.67
Special Levy Fund	69,470.30
Repiping Fund	45,310.07
Exterior Building Fund	53,469.72
Future Remediation Fund	579,463.72
<b>Owners' Equity</b>	<b><u>1,161,116.48</u></b>
<b>Net Income Prior Years</b>	<b>-13,540.56</b>
<b>Net Income Current Year</b>	<b>3,266.56</b>

Woodridge Shared Facility financials were received for August 2021.

**9. MEETING ADJOURNED:** 9:00 pm

**10.** Next Strata Council Meeting October 27, 2021.

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