

**CYPRESS POINT ABC
STRATA PLAN NW2050**

Strata Council Meeting Wednesday, August 16, 2006

1. PRESENT:	Tom Hargraves	Larry Makutra
	Maureen Buchanan	Joanne Parkinson
	Corinne Inglis	Scott Armstrong

REGRETS: Caroline Cote'

2. CALL TO ORDER: 7:07 PM

3. ADOPTION OF MINUTES

a. June 28 / 06 minutes were adopted with the following corrections:

4e. Council approved the following to be applied to the
Shared Facilities Pool Rules:

1st Infraction - Warning letter

2nd Infraction - Warning letter with threat of deleting fob

3rd Infraction - Delete fob for 30 days

4th Infraction - Delete fob for the season

7f. Council declined, by unanimous vote, to reverse all late penalties and charges assessed to this owner. Once three months of strata fees have not been paid, in this case April, May and June, and they have not responded to the Strata Council's monthly requests for payment, a demand letter is automatically sent by the Strata Corporations lawyer. Strata fees are not to be delivered to the Cypress Point office but directly to Remax, the Financial Mangers, or in the case of a demand letter, to the lawyer making the demand.

9b. Council voted unanimously for the Administrator to continue administering all day to day business of the Strata Corporation without consultation with council. All atypical situations will be brought to council for further discussion and vote.

4. COMMITTEE REPORTS

a. Social

- volunteer party will be held on Saturday, September 30th

b. Grounds and Gardening

- ❖ Sprinklers - A quote has been received, for \$2,901.75, to add one new zone of spray heads to the entrance of Building A where a damaged tree was removed. This area has now been replanted.
 - A second quote was received, for \$290.71, to add 2 new spray heads to improve coverage in the garden beds at Plaza A/B.
 - An additional quote has been requested to upgrade specific areas due to new plantings, future plantings and growth of existing
 - A gardening inspection was completed August 2nd
 - All of the above will be taken into consideration in next years budget

c. Fire & Security

1. Updated Fire Plan - deferred to September
2. Block Watch - deferred

d. Maintenance

1. Re: Professional Warranty Review - **Exterior**
 - * PBEM - The professional exterior report has been completed. Council proceeded to have the critical elements repaired such as caulking that had been compromised at a cost of \$1,750.00. Work has almost been completed.
2. An inspection of all roof top decking was completed on July 5, 2006. A roof top decking repair has been completed by a new contractor / handyman. The owner is very pleased with the result. Council will consider looking into all other roof top decking areas in 2007 budget.

3. The hallway fans are on summer hours.
4. New Enterphone system for Building C and A.
 - Some problems were encountered with the enterphone system at Building C. Quotations were obtained for the new system and our old system can no longer be repaired. In the meanwhile, the problem seems to have settled down. Council may consider adding it as a line item in the budget next year in case the system fails.
5. RDH have provided us with a copy of the proposed remediation repair at Building C. A second repair of this area has been completed but feel a more comprehensive repair is still required regarding drain modification as the rainwater leader is very close to the wall and is difficult to waterproof. This work is all part of the remediation Warranty and will not be a cost to the Strata Corporation.

e. Shared Facilities

1. S F adjustments deferred. Remax are working on it.
2. Owners are still not obeying posted rules for the pool. Unknown persons have been jumping the fence and some women bathing topless - which is not acceptable. When behaviour becomes unruly the police should be called.
3. Owners need to assist the council with monitoring the pool for the safety of all. Again, alcoholic beverages in glass containers are strictly forbidden in the pool area. Council require additional volunteers to assist with the pool patrol.
4. Woodridge has not provided us with copies of their Shared Facility Financial statements for the months of April, May, June or July. These financial have been requested from the Wynford Group. Ashford / Woodridge were four months behind with their payment of their share of the Cypress Facilities. This was creating a shortfall in our Shared Facility Budget as Remax did not have enough money in this account to pay our bills. Remax advise they received this outstanding money today and are currently working on the statements.

5. NEW BUSINESS

6. OLD BUSINESS

7. CORRESPONDENCE

Incoming correspondence.

a. Letter received from an owner requesting notification in the form of a phone call before their suite is entered. (Notices are normally put under the door when entry is required for any reason). *This person has agreed that council and the administrator can email her for all requests.*

b. Letter received from an owner advising that the front door of Building C was shattered and that the south man door of Building C was jammed open.

c. Letter received from a suite requesting permission to install a satellite on their balcony. *Council have declined this request by unanimous vote as this would contravene the existing bylaws.*

d. Documentation received from an owner regarding the installation of a new tub, shower valve and dishwasher valve. Documentation also received from this owner with an Electricians certificate for wiring completed in the suite.

e. E-mail received from an owner advising that they have not been receiving the minutes via electronic mail as requested. *This owner was advised that the office has at least 15 sets of minutes returned undeliverable due to their mailbox being full.*

e.1 A second e-mail was received from this owner stating that he was not 90 days or three months in arrears when a demand letter was sent by the Strata Corporations lawyer. *The Accounts Receivable list received from Remax, dated June 21, 2006 clearly shows three Maintenance Fee payments dated April, May and June had not been paid. Two informal requests for payment had already been sent by the Strata Corporation, but no response was received. This owner had ample time to approach or write to the council or request a hearing. None of these avenues were pursued by this owner. The owner is requesting that the legal cost of \$350.00 be rescinded. Council voted unanimously, for the second time, to decline this request.*

e.2 A third e-mail was received from this owner requesting various responses concerning the recent legal demands made of him from the

Strata Corporations Lawyer; whether council authorized the demand letter to be sent; whether council instructed the Administrator to respond to their email and the date of the council vote pertaining to his issues. *Council wishes to confirm that the Administrator does not require a vote of council to proceed with collections, demand letters etc. on behalf of the Strata Corporation. This authority was granted at the inception of self management and reconfirmed by a unanimous vote of the Council at the June 28, 2006 council meeting.*

f. A letter has been received from an owner advising that the light above their door has been burned out for two weeks. *This was an electrical issue that has now been corrected.*

g. A letter has been received from an owner regarding concerns with a few of the pool regulations. *Council is aware that there have been numerous problems at the pool this year which is another reason they have requested additional volunteers to assist with the monitoring.*

Outgoing correspondence

a. Letter sent to an owner requesting a current Form K and a \$50.00 move in fee in accordance with the Strata Corporation Bylaws 5.1 f, g and h.

b. Letter sent to an owner advising them that their tenants must go to them for all enquiries and not to the Cypress Point office.

c. A letter was sent to an owner requesting the newspapers and bindings to be cleaned up and not be strewn all over the sidewalks.

d. A warning letter was sent to an owner who has been caught with children in the pool during adult hours.

e. A letter was sent to an owner regarding holes in the exterior stucco of the building. No owners are allowed to penetrate the stucco at any time.

f. A letter was sent to an owner asking that they try to be more considerate of the noise generated from their roof top deck. They are inadvertently keeping other owners awake at night.

- g. A letter was sent to an owner requesting a back up key for their private deck. The Strata Corporation has a back up key and a master key to all private decks in case of an emergency.
- h. A letter was sent to Waste Management regarding the final payment of our account.
- i. A letter was sent to an owner whose tenants have been in the pool area with children, during adult times, and have refused to leave the pool area when asked by the residents.
- j. A letter was sent to an owner, along with a copy of the invoice, who requested we enter their suite with a locksmith and have a new lock and keys issued.
- k. A letter was sent to an owner, along with a copy of the invoice, for a water leak originating from their suite.

8. FINANCIALS

- a. Accounts Receivable July 14, 2006 = \$7,465.33
 - 7 Late Strata Fees
 - 8 Late Fees
 - 5 OtherTotal 20 Suites
- b. Accounts Receivable August 16, 2006 = \$1,402.37
 - 2 Late Strata Fees
 - 7 Late Fees
 - 2 Lockers
 - 2 Parking
 - 1 Move In/Out
- c. Council approved March, April and May financials.
- d. May and June 2006 Cypress Shared Facility Statements were issued.
- e. Council considered investing some of our money in a GIC, however the money in our current account is earning (4.25%) which is more

interest than a GIC rate.

The Strata Council would like to remind all owners of their obligation regarding timely payment of strata fees. The procedure, as suggested many years ago by the Strata Corporations lawyer and subsequently approved by council, is as follows:

- 1st Month - 1st Warning Notice is sent (Automatic charge of a late fee)
- 2nd Month - 2nd Warning Notice is sent (Automatic charge of a late fee)
- 3rd Month - Demand letter is sent by the Strata Corporation's Lawyer
(Automatic charge of a late fee plus legal fees are charged to the owner)
- 4th Month - Lien may be placed on the property
(Automatic charge of a late fee plus legal fees are charged to the owner)

Owners are reminded to call, write or e-mail the Cypress Office, Strata Council members or Financial Managers to discuss financial issues / hardships as the case may be.

9. OTHER BUSINESS

Council may adjust the need for monthly meetings for next year during the summer months.

10. E-MAIL VOTES

a. Council approved the quote to repair those areas of the exterior of the building that had been compromised based on the professional inspection. The cost was \$1,750.00.

b. Council approved the inspection of all rooftop decks.

11. MEETING ADJOURNED: 8:40 PM

12. NEXT MEETING: Wednesday, September 27, 2006

The following article appeared in the local newspaper in O. Jurick's column.

"Despite new requirements for training and licensing of B.C. strata managers, some of the best-managed buildings are managed by the owners, not professionals, according to the executive director of the Condominium Home Owners Association. Tony Gioventu said, "...it all comes down to accountability."

Under B.C.'s Real Estate Act, professional managers of strata buildings must be licensed by the Real Estate Council of B.C., but strata owners can elect to self manage their own building, and are exempt from licensing. "Some of the best managed buildings in Greater Vancouver are run by the owners," Gioventu said, who added that in his experience it makes no difference if the manager is licensed or not, as long as they are honest and capable.

The issue of property management licensing came into sharp detail this month as the Real Estate Council of B. C. suspended the license of Point Grey Properties Inc., and froze the firm's bank accounts for failing to account for money held in trust on behalf of rental-property clients., In March, the Council pulled the license of Dedicated Property Management of Delta for similar offences.