

STRATA PLAN NW 2050
Strata Council Meeting Minutes
Wednesday, October 27, 2021

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

REGRETS: Lindsay Armstrong

2. CALL TO ORDER: 6:45 pm

3. ADOPTION OF MINUTES

September 29, 2021 Electronic Council Meeting Minutes were approved by email.

4. COMMITTEE REPORTS

4.1 Social

No reports at this time.

4.2 Grounds and Gardening

4.2.1 Landscaping

Yamato Landscaping Inc., continues their weekly service around Cypress Point. During the month of October, clearing up leaves and fallen branches due to all the wind and rain we've had has been the main area of work. Yamato has been trying to keep Cypress Point looking tidy for the owners.

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In order to comply with the instructions from the Fire Department; Bartlett Tree Experts were on site on Wednesday, October 27, 2021 to trim the chestnut tree in front of Building B, 7531. The branches are now 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). Thanks to SL42 for temporarily moving their car to accommodate Bartlett's equipment.



Trimmed chestnut tree as per fire department instructions

4.2 Block Watch

Richmond Block Watch is now on Facebook

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

4.4 Maintenance

- 4.4.1** Strata Council has agreed to repair the hole in front of the garage door of Building D. Building D has agreed on paying 25% of the bill since they are one building using the driveway to our three buildings.
- 4.4.2** Our Zoom License has been renewed for a second year. This license has allowed Council Members to meet over Zoom during the pandemic with different companies and institutions as well as allowing the preliminary and Annual General Meeting. The total bill for the renewal was \$224.00.
- 4.4.3** Two of the make up air units for the fans in Building C are being repaired. Parts were purchased and scheduled to be installed on Monday, November 1, 2021. Corona Plumbing personnel will be on the roof so if you hear steps on the roof, kindly remember that it will be Corona Plumbing personnel working on the repairs.
- 4.4.4** Corona Plumbing & Heating have winterized the pipes around all of the buildings for the season.
- 4.4.5** Recently Strata NW2050 invested in having brand new carpets installed in all of our buildings. The photo below shows a re-enactment of what occurred in one of our buildings. A resident was observed carrying a leaky garbage bag through the hallway.

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If you are worried about the integrity of your trash bags, don't remove the bag from your home trash can when you take it out to dump it. Take your entire trash can out with the bag still in it. That way, you only have to rely on the strength of the bag for a few seconds when you lift and dump it into the large bin in the garbage room. This avoids a trek to the garbage room that could end up with a leaky bag staining our brand-new carpets.

- 4.4.6** If there is oil under your car and you are trying to catch it with anything but an **automotive-type drip tray** you are in violation of the By-Laws of Strata Corporation NW2050, Cypress Point ABC, for leakage of wet and viscous oil and/or other automotive fluids in your assigned parking stall. You have until **November 15, 2021** to rectify the problem.

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Parking stalls that continue to have wet and viscous automotive fluids on the concrete will be fined \$50.00 for the first offense. A second offense will be \$100.00 and so on, as published in the Strata Bylaws.

We understand that cleaning the parking stall concrete does not stop the leaks from your vehicle. Placing cardboard or carpet beneath is also not the solution, as it will eventually soak through and often leave a bigger mess in the long term.

Strata Council has acquired many automotive drip trays made of durable polypropylene that are designed for containing leakage from vehicles. The trays can be cleaned out periodically and continuously reused providing a cleaner and more appealing look to our parking areas. You may purchase the automotive drip tray from the Strata office for \$20.00.

An excerpt from the Strata Plan NW2050 Bylaws is as follows:

Vehicles

- 1.1 Subject to bylaws **Error! Reference source not found.** and **Error! Reference source not found.**, a resident must not park anything on common property except a private passenger automobile and/or motorcycle which:
 - (a) is parked within a space assigned to the resident
 - (b) is in a mechanically sound and drivable condition
 - (c) is currently and visibly insured, and
 - (d) does not visibly leak oil or other automotive fluids
- 1.2 A resident or visitor must not use a parking stall for storage items other than a vehicle or vehicles as allowed by bylaw 0.
- 1.3 A resident using a parking stall is solely responsible for clean-up of, and any liability arising from, leakage of oil or other automotive fluids in the parking stall.

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 an 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 three times 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.

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.

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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.

Strata Council would like to thank SL42 for volunteering their time and energy in keeping the gym clean, organized and safe.

Lifestyle Equipment attended the gym and changed the elliptical machine belt, which was malfunctioning. Since the problem occurred right after their service call, we kindly requested that the labour part of the bill be waived so that we just had to pay for the belt that was replaced.

One of the bench-presses in the gym is not working properly and cannot be fixed so Council voted to approve the purchase and installation of another one.

A special thanks to an owner in Shared Facilities who uses the gym and was able to clean the other elliptical machine in such way that it stopped making noises and started working properly.

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Kindly review the rules. We have noticed business activities in the gym, which is not allowed. The gym is for the use of residents in Buildings ABCD, Woodridge and Ashford. Failure to comply with the rules may lead to the suspension of your fob prohibiting you to enter the gym.

It has been reported that the gym door is damaged. The door mechanism is not working properly because of the abuse it has sustained from users not handling the door carefully.

Wall damage was reported on the wall in front of the sink. The wall has been punched or kicked leaving a hole in the drywall. The gym belongs to all of us, kindly treated it with respect. Thank you to SL32 for bringing the information to Council.



Door mechanism damaged



Damaged wall

4.5.4 Pool

The pool heater is not working and cannot be fixed. Strata Council has one quote already but is waiting for a second quote before making a final decision.. We're hoping to have the pool heater replaced later this year or early next year

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** During the last Strata Council Meeting, dated September 29, 2021 RDH the company in charge of our depreciation report presented a draft report over Zoom to Strata Council Members. Please find below a summary of their presentation:

Representatives of RDH

Yan Marineau-Brachmann
Trevor Vilac and
Brandon Carreira

RDH began their presentation by introducing themselves.

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RDH was established in 1997. It is a Building enclosure design and construction firm. They have multiple departments that focuses on depreciation reports and mostly on the repair, renewal and rehabilitation of existing buildings and a maintenance and planning group that work to put together the depreciation reports or any capital plan. They also work with the construction project management companies for rehabilitation of existing buildings. They use the information from their construction experience to feed their database, so they are always up to date with the costs of the new repairs. They have 9 offices and 250 employees working for them.

What is a depreciation report?

“A long-range, high-level financial planning tool that identifies the current status of the capital reserves and provides a funding plan to offset the anticipated future major common area replacement obligations”

- What the Strata owns (assets)
- When to plan for replacement (service life)
- What it might cost for replacement (expenditures)
- Current CRF (Contingency Reserve Fund) balance and contribution (funding)
- How to save as a group and as an individual owner

How does RDH prepare a depreciation report?

- Request and review documents (bylaws, minutes, etc.)
- Site visit
- Create a history table (major renewals)
- Conduct quantity take offs
- Data analysis and reviews for costing information and time lines
- Financial analysis and reviews
- Draft report

Cypress Point Physical Parameters:

First occupancy in 1983
165,000 square feet

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4 storeys above grade (including garage)
Total number of strata lots 106
Total number of assets: 99

Asset Inventory

A very comprehensive list includes plumbing distribution system, mechanical rooms, different elements of the exterior -landscape, and interior elements.

RDH mentioned how Strata NW2050 has been proactive and done a lot of maintenance during the years and as a result the renewal of some elements can get pushed further into the future for replacement. For example:

Stucco Clad Wall

Location: exterior wall Building B	Service Life: 20 years
	Installed year 1983
Acrylic coated stucco.	Chronological Age: 38
Repainted in 2014	Effective Age: 16
	Next renewal year: 2025

Tactical Plan - Possible Renewals:

2021

Wood framed windows
Wood trim original
Wood panel wall
Sealant

2022

Elevator Modernization Project consultant company elevator cylinders buried underground and not protected from corrosion.

2024

Repaint walls and wood trim
Sealant

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RDH believes Strata NW2050 is doing a good job at funding the CRF especially at the time when we are approaching new bigger replacement expenses such as the elevator, roof, etc. Strata has a good foundation for funding and is in the high end of average for CRF contributions. Moving forward they are suggesting increasing strata fees by 2 to 5% per year.

The next step will be sending feedback to RDH with any questions, suggestions or changes in the depreciation report before they can send us the completed depreciation report.

OLD BUSINESS

- 6.1** 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 via Zoom, 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.

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.

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Please feel free to email the office cypresspointnw2050@gmail.com if you have any questions.

- 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. 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 all Buildings. A couple of walk-around inspections in the Buildings ABC were performed by Council Members, the Office Administrator and Island Carpet & Flooring representative looking for deficiencies related to the installation of the new carpets.

- 6.4** The yearly chimney inspection was performed by Vancouver Chimney Chief on October 13th, 2021:

Inspected units 43
Inspected and cleaned: 12
Suites missing inspection: 4

- 6.5** Sitka Fire Protection Inc. performed the annual and mandatory inspections of the fire equipment in the common areas of our Buildings on October 12, 2021 and in suites on October 13, 2021. We are still waiting for the report listing any deficiencies and if needed a schedule the for the company to come back before we can call it completed for the year.

Units inspected: 104
Units missed: 02

- 6.6** 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

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-date on the progress of the project, how to tackle new challenges and what the plans are for moving forward.

Over the past weeks West Coast Building Restorations has been working on the installation of the windows in Building C. All new windows have been installed and the work is now focusing on putting back the insulation for the bay windows and the finishing on the inside.

Council would like to thank the owners in Building C involved in the window replacement project for providing access to their suite when requested. Your cooperation has allowed the work to move forward and stick to the schedule planned.

For the finishing part of the work, it is of extreme importance for owners to move their personal belongings out of the working area prior to the workers coming into your suite. The finishers will require a minimum of 3-4 feet clearance around each window which has been replaced. This is to allow the carpenters to maneuver materials and tools to effectively conduct their work. Moving personal items is not the responsibility of the contractor, but the responsibilities of the owners.

There will be an odor once the windows have been installed. It is important to know that the caulking does have a lengthy cure time and may remain tacky for up to one day. Please avoid touching the area by persons or pets.

In the next week, water testing for one or two of the new bay windows will be performed. The painting is underway for the windows frames.

West Coast envisions finishing with the window replacement project in Building C by the end of November 2021. After the finishing, we still have the painting and to finish up, a meeting will be scheduled with each unit where RJC, West Coast and Strata NW2050 representatives will do an inspection and sign off that all work has been completed.

The removal of the interior trim in Building B has been completed. Meaning the windows are ready for taking out and installing the new ones. The schedule for Building B is still being worked out. West Coast is planning to work over the month of December except

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Christmas eve, Christmas, New Years eve and New Year's' day. The work in Building B will commence this coming week of November 1, and West Coast is expecting to last until the end of January 2022, weather permitting. More information will be shared with the owners of Building B involved in the window replacement project once we know the details.

7. CORRESPONDENCE

Incoming:

- 7.1** A renovation request from SL30 to renovate their carpet in their suite and put down flooring in their kitchen and bathroom area. SL30 has submitted all documents and requirements. Council approved the renovation.
- 7.2** A request from SL55 to make electrical renovations in their suite. SL55 has submitted all the necessary information and forms, as well as the requirements for the renovation. Council has approved their renovation.
- 7.3** An email from a TELUS representative to upgrade the old office phone system to the new technology (VOIP).
- 7.4** A complaint from SL37 due to noise coming from SL54. Council is impressed with how well the two parties have engaged in solving their noise problem with respect, and willingness to make changes to their lives in order to help each other out.
- 7.5** An email request from SL64 to reinstall their storage space in their bay window after their new window is installed. SL64 explained that a storage space was in place in the bench part and has now been removed with part of the window trim. Council is in agreement with West Coast that all bay window areas will be standardized and alterations that other owners have applied will no longer be in place.

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- 7.6** An email from SL64 suggesting that the trim around the doors outside the units, baseboards and common areas be painted either dark grey, or black, or a color that compliments the new carpet and that will work with the color of the main walls.
- 7.7** An invitation from Wynford Shared Facilities for council to attend a meeting of all partners of Shared Facilities Woodridge.
- 7.8** An email from SL44 requesting that council look into the fire doors as some of them are not closing properly and there is a gap at the bottom of the door. Council had a discussion and decided to install new sweeps on the bottom of the doors and are having Richmond Carpet adjust the doorsills where they are too high. Our locksmith will also be checking them out the next time they are here on a call.

Outgoing:

An email to Strata NW 1868 (Ashford) in response to a letter indicating their disagreement on giving volunteers gift cards for their volunteer work around Shared Facilities. It was explained that this has been the practice for many years with the effort to minimize costs on paid jobs and encourage our owners and Shared Facility owners to help out around our Shared Facilities.

A warning notice letter to SL18 regarding items left in the parking stall and visible oil leak.

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A warning notice letter to SL56 regarding items left in the parking stall.

Vehicles

- 4.21 Subject to bylaws 4.24 and 4.25, a resident must not park anything on common property except a private passenger automobile and/or motorcycle which:
- (a) is parked within a space assigned to the resident
 - (b) is in a mechanically sound and drivable condition
 - (c) is currently and visibly insured, and
 - (d) does not visibly leak oil or other automotive fluids
- 4.22 A resident or visitor must not use a parking stall for storage items other than a vehicle or vehicles as allowed by bylaw 4.21.

8. FINANCIALS

Accounts Receivable as of September 30, 2021

SL20 \$3,357.41

SL50 \$4,110.40

Fund review as of August 31, and September 30, 2021

	August 2021	September 2021
Contingency Fund	425,094.91	415,129.99
Special Levy Fund	69,551.35	69,630.11
Re-piping Fund	45,546.79	45,782.51
Exterior Building Fund	54,346.34	55,222.76
Future Remediation Fund	576,517.73.	513,210.40
Net Income Current Year	<u>15,068.08</u>	<u>27,331.61</u>
Owners' Equity	1,186,125.20	1,126,307.38

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Woodridge Shared Facility financials were received for September and October 2021.

9. MEETING ADJOURNED: 9:00 pm

10. Next Strata Council Meeting November 25, 2021.