

STRATA PLAN NW 2050  
Strata Council Meeting Minutes  
Monday, January 24, 2022

- |                                    |                   |
|------------------------------------|-------------------|
| 1. <b>PRESENT:</b> Murray Thompson | Joanne Parkinson  |
| Carole Borthwick                   | Lindsay Armstrong |
| Gordon Farrell                     | Audrey Montero    |
| Queenie Cheng                      |                   |

**REGRETS:** Linda McLaren

2. **CALL TO ORDER:** 6:30 pm

3. **ADOPTION OF MINUTES**

November 24, 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. worked specifically on the cleaning and organizing of the gardens. It was challenging at times with the parking of their trucks, manoeuvring around the scaffolding and items from West Coast Restoration but they tried their best and never complained about the inconvenience.

## **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**

- 4.4.1 The hole in front of the garage door of Building D has been partially repaired. Due to weather and the amount of rain and snow we've had, better repairs need to take place when the weather is better.
- 4.4.2 Thanks to Stone Matrix for addressing the snow removal and maintenance during the snow fall at the end of December 2021 and beginning of January 2022.
- 4.4.3 Strata Council would like to thank SL42 for purchasing and installing mats inside the front of doors to minimize the dirt being tracked onto the new carpets in Cypress Point.
- 4.4.4 A few doors were repaired by Aberdeen Locksmith, during the past months, including the main lobby door in Building

STRATA PLAN NW 2050  
Strata Council Meeting Minutes  
Monday, January 24, 2022

A, which was not locking properly and the people's door next to the garage door in Building C, which needed adjusting. Other doors that had been reported not to be working were looked at but were found to be operating properly. When you are entering the buildings, kindly remember to ensure that the doors close and lock behind you. Thank you.

- 4.4.5 The visitor parking stalls were returned to normal during the second week of January 2022. Thank you to the residents for your cooperation during the window replacement project. Kindly remember, the visitor stalls are for visitors of residents. There is no overnight parking unless you have a pass which you can request from the office a few days before your visitor arrival.
- 4.4.6 The final depreciation report was received on December 15, 2021. You can view the full copy of the report at: <https://cypresspointstrata.github.io/> under reports.
- 4.4.7 Corona Plumbing & Heating investigated water leaking into the walls in the bathroom of SL09 during their bathroom renovation and believe that it is coming from SL20 above. No source could be determined at the moment, but Corona suggested that water could be leaking through gaps where the wall and floor meet behind the toilet. No repairs were done but the leak was noted in case it happens in the future.
- 4.4.8 Due to renovations in SL52 Corona was on site to shut down the hot and cold-water risers to allow work to be done by the owners. Later on, they returned and recharged the water.
- 4.4.9 Electrician Max Dragun, was on site during the month of December 2021. In Building A: to rebuild ballast-type pole lights (4 pcs). Replace old ballasts and lamps. There were 4 wall lights in the same area that failed, likely due to freezing temperatures). In Building B: Fix up a cover on a fitting, which houses security wires. Replace exit sign on the first floor that was damaged by water. In Building C: Install a new LED light fixture at parking entrance, close to stall 143.

STRATA PLAN NW 2050  
Strata Council Meeting Minutes  
Monday, January 24, 2022

Fixture that was installed is a heavy-duty type to prevent damage by vandalism.

- 4.4.10 Electrician, Sam, was on site to repair a post outlet giving electricity to West Coast for the installation of the windows.
- 4.4.11 On December 27<sup>th</sup>, 2021, Richmond Elevator attended the Elevator in Building A, as it was not responding and doors were not opening and closing. The technician replaced the CA contactor. The elevator was tested and returned to normal service.
- 4.4.12 SL33 reported water coming into their bathroom-ceiling fan. Corona investigated SL33 as well as SL48. Corona wasn't able to determine the source of the leakage. At that time the leakage was not active which made it even harder to determine where it was coming from. If the problem appears once again the owners will let the office know immediately so it can be followed up.
- 4.4.13 A renovation in SL219 exposed water coming from SL318. Corona Plumbing and Heating made the repairs in the plumbing from SL320 as the connections were easier to access from that unit. All repairs were completed.
- 4.4.14 Council purchased new parking signs to replace a few that were damaged and added new signs to parking stalls No. 1 and No. 2. Kindly remind visitors to adhere to the rules of parking. Visitors often park in private stalls causing problems for residents. Parking in an incorrect stall could result in a tow of the vehicle.
- 4.4.15 Corona Plumbing & Heating investigated the noise from the roof make up air units in Building C. They found that both fans were noisy. The South Fan: The bearings in both the motor and the blower were noisy. They supplied and installed a new blower, motor, belts and pulleys. The North Fan: The motor shaft had broken. They supplied and installed a new motor, motor pulley and belt.

STRATA PLAN NW 2050  
Strata Council Meeting Minutes  
Monday, January 24, 2022

The filters were changed in all the roof make up air units in all three buildings. Total payment for the service \$3,172.71

4.4.16 Sitka Fire and Safety was on site on December 21, 2021 to address the deficiencies from the last inspection.

4.4.17 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.

Strata Council has also purchased mats you can place under the car that are wider and flatter that may be a better option for some owners. They are for sale in the office for the amount of \$20 each.

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

**Vehicles**

4.21 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.

- 4.23 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 emailed to the office before booking the room.

STRATA PLAN NW 2050  
Strata Council Meeting Minutes  
Monday, January 24, 2022

#### 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.

At this time, the lounge can accommodate **15 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**

After a three week closure due to Omicron COVID19 variant, the gym reopens:

Our gym will be open again during normal posted hours as per the recent Provincial Health Order announcement.

**Please continue to respect all policies in place:**

- Vaccination - is strongly recommended.
- Limit of 6 people inside the gym at one time - our gym is not a large space.
- Physical Distancing - remain 2.6m (or 7 square meters) apart while exercising.

STRATA PLAN NW 2050  
Strata Council Meeting Minutes  
Monday, January 24, 2022

- Masks - Are required indoors, but may be removed while exercising.
- Sanitizing Station - Wipes are available. Kindly clean equipment before and after use.
- Stay home if you are feeling sick (coughing, runny nose, etc.)  
- to protect the health and safety of all our residents.

A new workout bench press was delivered on January 25, 2022. Strata Council asks residents to please take good care of the new investment in equipment.

#### 4.5.4 **Pool**

### 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 Strata Council approved to train Lina Wong as a new temporary assistant in the office.

## 6. **OLD BUSINESS**

- 6.1 The Window Replacement Project is in the last stages of the project. The past few weeks West Coast and their sub-



STRATA PLAN NW 2050  
Strata Council Meeting Minutes  
Monday, January 24, 2022

contractors have been working on the finishing of the window trim as well as the painting.

## **7. CORRESPONDENCE**

### **Incoming:**

- 7.1 A suggestion from SL72 regarding the ongoing cardboard disposal in Building B. The notice will explain that cardboard needs to be flattened and disposed of in the large bins located in Building A, or Building C only. No cardboard should be left in Building B.
- 7.2 An email from SL44 asking why the locker room was so dirty and requesting information on the cleaning schedule for the locker. Water stains were found in the locker room due to water leaking through the gutters from the heavy rain and snow over the past few months. We would like to kindly remind owners using the locker room to please be careful when storing items or retrieving them from their storage units. Please remember to turn off the lights before leaving the room. The locker room has been cleaned.
- 7.3 SL102 reported crumbling concrete coming from one of the walls in the car wash. The issue was investigated and it is not of concern, the accumulation of water and freezing temperatures loosened some cement that was sitting on the top of the wall. Thank you SL102 for reporting it.
- 7.4 SL84 reported a parking issue where another car parked in his reserved parking stall. An email will be sent to the residents of

STRATA PLAN NW 2050  
Strata Council Meeting Minutes  
Monday, January 24, 2022

Building D, kindly asking them to respect the parking spaces for Building A, B, and C. Strata Council would like to suggest if someone park in your personal stall, to report it. If the incident happens after hours, still reported and expect a reply the next business day. You can park in the visitors parking for the night and advise the office.

- 7.5 Several emails from SL84 requesting a better solution to their outgoing problem with the sewage smell and clogging in their kitchen sink. Corona Heating & Plumbing has attended a few times but it has not solve the issue completely. We are still waiting for Corona to schedule another visit SL84.

**Outgoing:**

**8. FINANCIALS**

Accounts Receivable as of December 15, 2021

SL20 \$3,357.41                      SL                      SL10 \$520.84

Fund review as of October 31, and November 30, 2021

	<b>October 2021</b>	<b>November 2021</b>
Contingency Fund	405,180.18	413,710.35
Special Levy Fund	56,603.27	56,664.65
Re-piping Fund	46,019.61	46,255.70
Exterior Building Fund	56,101.32	56,979.11
Future Remediation Fund	512,358.04	363,124.03
<b>Net Income Current Year</b>	<b><u>40,377.17</u></b>	<b><u>43,430.81</u></b>
<b>Owners' Equity</b>	<b>1, 116,639.59</b>	<b>980,164.65</b>

STRATA PLAN NW 2050  
Strata Council Meeting Minutes  
Monday, January 24, 2022

9.     **MEETING ADJOURNED:** 7:30 pm
  
10.       Next Strata Council Meeting February 23, 2022.