

STRATA PLAN NW 2050
Strata Zoom Council Meeting
Wednesday, May 26, 2021, Minutes

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

REGRETS: Lindsay Armstrong Linda McLaren

2. CALL TO ORDER: 6:37 pm

3. ADOPTION OF MINUTES

April 28, 2021 Council Meeting Minutes approved by email.

4. COMMITTEE REPORTS

4.1 Social

There are no reports at the moment.

4.2 Grounds and Gardening

4.2.1 Landscaping

Yamato Landscaping Inc. continues with the weekly maintenance of Strata's gardens. The flowers in front of Building A are back for the spring season. Some replanting has also been done and the cleaning and mowing continues.

STRATA PLAN NW 2050
Strata Zoom Council Meeting
Wednesday, May 26, 2021, Minutes

On Sunday, May 9, 2021, two sprinkler heads malfunctioned, one outside Building B and one outside Building A. Part of the problem had to do with the watering timer that has been having problems since last year. The watering timer has been replaced for a total of \$661.62

Council would like to thank SL42 for taking care of the repairs on different occasions. These repairs by the owner represent a significant savings in the budget for all owners. Thank you again.



4.3 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.

STRATA PLAN NW 2050
Strata Zoom Council Meeting
Wednesday, May 26, 2021, Minutes

Strata Council approved discontinuing the security service. The security serviced involved looking after the Shared Facilities recreational rooms (the gym, the games room, the lounge, areas around the pool; as well as Shared Facilities located at Woodridge). Strata Council has received several emails from Woodridge requesting that we discontinue the service if it is not necessary allowing a saving of \$15,000 per year in the Shared Facility budget. After looking at the security reports and having a lengthy discussion, Council voted to discontinue the service. We hope that Cypress Point continues to be a place with very few problems.

4.4 Maintenance

- 4.4.1** Corona Plumbing & Heating Ltd. supplied and installed a new mechanical assembly for the bathroom basin in SL100. They augured and cleared a blockage of hair from approximately 5 feet at the wall.
- 4.4.2** Corona Plumbing & Heating also attended SL30 as the toilet had overflowed and the bathtub stopped draining. They supplied and installed a new closet flange as required for proper operation.
- 4.4.3** Corona Plumbing & Heating supplied and installed pipe and fittings as required to change the building's piping exposed by the owner to accommodate a bathroom renovation in SL59. They then made the connections to the existing piping. Corona recharged the water and checked for any leaks. We would also thank the owners below and above SL59 for their cooperation during these renovations as they provided access to their suites as needed and the water had to be disconnected for some time. Thank you.
- 4.4.3** Power Washing & Spring Window Cleaning: Gleam Building Maintenance Ltd., was on site from May 5th to May 7th for the power washing of the pool area and perimeter concrete stairs around the property. Gleam cleaned inaccessible windows and skylights. They did not clean the windows which are part of the window replacement project in Buildings B and C. and as a result, we were able to save 25% of the invoice amount for a total of \$2,626.31.

STRATA PLAN NW 2050
Strata Zoom Council Meeting
Wednesday, May 26, 2021, Minutes

- 4.4.4** Atlas-Apex Roofing, Inc. was on site on May 14, 2021, to complete rooftop cleanup of the flat roofs of three buildings A (7511), B (7531), and C (7651). Debris was gathered up, bagged, and removed from the roof. A total of 125 bags of debris were removed from site. Upon completion Atlas disposed of all debris at an authorized facility. The total of the service \$3,192.00.
- 4.4.5** A water stain on the ceiling of SL64 was reported. Atlas-Apex, while on the roof for debris removal, investigated the area for a possible leak for SL64. A review on the rooftop found two suspect storm collars that may have been allowing water to infiltrate. These were re-sealed utilizing No. 1 grade exterior sealant. Given that the leak was not active at the time of the service call, it is recommended that this area be monitored over the next few rainfalls.
- 4.4.6** Following the rooftop cleaning, a group of Council Members visited the area serviced. As part of the roof and building maintenance a service call by Bartlett Tree Experts will be requested to assess the condition of the trees that are close to the buildings.

4.5 Shared Facilities

IMPORTANT NOTICE

Cypress Point Residents:

From the latest update on May 28, 2021, by order and direction of the Provincial Health Officer (PHO):

Masks in common and shared living areas

It is **strongly recommended** that masks be worn in the common areas in apartment buildings and condos, including:

- Elevators
- Hallways
- Lobbies
- Stairwell

Please find attached to the Minutes an extract from the Condominium Home Owner Association (CHOA) regarding condo protocols to follow during COVID-19.

4.5.1 Games Room

The Games Room can be booked for up to **ten 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 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.

At this time, the lounge can accommodate **10 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 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 is working on a COVID safety plan before the Exercise Room can be opened. Council is hoping to have everything in place so that it can be opened in July 2021.

4.5.4 Pool

Basic maintenance for the pool has been increased to two days per week. Strata Council is also working on a plan for the pool opening for the month of July 2021 if all paperwork and conditions are accepted by the City of Richmond.

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

Rooftop Deck Maintenance

In accordance with bylaw 5.1 a), Strata Council is requesting that all owners of rooftop decks clean their private deck areas so that they are free of leaves and dirt.

This includes the cleanup of leaves and dirt around skylights. Please note that the debris is harmful to the roofing membrane and cleanup of your deck must include all areas. Special attention should be given to the border of the deck tiles, where debris can collect.

The rooftop deck tiles are self draining and underneath them are drains. Excessive debris can clog these drains causing a flood and possible water leakage into the suites beneath. Keeping your decks clean of leaves and debris will prevent and save thousands in costly damage.

STRATA PLAN NW 2050
Strata Zoom Council Meeting
Wednesday, May 26, 2021, Minutes

The deadline for this cleanup is Friday, June 18th, 2021, on which date an inspection will be carried out. If the deck area has not been cleaned of the leaves and debris, a \$100.00 fine will be levied to the owners of the suite and a strata contractor will be assigned to clean up this area for them.

6. OLD BUSINESS

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

6.2 Carpet Project:

The down payment for \$30,898.31 has been given to Island Carpet for purchase of the materials and to prepare the carpet project to commence. As soon as we have news about the window replacement project timeline, we will schedule the installation of the carpet in the three buildings.

- 6.3** The main email address for Strata NW2050 remains nw2050@telus.net
The email address cypresspointnw2050@gmail.com is also an alternative address if you wish to use it.

- 6.4** West Coast Building Restoration Inc. is still going back and forth with RJC on the revisions for the shop drawings. Currently, RJC is reviewing them and will provide any additional changes that may be required. Once these drawings are approved, WCBR will have lead time on the supply of the windows and can look to mobilize accordingly.

- 6.5** Residents are still leaving items in the lobbies of all the buildings. A kind reminder to all residents that unwanted items should be taken to Value Village or similar organization. Please do not leave unwanted items in the lobbies. Many thanks.

STRATA PLAN NW 2050
Strata Zoom Council Meeting
Wednesday, May 26, 2021, Minutes

- 6.6** An update was received from RDH Building Science, the company working on the Depreciation Report for Strata NW2050. The draft report is coming along well. Also, the elevator subconsultant (GUNN Consultants) will be contacting the office directly in the coming weeks to schedule a site visit to complete a general review of the elevators at Cypress Point for the depreciation report.
- 6.7** Bike Locker Clean Up: This week you will receive by your door a tag which we are asking that you place on your bike until July 12, 2021. On July 9, July 10, and July 11, 2021, all bikes without a tag will be removed from the bike locker and donated. After the first clean up is done the second part will be to take the bikes outside one day to do a deep cleaning of the bike room.

7. CORRESPONDENCE

Incoming:

- 7.1** A verbal communication from SL44 regarding the balcony drain which is not draining properly and needs some preventive attention.
- 7.2** A verbal communication from SL26 regarding the cleaning and maintenance of the tiles on their private deck. Kindly note that the private deck and cleaning of it are the responsibility of the owner. The tiles need to be kept clean. There is a wet and dry vacuum available if owners need to borrow it. Kindly contact the office if you think you may need to use the vacuum.
- 7.3** An email from Imperial Paddock Pools Ltd., for an approval of the suggestion to increase the pool service to two days a week. Once to vacuum and once to perform a chemical check and balance. The monthly bill will be \$225.00 + GST.

Also, as part of the email from Imperial Paddock Pools, a Seasonal Pool/Whirlpool Operator Self-Audit and a Covid 19-Safety Plan were included. These documents need to be in place Strata for the City of Richmond to review when inspecting the pool for possible reopening.

STRATA PLAN NW 2050
Strata Zoom Council Meeting
Wednesday, May 26, 2021, Minutes

- 7.4** An email from SL70 regarding squirrels in the gutter and on the owner's roof balcony. Assured Environmental is attending to the request. The issue is still under investigation.
- 7.5** Correspondence from SL35 informing Council about the owner's car being vandalized. Remember that this is community, being kind doesn't cost anything. If it is an accident, you can leave a message and try to communicate with your neighbor.
- 7.6** An email from SL27 asking Strata Council to review the statements made in the minutes regarding mandatory mask wearing in common areas.

Outgoing:

8. FINANCIALS

- a) Accounts Receivable as of May 2021.

SL20 \$3,817.41

SL4 \$1,507.15

- b) Fund overview as January, February, and March 2021

January 2021

Contingency Fund	433,020.68
Special Levy Fund	129,041.56
Repiping Fund	43,899.51
Exterior Building Fund	49,580.93
Future Remediation Fund	567,371.05
Owners' Equity	<u>1,206,669.65</u>
Net Income Prior Years	-13,540.56
Net Income Current Year	-4,380.33

STRATA PLAN NW 2050
Strata Zoom Council Meeting
Wednesday, May 26, 2021, Minutes

February 2021

Contingency Fund	421,005.52
Special Levy Fund	129,544.67
Repiping Fund	44,131.65
Exterior Building Fund	49,099.27
Future Remediation Fund	575,290.00
Owners' Equity	<u>1,226,759.77</u>
Net Income Prior Years	-13,540.56
Net Income Current Year	19,961.21

March 2021

Contingency Fund	409,001.17
Special Levy Fund	129,649.20
Repiping Fund	44,367.42
Exterior Building Fund	49,972.89
Future Remediation Fund	578,638.78
Owners' Equity	<u>1,204,150.19</u>
Net Income Prior Years	-13,540.56
Net Income Current Year	4,793.28

- c) Woodridge Shared Facility financials were received for February, March, and April 2021.

9. MEETING ADJOURNED: 8:00 pm

Policy Regarding Masks while using Common Property or Facilities

While the strata corporation is not subject to public health orders for public spaces; our objective as a strata community is to protect our residents to the greatest extent possible and continue flexible operation for residents.

The Strata Corporation is recommending the following policy regarding the use of masks while on the common elements.

1. All persons entering or remaining in the following areas are requested to wear a mask that securely covers the nose, mouth, and chin when using, the building entries and hallways, the lobby and elevator(s), or at times when you come into contact with other residents. We understand there are exceptions for age and health reasons; however, a safe building will protect us all.
 - a. Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a Mask and cannot be persuaded to do so by their caregiver.
 - b. Individuals with medical conditions rendering them unable to safely wear a Mask, including breathing difficulties or cognitive difficulties.
 - c. Individuals who are unable to apply or remove a Mask without assistance, including those who may be accommodated under the BC Human Rights Code.
 - d. A person who is employed by or is an agent of the Operator of an Enclosed Public Space and:
 - i. is in an area of the premises that is not designated for public access or is within or behind a physical barrier (e.g., Plexiglass).
2. All persons are permitted to temporarily remove their mask where necessary for the purpose of:
 - a. receiving services; consuming food or drink; or for any emergency or medical purpose
3. All visitors, trades, delivery persons, service staff or contractors must be identified to the strata corporation or attending resident and must wear a mask when entering the building or in common areas.