

STRATA PLAN NW 2050
Strata Council Meeting Minutes
Wednesday, October 26, 2022

1. **PRESENT:** Gordon Farrell Murray Thompson
 Carole Borthwick Linda McLaren

REGRETS: Audrey Montero
 Lindsay Armstrong
 Joanne Parkinson

2. **CALL TO ORDER:** 6:40 pm

3. **ADOPTION OF MINUTES**

Wednesday, September 28, 2022 Strata Council Meeting Minutes were approved by email.

4. **COMMITTEE REPORTS**

4.1 **Social**

No reports.

4.2 Grounds and Gardening

4.2.1 Landscaping

Yamato Landscaping Inc. continues with the weekly scheduled maintenance in the gardens around Cypress Point. Yamato has been trying to work extra days during the week to keep up with the maintenance. The work they have been doing, for the past a few months includes: regular grass cutting, tree and shrub trimming, and/or relocation, removal etc., cleaning up flower beds, planting flowers in planters and in front of the Cypress Point sign in front of Building A 7511, clearing out the Morning Glory from the back as well as in the ivy beds, clearing up of branches around the visitors parking and the removal of shrubs. We are very grateful to Yamato Landscaping for keeping the gardens around Cypress Point looking beautiful and to the many owners who contribute with ideas, suggestions, and noticing places that can be improved upon.

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.

4.4 Maintenance

- 4.4.1 Assured Environmental has been on site attending to ongoing issues as scheduled around the buildings keeping in touch with the Administrator to ensure new matters are addressed.
- 4.4.2 Regarding the SL84 kitchen drain project, we are waiting for Corona to schedule a consultation with us, SL105, and the roof specialist. The aim is to get both companies as soon as they are available. In the meantime, we would like to have the roofing company schedule a visit during the month of November for their suggestions as to which part of the roof deck needs to be opened to accommodate the new drain vent.

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- 4.4.3 Our electrician, Max, has re-scheduled work at Cypress for the month of November 2022. He needs to buy replacement parts for the exhaust fan in the garbage room in Building B 7531. Once the fan is working again it will move the air outside of the building instead of into the parking garage. A few light fixtures need to be replaced around Buildings A and B as well as installing new light fixtures above the recycling bins in Building C.
- 4.4.4 Two skylights are due for replacement and one for finishing work. The skylights in SL23 and SL67 have cracks and need the glass replaced. There are repairs pending around the skylight in SL98. The work has been re-scheduled to the month of November 2022 and weather permitting.
- 4.4.5 The repairs on the first floor in the hallway of Building B are under way. It is a big job where Corona Plumbing will replace a large water pipe that has a slow leak in a joint. For the moment we had the drywall technician make temporary openings so Corona Plumbing could do some preliminary work on the pipe to prevent further damage to the building. Proper replacement of the pipe is not scheduled until the new year.
- 4.4.6 The fan schedule during summer months, for the buildings is still pending, as Strata Council is gathering more information regarding different ways to control the temperature in the hallways for the buildings specially during the severe hot summer days.
- 4.4.7 A water pump failed in the mechanical room in the Lounge in Building B. The water leak was reported to the office and Corona Plumbing was contacted. The pump was replaced the next day.
- 4.4.8 A new spray hose has been bought and installed in the car wash area. Kindly remember to handle it with care, stow the hose on the hose handle and clean up after yourself. We appreciate your cooperation.
- 4.4.9 Kevin and Luke, our carpenters, have been on site repairing a few doors in Cypress Point. Some of the doors had shifted over time as the buildings settled so had to be adjusted along with a sill that was damaged.
- 4.4.10 Building C's back exit door at the southeast end of the parking garage wasn't locking. The door was fixed by Aberdeen Locksmith. We thank SL87 for alerting us about the issue. It is critical that the doors leading to the outside of the premises are in good working order to prevent entry by people who do not belong at Cypress Point.

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- 4.4.11 The work on the ceiling, on the third floor in Building C, near suites 332 and 333, has been completed. The opening was closed, texturized, and painted to match the rest of the ceiling.
- 4.4.12 The opening in the wall outside SL48 (Building B, 7531) has been closed after the repairs were performed by the plumber. Water from SL48 ceiling was going into SL33. In order to fix the problem, Corona opened the wall in the hallway next to SL48. The first coat of texture has applied and painting will happen next to complete the job.
- 4.4.13 Mark, the drywall technician, has closed the openings for the replacement of water piping in Building A. The new drywall needs another coat of texture and to be painted before the job is complete, which is scheduled during the month of November 2022.
- 4.4.14 The quotes regarding gutter repairs/replacement are still pending. Precision Gutters Company is scheduled to come as soon as they have an opening. Strata Council is planning to add the gutter proposal to the Agenda for the Annual General Meeting once all the quotes are in place and a plan for the repair/replacement is completed.
- 4.4.15 If the weather cooperates, a contractor will paint the lines in the visitors parking area and around the driveway in the coming two weeks. There is currently no firm date from the company.
- 4.4.16 Building B's front door is still closing slowly and then banging shut which is disturbing some owners. The next time a technician is on site to work on doors, we will have the issue investigated.

4.5 Shared Facilities

4.5.1 Games Room

The Games Room can be booked to a maximum of its capacity 12 people per session.

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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

In order to book the lounge, please contact the office to request the date. At this time, the lounge can accommodate guests at their normal capacity, 25 people per session.

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

It was reported that a light cover was found broken in the exercise room. Kindly be mindful of the low ceiling if you are lifting weights above your head.

The exercise room fan is now operating at the normal capacity. The exercise room is not large and can only accommodate 6 to 8 participants.

At this time, the exercise room has a fan that works. All the windows in the exercise room are working properly. Kindly remember to open and close the windows gently. Also remember to check that all the windows are closed if you are the last person leaving the exercise room. We appreciate your cooperation.

4.5.4 Pool

The pool closed for the season on October 15, 2022. Thank you all for a great year, your help with the pool, your suggestions, and notes to the office, etc.

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The pool and hot tub are undergoing repairs and maintenance. The idea is to make all the necessary changes for an efficient opening next year. The work is underway and once a report is presented, we will share the details of the work with the owners and Shared Facilities Members.

The entrance door into the pool area in front of the Lounge was repaired as it was not closing properly. As with any of the pool doors, it is important to have them closing securely to keep young ones from entering by mistake and falling into the pool.

Sauna Room

The men's room glass door in the sauna has been broken. Glass breakage has been recorded as vandalized.



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

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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 If you are interested in serving as a Strata Council Member, kindly send your information to the office so it can be added to the agenda for the next Annual General Meeting.
- 5.2 Starting November 1, 2022 there is one outside parking stall available for rent. \$25.00 monthly

6. OLD BUSINESS

- 6.1 The final window inspection/repairs were performed on October 4, 2022. There was no access to SL33 making it the responsibility of the owner to arrange for the deficiency to be dealt with. This visit finalized the Window Replacement Project in Buildings B and C. Once again, thank you to all who were involved, one way or another, with this project.
- 6.2 Strata Council has been in touch with Atlas-Apex to review the Roof Report from RDH, find solutions and do the follow up work on the roof outlined in RDH's report. Meetings are scheduled and a preliminary plan to get quotes is in place. More information will be available after meeting with Atlas-Apex representatives and/or receiving their suggestions and quotes.
- 6.3 If you are contemplating buying an electric car, please be aware that the buildings at Strata NW2050 do not have the electrical infrastructure to support car charging stations. There would be a considerable cost to modify our electrical systems and any upgrade project would need to be voted on by all owners.

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If you are interested in finding out what needs to be done kindly consider joining a committee to work on this new project. Council would like to invite you to participate if you are interested in meeting with SL96 and anybody else who can help with this project. Any information you may have or would like to share about the subject will need to be address to the EV committee.

- 6.4 Thank you to all owners who have sent in their car insurance information to the office. If you have not done so already, kindly send the information to the office electronically or you can leave a copy of it at the office. Starting May 1, 2022 license plate validation decals were no longer required on BC vehicles. Since there is no physical evidence of the owners' up-to-date insurance with their vehicles, Strata Council is requiring a copy of your annual insurance to be kept on file in order to be sure that everyone is in line with the requirements of parking in the Strata corporation.

- 6.5 The Annual General Meeting has been scheduled for **Wednesday, December 7, 2022 at 7:00 pm.** It will be an in-person meeting in the Lounge.

If you are not able to attend the meeting, you may drop off your proxy to the Cypress Point Office by no later than Tuesday, **December 6, 2022** before 7:00 pm (which is **24 hours before** the Annual General Meeting)

You will receive a package in the mail, slipped under your door or under the door mat with the information for the Annual General Meeting December 7, 2022. Please feel free to email the office: nw2050@telus.net if you have any questions.

This year, the NW2050 Strata Council has openings for new members. This is a fantastic opportunity to volunteer for your community and join the Strata Council.

- 6.6 The mandatory annual chimney inspection was performed on Tuesday, October 18, 2022. Thank you to all for your cooperation with the inspection.

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6.7 The annual Fire & Safety Inspection is mandatory was conducted on Tuesday, October 18, 2022. Thank you again for all your help, providing access, leaving the key at the office, responding to the emails, all these contribute to the success of the inspections. We will notify you later on if your suite is candidate for deficiencies that need to be taken care of.

6.8 A friendly reminder regarding bicycles and their stowage location:

1. **Bicycles**

2. 4.28 A resident or visitor must store bicycles only:

- (a) in the bicycle lockup (b) a storage locker, or
- (c) within a Strata lot as allowed by bylaw 4.29.

This is an example of a bylaw infraction regarding bicycles:



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7. CORRESPONDENCE

Incoming:

7.1 Strata Council received emails from SL27 regarding:

- Roof Coating recommendation of Atlas-Apex roof company.

7.2 A communication from SL18 asking if he can park in his stall. The stall has been cleaned but the oil leak has not been fixed. Council discussed and determined that until the oil leak from his car is repaired, he will not be able to park the car in his stall in accordance with **Bylaw 4.21**...a **resident** must not park anything on common property...which:

(d) does not visibly leak oil or other automotive fluids.

7.3 Strata council approved a request for bathroom renovations in SL95.

Outgoing:

Correspondence to SL18, prohibiting the owner from parking their vehicle in the underground parking until such time as the oil leak in the vehicle has been repaired and the oil leak in the parking stall has been thoroughly cleaned.

8. FINANCIALS

Accounts Receivable as of October 31, 2022

SL20 \$6,082.93	SL89 \$1,631.64
SL79 \$471.73	

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Fund review as of October 30, 2022

	August 2022
Contingency Fund	510,505.40
Special Levy Fund Carpet	57,396.90
Re-piping Fund	57,139.12
Exterior Building Fund	63,902.88
Future Remediation Fund	154,629.48
Net Income Current Year	<u>-18,076.19</u>
Owners' Equity	825,497.59

9. **MEETING ADJOURNED:** 7:45 pm

10. Next Strata Council Meeting Wednesday, November 30, 2022 at 6:30 PM