

**STRATA PLAN NW2050**  
**Strata Council Meeting**  
**Wednesday, January 25, 2017**

**1. PRESENT:** Gordon Farrell Joanne Parkinson  
Billy Leung Cyrus Pun  
Tom Hargraves (Temp. Manager)

**REGRETS:** Lindsay Armstrong, Linda McLaren, Carole Borthwick

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

### 3. ADOPTION OF MINUTES

AGM minutes to be approved at next years' AGM by owners.

## 4. COMMITTEE REPORTS

### 4.1 Social

No report

## 4.2 Grounds and Gardening

**Landscaping/Arborist:**

Jerehm (long-time owner and our resident gardening expert) completed a walk-around inspection with Mike from Bartlett (Tree Arborist). It was a comprehensive meeting with each and every tree being addressed on the property. A subsequent report and quote will be sent by Mike.

The main purpose of this inspection was to confirm any actions that may be required in regards to the care of the trees on our property following an earlier visit in December, and to address the Magnolias in the back of building A.

We are waiting for a quote from Bartlett for Council to approve any work.

The quote will be for removal of the two Magnolias (leaving the third large one) in behind building A, and the clearance of all tree branches from all the three buildings envelope. There is marginal concern that the removal of the magnolia trees could leave the remaining larger Magnolia tree vulnerable to wind and lack of canopy support from the surrounding trees, which may then require tethering.

There was also concern expressed by a resident of building B about the ornamental Cherry tree that is by the pool on the north side of building B. *In the opinion of the arborist, the cherry tree is in good condition, with a small amount of pruning required in the next year or two.*

The two large Cedars in the back or west side of building C require trimming, to provide 16 feet clearance from the ground up, on the side of the trees that is directly adjacent to the laneway pavers, to be compliance with fire departments requirement of clear passage of the fire trucks.

The ornamental trees around the property require bi-annual pruning for both disease control/prevention and shaping, and at the same time interval the tethering on the Horse Chestnut needs to be inspected, so it could be combined into one visit every two years.

*Jerehm suggests that the pruning is left until next year as it occurred a couple of years ago and this year's budget will be required to trim the trees for building clearance and the removal of the Magnolias should that proceed.*

There are some disease issues, nutrient issues and improper planting issues around the property. The soil amender that we ordered will take care of some of the nutrient issues, and adding fertilizers with micro-nutrients to all the new rhodo and azalea plantings will definitely help, but we will have to address the disease issues of the birch trees and also the large shrubs in front of building B's entrance which are covered with blight and insect eggs.

It is important to note that Squirrels can access the buildings from many trees that surround all of the buildings and that removal of every tree to stop squirrels ingresssion would leave the property looking very different and bare.

The concerns from residents regarding shade or too much sun can be subjective, with one owner being happy, another is disappointed. We can't take down every tree because someone is unhappy with it, or because it's blocking someone's view or light levels.

*Council voted for the following policy statement on tree management:*

*If the tree is causing safety issues to the building, or persons, or is diseased, then it should be dealt with accordingly. The advice of a professional arborist will be sought on how to proceed. Otherwise it is the policy of the Strata to keep all trees on the property and maintain them. (N.B. Trees are also costly to remove, and depending on their size the City can enforce their replacement or a fine).*

### ***4.3 Landscaping***

#### **4.3.1 Soil Amender**

Jerehm has also been assisting with our landscaping contractor regarding our need for a 'soil amender'.

All manufactured soils and amenders have a 'healthy' odor, whether placed by hand or blown in will not change the smell. Our landscaping contractor is hoping we can get 15 cubic yards of amender applied with blowers, for about the same price as manually installing 10 cubic yards. We could also go with composted bark mulch, and supplement it with a quality fertiliser to make up for the narrower spectrum of available nutrients. It will have a more pleasing smell. It will assist in preventing erosion and weeds. A lot of soil gets washed into the parkade doors of building B when it rains really hard.

*Council voted to:*

*Choose the composted bark mulch plus supplemental fertiliser, applied by blowers.*

#### **4.3.2 Soil Erosion Barricade**

Council is considering putting some kind of barricade up around the garden areas near the doors into parkade B. A lot of soil gets washed into the parkade from the sprinkler and when it rains really hard.

*Council voted to:*

*Investigate barrier options to prevent soil being washed away.*

### ***4.4 Fire & Security – Block Watch***

No Report

## ***4.5 Maintenance***

### **4.5.2 Wooden Framed Windows and Doors**

We received an email from an owner asking if there was a replacement plan for the wooden framed windows and doors. The owner had recently had a sliding door 'fall out' the frame, due to worn out and cracked rollers. This windows' rollers have been replaced by a contractor at a cost of \$384.44. However the sliding door still does not close perfectly due to a slightly twisted frame.

*Council voted to:*

*Look into including window/door replacement as part of a future remediation plan.*

## ***4.6 Shared Facilities***

### **4.6.1 Fitness Room**

New hangers have been purchase and put in the exercise room. The other hangers were stolen.

Posters for the Bowflex Machine are on order and will be put in the exercise room when received.

New light cover fixtures replaced have been received and await our electrician to install them.

### **4.6.2 Games Room**

The games room has only been rented once so far this year.

### **4.6.3 Pool**

1. The rear door of the pool is sticking, as it does every year. This year seems worse than usual, and the padlock bolt no longer lines up and can't be used.

*Council voted to:*

*Defer until spring when options will be examined before pool opening.*

2. The lighting system at the rear of the pool has been purchased and awaits our electrician to install it.

#### **4.6.4 Woodridge Facility Status**

The Woodridge Facilities are located 'beyond the pool' and are free to use for Cypress residents. They comprise 2 'all year' indoor hot-tubs, a gym and one co-ed sauna. Woodridge Strata control and maintain this facility, not Cypress Point. Woodridge also control the keys to this facility. A new key costs \$25 and must be purchase from the Woodridge Office.

The bad news is that the Woodridge facilities are currently 'under repair'. Both hot tubs are leaking, the sauna doesn't work and there's something wrong with one of the exercise machines.

The hot tub leaks are 'being investigated' this week, but then they need repairing.

The Cypress Point saunas and exercise machines are all working, but alas, our hot tub opens with the pool, not until spring.

#### ***4.7 Bylaw Committee***

Gordon Farrell & Oliver St. Quintin  
No report.

## 5. NEW BUSINESS

- a. Tom Hargraves acted as manager while Audrey was away in January.  
*Council stated they thought "Tom did a great job".*
- b. Agreement of the updated "Crossroads Management Agreement", including approval of the increased management fee.  
*Council voted to:*  
*Approve this document. It was signed by 2 council members as per Crossroads request.*
- c. Strata maintenance payments received for January from two owners are insufficient (does not include this year increase). One owner who paid by cheque has failed to respond to phone and email messages.  
*Council votes to:*  
*Accept the cheque as part payment and add the deficiency to the required February payment.*
- d. *Council would like residents to be aware that a notice from Sierra Waste (Appendix A) was received regarding non-compliant recycling in the blue containers in Building B. This is serious, if 3 notices are received our blue bins will no longer be collected. This was probably made worse by residents' need for a post-Christmas clear-up. However the bins were piled hallway to the roof with an unsorted mixture of paper and containers.*
- e. An unlocked bicycle and shopping cart were abandoned behind Building C by a "homeless looking man". A lookout was kept, but after several days he had not returned. The bicycle is un-ridable, with a broken chain and no brakes. The shopping trolley rides rather well.  
*Council voted to:*  
*Investigate returning the cart and dispose of the bicycle at scrap metal recycling.*
- f. Renter inquired whether there was a refund for returned FOB and Garage opener he purchased from the office.  
*Council voted to:*  
*Advise the renter that the sale of Key FOBs and Garage Openers are final and non-refundable.*
- g. Tom Hargraves proposed to use more Automated Payment Systems for Trusted Suppliers. This is already taking place for BC Hydro invoices, and could be expanded for other 'Trusted Suppliers', who supply variable but periodic invoices, such as Fortis Gas.  
*Council voted to:*  
*Proceed with Fortis Gas, but decide on other suppliers on an individual basis.*
- h. Tom Hargraves suggested that a surcharge be added to periodic payments to the Strata made by cheque, for payments that could be made by an automatic payment systems, and suggested \$10 processing fee per cheque. These include Strata fees, locker rental fees, and parking rental fees. The ultimate aim is to eliminate the use of cheques for regular periodic

payments. He believes this will reduce late payments and reduce work for the strata, benefitting both the owners and the strata. Ad-hoc payments by cheque, such as lounge rentals, would not be charged.

*Council voted to...*

*Consult with our Strata Manager and Tony Gioventu (CHOA) on ways to achieve more use of automatic payment systems, and decide on the best way ahead.*

- i. A leak occurred in a second floor unit, several litres of water coming through the ceiling at the smoke detector location. Then it stopped. Corona plumbing were asked to investigate the source of this intermittent leak.

*Corona advised us not to go ahead, since they were not confident they could find the source of a now non-existent leak, and it would require the removal of ceiling sections and drywall. The resident was advised to call out Corona directly if litres of water came through the ceiling again. Residents of the suite above have kindly given a key to the Strata Office should the leak re-occur, and Corona need access to chase down the leak.*

- j. We received a notice that Progressive Waste were going to paperless billing. If customers still want a paper invoice it will cost an extra \$4.

*We emailed Progressive Waste and are now signed up for paperless billing.*

- k. An owner reported a high pitched intermittent whining noise, coming from the plumbing. Corona Plumbing were contacted and advised it could possibly be caused by the old style shower mixer taps. They are prone to produce plumbing noise as they throttle the hot and cold water.

- l. A resident sent an email requesting to start a project at Cypress Point. The project would be a community Herb Garden, where residents could plant and grow their own herbs.

*Council voted to:*

*Not accept the proposal.*

*None of the suggested location were acceptable. Residents are welcome to grow herbs on balconies, and there are community gardens already set up in Richmond for avid gardeners, run by the City of Richmond.*

- m. The man-door in the far corner of building C is not closing properly, and the 'stuck open' alarm sounds if it is not closed manually.

*Council voted to:*

*Ask the Strata Manager to arrange for maintenance on the door.*

- n. An owner complained of no power from the outlet in the bathroom. After hitting the reset button several times the power resumed.

*Council advised:*

*It is the owners' responsibility to maintain electrical outlets. They are considered to be surface electrical fixtures and part of the interior of the unit.*

## **6. OLD BUSINESS**

None

## **7. CORRESPONDENCE**

- a. We received an email from an owner informing we have a notice from Sierra Waste for non-compliant recycling in the blue containers in Building B. The notice is in Appendix A.
- b. We received an email from an owner asking if there was a replacement plan for the wooden framed windows.
- c. An owner submitted a proposal to take advantage of internet based new technology to automate payment systems and streamline the running of the Strata Office
- d. An owner reported a high pitched intermittent whining noise, coming from the plumbing.
- e. We received our Elevating Devices Operating Permit for 2017.
- f. Two owners were sent notices regarding noise complaints.
- g. A resident was sent a notice regarding bird food being scattered, which was being eaten by squirrels and crows, as well as small birds.
- h. We received an email with a proposal to start a Herb Garden project at Cypress Point.
- i. A resident complained that the Men's Sauna was not working.




## 8. FINANCIALS

- a) Accounts Receivable as of January 18th, 2017 was \$3,711.86 involving 3 owners. One of these owners owes \$3,672.06
- b) No Woodridge Shared Facility financials were received for December.
- c) Cypress Shared Facilities December financials were issued.
- d) Fund overview as December 31, 2016:

Contingency Fund	194,075.83
Special Levy Fund	5,722.29
Repiping Fund	57,817.09
Exterior Building Fund	6,698.40
Future Remediation Fund	204,131.98
<b>Total Funds</b>	<b>468,445.59</b>
Current Year Surplus	<u>35,681.25</u>
Total Owner's Equity	<b>528,548.76</b>

**9. MEETING ADJOURNED:** 8:25 PM

**10. NEXT MEETING:** Wednesday February 22, 2017





**BLUE BOX / BLUE CART COLLECTION NOTICE**

**Thank you for recycling. Please sort materials correctly as follows:**

- ☒ Keep recyclables as separate items – do not stack or place in bags.
- ☐ Rinse containers.
- ☐ Flatten and bundle cardboard (Bundle dimensions: 3' x 2' x 4").
- ☒ Please sort materials correctly:
  - ☐ Glass bottles and jars separated into grey bin/glass recycling cart
  - ☐ Mixed paper separated into yellow bag/mixed paper cart
  - ☐ Plastic containers, aluminium cans and foil, empty aerosol cans, paper coffee cups and plastic lids separated into Blue Box/ Containers Recycling Cart
- ☒ Items not accepted in Blue Box/Cart. Please recycle the following items using drop-off programs (visit [www.richmond.ca/recycle](http://www.richmond.ca/recycle) for drop locations)
  - ☒ Styrofoam – Take to Richmond Recycling Depot, 5555 Lynas Lane
  - ☐ Electronics – Visit [return-it.ca/electronics](http://return-it.ca/electronics)
  - ☐ Hazardous materials – Call the RCBC Recycling Hotline 604-732-9253
  - ☒ Plastic bags/ other items: \_\_\_\_\_  
Take to Richmond Recycling Depot, 5555 Lynas Lane
  - ☐ Other: \_\_\_\_\_
- ☐ Ensure recycling bins are accessible for collection.
- ☐ We noted that your:
  - ☐ Blue Box/Cart   ☐ Mixed Paper Recycling Bag   ☐ Glass Recycling Binis damaged. Please call Environmental Programs at 604-276-4010 to arrange for a replacement.
- ☒ First Notice   ☐ Second Notice   ☐ Final Notice – No Collection

**For more information:** [www.richmond.ca/recycle](http://www.richmond.ca/recycle) or 604-276-4010.

 Richmond

  
**SIERRA WASTE**  
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