

**CYPRESS POINT ABC
STRATA PLAN NW2050**

**MINUTES OF THE STRATA COUNCIL MEETING
Wednesday, March 29, 2006**

- 1. PRESENT:** Tom Hargraves Joanne Parkinson
 Maureen Buchanan Larry Makutra
 Corinne Inglis

REGRETS: Caroline Cote', Scott Armstrong, Amy Hendricks

INVITED GUEST: Owner requesting a meeting for February (did not arrive) and again for March - did not arrive.

2. CALL TO ORDER: 7:08 PM

3. ADOPTION OF MINUTES

- a. January 25, 2006 - approved with the following correction
 - "date of 2005 should read 2006"
 - Council discussed utilizing leaf guard for the gutters - but declined
- b. February 22, 2006 - approved with the following corrections
 - "Scott Armstrong did not agree to be assistant secretary"
 - 7.3. "Opportunity to speak to the council at the February Meeting and was deferred by the owner to March"

PROCESS FOR TAKING & ISSUING MINUTES

Council has approved the following procedure in the taking and issuing of minutes. The Secretary or Assistant Secretary will take all minutes of Strata Council meetings and forward a copy to the Cypress office for editing and distribution by the Administrator. Corrections to these minutes will be brought forward at the next meeting for discussion, approval and adoption.

4. COMMITTEE REPORTS

A. Social

The next activity will be the Garage Sale. Joanne is hoping to schedule this for the end of April or early May.

b. Grounds and Gardening

1. Gardening/landscaping - The arborist has completed most of his contract. Grinding of stumps and miscellaneous items remain outstanding.
2. A plum tree with burgundy leaves will be planted at the front of Building A to replace the large cedar tree.

c. Fire & Security

1. FOB system - installation of the second phase has almost been completed. They are now working on the four Shared Facility doors. Conduit is not necessary with the FOB system other than for exiting buildings. As our system is being used exclusively for entry to the buildings it is not required by code.
2. Updated Fire Plan - Tom will check to see if he is able to scan this document for us in order to edit the information to make it more current.
3. Block Watch - defer

d. Maintenance

1. Re: Professional Warranty Review - Exterior re Remediation
Is required yearly. A call has been placed to Allstar to provide a quotation for this service.
- 1a. Owner Review - Exterior
Is to be carried out every six months according to our warranty documents. Tom will arrange this review very soon
2. The repair of the remediation leak at the south stairwell of Building C is complete. An additional area will be monitored.
3. Re-piping of 223B and 322B is complete - except for the reinstallation of baseboards.
4. Jackson Roofing have commenced with the membrane replacement on

Plaza C.

5. Jackson Roofing is waiting for rain in order to repair the leak on the NW corner of Building C. Council to instruct Jackson to spray with a hose to speed up the determination and repair.
6. A second call has been made to our insurer regarding the reduction of our insurance costs since the installation of Fobs' and the reinforcement of the man doors and garage doors with Lexan.
7. The list of interior repairs, identified during a walkabout of volunteers, is in the process of being completed.
8. Council approved the use of a handy man on a bimonthly basis to repair, repaint or touch up as required. This service will take one or two hours per building.
9. Two squirrels were trapped on the North side of Building A and the hole they had created under the mansard roof was closed.
10. Spray washing of the mansard roofs, removal of algae from the brick, power washing of exterior walls, walkways, pool deck, etc has been completed. Washing of inaccessible exterior windows will commence Thursday March 30 and Friday March 31.

e. Shared Facilities

1. 2000 Shared Facility adjustments will be determined once Remax begins on April 1, 2006.
2. A suite, previously identified as having drawn a hockey net on the racquet court wall in marker pen was not the guilty party. This suite was caught playing hockey, and has been banned from continuing this activity in future. A second suite has been identified regarding the drawing in marker pen and has assisted in the clean up. A letter of apology has been sent to the owner of the suite initially identified.
3. Vancouver Coastal Health forwarded an application for

anyone interested in taking the Swimming Pool Operators Course. Tom will check this out.

4. A legal letter has been received advising that Ashford Place and Woodridge Estates have contracted Allyson Baker of Clark Wilson to represent them with regard to the Shared Facilities Agreement. Council will ask Stephen for an update.
5. The pool is scheduled to open on Friday, May 19th, 2006 for the season. Users are reminded to obey all posted pool rules, the hours of operation, and to bring your pool tags with you.
6. Black soled shoes will be banned from the racquet court as they are leaving black marks on the hardwood floor which is very difficult to remove. Notices will be put up on the Racquet Court door.
7. Council is looking for volunteers for the Pool Patrol. If you are interested please contact the Cypress Point office.
8. Council approved the sale of the FOBS for the Shared Facility partners will be \$15.00 each and replacement FOBS will be \$50.00.

5. NEW BUSINESS

- a. RDH forwarded a letter regarding the possibility of conducting additional work at the stair base of Building C where a remediation leak was recently repaired.
- b. Garbage collection has been changed from Waste Management to Northwest Waste effective March 28, 2006. Discussion regarding interpretation of the contract
- c. Buster from Sabre Electric retired effective Monday March 27th. We have two companies we will try out as an alternate electrician

6. OLD BUSINESS

- a. The second phase of the arbitration re chimney cleaning / inspection will be held on April 4th @ 9:30 AM.
- b. Council provided the Administrator with a response regarding ongoing correspondence with an owner re the Newsletter.

7. CORRESPONDENCE

Incoming correspondence.

- a. Correspondence received from an owner re procedures when there is a water leak and the need to have baseboard reattached in a bathroom. *Council will call Incredible Restorations immediately for large leaks and Corona Plumbing if it is a plumbing issue.*
- b. An owner is concerned with noise complaints they are receiving directly from another owner at 6PM in the evening and other daytime and early evening hours when children are playing and sometimes running. *This owner has laminate floors covered with area rugs. Council approved sending a letter to the complaining suite advising them that this suite is compliant with the bylaws regarding noise levels and covering the flooring with area rugs. Any future complaints are to be sent directly to the Strata Council not directly to this suite*
- c. An owner is requesting that the bulleting boards in Building B be lowered as they are hard to reach. *Council will take a look at this.*
- d. An owner is requesting permission to upgrade the voltage from 110 to 220 to accommodate new washers and dryers. *Council approved this and request a copy of the electricians invoice.*
- e. An owner requested that his tenant be allowed to park a motorcycle and a car in his parking stall.
- f. An owner requested additional information on move out charges.

Outgoing correspondence

- a. Letter sent to an owner charging move in and move out fees re their rental suite.
- b. Letter sent to an owner clarifying the application of move in and move out fees and the waiving of fines re their rental suite.
- c. Letter sent to an owner charging them with costs re a plumbing leak from their suite into the parkade.
- d. Letter sent to Bayside thanking them for providing a Financial Management Quote - and advising them that an alternate company was selected.
- e. Letter sent to Colliers in regards to fire hydrant service.

8. FINANCIALS

- a. Accounts Receivable - as of March 15, 2006 are \$3,438.12
- b. January and February Shared Facility Financials issued.
- c. Approval of financials required for October, November, December, January and February. The new Treasurer will review and advise at the next meeting.

9. OTHER BUSINESS

- a. Office Hours - Council approved reverting back to 9 - 5 Tuesdays and Thursdays

10. E-MAIL VOTES

March 1, 2006 - Council approved a vote to apply a move in and a move out fee to an owner and to waive fines if the fees were paid quickly.

March 23, 2006 - Council approved a vote to send a second letter of explanation to an owner

11. MEETING ADJOURNED 9:55 PM

12. NEXT MEETING: Wednesday, April 26, 2006