

Strata Plan NW2050
Strata Council Meeting
Wednesday, March 30, 2016

1. Present: Gordon Farrell, Felix Zhang, Linda McLaren, Cyrus Pun, Joanne Parkinson, Lindsay Armstrong, Andrew Marchrones

Regrets: Carole Borthwick

2. Call to Order: 6:33 p. m.

3. Adoption of Minutes: January 27, 2016 minutes approved by e-mail vote.

4. Other E-mail Votes:

- a) Council approved a bathtub replacement for SL 92.
- b) Council approved an electrical upgrade for SL 39 to accommodate a larger and more energy efficient dryer.
- c) Council rejected a proposal from SL 80 for a renovation and relevel, recommending a delay until the engineering report related to Building C has been completed.
- d) Council approved levelling the fire door threshold, 3rd floor, Building B, to better accommodate wheelchairs and motorized scooters, under a quote from Southside Flooring (\$551.25 to build and install a rubber ramp beneath the carpeting). ***The project was completed in March.***

5. Committee Reports:

- a) Social:
- b) Grounds and Gardening:
- c) Fire and Safety:
 - i) The February 11th fire alarm in Building B was the result of smoke emanating from the painting contractor's vacuum during clean-up.
- d) Maintenance:
 - i) New railings have been installed in the Plaza AB and CD stairwells.
 - ii) Bulk sampling of the Building C parkade fireproofing was completed, with no indications of asbestos. ***As detailed in the January 27, 2016 minutes, this bulk sampling was required by WorkSafe BC before structural testing could be performed. Subsequently, Building C was tested for a possible structural issue and we are anticipating a report very soon.***
 - iii) First floor ceiling openings in Building B, where previous leaks had occurred, were closed. Subsequently, a new ceiling leak was discovered in a different area of the first floor of B. ***A repair was undertaken and the ceiling will be scheduled for closing.***
 - iv) A cracked toilet tank resulted in flooding into the hallway on the first floor of Building A, and across the hallway into two other suites. Damage at the source and in one unit was minimal, but damage in the third suite was extensive, requiring wood floors be replaced. Dryers and dehumidifiers were on-site in the hallway and affected suites for a full week. ***The owner of the unit at the source of the problem did not have insurance and paid all strata costs relating to the incident, as required under strata by-laws.***
 - v) Skylight repairs continue as weather permits.
 - vi) The strata administrator met with the City, along with two representatives from Corona Plumbing, to discuss issues related to the City's requirement that inspection chambers be built between the existing sumps and the City lines so

as to avoid possible over-pressurization of the City sewer lines. ***At this point, the City has not formalized a suggested solution.***

- vii) Property line surveying was completed. ***Principals from Olsen & Associates were on-site to provide a review. Documentation will be filed by Olsen with the appropriate authorities and copies will be forwarded to Cypress.***
- viii) The electrical upgrade project was completed.
- ix) Corona Plumbing insulated a pipe in the interior wall of one unit to eliminate condensation issues resulting from the pipe.
- x) Roof leaf inspection revealed that there was no accumulation of leaves on Building A, but there were substantial accumulations on both B and C. ***The administrator authorized our gardeners to remove all debris at a cost of \$140 per roof.***
- e) Shared Facilities:
- f) By-laws:

6. Financials

- a) Accounts receivable as of March 16, 2016 are \$1,222.34, with four owners owing between \$50.00 and \$772.34.
- b) Woodridge Shared Facilities December 2015 financials were received. The reported year-end surplus was \$14,987.21, of which \$4,400.24, based upon unit entitlement, must be remitted to Cypress ABC by May 15, 2016.
- c) January 2016 Woodridge Shared Facilities financials were received. February 2016 Woodridge Shared Facilities financials were received.
- d) The Cypress Shared Facilities December 2015 financials reported a year-end deficit of \$806.76, of which \$569.90 must be reimbursed to Cypress by our Shared Facilities partners by May 15, 2016. ***Two of our three Shared Facilities partners remitted payment in March, totalling \$458.16, so only \$111.74 from one partner remains outstanding.***
- e) Cypress Shared Facilities January financials were issued. Cypress Shared Facilities February financials were issued.
- f) Approval of Cypress December 2015 financials. As detailed in the January 27, 2016 minutes, the reported 2015 year-end deficit was \$3,720.26, due to expenditures related to drainage issues in November 2015 resulting from heavy rains.
- g) Approval of Cypress January 2016 financials. Approval of Cypress February 2016 financials.
- h) Fund overview as of February 29, 2016:

Contingency Fund	\$181,382.58
Special Levy Fund	28,003.25
Repiping Fund	56,282.41
Exterior Building Fund	2,783.50
Future Remediation Fund	<u>139,651.01</u>
Total Funds	\$408,102.75 (of which \$140,000.00 is in a GIC)
Current Year Surplus	<u>5,231.35</u>
Total Owners' Equity	\$413,334.10

7. Correspondence Received:

- a) E-mail from an owner suggesting, in light of January's earthquake, that an Emergency Preparedness presentation be arranged with the City. ***Council authorized the administrator to begin making plans for a presentation.***

- b) E-mail from an owner suggesting convex mirrors be installed in the parking garages to reduce dangers from blind corners when entering and exiting garages. ***Council rejected.***
- c) E-mail from an owner suggesting a bike sweep be undertaken and volunteering her services in the effort. ***Council approved and authorized the administrator to coordinate with the volunteer.***
- d) E-mail from an owner suggesting an additional weight bench be purchased for the fitness room, as the original bench is stuck in an upright position and the frame is too small for weights purchased afterwards. ***Council approved to a maximum of \$500.00 plus taxes.***
- e) Multiple e-mails from two Building C first floor residents complaining of unusual noises, occurring sporadically at all hours, including in the very early hours of the morning, described as a grinding or vibrating noise from above. ***Due to the sporadic nature of the noises and the fact that only two owners reported this annoyance, the source of the problem was difficult to identify. Finally, it was determined that the source emanated from the elevator, but only as it came to rest on the 3rd floor. Richmond Elevator was asked to expedite a solution to this problem and we are hoping for a quick resolution.***

Correspondence Sent (February):

- a) By-law infraction notice to an owner regarding storage of items in the parking garage (second warning).
- b) By-law infraction notice to an owner regarding a failure to provide adequate notice of tenant move-out.
- c) By-law infraction notice to an owner regarding bed sheets hanging from balcony.
- d) Letters to our Shared Facilities partners detailing their portions of the Cypress ABC Shared Facilities 2015 deficit to be remitted by May 15, 2016 (see Financials (d) above).

Correspondence Sent (March):

- a) By-law infraction notice to an owner regarding a failure to provide adequate notice of tenant move-out.
- b) By-law infraction notice to an owner regarding storage of items on the balcony, other than patio furniture, including an old battery.

8. Other Business Arising:

- a) Council reviewed carpet samples and quotes for replacing the carpeting in all buildings. ***Council selected four samples for further review and requested that the administrator arrange a meeting between Council and the contractor for a question and answer session.***
- b) Council approved the administrator's proposal that the current office cell phone plan be terminated, at an annual savings of over \$600.00, due to redundancy.

9. Meeting Adjourned: 8:04 p. m.

10. Next Meeting: Wednesday, April 27, 2016 6:30 p. m.