

STRATA PLAN NW 2050
Strata Council Meeting
Wednesday, January 24, 2018
Agenda

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| 1. PRESENT: | Gordon Farrell
Lindsay Armstrong
Linda McLaren | Billy Leung
Cyrus Pun
Audrey Montero |
|--------------------|--|--|

REGRETS: Carole Borthwick
Joanne Parkinson

2. **CALL TO ORDER:** 5:45 pm

3. **ADOPTION OF MINUTES**

November 22, 2017 minutes approved by email.

4. **COMMITTEE REPORTS**

4.1 **Social**

No reports

4.2 **Grounds and Gardening**

4.2.1 **Landscaping**

Bartlett Tree Experts have completed the following work:

The Magnolia tree located at the West side of Building A 7511 has been removed. Council will look into alternative tree for that area.

The Sweetgum located at the West of 7511 Building A was pruned to raise lower branches to a height of 12-14 feet to maintain clearance and light flow to the property.

The large Horse Chestnut located at the front of 7531 parking lot Building B was pruned to remove all dead, diseased and broken branches 2" in diameter and larger throughout crown to improve health

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and appearance and reduce risk of branch failure. Lower branches were removed to a height of 15-18 feet to improve clearance and light flow to the property.

The Plum located at the front of Building 7651 was pruned to remove elongated crown spread by approximately 2-4 feet to contain and improve form. It was structurally pruned to enhance natural shape and form. Subordinate rapidly growing lateral branches were removed along with poorly attached branches and closely spaced branches were thinned.

The Cherry located at the north side of the pool was pruned to thin the crown, approximately 20% of live branches, to improve light and air.

The Pieris group located at the North side of 7511 were pruned to reduce crown height by approximately 4-5 feet, and to contain crown spread by approximately 1-2 feet to improve form.

The Redbud located at the front of 7511 Building A was pruned to remove poorly attached branches and thin closely spaced branches. The tree stakes and ties were removed.

Japanese Snowbell stump located at the East of 7651 Building C was ground down to approximately 8 inches below existing grade. All the mulch was raked back into resulting hole. The site was prepared for the new tree planting.

The large Portuguese tree at North side of 7511 Building A was pruned to reduce its size.

4.3 **Fire & Security – Block Watch**

Council kindly invites you to visit the following links with information on Fire & Security and Block Watch.

Family and Community Emergency Workshop FREE!

This isn't about "getting ready for the big one". It's about getting ready for the every-day emergencies.

Workshops will be custom-designed and held twice a year in each community of Richmond. Each workshop will be delivered twice spread over two weekends and, where possible, on different days, to provide the greatest opportunity for residents to attend. As workshops are community-specific residents are encouraged to register for the workshop taking place in their community.

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All workshops and materials are free for residents of Richmond. Additional workshops can be requested by community members and will be organized if there is sufficient demand.

More information on the RRC program and REMO can be found by visiting www.richmond.ca/emergency or emailing emergencyprograms@richmond.ca.

Crime Prevention Block Watch

<http://www.richmond.ca/safety/police/prevention/blockwatch.htm>

Crime Prevention Programs Block Watch

<http://www.richmond.ca/safety/police/prevention/programs.htm>

Richmond RCMP Criminal Activity Maps

<http://www.richmond.ca/safety/police/crime.htm>

4.4 Maintenance

4.4.1 A few doors with fob readers have been reported not working properly. The fob readers have been replaced. Thank you to the owners reporting the faulty fobs and keeping Strata safe.

4.4.2 From November, December 2017, and January 2018 Atlas-Apex service crews completed both the priority and preventative maintenance detailed in report EQ02186. The roofs were cleared of organic debris including sludge from the drain sump areas. Open stripping laps/seams and interfaces identified were repaired utilizing a polyurethane-bitumen resin coating, polyester fleece reinforcement and new ceramic granules. The bases of the stacks were coated to prevent corrosion and seal the stripping interfaces. The storm collars of the stacks were resealed as required utilizing #1 grade exterior sealant. Corrosion on the stacks were addressed depending on severity. Areas of minor corrosion were coated with an aluminizing paint, however areas where corrosion was through the stack receive a repair utilizing polyurethane-bitumen resin coating and polyester fleece reinforcement. The buckling stripping on Building B was cut open and relaxed, and then repaired with new SBS modified bitumen membrane. Upon completion removed and disposed of all related debris to an authorized facility.

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- 4.4.3 Gutter cleaning & Inspection was performed on February 1, and 2. A well maintained gutter system has a lot to do with maintaining the good condition of our roofs, walls, foundation and landscaping.
- 4.4.4 The carpet on the first floor of Building A, in front of the elevator was cleaned and repaired. A candy gum was dropped on the carpet and made it difficult to come out, in part because our carpets are old.
- 4.4.5 Hytec Water Management has been contacted in regards to the water leaking in Building B in different sections of the ceiling. Hytec reported the treatment levels to be adequate. The copper levels measured 0.00 PPM on the hot and cold which tells there is no corrosion. The leaking could possibly be a section of pipe that was already weak before the Hytec system was installed and it finally breached.
- 4.4.6 Assured Pest Control trapped two squirrels, which were making noise for several weeks. More traps were in place and the last visit for this purpose was on December 13, 2017 with no new findings.

As for the month of December there was the inspection of common areas and treated as necessary, added and replaced rodent baits as necessary, added and replaced gluetraps and/or monitors as necessary. Minor exterior rodent activity. Please do not touch baits, bait stations, or traps.

- 4.4.7 The elevators in Building B 7531 and Building C 7651 were not working on December 26, 2017. A technician was call and checked-repaired both elevators. The elevator in Building B reported that a car door gib was replaced. A door gib is a device at the bottom of horizontal sliding door panels that stick into sill grooves and eliminate door panels from swinging in or out. The problem with the elevator in Building C was a noisy door operator motor bearing. Thank you to the owners for reporting the problem to the office.

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4.5 Shared Facilities

4.5.1 Games Room

The games room has been booked 5 times during the year 2017.

There is no fee in order 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 in order 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 (can be an email to the office) before booking the room.

4.5.2 Lounge

The Pavilion Lounge was rented 42 times during the year of 2017. Thank you to the Lounge Committee for volunteering all these hours to make sure the lounge is in good conditions.

4.6 Bylaw Committee

The bylaws are in the process of being reviewed and approved by the land title office.

5. NEW BUSINESS

- 5.1 A fire incident occurred on January 25, 2018. Please refer to the emails attached for more details.
- 5.2 Owners and tenants, if you have change your contact information since last year, kindly send to the office your new information: nw2050@telus.net.

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- 5.3 A **fire door** is one of the most important fire safety products on our premises. It will prevent the fire or smoke from spreading across the building and keep the fire contained to a particular compartment or room, giving occupants longer to escape and the fire service longer to rescue anyone who is trapped and put out the fire. They will also prevent more of our building and property from being lost to the fire than necessary. Please make sure our fire doors are properly closed after you go by.

6. OLD BUSINESS

- 6.1 There is a list of residents looking into renting spaces for their vehicle. If you have a space, which you would like to rent, kindly contact the office.

7. CORRESPONDENCE

Incoming:

Council has been requesting quotes for the replacement of carpets in Buildings A, B, and C. Quotes from three different companies were received ranging from \$69,000 to \$106,000 depending on the quality of the carpet, the under pad and installation.

An email from SL01 requesting the office to look into the cleaning of the carpet on the first floor of Building A 7511, in front of the elevator.

An email from SL70 proposing to post a note on the fire doors asking residents to make sure the fire doors by the hallway are complete closed.

A quote from Fitness Town to replace a part of a machine at the gym, which will cost approximately \$890.00

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Outgoing:

8. FINANCIALS

- a. Accounts Receivable as of December 31, 2017 was \$865.10
SL05 \$ 50.00 SL52 \$50.00
SL20 \$705.10 SL92 \$60.00
- b. Woodridge Shared Facility financials were received for November and December 2017.
- c. Cypress Shared Facilities for November and December 2017 were issued.
- d. Approval of Cypress Point December 31, 2017 financials.
- e. Fund overview as December 31, 2017.

Contingency Fund	236,251.26
Special Levy Fund	5,802.43
Repiping Fund	61,049.43
Exterior Building Fund	16,873.96
Future Remediation Fund	287,657.79
Total Funds	607,634.87
Current Year Surplus	<u>28,727.61</u>
Total Owner's Equity	636,362.48

9. MEETING ADJOURNED: 8 pm

10. NEXT MEETING: Wednesday, February 28, 2017

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From: nw2050 [mailto:nw2050@telus.net]
Sent: January-29-18 8:34 PM
Subject: Fire January 25, 2018 Update

Hello All,

This email is intended to provide you with some preliminary information. We will know more in several weeks' time and updates will be provided in the upcoming Strata Council Meeting (SCM) minutes.

Most of you are probably aware that there was a fire in Strata Building B 7531 on the afternoon of Thursday January 25th. The fire investigation and assessments are still ongoing. There are various Fire Inspector's and the Strata insurance adjuster and the various homeowners' insurance adjusters involved.

This is an excellent reminder that everyone that owns a suite in this Strata should have their own personal insurance. The Strata insurance does not cover the replacement of your furniture, clothes or appliances. The Strata insurance does not cover the cost for a place for you to live (such as a hotel) while the months of building repairs are being done.

- 1.) No one was hurt. No one was home at the time in the suite where the fire started.
- 2.) The fire started at the top floor corner suite. They do not know the exact cause of the fire and the investigation is ongoing.
- 3.) The currently affected Building B suites are: 124, 226, 324, and 325. The damage is from the fire and/or water.
- 4.) The fire department have said these owners/tenants will not be allowed to stay and will have to temporarily move out.
- 5.) Security has been hired to be present 24/7. There is to be no entry into the suite where the fire initiated.
- 6.) A restoration company is doing initial work on some emergency mitigation. They installed outdoor roof covers and equipment indoors to remove odors and moisture while cleaning up building hallway carpets.
- 7.) Once the fire investigation is complete, the affected owners/tenants will be allowed access to their suites to move their contents out.

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- 8.) Demolition will begin after the affected owners have moved out. This will start with the ceilings in all affected units pending moisture mapping being done.
- 9.) Strata Council will need to appoint a restoration company who will work on the building reconstruction after the emergency restoration and fire inspections have been done.
- 10.) The initial Strata insurance adjuster estimate for the building repairs will be approximately \$350,000 to \$400,000 and could take about 6 months to a year to complete.

Regards,
Gordon Farrell - President, Cypress Point - Strata NW2050

Cypress Point Strata NW 2050
Mailing address:
#338-7651 Minoru Boulevard
Richmond, BC V6Y 1Z3

cc: Strata Council, Cypress Point - Strata NW2050
cc: Audrey Montero, Strata Office Administrator
Office Tel: 604 279 1554
Office Cell: 778 886 0390
Office Email: cypresspoint@telus.net

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From: nw2050 [mailto:nw2050@telus.net]

Sent: February-16-18 1:41 PM

Subject: Update on reconstruction from the fire that occurred January 25, 2018

Dear Residents,

The demolition of parts of the building structure has started in all affected suites in Building B 7531.

Scaffolding has been erected so that debris can be thrown down a large chute into a metal bin below. The scaffolding is also used to create a cover over the affected area of the roof. This cover is used to prevent any additional water entering the structure when the workers are doing the repairs.

During the construction process the scaffolding and metal bin will block off a portion of the fire lane and walkway. These areas will also be surrounded by temporary fencing. The white tarp like material in the hallways and stairwell is needed while the construction is happening to protect the stairways and carpets. PLEASE exercise extra caution if you need to be in these areas.

At this time we are not sure yet of the time frame the scaffolding will be in place. We have not received any report on the root cause of fire. We plan to send more updates as we receive new information.

Regards,
Gordon Farrell - President, Cypress Point - Strata NW2050

Mailing address:
#338-7651 Minoru Boulevard
Richmond, BC V6Y 1Z3

cc: Strata Council, Cypress Point - Strata NW2050
cc: Audrey Montero, Strata Office Administrator
Office Tel: [604 279 1554](tel:6042791554)
Office Cell: [778 886 0390](tel:7788860390)
Office Email: cypresspoint@telus.net