

STRATA PLAN NW 2050
Strata Council Meeting Minutes
Wednesday, March 29, 2023

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| 1. PRESENT: | Gordon Farrell
Joanne Parkinson
Carole Borthwick | Linda McLaren
Murray Thompson
Audrey Montero |
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REGRETS:

2. **CALL TO ORDER:** 6:48 pm

3. **ADOPTION OF MINUTES**

Monday, February 27, 2023 Strata Council Zoom 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. There has been cleaning, mowing and removing branches around the gardens.

“Please follow or refer [facebook@yamatolandscaping](https://www.facebook.com/yamatolandscaping); we upload our job pictures on every visit.”

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Bartlett Tree Experts were on site three times during the month of March 2023. They applied fertilizer to the giant sequoia located at the center of the parking lot area and the Douglas Fir located at the driveway entrance on Minoru Boulevard. The treatment involved products that help the tree root system by enhancing their ability to tolerate drought stress and also bolstering their natural defense system against root zone pathogens.

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 attended to the ceiling in the parking stall 133C a few times. The open spaces in the insulation are inviting to squirrels where they burrow in and hide during cold weather which destroys the ceiling insulation and drops dirt on the car below. A few traps were located at strategic places to discourage squirrels from coming back to the area. A clean up was scheduled in the area.

4.4.2 Pacific Shores Roofing was on site on March 6, 2023 and assessed the situation in two areas of the roof, in Building A. One issue that was investigated was regarding the drains and the why and how water entered SL20 and SL09. The company removed the membrane protector, to expose the drain. Ice had likely built up and blocked the eight holes in the membrane protector and when the snow was melting, it could not exit the deck, would build up and enter the unit at the skylight. The recommendations for repair are to cut a hole in the membrane protector and install a drain allowing water to exit the roof so it cannot get blocked as easily as it was with the eight holes.

The second area investigated was above SL27. A water stain was present on the drywall above the door of SL27. It was found that a seam on the membrane had separated, and water ingress occurred in that area. Pacific

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Shores completed a temporary repair by applying mastic to seal the seam. A permanent repair requiring the application of a patch is needed.

- 4.4.3 The installation and payment of the boiler in Building C for \$17,409.00 was an emergency expense which wasn't part of the budget for the year 2023. Therefore, Strata Council has authorized the payment to come out of the Contingency Reserve Fund.
- 4.4.4 The car wash in Building A 7511 was reported blocked from debris left after washing the cars. Corona Plumbing and Heating attended the problem and unplugged the drain. They also suggested getting a vacuum pump service to clear all the drains around Cypress Point. Quotes are being requested in order to complete this job.
- 4.4.5 The fire panel in Building A has been beeping due to a malfunction in the system. Sitka Fire Protection Inc., was on site and found that the problem comes from the wires between the hallway in front of SL27 and the smoke detector in SL27. A rewire was performed by our electrician. The electrician also found damage in the ceiling to do with water ingress from the roof. The electrician was able to make a new wire connection and Sitka connected the new wire to the panel.
- 4.4.6 Bell Locksmith Ltd. installed an intercom guard CPC Lock in each enterphone system located in Building A, Building B, and Building C; for the total amount of \$1,102.50.
- 4.4.7 Corona Plumbing and Heating investigated the ingress of water coming from SL20 into SL09. It was reported from the company that all pipes are in good working condition inside the ceiling of the bathroom of SL09. Since the water issue is occasional it was reported by Corona that the water leaks originate from the bathroom of SL20. Strata Council recommends that SL20 make repairs to their bathroom to avoid having to pay for extra costs damage to SL09.
- 4.4.8 As approved, previously, by Strata Council, the condition of the roofs in Bldgs. A, B & C were assessed after each of the atmospheric rivers that blew through the Lower Mainland. Pools of water found were removed by clearing drains of dirt and debris and leaves and branches from the trees were cleaned up.

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- 4.4.9 Some turbines on the roofs are making noise and need to be fixed or replaced. Strata Council approved that if Corona Plumbing and Heating can't accommodate us soon in their schedule, we will request another company to send us a quote.
- 4.4.10 In order to minimize costs, Strata Council agree to cancel the fax line at Cypress Point office. There is no fax number active in our office.
- 4.4.11 The locker room has been vandalized and from the evidence Strata Council thinks that it is a resident of Cypress Point who has a FOB that gives him/her access to the building, either that or, the person was able to enter the buildings because someone gave the perpetrator access into our buildings.
- A new entrance door locked has been installed. If you see something out of the ordinary inside the locker room area, kindly report it to the office immediately. The FOB will give access to the lockers room and we will be able to determine who was the last resident with access to the lockers.
- Strata Council will not spend funds for the individual lockers. If you think you would like to add an extra lock on your locker door, you are able to do so. The latches broken by the perpetrator, won't be replaced by Strata Council.
- 4.4.12 Regarding the kitchen drain problem in SL84. Strata Council is working to get quotes from another Plumbing company. The goal is to install a roof vent on the patio deck to access the drain for SL84.
- 4.4.13 Gleam Building Maintenance Ltd. will be on site starting Monday, April 10th at 8 am. The power washing of the pool area & perimeter concrete stairs around the property. They will also be cleaning all inaccessible exterior windows. Please ensure that you keep your windows closed during this time. The skylights will be done during this time as well. For your privacy please be aware of this.

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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.

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

The exercise room is not large and can only accommodate 6 participants at a time.

Currently, the exercise room has a fan that works. 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.

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Once the last package of wet wipes is utilised, the strata approves to phased out the wet wipes. You will be able to find paper towels and disinfectants to clean the equipment after is being used.

The maintenance scheduled for the exercise room was performed this month and all equipment was cleaned, inspected and found in good working order.

Thanks to all residents using the facility for keeping the area clean and organized.

4.5.4 Pool

The pool is scheduled to be open the May long weekend. The power washing around the pool is scheduled for Monday 10th, 2023. Imperial Pool and Paddock has been informed and are preparing the pool for the inspection.

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](https://cypresspointstrata.github.io/under%20Bylaws%20NW2050%20Bylaws%20Dec%2004,%202018.pdf)

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 ALR Flat Roof Experts Commercial was on site this month to assess the condition of the roof and make recommendations. We are attaching the report for your information. Strata Council will be working on different options regarding the roof before making a decision on what should be the next step in the year to come regarding the roof update.

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- 5.2 There is a new lock for the bicycle locker in Building A & B, as well as a new bicycle lock for bicycles stored in Building C, due to the repetitive stolen bicycles as well as other items related to bike (trailer, helmet, etc.). Both locks have secure keys, they will not be able to be copied unless there is a permission from the Administrator/Strata Council. The price for the new key is \$20.00. If you have a bicycle and would like to store it in the locker room, kindly contact the office administrator for purchasing the key. The Strata Council purchased a more secure lock, but the key needs to be purchased by the owners.

6. OLD BUSINESS

- 6.1 Owners with rooftop decks will get a letter from the strata council outlining their obligations. The Property Committee will examine and evaluate the balcony at a designated time.
- 6.2 Precision Gutters Ltd., has been contacted by Strata. In the next few months the gutters repair will commence. Precision Gutters Ltd, is the company which installed the gutters many years ago and some of their staff are very familiar with our buildings. As information reaches us, we will convey it to you.
- 6.3 Building B piping repairs are still waiting for Corona Plumbing to schedule us.
- 6.4 Strata Council approved approaching another plumbing company for a quote on this upgrade. We are waiting to hear from them. More information will come as we receive it from them.
- 6.5 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.

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

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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.

Thank you, SL24, for volunteering being part of the committee. There will be a follow up plan for the members to get together and act on the EV.

- 6.6 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.

7. CORRESPONDENCE

Incoming:

- 7.1 Strata Council received information and suggestions on unwanted items discarded: A new post will be in the garbage rooms as a reminder of what items should not be placed in the garbage, or garbage area. We would like to remind you that fines are delivered due to lack of compliance. In this instance, all owners pay for the irresponsibility of a few owners. Be considerate of your neighbor and members of your community, and kindly follow the bylaws. We would like to take this opportunity to thank several members of the community for keeping the garbage area organized, they sort the recycling, they move items to the correct place, and they are conscious of the money each one of the owners is contributing to the Cypress Point Community.
- 7.2 Strata Council received a quote from Omicron Security for the installation of a FOB reader in the bicycle locker room and in the electrical room Building B. \$1,200.00

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- 7.3 Strata Council received an email from SL38 regarding seeing rats on the patio of their suite. Strata Council approved having one rat box installed on their premises. Assured Environment will be on site on Wednesday, April 26, 2023 working on that installation. A friendly reminder to not feed the animals which encourages them to be around and attract other rodents in the areas.

The cleaning of roof tiles. Strata Council doesn't have as a project to clean the roof tiles of the buildings. The cleaning of the roof tiles will be a project 100% sponsored by the owners if the owners wish to have the roof tiles clean. A detailed description of the work and funds required will be available before the next Annual General Meeting, which will allow each owner to vote on their preference regarding this project.

SL38 has volunteered to talk to Yamato landscaping gardeners to address a few items that need improvement. Thank you SL38 for your help.

- 7.4 A verbal communication from SL44 with the following questions

Why owners were not informed right away regarding the problem in the lockers room. The time between the incident and the time the Minutes were about to come were close. In order to minimize sending emails to owners the information was sent in the Minutes. In case of new events if owners need to be notified earlier the Administrator will be sending notifications earlier.

Will Strata Council install new latches in the individual doors of the lockers room? The answer is they will not, as explain in bullet number 4.4.11 under 4.4 Maintenance.

Outgoing:

8. FINANCIALS

Accounts Receivable as of March 31, 2023

SL105 \$370.93

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Fund review as of January 31, 2022

	February 2023
Contingency Fund	545,280.43
Special Levy Fund Carpet	572.45
Re-piping Fund	66,042.25
Exterior Building Fund	49,885.52
Future Remediation Fund	190,277.62
Gutters Levy Funds	57,762.06
Net Income Current Year	<u>6,131.31</u>
Owners' Equity	\$915,951.64

Strata NW2050 closed the year 2022 with a deficit of \$22,043.95 and the Shared Facilities with a deficit of \$1,080.28.

9. **MEETING ADJOURNED:** 8:15 pm

10. Next Strata Council Meeting Wednesday, April 26, 2023.