

STRATA PLAN NW 2050  
Strata Council Meeting  
Thursday, October 1, 2020  
Minutes

<b>1. PRESENT:</b>	Gordon Farrell	Lindsay Armstrong
	Carole Borthwick	Murray Thompson
	Linda McLaren	Joanne Parkinson
	Cyrus Pun	Audrey Montero

**REGRETS:**

**GUEST:** SL48

**2. CALL TO ORDER:** 6:51 pm

**3. ADOPTION OF MINUTES**

July 29, 2020 Council Meeting Minutes approved by email.

**4. COMMITTEE REPORTS**

**4.1 Social**

No reports at the moment.

**4.2 Grounds and Gardening**

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#### **4.2.1 Landscaping**

During the month of August 2020, Yamato Landscaping Inc. performed the regular grass maintenance and tree trimming as well as ivy trimming. For the month of September, they did much the same work as in August but a few of the tallest trees were prepared for the fall season. The next two months of October and November are targeted to fall cleanup and tidying up for the month of December.

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

Richmond Block Watch is now on Facebook

Please click on this link [www.facebook.com/richmondblockwatch](https://www.facebook.com/richmondblockwatch) and like our page to keep up with all the goings on here at Richmond Block Watch.

The annual Fire & Safety Inspection will be conducted by Sitka Fire Protection Inc. on Wednesday, October 14, 2020, from 9 am to 5 pm. Bells will ring intermittently throughout the inspection. Please check **5.4** in new business for more details. Please note that access to all suites is required for this inspection. If your suite cannot be accessed, costs associated with re-inspection may be charged to the strata lot owner.

#### **4.4 Maintenance**

**4.4.1** Corona was on-site at the end June 2020 to investigate the lack of water coming into the kitchen faucet in SL04. After opening the fixture isolation valves from a previous repair, they found the fixture isolation valves would no longer shut off the water. Corona had to shut down and drain the hot and cold-water risers for SL04 and the suites above. They rebuilt the cold-water riser stops and slowly recharged the risers and flushed out the faucet. Repairs paid by the owner.

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- 4.4.2** On August 12, 2020 water damage repairs were done in SL02 due to a water leak coming from SL13's toilet which overflowed causing water to travel through the ceiling into the suite below, through a lamp fixture. Because the water damage was due to the residents actions the payment of the repairs was paid by the owners SL13. Council would like to thank the owner of SL13 for getting the repairs done in timely manner.
- 4.4.3.**Water leak damage repairs were performed in SL44 and SL61 due to a drain hose coming loose from the washing machine in SL75. Water pooled around the machine then travelled downwards into SL44 and SL61 causing damage to walls, a lamp fixture and carpets. Because the damage was due to an accident in SL75, SL75 was responsible for the expensive repairs. Council would like to thank the residents of SL75 for their immediate action and excellent performance in having the repairs done. They not only did what it was expected but even more than was required.
- 4.4.4** Corona investigated a possible growth of mould due to water coming from the suite above into SL17. Water from the shower of SL26 traveled to the ceiling of SL17. No mold was found in the ceiling space. Some dampness remained from the spill so it was decided to leave the panel open over the weekend so any moisture could dry. Corona came back to re-inspected the ceiling space and found everything was dry so the panel was re-installed. SL26's account was charged with the fees paid to Corona for the investigation.
- 4.4.5** A water shut off was scheduled on September 9, 2020 for Building C to accommodate work on one of the pipes near and affecting SL77. After opening the area for the repairs, Corona found another pipe that would likely need to be changed soon so to avoid further damages and opening the area up later, they repaired that pipe as well.

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- 4.4.6** Corona Plumbing & Heating Ltd, worked on a pipe leaking into the ceiling in SL86. The pipe was repaired and the opening closed.
- 4.4.7** Corona Plumbing & Heating, worked on the bathroom sink in SL103 due to slow drainage. The basin plug assembly was removed so that hair and general debris build-up could be cleared and the drain augured, twice. The drain was tested for clear and proper operation. Corona's fees were charged to the owner.
- 4.4.8** An emergency call was placed to Corona Plumbing & Heating in August because the cold-water faucet could not be turned off in SL 96. Corona shut off the water and disassembled the failed cold-water valve. Corona sourced, supplied and installed a replacement then tested the new valve for proper operation. Fees paid to Corona were charged back to the SL96.
- 4.4.9** Pest Control has been on site treating and inspecting for squirrels on the roof of SL98. No entry point found with 40 ft ladder and no entry found via the roof. However, the unit has a large rooftop patio that would be inspected if the movement and noise continue. There may be a possibility of seagulls on the roof during this time.
- 4.4.10** Assured Environmental Solutions Inc., the pest control company that Strata NW2050 uses has been on-site during the past two months and besides doing other jobs they removed wasp's nests around the Buildings A, B, and C. A total of \$500 has been paid just to remove the wasp nests.
- 4.4.11** Aberdeen Security Locksmith Ltd., has repaired, once again, the door on the side of Building C 7651 that was damaged due to vandalism. The door in Building A in front of the elevator leading to the first floor was tightened and lubricated. The door on the main floor of Building B was tightened and lubricated. Kindly remember to be gentle with the doors, each time we call to have a door serviced the invoice is at least \$200.00.

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- 4.4.12** Kindly exercise caution while disposing of food waste in the compost bins in the garbage rooms so that none of lands on the concrete. The lack of restaurants open has forced rodents to migrate and look for the food in other places. We don't want to them moving to Cypress. Please do not leave food out around the complex for rabbits as it attracts mice and rats!
- 4.4.13** The estimate to install a new rainbird timer to replace a 13-zone timer -automatic sprinkler controller system that is malfunctioning in Building A for \$577.50 has been included in the budget for the 2021 fiscal year.
- 4.4.14** Replacement of a glass window was performed for SL31 on September 24, 2020. The cause of the damage is unknown.
- 4.4.15** Council has bought a new water hose spray nozzle for the car washing area.

#### **4.5 Shared Facilities**

##### **IMPORTANT NOTICE**

##### **Cypress Point Residents:**

On June 24, 2020 BC Restarted Plan - Phase 3.

In light of Dr. Bonnie Henry's announcement that B.C. has entered Phase 3 of the Restart Plan, Council discussed the reopening of our Shared Facilities and voted to develop a plan to do so safely. Council is looking into details to ensure that we are following protocols set out by Provincial and City of Richmond Health officials prior to reopening. More information will be available as soon as plans are in place.

##### **4.5.1 Games Room**

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#### **4.5.2 Lounge**

Council approved opening the lounge and games room with the following changes:

- A list of the guests must be handed in before the event
- The list will include names and contact information
- There will be a list of questions to be answered regarding COVID-19 and the health status of the participants
- A maximum of 20 people per event
- The lounge will carry products for the participants to wipe and disinfect all areas after it is used.
- The lounge can be rented every 48 hours minimum from one group to the next.

#### **4.5.3 Exercise Room**

#### **4.5.4 Pool**

Due to the amount of work and expense that would be involved to keep the gym and pool open at this time, Council has decided to keep these facilities closed for until further notice.

The pool continues with the set up with the new company Imperial Padock. Council is making sure everything gets into place for the next time the pool can be open to the public.

### **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

If you prefer to have a hard copy of the bylaws, you will be able to print a copy for yourself.

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## 5. NEW BUSINESS

**5.1** On August 4, 2020 three individuals were found on the patio-garden area of SL7 trying to break in at 3 am. Some lights in the area had burnt out and the bulbs have since been replaced. One idea that was suggested was to install sensors that light up if a person is walking through, but the electrician says it is hard to do without putting a hole in the building envelope. Kindly check your doors are properly closed and report any unusual activity to the office.

**5.2** The Annual General Meeting has been scheduled for Thursday, November 5, 2020 at 7:00 pm. It will be a Zoom meeting, following the guidelines of COVID-19. Council kindly asks owners to read the instructions carefully as this is something new.

On Thursday, October 29, 2020 at 7:00 pm there will be an Information Meeting, prior to the Annual General Meeting. The purpose of the Information Meeting is so that Council can present information about the Resolutions in the Annual General Meeting package. Owners will be able to ask questions and discuss the issues that will be voted on at the Annual General Meeting on November 5, 2020.

You may drop off your proxy to the Cypress Point Office or fax it to 604 279 1553 by no longer than 4:00 pm on **NOVEMBER 4, 2020** before 7:00 pm (which is **24 hours before** the Annual General Meeting)

You will receive a package in the mail or through your suite door with the information for joining the information meeting and the Annual General Meeting. Please feel free to email the office [cypresspointnw2050@gmail.com](mailto:cypresspointnw2050@gmail.com) if you have any question.

If you are unsure, if we have your proper email address kindly send us the email address you would like us to use for the Zoom Annual General Meeting 2020.

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- 5.3** The mandatory annual chimney inspection is scheduled for Wednesday, October 14, 2020. All work will be performed between 9 am and 5 pm. Please note that access to all suites is required for this inspection. If your suite cannot be accessed, costs associated with re-inspection may be charged to the strata lot owner. Vancouver Chimney Chief Ltd., will be conducting the inspection. COVID-19 protocols will be followed, including wearing a mask and gloves, and practicing physical distancing. Residents of suites are asked to also maintain physical distancing, and not invite technicians in if they are feeling or displaying any symptoms associated with COVID-19.
- 5.4** The annual Fire & Safety Inspection is mandatory and it will be conducted by Sitka Fire Protection Inc. on Wednesday, October 14, 2020, from 9 am to 5 pm. Bells will ring intermittently throughout the inspection. Please note that access to all suites is required for this inspection. If your suite cannot be accessed, costs associated with re-inspection may be charged to the strata lot owner. COVID-19 protocols will be followed, including wearing a mask and gloves, and practicing physical distancing. Residents of suites are asked to also maintain physical distancing, and not invite technicians in if they are feeling or displaying any symptoms associated with COVID-19.
- 5.5** Starting on November 1, 2020 the new email for Strata NW2050 will be [cypresspointnw2050@gmail.com](mailto:cypresspointnw2050@gmail.com)

**6. OLD BUSINESS**

- 6.1** The service with Telus for Cypress Point Strata NW2050 website has expired. In order to access the website, there is a new address which you can find below.  
<https://cypresspointstrata.github.io/>
- 6.2** Carpet replacement project has been re-instated. The next payment for the carpet is November 15, 2020 and the last payment is December 15, 2020.



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- 6.3** There has been more noise complaints throughout the three buildings. Kindly remember this is a community. Try your best to accommodate your neighbors. Kindly re-visit Strata Plan NW2050 Bylaws when in doubt for details on noise and procedures.

**6.4 Regarding the RJC report and follow up:**

Council received RJC's final report on the testing that they did in January on the bay window assemblies. They have proposed two options. Option 1 - Replace all the bay windows and windows in the outer stucco walls of the non-remediated sections of Buildings B & C for \$800,000. Option 2 - Do a total remediation of those areas for \$2,100,000 plus.

Council voted for Option 1, with the \$800,000 to be taken out of the Contingency Reserve Fund. Council is urging owners to vote in favour of this proposal at our AGM on November 5th, 2020.

Owners will be able to vote during the Annual General Meeting to proceed with the replacement of all the windows and wood paneling at the bay windows of non-remediated walls and the windows only in the non-remediated stucco walls of Buildings B (7531) and Building C (7651).

The project will cost \$800,000 which will be paid out of the Contingency Reserve Fund."

## **7. CORRESPONDENCE**

**Incoming:**

**SL70** questioning the marijuana smell in the building.

**SL48** Questioning warning notice regarding cardboard disposal

**SL84** sent an email to Council stressing the importance of reminding owners that nothing should be hanging on balconies.

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A quote from Canstar Fire & Flood to repair damages in the wall on the first floor of Building A. The quote is for \$3,643.92

A quote from Bartlett Tree Experts for \$723.45 Tree and shrub work. Western Red Cedars (2) West side of Building C 7651. The goal is to provide clearance to the building. Reduce live branches and needed, 2-6 feet length reduction, to provide clearance.

**Outgoing:**

**SL27** Bylaw infraction warning notice regarding residents to not allow anything to rest on or hang from, parapet walls, balcony railings or flashings.

**SL55** Bylaw infraction warning notice regarding carboard disposal. "Corrugated cardboard boxes must be flattened or broken down before putting them in the bins in Building A and C."

**SL48** Bylaw infraction warning notice regarding carboard disposal. "Corrugated cardboard boxes must be flattened or broken down before putting them in the bins in Building A and C."

**SL35** Bylaw infraction warning notice regarding carboard disposal. "Corrugated cardboard boxes must be flattened or broken down before putting them in the bins in Building A and C."

**SL71** Bylaw infraction warning notice regarding carboard disposal. "Corrugated cardboard boxes must be flattened or broken down before putting them in the bins in Building A and C."

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**8. FINANCIALS**

a) Accounts Receivable as of July 31, 2020.

SL10 \$ 50.00	SL79 \$50.00	SL63 \$30.00
SL33 \$274.03	SL20 \$3,040.18	

b) Woodridge Shared Facility financials were received for July 31, 2020

c) Fund overview as July 31, 2020.

	<b>July 2020</b>
Petty Cash	500.00
Bank Shares	5.00
Bank – Westminster – Chequing	75,653.09
Contingency Fund	411,256.99
Special Carpet Levy	63,610.18.
Re-piping Fund	50,409.96
Exterior Building Fund	44,354.11
Future Remediation Fund	531,167.49
Accounts Receivable	3,544.21
Carpet Levy (A/R)	<u>66,705.79</u>
<b>Total Assets</b>	<b>\$1,247,206.82</b>

**9. MEETING ADJOURNED:** 8:45 pm

**10. NEXT MEETING:** Wednesday, October 28, 2020

## **ANNUAL CHIMNEY INSPECTION**

will be conducted by Vancouver Chimney Chief Ltd., on  
**WEDNESDAY, OCTOBER 14th, 2020**

All work will be performed between  
9:00 AM and 5:00 PM.

Please note that **access to all suites is required** for this inspection. If your suite cannot be accessed, costs associated with re-inspection may be charged to the strata lot owner. If you are unable to be home to let the technicians in, please leave a key with the office.

**NOTE:** If you previously purchased an electric fireplace insert where the chimney was blocked and disabled, an inspection is not required this notice does not apply to you.

COVID-19 protocols will be followed, including wearing a mask and gloves, and practicing physical distancing. Residents of suites are asked to also maintain physical distancing, and not invite technicians in if they are feeling or displaying any symptoms associated with COVID-19.

Thank you,  
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