

STRATA PLAN NW 2050  
Strata Council Meeting Minutes  
Wednesday, November 24, 2021

**1. PRESENT:** Murray Thompson      Linda McLaren  
                    Carole Borthwick      Joanne Parkinson  
                    Gordon Farrell      Audrey Montero  
                    Queenie Cheng

**Guest:** SL65

**REGRETS:** Lindsay Armstrong

**2. CALL TO ORDER:** 6:35 pm

**3. ADOPTION OF MINUTES**

October 27, 2021 Electronic Council Meeting Minutes were approved by email, with the following changes.

Next Strata Council Meeting November 24, 2021.

Kindly see detail breakdown in bullet 6.1 of the Chimney Inspection 2021.

**4. COMMITTEE REPORTS**

**4.1 Social**

No reports at this time.

## **4.2 Grounds and Gardening**

### **4.2.1 Landscaping**

Yamato Landscaping Inc., continues their weekly service around Cypress Point. During the month of November their focus has been on cleaning up leaves and branches. They have been clearing the leaves and debris away from the drain out on the street by Building A 7511 to make sure the water drains properly and no issues with overflowing occur at Cypress Point.

## **4.2 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.

## **4.4 Maintenance**

- 4.4.1** The hole in front of the garage door of Building D has been partially repaired. A new hole is developing and it will also form part of the repair when the weather permits. Building D has agreed on paying 25% of the bill since they are one building using the driveway to our three buildings.
- 4.4.2** Due to the heavy rain during the past few weeks and the accumulation of leaves on the roof, water was coming down through the roof access. We had the handyman clean the three roofs of leaves and debris to avoid water pooling on the roof.
- 4.4.3** The fire doors in Buildings A, B, and C have been checked by a locksmith company. They are closing properly now but due to weather changes, they may need to be adjusted over time. A few fire doors are also in need of new sweeps to make sure they are airtight as per fire regulations.

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- 4.4.4** The door leading to the lobby in Building B from the parking area was accessible without a fob. A new part was needed and the door is once again safe. The door leading to the lobby in Building C from the parking area was adjusted. Two more doors are scheduled for checks and adjustments in the next few days. The main door for the lobby in Building C needs to be checked as well as the small door entrance next to the garage door. The problem could be related to the constant coming and going of owners and staff working on site.
- 4.4.5** In order to comply with the instructions from the Fire Department; the handyman has taken the old signs from their old location and installed them in the area the fire department would like to see them in for better recognition of the buildings when they need to come in for an emergency. The main concern was to have the signs with contrasting colours and visible enough for the firefighters and first responders to see when approaching the buildings.



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- 4.4.6** Recently Strata NW2050 invested in having brand new carpets installed in all of our buildings. The photo below shows a re-enactment of what occurred in one of our buildings. A resident was observed carrying a leaky garbage bag through the hallway.



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If you are worried about the integrity of your trash bags, don't remove the bag from your home trashcan when you take it out to dump it. Take your entire trashcan out with the bag still in it. That way, you only have to rely on the strength of the bag for a few seconds when you lift and dump it into the large bin in the garbage room. This avoids a trek to the garbage room that could end up with a leaky bag staining our brand-new carpets.

- 4.4.7** If there is oil under your car and you are trying to catch it with anything but an **automotive-type drip tray** you are in violation of the By-Laws of Strata Corporation NW2050, Cypress Point ABC, for leakage of wet and viscous oil and/or other automotive fluids in your assigned parking stall. The **November 15, 2021** dead line to fix the problem has passed. If you still have not rectified the problem you will receive a warning letter from the office on the next steps you will need to follow in order to avoid being fined.

Parking stalls that continue to have wet and viscous automotive fluids on the concrete will be fined \$50.00 for the first offense. A second offense will be \$100.00 and so on, as published in the Strata Bylaws.

We understand that cleaning the parking stall concrete does not stop the leaks from your vehicle. Placing cardboard or carpet beneath is also not the solution, as it will eventually soak through and often leave a bigger mess in the long term.

Strata Council has acquired many automotive drip trays made of durable polypropylene that are designed for containing leakage from vehicles. The trays can be cleaned out periodically and continuously reused providing a cleaner and more appealing look to our parking areas. You may purchase the automotive drip tray from the Strata office for \$20.00.

An excerpt from the Strata Plan NW2050 Bylaws is as follows:

### **Vehicles**

- 4.21 a resident must not park anything on common property except a private passenger automobile and/or motorcycle which:
- (a) is parked within a space assigned to the resident
  - (b) is in a mechanically sound and drivable condition
  - (c) is currently and visibly insured, and
  - (d) does not visibly leak oil or other automotive fluids
- 4.22 A resident or visitor must not use a parking stall for storage items other than a vehicle or vehicles as allowed by bylaw **Error! Reference source not found..**
- 4.23 A resident using a parking stall is solely responsible for clean-up of, and any liability arising from, leakage of oil or other automotive fluids in the parking stall.

### **4.5 Shared Facilities**

#### **IMPORTANT NOTICE**

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

**A message from the Strata Council:** From the Provincial Health Officer (PHO): Updated as September 30, 2021. Masks are required in all public indoor settings for all people born in 2009 or earlier (12+).

Strata Council strongly recommends wearing your mask while in the common areas of the buildings. Remember to be kind and considerate to others in our community.

#### **4.5.1 Games Room**

The Games Room can be booked for up to **10 people** per session. A waiver needs to be signed by each member prior to the session stating that participants do not present symptoms of COVID.

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 an emailed to the office before booking the room.

#### **4.5.2 Lounge**

The lounge can now be booked. To book the lounge, please contact the office to request the date. The lounge will be booked with a day in between to have the place cleaned and disinfected for the next user.

The lounge has been booked three times since the month of July 2021.

At this time, the lounge can accommodate **30 individuals** per meeting. A waiver needs to be signed by each member prior to the meeting stating that participants do not present symptoms of COVID.

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 has been closed for the past couple of weeks while repairs were completed. Besides the previous damage to the gym, new damage appeared that needed special attention as it was a safety concern for users.

The gym will be opening on Sunday, November 28, 2021, as will the squash court. For the squash court you will need to sign in by filling a form which is next to the entrance of the squash court. This will ensure everyone has a chance to use the squash court as planned.



Broken glass at the gym

Council approved the purchase of an Olympic bench for the gym. We hope that this sturdy bench will be well taken care of by users. The cost for the bench is \$1,344.00 this includes the bench, freight charges, delivery, installation and applicable taxes.



#### **4.5.4 Pool**

Strata Council has gathered quotes and decided on the less expensive one from Imperial Pool Paddock for the amount of \$6,384.00, to replace the pool heater.

#### **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.

### **5. NEW BUSINESS**

- 5.1** Last week West Coast discovered a window, which is outside the squash court wall. The window doesn't exist from the inside of the squash court. Council was given two choices by RJC and West Coast:

Option A: To replace the old window with a new one which would involve a lot of reinforcing and extra costs would be involved.

Council voted to go with the less expensive:

Option B: Clad over the window area. This option would be to essentially remove the window entirely and frame in the window opening to convert it to a wall assembly. They would add a new insulation and vapour/air barrier to match existing conditions and the exterior finish would be a Hardie panel to match the other bay window cladding. This option would likely be straight forward from a design and construction point of view.



Bay window on the outside area of the squash court

- 5.2** From the Strata Bylaws 4.15 “A resident or visitor must not bring onto the common property or use in their strata lot, any Christmas tree except a fire-resistant CSA approved artificial tree.”

## **OLD BUSINESS**

- 6.1** The yearly chimney inspection was performed by Vancouver Chimney Chief on October 13<sup>th</sup>, 2021:

Inspected units 54  
Inspected and cleaned: 12  
Suites missing inspection: 4  
No chimney in suite 14  
Electric chimney 22

The 4 missing chimney inspections from October 13, 2021 were performed on November 26, 2021, giving us 100% completion for the year.

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- 6.2** Sitka Fire Protection Inc. will return to test missed suites and address deficiencies, on Tuesday, December 21, 2021, from 9:00 AM until 2:30 PM. Bells will ring intermittently throughout the inspection. If Sitka needs access to your suite, you will receive an email requesting access to your suite for that day.
- 6.3** Every two weeks, site-meetings are held with representatives from RJC, West Coast, and Strata Council-Administrator. These meetings are conducted for the purpose of keeping all parties up-to-date on the progress of the project, how to tackle new challenges and what the plans are for moving forward.

All the windows have been installed in Building C. As part of the project, the bay window in suite 330, was water tested. No water penetration was observed during or immediately after pressure cycles, giving the test result a satisfactory rating. Council voted to do water testing on two windows in Building B to be determined at a later date.

Due to a change in staff, the internal work pending for the newly installed windows has been delayed. West Coast is working on a new schedule in the hopes that the work for the windows in Building C will be completed as soon as possible. We are still waiting for the updated schedule which will be shared with the owners, as soon as West Coast inform us.

The bay window installation in Building B is progressing. A hazardous material team was on site completing the inspections and cleaning the ceilings above the bay windows on the third floor similar to what occurred in Building C. The plan now is to re-install insulation in the units without insulation.

For the inside finishing part of the work, it is **extremely important** for **owners** to move their personal belongings out of the working area **prior** to the workers coming into your suite. The workers will require a minimum of 3-4 feet clearance around each window which has been replaced. This is to allow the carpenters to maneuver materials and tools to effectively conduct their work. Moving personal items is not the responsibility of the contractor, but the responsibilities of the owners.

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There will be an odor once the windows have been installed. It is important to know that the caulking does have a lengthy cure time and may remain tacky for up to one day. Please avoid touching the area by persons or pets.

West Coast is planning to work over the month of December except Christmas eve, Christmas, New Years eve and New Year's' day. West Coast is expecting to last until the end of January 2022, weather permitting. More information will be shared with the owners of Building B involved in the window replacement project once we know the details.

Information on the blinds will be shared later on; we are still waiting for the information. We really appreciate your cooperation and your patience!

## **7. CORRESPONDENCE**

### **Incoming:**

- 7.1** A renovation request from SL52 to renovate part of their bathroom to put down flooring, kitchen cabinets, paint and crown moulding, etc. in their kitchen and bathroom area. Council has approved the renovation.
- 7.2** A request from SL55 to make electrical renovations in their suite. SL55 has submitted all the necessary information and forms, as well as the requirements for the renovation. Council has approved their renovation.
- 7.3** It has been reported that a verbal confrontation occurred between SL88 and SL90. Strata Council would like to remind the residents of Cypress Point that this is a community. Dealing with noise and events that are uncomfortable for all happen every day. How we will deal with our neighbors and how we approach these situations makes a lot of difference in the resolution of problems. Kindness

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and understanding go a long way especially during these difficult times. Council wishes that both parties are able to resolve their differences with respect to each other.

- 7.4** An email from SL27 to Council requesting access to the squash court.
- 7.5** An email from SL65 requesting notification of any access request to their unit with minimal of 5-business days notice.
- 7.6** A quote from West Coast to carry out the scope of work in the south east corner, first floor of Building A. West Coast will provide two technicians to facilitate water testing at base of the brick wall to determine the source of ingress, as well as to provide report of findings and recommendations for the repairs. The quote is for \$1,300.00, Council has approved the quote.

**Outgoing:**

**8. FINANCIALS**

Accounts Receivable as of November 15, 2021

SL20 \$3,357.41  
SL10 \$520.84

SL50 \$4,110.40

**9. MEETING ADJOURNED: 9:00 pm**

**10.** Next Strata Council Meeting January 26, 2022.