

STRATA PLAN NW 2050
Strata Council Meeting
Wednesday, October 24, 2018
Minutes

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

REGRETS:

2. **CALL TO ORDER:** 6:40 pm

3. **ADOPTION OF MINUTES**

September 26, 2018 Council Meeting Minutes approved by email.

4. **COMMITTEE REPORTS**

4.1 **Social**

Thank you once again to the all the volunteers of Strata NW2050 who help out around Cypress Point. The Volunteer Party was held on October 21st. Thank you to the organizers, Gord, Carole and Joanne.

4.2 **Grounds and Gardening**

4.2.1 **Landscaping**

Yamamoto Landscaping Ltd., continues its weekly work in the gardens and Council can see some positive changes around the property. Council is hoping that by next spring the gardens will look as well-kept as they used to be a couple of years ago.

Wilson Irrigation System was on site to winterize the sprinklers for the winter season.

Corona Plumbing & Heating winterized and blew out hose bib piping on October 17, 2018.

STRATA PLAN NW 2050
Strata Council Meeting
Wednesday, October 24, 2018
Minutes

4.3 Fire & Security – 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 the Richmond Block Watch.

4.4 Maintenance

4.4.1 Further investigation into the carpet in the stairway from the lobby in Building B, on the right-hand side when walking towards the elevator. Council approved having the underlay replaced as the present one is causing smells in the area due to poor ventilation. The personnel will be working on this carpet on Saturday November 3, 2018 for few hours.

4.4.2 The yearly inspection of hydrants is scheduled for November 1, 2018.

4.4.3 Assured Pest Control was on site on September 25, 2018 to investigate a few mice issues in suites in Building B. A second inspection was performed on Tuesday, October 23, 2018. Out of the two units, only one unit needs a follow up inspection next month.

4.4.4. After meeting with Rick from Corona Plumbing and Heating, council decided to replace the main water pipes as needed rather than doing a major repiping project. The Hytec Water Management system seems to be working although we recently had a leak where the pipes are joined in Bldg. B.

4.5 Shared Facilities

4.5.1 Games Room

Nothing to report at the moment.

STRATA PLAN NW 2050
Strata Council Meeting
Wednesday, October 24, 2018
Minutes

4.5.2 Lounge

No reports at the moment.

4.5.3 Pool

The flags at the pool have been taken down and stored for the winter season. Thank you Gordon Farrell for helping every year with this task. The pool chairs have been stacked and covered for the season as well.

4.6 Bylaw Committee

No report at the moment.

5. NEW BUSINESS

- 5.1 The tile floors in the lobbies of Building A, B, and C are being scheduled for stripping and waxing. Details of the date and time will be provided soon.
- 5.2 The Annual General Meeting has been scheduled for December 4, 2018. Registration is at 6:30 p.m. and the meeting at 7 pm. Please mark the date on your calendars.
- 5.3 Intertech Building Services Ltd., will be on site on Monday, November 5, 2018 to strip, scrub, and wax floors in the lobby, laundry room and lockers entrance area. These areas will be inaccessible for few hours starting at 9:00 am.

6. OLD BUSINESS

- 6.1 Repairs of the water damage, which occurred on August 9, 2018, have been completed.
- 6.2 The fire alarm inspection was performed on September 26 & 27, 2018. 98% of the inspection was completed. We waiting for the fire inspection reports from: SL 16, and SL 46.

STRATA PLAN NW 2050
Strata Council Meeting
Wednesday, October 24, 2018
Minutes

Thank you to all of you who provided access, or gave authorization to perform the inspection in your suite for the year 2018.

Follow up work is needed for the inspected units that have items needing replacement or devices not functioning properly.

- 6.3 Executive Fire performs yearly fire inspections along with the backflow assembly test which is required by the City of Richmond. All three backflow assemblies passed the inspection which means they are working perfectly.
- 6.4 The annual chimney inspection was performed on October 17, 2018. Thank you to all owners and tenants providing access or authorization for the inspection to be completed.

Inspected	52
Inspected & Clean	07
Blocked by furniture	05
Electrical Fire Place	22
No Fire Place	14
No Access	06

A letter will be sent to the following suites SL13, SL26, SL34, SL37, SL69, SL86, SL71, SL75, SL78, SL91, and SL106 who will required to contact the chimney inspection company and send a report to the office when their chimney inspections are complete as per Bylaw 5.

BYLAW 5. DUTIES OF AN OWNER

b) It is a requirement to have the chimneys inspected and cleaned annually and the Strata Council/Managing Agent will arrange for the inspection and cleaning of the chimneys. An owner shall provide access to his/her suite and the related costs are provided for in the annual budget.

Should Owners not provide access, they will be responsible for ensuring that the inspection and cleaning is then carried out at their own cost by an independent, qualified, licensed and insured company. If this work is not carried out within 30 days following the original inspection date and documented proof provided, fines will be imposed in accordance with

STRATA PLAN NW 2050
Strata Council Meeting
Wednesday, October 24, 2018
Minutes

these Bylaws.

The following information comes from 2012 BC Fire Code.

- 2.6.1.4. (1) Every chimney, flues and flue pipes shall be inspected to identify any dangerous condition
(a) at intervals not greater than 12 months.

It was noted by the fire inspector that two suites do not have fireplace hearths that are up to code. According to the codes, hearths need to extend at least 16" in front of the fireplace and 8" past the sides of the opening. A letter will be sent to SL34 and SL71.

- 6.5 Work continues in Building B for the suites affected by the fire and water damage on January 25, 2018. The work is in the last stages and is scheduled to be finished by the end of October. Barclay hopes that the final inspections will be done by the last week of October, 2018.
- 6.6 The owners with access to the locker room, please remember to turn off the lights before you leave the room. Thank you.
- 6.7 Please remember to keep common areas around Cypress Point clean and tidy. Lately, it has been noticed that people are leaving unwanted items in the lobbies, and garbage rooms. Also, if you accidentally drop trash or compost in the garbage rooms, please clean up after yourself.

BYLAW 5. DUTIES OF AN OWNER

5.7

- b) An owner shall not discharge any material substance, debris or any object from any window, door, patio, deck or any other part of a Strata Lot or the common property, including cigarette butts or similar smoking materials.
- c) Any owner shall be responsible for the removal of any waste material other than ordinary household refuse and normally collected recycling materials.

STRATA PLAN NW 2050
Strata Council Meeting
Wednesday, October 24, 2018
Minutes



STRATA PLAN NW 2050
Strata Council Meeting
Wednesday, October 24, 2018
Minutes



STRATA PLAN NW 2050
Strata Council Meeting
Wednesday, October 24, 2018
Minutes



7. CORRESPONDENCE

Outgoing:

8. FINANCIALS

a. Accounts Receivable as October 15, 2018

SL02 \$30.00	
SL92 \$90.00	SL76 \$ 299.25
SL86 \$70.00	SL20 \$3,302.60

b. Woodridge Shared Facility financials were received for August and September, 2018.

STRATA PLAN NW 2050
Strata Council Meeting
Wednesday, October 24, 2018
Minutes

- c. Cypress Shared Facilities for August and September, 2018 were issued.
- d. Approval of Cypress Point August and September, 2018 financials.
- e. Fund overview as August 31, 2018 and September 30, 2018.

	August	September
Contingency Fund	261,178.81	268,624.43
Special Levy Fund	5,879.54	5,890.17
Repiping Fund	63,472.96	63,788.09
Exterior Building Fund	23,815.19	24,693.09
Future Remediation Fund	351,923.02	360,072.94
Total Funds	706,269.52	723,068.72
Current Year Surplus	<u>27,481.33</u>	<u>31,135.81</u>
Total Owner's Equity	733,750.85	754,204.53

9. MEETING ADJOURNED: 9:00 pm

10. NEXT MEETING: Wednesday, November 28, 2018