

**CYPRESS POINT ABC
STRATA PLAN NW2050**

**MINUTES OF THE STRATA COUNCIL MEETING
WEDNESDAY, MARCH 30, 2005**

- 1. PRESENT:** John Dub, Maureen Buchanan, Peter Yeung, Ashley Davis,
Tom Hargraves, Corinne Inglis

REGRETS: Caroline Cote', Amy Hendricks

INVITED GUEST: Nancy Shiyoji

- 2. CALL TO ORDER: 7:05 PM**

2a. DISCUSSION:

Council introduced guest. Council heard an in depth complaint regarding tenants who are creating a great deal of noise after 11:00PM and well into the early hours of the morning. Council to discuss the issue in house and advise.

3. ADOPTION OF MINUTES

- a. Minutes of February 24, 2005 were adopted unanimously.

4. COMMITTEE REPORTS

a. Social

Ashley has purchased a baby gift for Shannon, who served on council for the past four years. Please remember that the social committee acknowledges occasions such as birthdays, special occasions, get well wishes and bereavements etc.

b. Grounds and Gardening

*Our new on-site gardener is very ill. Maureen and Corinne are to meet with the owner of the new gardening company to address concerns and do another site tour.

*The arborist will be on site shortly to assess the property and trees.

- *The landscape planner has been ill, but will speak with Maureen shortly to proceed with design plans for the upcoming year.
- *Soaker hose hangars will remain in the council storage room for now.

c. Fire and Security

- *Caroline Cote' will be the new Captain of the Block Watch committee. The RCMP has been contacted regarding this change.
- *Please note that all owners who participate in 'Block Watch' are eligible for a discount on their contents insurance for their suite.
- *The front doors on Buildings A & C need adjustment as the doors have been found ajar numerous times. Lockmasters are to be contacted to make the appropriate adjustments.

d. Maintenance

- *Non Warranty Inspections - Tom Hargraves will head this committee and is currently preparing how to do a walk around and inspection. He has a list of volunteers that will be contacted shortly. If anyone else is interested, please call or e-mail the Cypress office with your name and suite number.
- *Warranty inspections - have been completed by RJC - we are waiting on their report. RJC have already advised that there will be some re-caulking required in some areas. Tom will also head this portion of work.

e. Shared Facilities

- *Ashley Davis has volunteered to assist with this committee and will be the keeper of the records.
- *Stephen Hamilton is trying to obtain a mediation date and will advise.
- *Woodridge's lawyer is now the Treasurer of the Strata Council and the previous president of Woodridge has sold and moved.
- *We will be looking for volunteers for pool patrol and John Dub will put up signage in the three building looking for volunteers. The patrol lists will be scheduled prior to the pool opening. Each council person volunteers and patrols go out in pairs.
- *The pool leak has been fixed - the pool deck aggregate will be repaired shortly.
- *The pool gates will be painted to match the Cypress Point Buildings.
- *Quotes will be obtained for the painting of the pool gates.

*Letters have been sent to the Shared Facilities partners for the shortfall payments from 2003 as well as the shortfall in 2004 due to the broken toilet tank in the lounge and replacement of the men's sauna. We have previously requested payment by Ashford and Woodridge for 2003, including a legal letter but payment has not been forthcoming.

*We have now received the Shared Facilities Budget from Woodridge (in the month of March), but it is too late to include it in the budget for the year. Therefore, they will be paid in accordance with their previous budget for 2004.

*Lounge Rental - A Woodridge owner is upset that their damage deposit has been cashed and wants their money back. TLC, our cleaning company advised that the lounge was left in a mess; Council will send a letter reminding them that the contract they signed advised that the lounge must be left in a clean and tidy state or the damage deposit might be forfeited. Council voted not to return the damage deposit.

5. NEW BUSINESS

a. Costco Card - A reminder to all owners that we have a Costco Card for all to use. Corinne will check with Costco to verify the registrar's name.

b. Owner Concerns - An owner has expressed a few concerns they have to council.

c. Coin Laundry - Money has been collected from the laundry machines to the end of March.

d. Deliveries/Pickups - Council approved Mark Inglis to make deliveries to and from Wynford Group in lieu of Erik, who has moved.

e. PDF Minutes - Council will defer this change due to the cost of a PDF program.

f. Leak into the Parkade - a suite has been identified as causing ongoing leaks into the parkade from their bathroom shower area.

They will be notified in writing to repair the problem or pay for the resulting damages.

g. Parking Passes - are now available in the Cypress Point office. A deposit of \$20.00 will be required when picking up a parking pass for a guest, and refunded when the pass is returned to the office.

6. OLD BUSINESS

a. For Sale Signs - deferred due to Caroline's absence.

b. Enterphone Building B - has now been replaced with a new one. The old enterphone could not be repaired as parts are no longer available.

c. Bylaw Concerns - Taps, faucets, toilets, exhaust fans, tiling, caulking, etc. Make all of these items a bylaw to ensure the owners responsibility.

d. Interior Painting - has been completed. Council also painted the fire hose cabinets and all parkade doors and garbage room doors in the parkade areas. A final deficiency walkabout will commence shortly.

e. Insurance Deductible - Council will not pursue the deductible from the owner with a stolen car, resulting in a key change for all buildings. Council feels it is more important for owners to be comfortable enough to come forward when the building security has been breached.

f. Toilets/Bowls and Tanks - Prices have been presented by Peter Yeung, and council will be issuing notices to all owners shortly, regarding the replacement of their toilets and tanks. The prices will include warranty, removal and disposal of the existing toilet. If an owner accepts this offer within 30 days, council will add an incentive of a \$50.00 discount. (CHOA advises writing all owners to inform them that they will be responsible for paying all damages due to broken or cracked toilets, if the old toilets are not replaced.)

g. Emergency Contact List - a list will be put together shortly that will be distributed to all owners. If not complete by next week, Corinne will quickly put one together.

7. CORRESPONDENCE

a. Quotes - A quote for \$635.00 was received to replace the heater in the ladies sauna that was reported to not be working. This trade advised that the heater in question was still working. Council will not proceed to replace it.

- Lockmasters have provided a quote to reinforce the new front doors as we have already had two attempted break-ins to Buildings A & C. The cost for this work will be \$982.50. Council approved.

b. Letter to Renter - regarding parking stall and smoke detector going off after a shower. Advised to contact Wynford Group re parking and to use the fan in the bathroom re the detector.

c. Letter to Owner - re noisy bathroom fan. Owner asked to repair the noisy fan.

d. Letter to Owner - re tile and caulking. Grout between the tiles and caulking is missing in the tub surround. Owner asked to repair this before they become responsible for mould removal and repairs to the interior of the walls.

e. Letter to Owner - re renters smoking in the hallways and volume of traffic slamming fire doors to this suite later at night.

f. Letter to Owner - re cigarette butts being thrown over the balcony. Advised to use ashtrays or risk being fined.

g. Letter from Owner - re towing charges the owner wanted reversed. After discussion, council voted not to reimburse these charges.

h. Fax from an Owner (a) - regarding being towed due to another owner (b) who parked in his stall in error. This owner (a) has requested his towing charges be reimbursed. The party in question (b) agreed to pay this bill but has not come forward to reimburse the rightful owner (a) of the stall. Council has agreed to charge this cost back (b), in order to reimburse the owner (a). Council voted in favor of sending a letter to Owner (b) regarding this issue.

i. Cleaning balcony membrane - Corinne to go to the manufacturer for additional instructions regarding cleaning of the balcony membranes. It is extremely hard to clean. We will also look in our maintenance manual for cleaning instructions.

8. FINANCIAL

a. Accounts Receivable - are \$651.45 as of March 14, 2005

b. Financial Packages - August 2004 - February 2005

- are being reviewed by Leversage & Co.

- Leversage will present to council once the journal entries are determined in order to clean up the financials of items that have carried forward for some time.

9. OTHER BUSINESS

- none

10. NEXT MEETING Wednesday, April 27, 2005