

STRATA PLAN NW2050

Strata Council Meeting
Wednesday, November 7, 2012

1. **PRESENT:** Gordon Farrell Aviva Levin
 Carole Borthwick Corinne Inglis
 Terry Ash

REGRETS: Larry Makutra

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

GUEST: Hearing - suite tampered with fire equipment by disconnecting the smoke detector. Suite was fined automatic \$200.00. *The owners stated their position and discussed with council. Council upheld the original bylaw and fine due to the seriousness of disconnecting any fire equipment.*

Hearing - suite was not home to complete the mandatory chimney inspection. They hired the chimney company and refused to pay them. *The owners stated their position and discussed with council. Council decided that Strata Corporation will cover the normal cost and the remainder will be charged back to this suite.*

3. **ADOPTION OF MINUTES**

- a. September 11, 2012 and September 26, 2012 approved via email votes.

4. **COMMITTEE REPORTS**

- a. **Social** - The Volunteer party was a great success and a huge thank you to all residents who have taken their time to volunteer this past year. We couldn't do it without you. The next function for the social committee will be the raffle at the AGM.

b. **Grounds and Gardening**

1. Report from the Gardening Committee: Carole - No Report.

2. Report from the Administrator

- Mavis and Lucy have planted tulips at the front of Building A. Mavis has potted the three pots in front of the three buildings with a winter planting.
- The City of Richmond advise that the Strata Corporation needs to select three trees for planting to replace the three sick birch trees that were removed last year. *Council deferred to the gardening committee for their recommendation.*
- BC Plant Health Care are asking if we wish to continue with the application of Tanglefoot for the control of spanworm which has been quite bad on our property. The value of the three treatments is \$2,934.40 for 2012 (\$750.40) and 2013 (\$2,184.00). *Council approved.*

- Option 1. 12 month contract
 Regular weekly visits from Feb 15 to Dec 15 March to November
 One visit in December, January and February
 Value of the contract is \$23,040.00 *Council declined.*
- Option 2. 10 month contract
 Regular weekly visits from March to November
 One visit in February, weather permitting
 Value of the contract is \$19,200.00 *Council approved but wanted a clause added that will allow extra cleaning if required and asked Healing Hands to provide cleanup work from Nov 15 to Dec 15 2012.*

c. Fire & Security

1. Fire Plan and Fire Marshals - Larry - No Report.
 The fire alarm in Building A has been going off again and we have continued to work with Executive Fire to isolate the problem. If the alarm is a false alarm please do not reset the panel but call Executive Fire (their phone # is on the fire panel) and have them attend the site. *If it is a real fire please call 911.*
2. Block Watch - Caroline - Security Incident report notepads have been posted in the lobbies. Please feel free to take a copy when needed. Please see the attached Addendum for a full report.
3. There have been two successful attempts to gain access to the underground parkades by cutting the wire around the man doors to gain access. Precision Door and Gate repaired the areas and have

ordered a metal sheet that will be welded on to all of the areas around the man doors to provide extra security.

d. Maintenance

1. The carpets throughout the complex were cleaned in October.
2. Three skylights that required attention have now been worked on and the problems corrected.
3. The plans and specifications, relating to the remediation work completed in 2003, have been sent to RDH. Any problems with the remediation work completed in 2003 needs to be reported to the insurer prior to the termination of the 10 year warrantee that expires on January 13, 2013. *Council would like to know if we can claim the faulty plywood panels on the bay windows as some of them have been installed backwards.*
4. One suite needs to install shower guards and the tile in the tub surround is leaking allowing water to penetrate the walls system. The baseboard behind the toilet is mouldy and wet and may have already caused toxic mould to the suites. The area around the kitchen sink is in a similar condition and is allowing water to penetrate the wall system. *Council deferred this until Corinne could provide a cost to test the air quality.*
5. One suite is reporting that their window is sweating inside. *This will have to be deferred to the spring when it is warmer outside.*
6. Assured Environmental may need to provide additional treatments to Building C for pharaoh ants as there are still a few suites with an ant problem. *A schedule will be determined and owners advised of the time line.*
7. A quotation has been received from RDA regarding an alternate quote for a Depreciation Report. *Council deferred.*

e. Shared Facilities

1. Games Room survey - update? *Gord will adjust the survey. Corinne will send it to Cypress D and Ashford and Woodridge.*
2. Racquet court diffuser missing in the ceiling. We would need to close the racquet court and set up something that the size could be measured and a quote provided to have one custom made and installed. *Defer.*
3. Status of signage for the exercise room? *Defer to 2013.*

4. The patio stairs have now been repaired by Black Truck with matching tile. *Council viewed it and liked it.*
5. Pricing will be obtained to recover the lounge furniture to see if it would be economical or practical. *Council only want a quote on the furniture that is currently remaining in the lounge.*

5. NEW BUSINESS

1. Update from the Bylaw committee. *The approval of an updated set of bylaws will be deferred to 2013 due to the importance of wording the bylaws in accordance with current practices.*

6. OLD BUSINESS

7. CORRESPONDENCE

Outgoing

- a. Bylaw infractions have been sent to the following suites:
 - SL 22 Re bylaw 5.2 d - mandatory fire inspection
 - SL 25 Re bylaw 5.2 g - \$200.00 fine imposed - fire equipment tampering
 - * SL 48 Re bylaw 5.2 d - mandatory fire inspection
 - SL 66 Re bylaw 5.2 b - mandatory chimney inspection
 - * SL 66 Re bylaw 5.2 b - \$50.00 fine imposed - past 30 days
 - SL 77 Re bylaw 5.2 g - \$200.00 fine imposed - fire equipment tampering
 - * SL 85 Re bylaw 1.5 - clean up of oil in parking required
 - SL 85 Re bylaw 5.2 d - \$50.00 fine imposed - past 30 days
 - SL 91 Re bylaw 5.2 g - \$200.00 fine imposed - fire equipment tampering
 - SL 97 Re bylaw 5.2 b - mandatory chimney inspection
 - SL 103 Re bylaw 5.2 g - \$200.00 fine imposed - fire equipment tampering

Council approved fining (every 30 days) those suites who have not complied with mandatory chimney and fire inspections.

Incoming

- a. A request was received for a hearing regarding tampering with fire equipment.
- b. A request was received for a hearing regarding mandatory chimney inspection and paying of invoice.

8. FINANCIALS

a. Accounts Receivable as of October 16, 2012 \$21,950.26

SL 10 owes \$100.00	SL 66 owes \$1,275.91
SL 25 owes \$200.00	SL 76 owes \$472.82
SL 33 owes \$37.50	SL 80 owes \$19,292.78
SL 38 owes \$12.50	SL 86 owes \$35.00
SL 42 owes \$313.73	SL 89 owes \$9.07
SL 63 owes \$20.00	SL 90 owes \$25.00
SL 32 owes \$300.00	SL 91 owes \$270.34
SL 57 owes \$35.00	SL 102 owes \$104.29
SL 69 owes \$341.97	SL 105 owes \$100.00

- b. Woodridge Shared Facility September 2012 financials were received.
- c. Cypress September Shared Facility financials were issued.
- d. Approval of Cypress August & September 2012 financials with corrections.

OVERVIEW to Sept 30, 2012

CRF Fund is:	\$128,476.77 (includes \$15,000 loaned operating and SF)
Repiping Fund is:	\$ 32,798.71
Exterior Building Fund is:	\$ 75,187.39
<u>Special Levy Account is:</u>	<u>\$ 71,220.65</u>
TOTAL	\$322,683.52

9. OTHER BUSINESS

Review AGM package and rooftop bids

10. EMAIL VOTES

1. Council approved the September 27, 2012 minutes.
2. Council approved signing a one year contract with Assured Environmental re pest control.
3. Council approved a \$50.00 fine be applied to suites who had not provided proof of inspection for fire and chimney inspections.
4. Council approved a \$200.00 fine to suites that had tampered with their fire equipment.
5. Council approved an extension to one suite who had not yet repaired their hearth to meet the code as they had been out of the country for a month.

11. **MEETING ADJOURNED:** 9:30
12. **NEXT MEETING:** November 28, 2012

Block Watch Addendum

This evening I attended a Block Watch Captain & Co-Captain's meeting at the Richmond City Hall. It was hosted by Block Watch and 2 RCMP community policing unit constables were guest speakers. It was very interesting and many good tips were given.

Topic 1: REPORTING SUSPICIOUS BEHAVIOUR

We viewed a video created by the Block Watch organization. It was a well-made video that dispels some of the common myths about Block Watch. Here is the link to the video, it only last about 5 minutes and it is quite informative.

<http://www.youtube.com/watch?v=HhKomD6PkeE>

In brief, Block Watch is not about being nosy, it's about being observant. It's usually best to observe and report, instead of intervening directly. Crime is not a police problem but a problem which affects the whole community, so it's best to be pro-active.

If you notice any suspicious activity you can make note of things such as licence plate and car description, person's clothing and description such as height, build, etc. You may wish to discreetly take a photo of the suspicious person/activity/vehicle.

I have received some INCIDENT CHECKLIST notepads which I will be posting in the lobbies adjacent to the Block Watch sign-up sheets. Please feel free to take a copy or two in case you should need it. They are helpful in making note of incidents.

Tips & quick facts:

Most break-ins happen during the day.

Most common entry point is doors, remember to lock them.

If you do go out at night, leaving a light on in your home can help deter criminals.

Do not put yourself in danger to get information or a photo to report.

Do not hesitate to REPORT suspicious activity. It may tie in with other unsolved crime incidents.

The Richmond RCMP non-emergency number is 604-278-1212.

As a general rule of thumb, if a suspect is present or crime is in progress call 911.

If it's after-the-fact or the suspect is gone, call 604-278-1212.

Topic 2: COMMONLY STOLEN ITEMS

What are thieves looking for? Any item which can quickly be pawned or sold for cash. Tools and power tools, electronics, cash, passports, jewellery and keys are items that are often stolen.

Tips:

Remember to identify your goods by engraving your BCDL (BC driver's Licence) number onto items so that they can be traced back and returned to you, should they be recovered by police.

Take photos of the different rooms and storage area in your home. It will help you remember what you had should you ever have to make an insurance claim or theft report.

Keep a household inventory with serial numbers of items and remember to add any items you acquire to it.

If you require an engraver please contact me at cypressblockwatch@gmail.com to borrow one.

Topic 3: PEDESTRIAN SAFETY

On November 21, the RCMP in partnership with volunteers and ICBC will be out in the community at various locations including the Brighthouse sky train station on number 3 Road to promote pedestrian safety and will be handing out reflective safety bands along with safety tip sheets.

Tips:

Be visible.

Wear reflective armbands on your arm, handbag or backpack.

Do not use cell phones and electronics when crossing the street. Remove headphones.

Make eye contact with drivers before crossing the street.

Wear bright or light coloured clothing.

End of meeting.

If you have not already signed up for Block Watch, please call Caroline at 604-276-8337 or email cypressblockwatch@gmail.com.

All we need is your name, suite number and email address. Remember, there are NO meetings to attend and you will then be entitled to a discount on your home insurance.

3. Security - Terry -

There have been two successful attempts to gain access to the underground parkades by cutting the wire around the man doors to gain access. Precision Door and Gate repaired the areas and have ordered a metal sheet that will be welded on to all of the areas around the man doors to provide extra security.