

STRATA PLAN NW 2050
Strata Council Meeting Minutes
Wednesday, October 25th, 2023

1. **PRESENT:** Gordon Farrell Linda McLaren
 Carole Borthwick Audrey Montero
 Murray Thompson

REGRETS: Joanne Parkinson

2. **CALL TO ORDER:** 6:38 pm

3. **ADOPTION OF MINUTES**

Wednesday, September 27th, 2023 Strata Council Meeting Minutes were approved by email.

COMMITTEE REPORTS

4.1 Social

No reports.

4.2 Grounds and Gardening

4.2.1 Landscaping

Yamato Landscaping Inc. maintains the Cypress Point grounds and gardens on a weekly basis. In September, Yamato kept up with cleaning the flower beds and areas around the trees. This month is going to be dedicated to cleaning as it is critical to clear all drains of leaves and debris to ensure that they won't obstruct water flow during the rainy season.

Bartlett Tree Experts were on site to complete the work on a few trees around Building B, 7531. The goal of the job completed was to reduce the likelihood of storm damage, improve light penetration to understory plants, improve appearance, establish branch spacing reducing the risk of branch stem and /or root failure, and to promote airflow to reduce diseases.

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Most recently Bartlett has attended Cypress Point gardens to perform soil injection fertilization treatment at Cypress Point.

“Please follow or refer facebook@yamatulandscaping: we upload our job pictures on every visit.”

4.3 **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 Richmond Block Watch.

4.4 **Maintenance**

- 4.4.1 The pest control company, Assured Environmental, continues to visit and service Cypress Point on a monthly basis. Since the squirrel activity in Building B has decreased, the appointment that was originally set to address the squirrel problem has been cancelled for the time being.
- 4.4.2 On August 10th, 2023, a water leak was reported in the parking area, in SL37, and on the floor of SL38. A call was made to Corona Plumbing as well as to Canstar Restoration to attend to the emergency. Corona Plumbing located a broken pipe between SL37 and SL54. There were weeks of repairs and inconvenience to the owners. All owners and residents affected were very cooperative while the restoration and the repairs took place. Some owners experienced a heavy load financially because of the water damage.
- 4.4.3 Corona is still working on a minor leak in a pipe in front of SL7. Because of the position of the pipe, a water shut off must be scheduled for Building A 7511 in order for it to be repaired. Corona will schedule Building A, after their return from their vacation next month. Corona Plumbing will be closed from November 3rd to November 20th, 2023.
- 4.4.4 Corona Plumbing had the water shut down in Building B on Tuesday, September 8th and Wednesday, September 9th, 2023, from 9 a.m. to 5 p.m. Repairs, installation of drywall and painting have been completed.

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- 4.4.5 The domestic hot water boiler in Building A is on its last year. This style of boiler is no longer available. Strata Council together with Corona Plumbing are investigating upgrading to high efficiency equipment which would be approximately \$40,000 - 45,000 and would save us money in the long run. Council will be checking with B.C. Hydro about the possibility of obtaining grants.
- 4.4.6 Some ventilation turbines on the roofs are making noise and need to be fixed or replaced. Strata Council approved that if Corona Plumbing and Heating can't accommodate us soon in their schedule, we will request another company to send us a quote. This job is still pending.
- 4.4.7 An emergency call from SL104 as water was coming in through the skylight on a day of heavy rain. Strata attended to the problem by sweeping the water off the skylight for the night. The problem has been brought to the attention of Atlas-Apex, who will address it in detail when they visit the buildings to do maintenance on our roofs.
- 4.4.8 Regarding the kitchen drain problem in SL84. There has been consultation with Atlas-Apex regarding what is needed and what a more efficient solution would cost for the drain problem in SL84. At this stage Corona Plumbing will indicate where the opening needs to be located and Atlas-Apex, the roofing company will go ahead with the work. Corona Plumbing & Heating had a meeting with Strata Council Members regarding the procedure for the drain in SL84. They explained that a vent pipe needs to go through SL95 and exit through the roof deck of SL104. Corona explained that it will not alleviate the problem with the drain altogether but will make it easier for Corona to clean it out. Corona is coordinating the work between the suite's owners and Atlas-Apex.
- Corona Plumbing & Heating will not attend the drain problem in SL84 before they go on vacation. The schedule for the repairs will be schedule after their return on November 20th, 2023. Corona Plumbing will be contacting all owners involved in the repairs.
- 4.4.9 Kindly remember that only water should go down your kitchen and bathroom sinks. Corona explained that a big part of the problem with clogged drains depends on what substances are being disposed of in the drains. Oils, food scraps and other waste such as hair or paper (no matter how small) should be disposed of in the compost container and not flushed down the drain. The appropriate disposal of waste will save each of the owner's money, time and inconvenience. Please take the time to make sure

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you are draining only water through the kitchen and bathroom sinks. Your cooperation is greatly appreciated.

- 4.4.10 Building A, 7511 and Building B, 7531 owners/residents keep leaving items not allowed by Strata bylaws on the table in the lobby area. Please do not leave items in the lobby area. If you have items you wish others to enjoy, please take them to Value Village. We have had to clean the table after rotten vegetables were left on it and most recently, potato bags and other items. This is not acceptable and owners/residents should know this is not correct. Since this infraction is described in the bylaws, you may be fined for leaving items in the lobby area. We would like the lobbies to be visually appealing and safe.
- 4.4.11 As the weather changes, doors around Cypress Point may not fit their normal frame. It has been reported that a door is not closing properly in SL13. A repair is being scheduled.
- 4.4.12 A bay window in SL70 is not closing. The cause is unknown and we are waiting for the repair company to schedule us for the repairs.
- 4.4.14 Strata Council would like to thank an owner for his generous time who helps in different areas with maintenance around Cypress Point. Your time and commitment are highly appreciated.
- 4.4.15 A small leak in two areas of the inside of a water pipe was found by Corona Plumbing & Heating. Corona replaced water pipes from SL 77 up to SL88 next to the kitchen and in the hallway entrance of their respective suites. Repairs are still pending, painting and closing drywall. Canstar is expecting the repairs to be completed in the next couple of days.
- 4.4.16 It was reported by SL06 of a broken lamp between Building A and Building B south area. The electrician attended the problem but needs to come back to replace the light bulb to a more powerful one. The starter failed on the old setup, and it was better to replace it then to fix it.
- 4.4.17 Water damage in the bathroom ceiling of SL38 is coming from above. Kindly remember water travels easily and rapidly downward which can result in damage to the building. Making sure that water doesn't spill onto the floor when taking a shower or a bath and/or keeping accidents to a minimum is the goal.

4.5 Shared Facilities

4.5.1 Games Room

The Games Room can be booked to a maximum of its capacity 12 people per session.

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 emailed to the office before booking the room.

4.5.2 Lounge

In order to book the lounge, please contact the office to request the date. At this time, the lounge can accommodate guests at their normal capacity, 25 people per session.

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.

During the months of October, the lounge was rented 3 times.

4.5.3 Exercise Room

The exercise room is not large and can only accommodate 6 participants at a time.

We received a quote from Lifestyle Equipment for a new treadmill, as the present one is not in the best condition anymore. This quote includes the disposal of the old machine and the installation of the new machine, a Spirit XT685 Light Commercial Treadmill \$3,578.40

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Currently, the exercise room has a fan that works, but it is very weak. Kindly remember to open and close the windows gently. Also remember to check that all the windows are closed if you are the last person leaving the exercise room. We appreciate your cooperation.

If there are other people at the gym, please consider using headphones when listening to music, as requested by Strata Council. It would be preferable to keep the music to yourself out of respect for other gym patrons. We appreciate your cooperation in advance and your understanding.

Thanks to all residents using the facility for keeping the area clean and organized.

Please do not unplug any of the gym equipment.

4.5.4 Pool

The pool was be closed on September 30th, 2023. Thank you all for a great year.

It was reported by owners that the morning of July 27, 2023 a group of people were in the pool around 3 am. People in pool were seen and heard by residents. The people were smoking and making noise. This is a bylaw infraction and a disrespectful act to owners who are resting and trying to get a good night sleep. Due to the incident described above, Strata Council approved the installation of sensor lights in the pool area, hoping that the lights will discourage perpetrators from accessing the after-pool hours. We are waiting for the electrician to schedule us with for this work.

Last year, when the pool season came to a close, some strata council members met with Imperial Paddock and Pools to discuss the problem of the broken hot tub. They informed us that they would take care of the hot tub and that it would be fixed by the start of the season. While working on the hot tub, Imperial Paddock was unable to test it because the plumbing had been winterized. They had to wait until the spring when the pipes were de-winterized. When the hot tub was checked, the results showed that it was leaking, leaving little time for repairs before the pool was opened.

When the hot tub plumbing was tested, a leak was detected in the heated return and also in the jet return line. The hot tub is very old and showing signs of its age. Multiple jet return housings in the wall are broken and cracked. Voids were found in and around these jet housings. The skimmer housing is cracked and had been

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poorly patched. BC Leak Detectors recommends the hot tub be completely remodeled. This would include cutting concrete around tub and installing all new plumbing, fittings and tile.

The estimated cost would be \$40,000 to \$50,000.00

The company also recommends removing the palm tree from area near the hot tub.

After discussing the recommendations for the hot tub and the amount of funds needed, Strata Council has approved including this item in the next Annual General Meeting Agenda. This will enable owners to decide what they would like to see happen to the hot tub. From now until the package for the general meeting is assembled, owners are welcome to send their recommendations with regards to the hot tub.

Four tags are included with each suite—two for the family and two for visitors. If you require a tag, they cost \$8.00 each. If you don't have a tag, kindly get in touch with the office to make arrangements for buying them.

4.6 Bylaws

Council would like to invite you to visit the Cypress Point website:
<https://cypresspointstrata.github.io/> under Bylaws NW2050 Bylaws for the most recent Strata Bylaws.

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 If you would like to contribute to the Cypress Point Community, Strata Council is inviting owners to put their names forward to be on Strata Council for this coming year. Kindly let the office know or send an email to nw2050@telus.net and let us know that you would be willing to put your name forward for the year 2024. Thank you for consideration.
- 5.2 Two specific parking spots have been allocated by the strata council for delivery trucks and/or couriers arriving at Cypress Point to deliver products to owners. Beside stalls 1 and 2, one stall is located at the Building B's entrance. The other parking spot, now designated is stall 32 which is in front of the games room. New signage will be in place as soon as the weather permits.

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- 5.3 The mandatory annual chimney inspection was performed on Thursday, October 26, 2023. Vancouver Chimney Chief Ltd., was on site and was able to conduct all chimneys inspections except three suites. The inspections were completed earlier than scheduled and the company could not wait any longer for the owners to arrive home since they had other commitments for the day. A scheduled appointment will be organized for the missing suites: SL83, SL104, and SL97. Owners will be notified ahead of time of the new scheduled.

Chimneys inspected: 66
Chimneys cleaned: 10
Chimneys missing inspection: 3

A few owners had a TV in front of the chimney, please remember that any item near or blocking the chimney needs to be removed prior the inspection to avoid time and the risk of damage to the item in front or close to the chimney.

Most chimney dampers (the manual mechanism that controls airflow and smoke through the chimney flue) were closed during the inspection. A closed damper keeps the exterior air out and the interior air in. If you are not using the chimney it is a good idea in order to keep your place warm during the winter time; otherwise you need to open it prior to the use of the chimney.

- 5.4 The annual Fire & Safety Inspection was conducted by Sitka Fire Protection Inc. on Thursday, October 26, 2023. The inspections were 99% completed except for SL16 who will be scheduling the inspections with Sitka company later on.
- 5.5 Kindly find attached the information for proper recycling and garbage disposal. For owners in Building B 7531, each suite received a paper copy of the information.

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6. **OLD BUSINESS**

- 6.1 We have received several complaints from owners regarding the present condition of other owner's balconies at Cypress Point. A letter was sent to all Strata owners/residents to read over the questions, check the condition of your balcony, and make the necessary adjustments according to the Strata NW2050 bylaws. Strata Council would like to thank all owners who made all necessary changes in their balconies according to the bylaws. A few follow ups were done with owners regarding their specific situation. Thank you for your cooperation.

Owners with rooftop decks will receive a letter from the strata council outlining their obligations. The Property Committee will examine and evaluate the roof deck at a designated time. This task is still pending and will be carried out during the month of November 2023.

- 6.2 If you are contemplating buying an electric car, please be aware that the buildings at Strata NW2050 do not have the electrical infrastructure to support car charging stations. There would be a considerable cost to modify our electrical systems and any upgrade project would need to be voted on by all owners.

If you are interested in finding out what needs to be done kindly consider joining a committee to work on this new project. Council would like to invite you to participate if you are interested in meeting with SL96 and anybody else who can help with this project. Any information you may have or would like to share about the subject will need to be address to the EV committee.

Thank you, SL24, for volunteering being part of the committee. There will be a follow up plan for the members to get together and act on the EV.

- 6.3 Thank you to all owners who have sent in their car insurance information to the office. If you have not done so already, kindly send the information to the office electronically or you can leave a copy of it at the office. Starting May 1, 2022 license plate validation decals were no longer required on BC vehicles. Since there is no physical evidence of the owners' up-to-date insurance with their vehicles, Strata Council is requiring a copy of your annual insurance to be kept on file in order to be sure that everyone is in line with the requirements of parking in the Strata corporation.

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- 6.4 Atlas-Apex Roofing has not been able to attend to the maintenance work on the roofs due to the recent weather condition. As soon as they are able, they will attend Cypress Point. A letter or email will be sent to the owners/residents with information of their days of maintenance.

For the moment, the roofs have been cleaned of debris and leaves and the drains unclogged to permit water to flow freely and prevent unforeseen events brought on by the intense rain.

7. CORRESPONDENCE

Incoming:

- 7.1 Some owners have voiced concerns about unreasonable noise for quite a long time now, this unreasonable noise includes among others: children wandering around all the time, playing late at night, taking baths after 10 pm, adults having noisy arguments and repairs done when they aren't supposed to be working (at night). Please review the bylaws concerning noise 4.1. Kindly check with your family if you are causing unreasonable noise and disturbance to your neighbors, and make the required changes according to the bylaws.
- 7.2 SL77 requesting approval for renovations in the suite. Strata Council received all forms and requirements and approved of the renovations.
- 7.3 An email from SL27 with questions regarding items stored on balconies and roof-top decks. Cypress Point bylaw 4.19 was created with the purpose of maintaining the safety and integrity of the buildings and their tidy appearance.
- 7.4 SL80 volunteered to paint the floors in the garbage rooms in order to keep them cleaner. Strata Council consulted regarding the suggestion and will follow up with the owner volunteer regarding this job.
- 7.5 A drain issue was reported by SL86 in her patio area. Because of the drain's small length, water enters the suite by flowing backward rather than forward. Repairs and maintenance are now underway.

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- 7.6 A letter from TLC Building Maintenance, notifying Strata NW2050 of their new increase in fees to help cover the rising rate of inflation. From \$1,312.50 to \$1,447.03 commencing on January 1, 2024.

Outgoing:

8. FINANCIALS

Accounts receivables as of October 31, 2023

SL20 \$30.00 SL81 \$971.66

Fund review as of August 31th, 2023 and September 30, 2023

	August 2023	September 2023
Contingency Fund	565,476.93	571,917.12
Special Levy Fund Carpet	588.16	590.92
Re-piping Fund	65,537.61	67,142.41
Exterior Building Fund	56,336.06	57,437.22
Future Remediation Fund	246,252.42	255,768.38
Gutters Levy Funds	19,272.62	19,267.62
Net Income Current Year	<u>-1,903.17</u>	<u>-10,656.82</u>
Owners' Equity	\$951,560.63	\$961,466.85

9. **MEETING ADJOURNED:** 8:01 pm

10. Next Strata Council Meeting Tuesday, November 28, 2023.