

CYPRESS POINT ABC
STRATA PLAN NW2050

Strata Council Meeting
Wednesday, February 22, 2012

1. **PRESENT:** Gordon Farrell Terry Ash
Larry Makutra Aviva Levin
Corinne Inglis

REGRETS: Carole Borthwick

2. **CALL TO ORDER:** 7:00 pm

3. ADOPTION OF MINUTES

a. January 25, 2012 - approved with corrections:

- d.4 line 4 add the word 'contact' after the word 'will'
- d.5 line 2 - change RCH to read RDH
- 7.d - Council advise the second paragraph was unnecessary.
- 7.f Incoming - after the word assessment add "in order to gather more information regarding the RJC reports".
- 7.k Incoming delete second paragraph entirely. Add" Council elected to change the wording of Tony Gioventu's letter to make the information more clear. The council letter will be delivered to the rooftop deck owners, along with the two RJC letters relating to roof top deck overloading. Council propose to inspect the decks themselves on an annual basis using the RJC planter depth and spacing guideline, using a measuring tape."
- 8.e line 1 - delete the word December
- 8.f second paragraph - add: 'The file that was provided was not in a usable format. A simple excel form would take less than an hour to design and the value seemed excessive.'
- 9.b - Council advise that the content after the word 'Approved' is unnecessary.
- Email Votes - 10.2 - Council advise the count of votes and following comment re liability were unnecessary. Council created a cover letter by referencing Tony Gioventu's letter as they did not feel his letter made the information clear.

- Email Votes - 10.3 - add; "Council voted to call an emergency SCM to discuss the RJC documents as the next scheduled SCM was not until January."
- Email Votes - 10.4 - add: "Council advise that it was unnecessary to include vote counts and that they chose to edit Tony Gioventu's letter."

4. COMMITTEE REPORTS

a. Social - Who is the social person? Defer to next meeting.

b. Grounds and Gardening

1. Report from the Gardening Committee
 - Composted Mulch has been spread throughout the property to help retard the weeds.
 - The lava rock outside of Bldg A needs to be moved to the pool area.
To be discussed with Carole and Tyax.

c. Fire & Security

1. Fire Plan and Fire Marshals - Larry Makutra will be the Fire person and Terry Ash will be the Security person.
2. Block Watch - No Report.
3. Security - No Report

d. Maintenance

1. Council has posted garbage and recycling notices in the elevators to assist owners with disposing of their garbage properly.

TO DO LIST

2. Cypress Remediation Warranty for work completed in 2003 expires on January 13, 2013. We should have the buildings inspected by a third party for any deficiencies or water problems. Once the date passes we will not be able to make any claims. The Administrator has requested a quotation and has discussed with RDH the use of infrared in one stairwell that smells musty. *Administrator to obtain quote.*
3. Perform a structural review of one rooftop deck. RJC have been advised and we are waiting to be advised of the date. Steve Evans will open up the ceilings and co-ordinate the work for us with RJC. *Council signed the RJC letter to proceed.*
4. Quotations on a depreciation report / reserve fund study have been requested from RJC and RDH Engineering. The depreciation reports

are now a mandatory requirement for all Strata Corporations and must be completed by December 13, 2013. The quotes are \$15,450 and \$11,000 respectively. *Council approved RDH for \$11,000.*

Administrator to schedule for early 2013 and to confirm pricing.

5. Plaza C Membrane requires further inspection - include this in the depreciation report. *Council approved.*
6. An owner has suggested that we put together a list of questions and have Tony Gioventu chair an information meeting for the owners regarding who pays for the replacing of cedar decking on the rooftop decks etc. and the pros and cons of having the rooftop owners pay for 100% of the costs. *This issue has been referred to the Rooftop Committee.*

e. Shared Facilities

1. Council to discuss the continuation of the pool patrol and scheduling. *Council to arrange meeting with Shared Facility partners and find ways to look for volunteers to assist.*
2. Cypress to hold a Shared Facilities meeting? *Defer to next meeting.*
3. Vancouver Coastal Health is offering a Pool Operators Course for anyone interested.
4. Council to discuss final finishes for the lounge at the next meeting.

5. NEW BUSINESS

1. CHOA is advertising attendance at their Strata Education Program Seminars. *Aviva and Terry may attend.*
2. Bayside advise that there are changes to WCB. *Council approved having Bayside monitor the WCB requirements with our trades.*
3. Both Bayside Properties and Tony Gioventu of CHOA advise that our bylaws regarding infractions and fines need to be revised due to changes that have been made and due to recent court cases. *Council has approved a Bylaw Committee, chaired by Aviva, that will examine the overall bylaws. If anyone is interested in joining this committee, please contact Aviva or the Cypress office.*

6. OLD BUSINESS

Remediation Project - Ocean West (OW) and Read Jones Christoffersen

- a. The Certificate of Substantial Completion has been issued for the Remediation work. Ocean West was on site today to complete the last of the deficiencies. *RJC will conduct final inspections in the next few*

weeks to ensure the deficiencies have been corrected to their satisfaction.

7. CORRESPONDENCE

Outgoing

- a. A letter from the Strata Council along with copies of the RJC rooftop deck inspections was sent to all rooftop deck owners for their review. Some owners have come to the Cypress office to request a copy.

Incoming

- a. An invoice was presented to the Cypress office for a plumbing problem that occurred. The common kitchen line was plugged and Roto-Rooter also recommended flushing the line. *Council approved reimbursing the owner and also flushing the line.*
- b. The Strata Council received several emails objecting to the new bylaw infraction / fine procedure adopted by council in the previous minutes. *Council wish to advise they have been made aware our bylaw is now incorrect and this will be referred to the Bylaw Committee.*
- c. The Strata Council received numerous emails regarding rooftop decking. *The information and emails will be forwarded to the Roof Top Deck Committee for their consideration.*
- d. Email received from an owner regarding ongoing issues with marijuana smoke in their hallway at any time of day or night. Council to discuss the problem. *Council has agreed to contact the RCMP re this problem.*
- e. Email received from a resident still concerned about the ongoing disruptions, screaming and police intervention required.
- f. Email received regarding the height of notices in the elevator. *Council discussed this and determined that the cost of replacing/removing the boards could not be justified.*

8. FINANCIALS

- a. Accounts Receivable as of February 16, 2012 is \$21,043.13.
- b. Woodridge December 2011 statement has not been received.
- c. Cypress will send letter to Shared Facility Partners with their share of the 2011 deficit due to the removal of the satellite dish.
- d. Approval of October, November and December financials. Deferred.
- e. The audit has been completed on the Operating Account. Signatures

of council are required. Discuss the various items found in the audit. An audit was not carried out on Shared Facilities as expected - what do council wish to do? *A quote was expected but not received.*

9. OTHER BUSINESS

- a. Cypress Point has been advised of a lawsuit involving someone falling on the sidewalk on March 23, 2010 in front of the triangle at the entrance/exit of the complex. The insurance company has taken our statements - we were unaware of the accident but the claims adjustor provided us with photographs. *The City has repaired the sidewalk where this occurred.*
- b. Council approved adding actual copies of owner emails to the agendas as an appendix so that each council member can read and discuss them.
- c. Council to approve minutes before being sent out.

10. EMAIL VOTES

1. An owner requested permission to hold an open house. *Council approved.* This suite's realtor also put a lockbox on the man door to the Bldg B parkade which contravenes the Bylaws. *The owner, who was unaware of the lockbox, was asked to have the realtor remove it immediately.*
2. Send revised CHOA letter along with the RJC rooftop inspections to all rooftop deck owners. *Council approved.*
3. The Strata Council voted unanimously to proceed with the structural assessment of a rooftop deck.
4. The Strata Council voted unanimously to notify Co-operators of the possible liability pertaining to the structure of the rooftop deck.

11. MEETING ADJOURNED:

12. NEXT MEETING: March 28, 2012