

STRATA PLAN NW2050  
Strata Council Meeting  
Wednesday, September 28, 2016

Minutes

**1. PRESENT:**        Gordon Farrell                                Joanne Parkinson  
                         Carole Borthwick                                Linda McLaren  
                         Lindsay Armstrong                                Audrey Montero  
                         Cyrus Pun

**REGRETS:**        Felix Zhang

**2. CALL TO ORDER:**        6:31 pm

**3. ADOPTION OF MINUTES**

August 30, 2016 – approved by email vote.

**4. COMMITTEE REPORTS**

**a. Social –**

**b. Grounds and Gardening –**

- i. Landscaping/Arborist: We have received a quote from Wild West Gardens, the landscaping company working for our Strata, regarding additional soil needed in certain areas around the gardens. The landscaping personnel together with Jerehm have agreed on the amount of 10 yards for the cost of \$1,040, which includes material and labour. The plan is to use soil amender, which is the same one as soil blend, but without the sand component. The addition of the soil will take place in late fall, after the leaves have finished falling and have been cleaned up. Council approved the quote for the landscaping to proceed with the work.
- ii. Council received a new, more up-to-date quote regarding the levelling of walkway bricks in the pathway around the complex. Wild West Gardens has come up with an elaborate plan for repairs and removal of pavers where there may be potential trip hazards. The total estimated cost is \$2,097.80. Council decided to investigate further as the cost seemed high.
- iii. A new shrub or tree will be planted in front of building A replacing the one lost during the sewer construction performed by The City of Richmond a few months ago.

**c. Fire & Security – Block Watch –**

- i. Executive Fire & Safety Ltd., completed 100% of the fire alarm testing and inspections. We would like to thank each one of you for your active participation and cooperation in this process which helps maintain a safe place for all of us.
- ii. We would like to remind all owners and tenants that smoke detectors as well as fire alarms should be always connected. It is for safety reasons that they are installed. A fine will be issued if smoke detector is not connected. Please report immediately if your suite has an issue with the devices.

**d. Maintenance**

- i. The room next to the locker room in building B has a new floor and baseboards. After installation of the new floor, the door is not closing by itself. Kindly make sure that the door is physically closed when you enter or leave the room. We are in the process of fixing the problem.
- ii. The brown lounge chair is back in the lounge.
- iii. Following the problem of the flood in the fitness room on July 10, 2016 we learned that it was due to malfunctions in the drainage system. Corona Plumbing & Heating Ltd. continues investigating and testing pumps around the area that may be the cause of the problem.
- iv. The lights in the garbage room in Building C have finally been restored. We appreciate your patience during the black out. Although grateful for the initiative, owners and tenants must abstain from attempting to fix electrical fixtures for safety reasons.
- v. The lights in the storage locker room will be upgraded to energy saving light fixtures. We estimate the work will be done during the month of October 2016.
- vi. We would like to thank you all for your great effort in keeping plastic bags out of our recycling bins.
- vii. The Strata office will be obtaining quotes for the power washing of the three garbage rooms.
- viii. Parking in the visitor's area is meant for short term parking only with a visitor parking pass displayed for overnight. If you are visiting for longer, please park on the street.

- ix. Chimney cleaning and inspection is scheduled for Thursday, October 13<sup>th</sup>, 2016. The annual chimney inspections/cleaning are mandatory in accordance with the Strata Property Act and the Strata Corporation Bylaws. Please make arrangements to be in your suite or leave a key in the office.
- x. The carpet cleaning for buildings AB and C is scheduled during the week of October 17-21. During that week, if you would like to have the carpets in your suite shampooed, at your expense, please contact Dan at 604 880 8773.
- xi. Assured Pest Control was on site on Tuesday, September 27, 2016 and reported all activity as normal.

**e. Shared Facilities –**

- i. Fitness Room: Council received and approved a quote for a bench at \$366.45. It is an adjustable recline bench. A maintenance repair has been scheduled for the Vision E3700 bike machine for the total of \$195.99 which includes parts, labour and GST.
- ii. The pool and hot tub will be closed on September 30, 2016 at 11:00 pm.
- iii. A new pool safety ring was purchased as the previous one disappeared.
- iv. A quote for flagpole rigging was obtained and approved by Council.
- v. SL103 had reported squirrel activity in the ceiling of their balcony. Assured Pest Control investigated, set traps and secured a soffit panel to prevent further access
- vi. Games Room: There are tables, lamps, and some furniture available to give away Saturday October 1, 2016 from 10-12. Signs will be posted in the mailrooms and elevators.

**f. Bylaw Committee – Gordon Farrell & Oliver St. Quintin**

- i. Oliver St. Quintin an owner at Cypress Point has volunteered to update the Strata Bylaws. Oliver has a engineering background and has years of experience in technical document writing. Our current bylaws have evolved over the 30+ year history of our complex. Some of the content is not in line with the current Strata Property Act. Some of the content is not ordered or worded in a clear and straightforward manner. Also, some new things need to be addressed, such short-term rentals using websites

such as Airbnb. Oliver has been working with a current copy of the Strata Property Act Schedule of Standard Bylaws in conjunction with our current bylaws to both review and make appropriate adjustments. It can be tedious and time consuming work and we thank Oliver for his continued efforts. He has made some great progress so far, but there is still more work to be accomplished. Once completed, the revised copy of the updated Strata Bylaws will need to be registered with the Province of British Columbia. Before this can be done, the newly updated bylaws will need to be accepted by a majority vote of owners at our Annual General Meeting. The new updated bylaws will not be ready for the 2016 AGM. Our goal is to have Strata bylaws completed and ready to be presented at 2017 AGM.

## **5. NEW BUSINESS**

- a. CHOA has sent a schedule of fall education programs for anyone interested in learning about the various aspects of how strata properties work.
- b. On Thursday, September 15th, 2016, a pile of smelly material was left on the carpet on the third floor in Building C. If anyone spills or drops anything on the hallway carpet, on the floor in the elevator or on the tile floors in the lobby, it is **your duty** to clean it up properly. A kindly reminder that no dogs are allowed in our buildings, not even for a visit.
- c. We are waiting to hear from Tony Gioventu as to his availability before scheduling our next AGM.

## **6. OLD BUSINESS**

- a. West Coast Building Coating Company visited us on Monday September 26<sup>th</sup>, 2016 to put a plan together, as well as to open all the dryer vent stacks that have been worked on to get measurements and have custom galvanized boxes made up.

## **7. CORRESPONDENCE**

- a. We received an email of complaint on smoking in suite. We remind all owners and tenants that no smoking is allowed in the suites and common areas. A

conversation took place between the owner and the Administrator and we feel and hope that the issue has been solved.

- b. We received an email on September 21, 2016 from a realtor who sold SL79 asking if it is possible to replace the current tub with a shower stall. Council is requesting a formal letter with more detailed information regarding the renovation of the bathroom.
- c. We received an email from CrossRoads informing us that our GIC has matured and was transferred into the CRF along with interest of \$1,396.16.
- d. We received a letter from the City of Richmond indicating that the cross connection control assembly install in our Strata is due for testing and certification.

## **8. FINANCIALS**

- a) Accounts Receivable as of September 22, 2016 is \$2,802.89 involving 4 owners. \$533.81 is due to delinquency with respect to payment of the special levy by 2 owners.
- b) Woodridge Shared Facility August 2016 financials were received with thanks.
- c) Cypress Shared Facilities August financials were issued.
- d) Cypress August 2016 financials were approved.
- e) Fund overview as August 31, 2016:

Contingency Fund	172,224.47
Special Levy Fund	28,141.54
Repiping Fund	56,786.96
Exterior Building Fund	3,345.06
Future Remediation Fund	178,352.60
<b>Total Funds</b>	<b>438,850.63</b>
Current Year Surplus	25,190.35
Total Owner's Equity	<b>464,040.98</b>

**9. MEETING ADJOURNED:** 8:49 PM

**10. NEXT MEETING:** October 26, 2016