

- 1. PRESENT:** Gordon Farrell  
Carole Borthwick  
Cyrus Pun  
Linda McLaren
- Joanne Parkinson  
Billy Leung  
Audrey Montero

**REGRETS:** Lindsay Armstrong

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

**3. ADOPTION OF MINUTES**

June 28, 2017 minutes approved by email.

**4. COMMITTEE REPORTS**

**4.1 Social**

The volunteer Party – October 29, 2017. Invitations will be sent out soon to all of the volunteers who help out around Cypress Point, with gardening, pool patrol, lounge rentals, and other jobs.

**4.2 Grounds and Gardening**

**4.2.1 Landscaping**

Jerehm Breitenstein has been helping Strata in different areas around the complex and especially with the gardens. There are many plants and bushes in the gardens that need to be transplanted due to overcrowding so Council is looking into having some of them transplanted before the weather gets too cold. Transplanting will continue in the spring.

Council approved spreading 15 yards of bark mulch by Wild West Company which will complete the mulching in the garden area. The estimated cost is \$1,050.00 plus GST

Council would like to thank Mavis Simpson and Eva Hargraves for their dedicated contributions in the gardens around Buildings A, B, and C.

Thank you to Cheryl Isaac who took the initiative during our hot summer to water a dying tree around Building B that she thought might be due to lack of water. Council has decided to have the tree looked at by our tree experts to determine the cause of the problem.

We kindly remind residents parking outdoors in parking spots 2, 3, 5, 6, 7, 8, and 9 to be mindful of the plants and leave space between your car and the flower beds, in order to keep the plants healthy and looking good.

#### **4.3 Fire & Security – Block Watch**

**4.3.1** 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.

**4.3.2** Twice this month the fire alarm in Building B was set off and residents called 911. The first alarm went off on September 12 which was due to smoke coming from one of the suites and the second time was on September 13, 2017 and was due to a malfunction in the smoke detector in the pool control area, which was way too hot. Many thanks to Lindsay Armstrong and Cheryl Jones for their effort to make sure everyone was safe and that procedures were followed.

If the fire alarm rings:

Contact 911 (Note: The fire alarm is **not** connected to the fire department)

Evacuate the building

Leave all doors closed behind you, but leave the door to your suite unlocked. If there is a fire, the firemen will need to check any nearby suites for people. If the door is locked and no one answers at the door, they will break the door open. The fire department does not pay to fix any damaged doors.

Use the stairs to evacuate the building.

Return to your building/suite **ONLY** when instructed by the fire department personnel

Council kindly invites you to visit the following links with information on Fire & Security – Block Watch.

Crime Prevention Block Watch

<http://www.richmond.ca/safety/police/prevention/blockwatch.htm>

Crime Prevention Programs Block Watch

<http://www.richmond.ca/safety/police/prevention/programs.htm>

Richmond RCMP Criminal Activity Maps

<http://www.richmond.ca/safety/police/crime.htm>

#### **4.4 Maintenance**

- 4.4.1 Due to the renovation of the fire lane area between Building B and C one of the newly installed posts blocked the water coming from one of the sprinklers; because the water wasn't reaching part of the garden plants in that area died. Wilson Irrigation is scheduled to come this week to move the sprinkler so the plants receive the water they need. The dead plants in that area will be replaced.
- 4.4.2 Council would like to thank Oliver St. Quintin for volunteering to fix a door in the hallway that needed a replacement door closer. He installed the new closer and provided new screws to complete the work. Many thanks Mr. Quintin.
- 4.4.3 Assured Environmental Solutions Inc., has been in our buildings these past two months for different reasons. In Building C, a squirrel was trapped at the gutter edge near the side door fire exit of the building, causing a lot of noise while trying to get out. The squirrel was captured and the hole stuffed.

Birds were making a nest resulting in lots of dirt in the parking area of Building A. Assured was called in and reported that the birds are no longer around. We will monitor the area next spring in case there is reoccurrence.

Assured was called to take care of a wasp nest in Building B, located in one of the suite's patio soffit.

We would like to remind all residents that if you see traps for squirrels or other rodents around the complex, to leave them untouched. They are there for a reason and if tampered with involves more money for the Strata and more work for the pest company.

- 4.4.4 The carpet cleaning has been scheduled for the spring of 2018. Last week a carpet cleaning company came to clean some spots that needed urgent attention.
- 4.4.5 The parking areas in Buildings A, B, and C are scheduled to be power washed this October 5, and October 6, 2017. Kindly remember to move your vehicle the morning of the power washing before 8:00. The power washing is scheduled between 8 am and 4 pm, Building A, and B October 5<sup>th</sup>, 2017 and Building C on October 6<sup>th</sup>, 2017.
- 4.4.6 Chimney cleaning and inspection is scheduled to be performed on October 10<sup>th</sup>, 2017 starting at 10 in the morning. If your suite has a chimney that requires cleaning and inspection, please arrange to be at home or leave a key at the office.
- 4.4.7 Lights in the storage locker room in Building B 7531 were upgraded to energy saving light fixtures as well as the lights in the office in Building A, 7511.

## **4.5 Shared Facilities**

Council has replaced the wooden door with an aluminum one at the south entrance of the swimming pool. New signs will be in place before the next pool season.

### **4.5.1 Fitness Room**

Two plastic covers and a light fixture were replaced in the Fitness Room. Thank you for keeping the gym organized. Remember after using the weights to place them where they belong.

#### **4.5.2 Pool**

Another pool season is coming to an end this Sunday October 1, 2017 at 11 pm. Thank you all for your contributions and patience when something wasn't working at the pool.

On September 13, 2017 we passed the second pool inspection for the year 2017 by Vancouver Coastal Health – Health Protection.

#### **4.5.3 Games Room**

Just a reminder to residents, that the Games Room is available. Stop by the office to book a time. We will be having an "open house" in the Games Room sometime in October. Watch for signs in the elevators and on the bulletin boards.

#### **4.5.4 Squash Room**

We received a quote from Assured our pest company with regards to a treatment for the cornfield ants in the squash room. Council decided to leave it for now as the ants' problem is seasonal. If the situation worsens Council will consider having the area treated.

#### **4.6 Bylaw Committee**

Gordon Farrell & Oliver St. Quintin  
Nothing to report at the moment.

## **5. NEW BUSINESS**

- 5.1** The Annual General Meeting is scheduled for November 29<sup>th</sup>, 2017 at 7:00 pm. Registration begins at 6:30 pm in the Pavilion Club Lounge in Building B 7531 Minoru Boulevard, Richmond, BC. Once again, Mr. Tony Gioventu, Executive Director and Strata Advisory Services (CHOA) will chair our meeting.
- 5.2** Received a complaint of music being played too loudly for an extended period of time in SL15. Please keep your neighbours in mind while you are playing a musical instrument or listening to music especially during the summer hours as windows are most likely to be open. One idea would be to close the windows while practicing the instrument.

Bylaw 5.2 (d) “An owner shall not make undue noise or keep any instrument or device, in or about his/her lot, which in the view of Council, causes interference with the peace and quiet enjoyment of other Owners and Tenants.”

## **6. OLD BUSINESS**

- 6.1** A survey of Building C’s foundation and structure for a period has been undertaken by Matson Peck and Topliss, which showed that there were no changes. The next survey will take place on February 2018 as recommended by RJC.

This review was initiated by concerns expressed by an owner Building C SL80. The owner noted excessive floor slopes within the unit. Investigations were done and suggested two years survey were recommended.

- 6.2** Council received two quotes for the installation of surveillance cameras, and is working on two more quotes before a final decision.
- 6.3** Council would like to invite owners and tenants to review section 5 of the bylaws, specifically 5.5 a) “An owner shall not affix any antennae, flag, wind chimes, fence, notice, sign, advertisements, screens, awnings, satellite dish or any other material to a window

or exterior portion of his/her lot or the common property except as allowed under these bylaws.” And f) “Owners shall not have anything sit on, or hang from, parapet walls or balcony railings and flashings, including planter boxes.”

Kindly make the necessary adjustments to your suite balcony accordingly. In the next few days a Strata Committee will be going around Strata Property to inspect the balconies and make sure we are all complying with the bylaws.

- 6.4 The office continue to receive complaints regarding smoking in common areas. Please review the bylaws for this:

5.6 n) An owner may not smoke nor possess any lit cigar, cigarette or pipe in the parkades, elevators, or any other interior portion of the common property except for the area with the tables and chairs in the recreation area nor store any flammable or explosive substance in his/her lot or in the interior of the common property.

## **7. CORRESPONDENCE**

### **Outgoing:**

Two Bylaw Infraction warnings were issued to SL52 and SL22 in regards to smoking in Common Property.

### **Incoming:**

We received an email from a resident SL39 asking the procedures for services if 911 is called to attend an emergency.

A quote from the Executive Fire & Safety Ltd., for a new Panel Installation upgrade to a Mircom 1000 for \$4,500 for each panel. They are also recommending replacing the smoke detectors located in the common areas. The cost per smoke detectors is \$39.00 each plus labor to install.

A second quote from the Executive Fire & Safety Ltd, in regards to upgrading the running man exit sign, and double head lamp LED was received with the total amount of \$23,053.35

## 8. FINANCIALS

a) Accounts Receivable as of July , 2017 was \$6,516.72 involving:

SL05	\$ 50.00
SL20	\$121.24
SL92	\$ 90.00

- b) Woodridge Shared Facility financials were received for June and July 2017.
- c) Cypress Shared Facilities for June and July financials were issued.
- d) Approval of Cypress Point June, July, and August 2017 financials.
- e) Fund overview as July 31, 2017:

	July	August
Contingency Fund	200,698.36	207,759.11
Special Levy Fund	5,762.72	5,769.82
Repiping Fund	59,634.23	59,907.92
Exterior Building Fund	12,602.85	13,452.73
Future Remediation Fund	252,443.90	259,429.67
<b>Total Funds</b>	<b>531,142.06</b>	<b>546,319.25</b>
Current Year Surplus	<u>26,208.54</u>	<u>23,137.61</u>
Total Owner's Equity	557,350.60	569,456.86

**9. MEETING ADJOURNED:** 9:45 pm

**10. NEXT MEETING:** Wednesday, October 25, 2017





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