

STRATA PLAN NW2050  
Strata Council Meeting  
Wednesday, May 29, 2013

<b>1. PRESENT:</b>	Gordon Farrell Carole Borthwick Larry Makutra	Aviva Levin Terry Ash Corinne Inglis
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**REGRETS:** Lindsay Armstrong

**INVITED GUESTS:** Jason Dunn & Alex Seto, RDH Engineering - Depreciation Report

RDH presented a rough draft of the Depreciation Report that they prepared for Cypress Point. RDH advised that compared with most strata's in BC, Cypress Point is in very good shape structurally and financially. This is based on the information compiled on the current condition of our strata buildings and assets, along with the past history of all projects we have completed over many years.

The Depreciation Report is in a draft form, is very detailed and some information requires refinement. Once the final report is completed we will let owners know that it is available. Council is considering having RDH present the final draft of the Depreciation report at the next AGM. The presentation will help owners to better understand it and they would be able to answer any questions.

**2. CALL TO ORDER:** 6:30 pm

**3. ADOPTION OF MINUTES**

- a. April Minutes - approved by email vote.
- b. Shared Facility Minutes - attached.

**4. COMMITTEE REPORTS**

a. **Social** - No Report

b. **Grounds and Gardening**

- 1. Report from the Administrator
  - A quote has been received from BC Plant Health Care to spray 'soil amender' into all garden beds - value \$6,200.00. *Council wish to know what the life span of this product is and if we need to do this each year. Corinne to advise.*

c. **Fire & Security**

- 1. Fire Plan and Fire Marshals - Larry - No Report

The Administrator advises that the Fire Department carried out an inspection of 7511A and the underground parking and provided a list of items that require our immediate attention. The deficiencies are being carried out prior to a second inspection, which may result in a value being assessed to us for noncompliance. Larry will update the Fire Safety Plan books as part of the mandatory requirements. A second inspection will take place in late June.

2. Block Watch - Caroline - No Report
3. Security - Terry - No Report

**d. Maintenance**

1. Corona put forth a proposal regarding one hallway ventilation system. *Council approved replacing the existing fan with a smaller one that will run at increased times without causing discomfort to the Owners.*
2. The mouldy drywall that was causing poor air quality in Bldg. C has been replaced. *Power Vac were called in and found the problem to be minimal.*
3. Bicycle cleanup - *Council will remove the untagged bicycles and place them in an electrical room for two weeks. If you forgot to tag your bicycle, please do it now or it will be disposed of. .*
4. Residents are reminded to review Bylaw 5.4.d which prohibits the installation and use of garburators.
5. Council approved selling bike keys at a cost of \$2.00 each.
6. Plumbing needs to be done in Bldg B. Corona have brought to our attention some issues with the ongoing use of copper pipes and our very acidic based water. After conferring with both the City of Richmond and City of Vancouver, they are recommending we consider changing to a plastic pipe system known as PEX. *Council will pursue additional information before proceeding with the work required.*
7. The roadway on the west side of visitor parking, between Bldg's B & C is heaving and causing damage to the sewer line. The tree roots that are causing the problem will be removed, the sewer line repaired and the roadway repaved. All traffic may be diverted to drive through Bldg B to the exit located at A while this work is being carried out on Thursday, June 6, 2013.

**e. Shared Facilities**

1. Games Room Survey - was sent out and residents are reminded to return the questionnaire to the Cypress Office asap. *A reminder will be posted in the elevators.*
2. Aviva has designed a form advertising that the Pavilion Lounge can be rented. *The wording requires a few amendments at the request of the SF partners.*

3. Council approved the purchase of a Natuzzi 'Naples' 85" Italian leather Sofa # chocolate for the lounge valued at \$999.00. *Council will continue to look for chairs to replace the existing ones.*
4. Council approved purchasing a new lounge patio chair for the pool area to try out. *If the chairs work out, additional lounge chairs will be purchased in 2014.*
5. The children's hours have been extended from 3 - 6 pm to 3 - 8 pm at the pool based on a decision in Ontario by the Human Rights Tribunal.
6. A blue recycle box will be placed in the Exercise room for residents to dispose of their water bottles.

## **5. NEW BUSINESS**

## **6. OLD BUSINESS**

- a. The fencing installation on the rooftop decks will commence in June.
- b. We have still not been relieved from the tripping lawsuit but a discontinuance is to be issued shortly.

## **7. CORRESPONDENCE**

### **Incoming**

- a. Note received from SL4 with a concern about the flow of water in a suite. *Residents are reminded to remove the nozzle and rinse out the mesh which will allow the water to move more freely. From time to time the mesh becomes clogged and slows down the flow.*
- b. Legal letter received on behalf of SL98 regarding the positioning of the rooftop fencing. *Letter of response was sent - see outgoing.*

### **Outgoing**

- a. Three bylaw infractions issued. One for parking in a reserved stall; one regarding proper bathing suit attire; and the third regarding parking in visitor parking.
- b. Letter sent to SL93 regarding a leak from their washing machine.
- c. Council drafted a letter sent to the rooftop deck owners regarding the positioning and height of the new fencing. The fencing issue was clarified for council by Adrienne Murray, legal counsel for the strata corporation.
- d. Letter sent to legal counsel for SL98 advising that the council would proceed with fencing in accordance with the recommendation provided by Adrienne Murray as noted below:

"The Strata Council is acting appropriately by locating all fences that designate limited common property patios in accordance with the measurements shown on the strata plan filed in the Land Title Office."

## **8. FINANCIALS**

- a. Accounts Receivable for April is \$29,902.42.  
Accounts Receivable for May is \$35,568.65.
- b. Woodridge Shared Facility April financials were not received.
- c. Cypress April Shared Facility financials were not received or issued.
- d. Approval of Cypress April financials - not yet received.
- e. Fund Information Overview to March 31, 2013: Updated figures not available

Operating Account	13,179.20
Cracked Joist Repair	20,000.00
Depreciation Report	9,724.00
CRF	103,763.53
Repiping Fund	47,578.81
Ext. Building Fund	10,384.90
Holdback	250.00
Special Levy Account	177,685.30
<b>Total</b>	<b>382,565.74</b>

## 9. OTHER BUSINESS

Council discussed the accounting and contract issues being encountered with Blueprint Strata Management. They are not following our instructions and we are not in agreement on the content of their contract or their proposed fees. Council have discussed two alternative companies to do our strata accounting and after much discussion voted unanimously to terminate Blueprint Strata Management and to enter into a contract with CrossRoads Management Ltd. The proposed date for the transfer is July 1st, but this will need to be confirmed

## 10. EMAIL VOTES

1. Council approved the April 24, 2013 minutes.
2. Council approved proceeding with 6' high fencing on the rooftop decks that are in accordance with the drawings registered at the Land Titles office.
3. Council approved changing the children's hours at the pool from 3 to 6 pm to 3 to 8 pm based on a decision in Ontario by the Human Rights Tribunal.
4. Council approved two volunteers who wish to look after the landscaping at Building C.
5. Council unanimously approved sending a response to the Legal Counsel for SL98 regarding the rooftop fence boundaries.

## 11. MEETING ADJOURNED: 9:45 PM

## 12. NEXT MEETING: June 26, 2013 @6:30 PM

**Cypress Point ABC & D**  
**Woodridge & Ashford Place**  
**Shared Facility Meeting Minutes**  
**April 29<sup>th</sup>, 2013**

**1. Present:**

< Gordon Farrell – [gordon.farrell@gmail.com](mailto:gordon.farrell@gmail.com) – NW2050 – Cypress ABC  
< Carole Borthwick – [caroleborthwick@hotmail.com](mailto:caroleborthwick@hotmail.com) - “ “ “  
< Andy Kristiansen – [andy.kristiansen@gmail.com](mailto:andy.kristiansen@gmail.com) – NW1942-Woodridge  
< Marcel Battersby – [battersby@shaw.ca](mailto:battersby@shaw.ca) – NW1868 – Ashford Place  
< Lou Majta – [loumajta@hotmail.com](mailto:loumajta@hotmail.com) – NW2090 – Cypress D

**2 Regrets:**

<Gail Brown- [gbiss@telus.net](mailto:gbiss@telus.net) – NW2090 – Cypress D

**3. Call to Order: 7:00**

**4. Amenities:**

**a. Pavilion Lounge Rental** – Shared Facilities members looked at the new carpet tiles recently installed in the Lounge and all agreed that they made a huge improvement to the overall look of the room.

A new flyer advertising that the Pavilion Lounge is available for parties, meetings, family dinners etc. is to be attached to the Shared Facilities Meeting Minutes.

Shared Facilities members agreed to put up the flyer on their bulletin boards to promote this rental facility.

Cypress D noted that lots of their tenants rent the Lounge for a variety of functions. Woodridge and Ashford weren't sure how many of their owners know about the Pavilion Lounge. When Cypress held its Open House there were a few owners from Woodridge and Ashford who came to view the Pavilion Lounge.

**b. New Pool Hours** – discussed extending pool hours for children to avoid a possible lawsuit. Woodridge let it be known that to avoid the possibility of a lawsuit they would like to see no restrictions for pool hours. The rest of the Shared Facility members agreed to extend the hours for children to 10 a.m. – 12 noon and from 3 p.m. to 8 p.m.

**c. Pool Patrol Volunteers** – discussed needing volunteers for pool patrol. All Shared Facility members' report that it is difficult to get volunteers in general. It was suggested to send out a notice to all suites stating that if a person is using the pool and notices any violation of pool rules that they please call the Strata Office at 604-279-1554. Voice messages can be left any time or provide an email message to: [cypresspoint@telus.net](mailto:cypresspoint@telus.net). Direct confrontation with the violator(s) is optional. If the person witnessing a violation could take a photo with a cell phone that would be helpful.

It would be helpful to have the following information:

>Type of pool violation

- >Date and time of violation
- >Brief description of the violator(s)
- >The violator's name and/or suite number (optional)
- >Your name or suite number (optional)

**e. Gym Hours** – A new flyer advertising the Cypress Point exercise room hours (6:00 a.m. to 11:00 p.m.) is attached to these minutes. Shared Facilities members said they would put up the flyers on their bulletin boards in their facilities.

**f. Games Room** – Briefly discussed the Cypress games room that has been closed for a long time due to vandalism. Shared Facilities members talked about the possibility of having a system like the one in place for pre-booking the Pavilion Lounge. Owners could contact the Cypress Point Administrator to book the games room for a specific date, fill out a reservation form attaching a deposit cheque, and a games room fob could be pre-set for the booked time. Cypress Point council will continue to discuss a strategy to address re-instatement of this room for future use.

**5. Other:** Woodridge Treasure and Property Manager asked that Shared Facility members be mindful of staying as close to their budgets as is possible.

**6. Meeting Adjourned: 7:35**