

**CYPRESS POINT ABC  
STRATA PLAN NW2050**

**MINUTES OF THE STRATA COUNCIL MEETING  
WEDNESDAY, FEBRUARY 22, 2006**

- 1. PRESENT:**
- |                  |                  |
|------------------|------------------|
| Tom Hargraves    | Joanne Parkinson |
| Maureen Buchanan | Caroline Cote'   |
| Larry Makutra    | Scott Armstrong  |
| Corinne Inglis   |                  |

Regrets: Amy Hendricks

Invited Guest: Owner unable to attend

**2. CALL TO ORDER: 7:13 pm**

**3. ADOPTION OF MINUTES**

1. Approval of January 25, 2006 minutes deferred.

**4. COMMITTEE REPORTS**

**a. Social**

1. Cards have been sent to owners over the past month
2. The next item is the garage sale

**b. Grounds and Gardening**

1. Tree pruning and removal is underway.
2. Stump removal will follow
3. Meeting on February 23<sup>rd</sup> with Arborist to review the plan

**c. Fire & Security**

1. There was a problem with the trouble light in the fire panel in Building A.
2. FOB system - the installation of the second phase commenced Feb 21, 2006, and will include conduit

3. We have been unable to verify the need for conduit with the city without a permit number. Sentinel is to advise the permit numbers for phase 1 and 11.
4. Discussion on an Updated Fire Plan was deferred.
5. Caroline is updating the Block Watch list.
6. Council received a quotation for a camera in the games room, but it seemed quite high. We agreed to consult with another company for comparison. We noted that when fobs are installed after April we will be able to track who uses the games room, thus a camera may not be necessary.

**d. Maintenance**

1. Tom will locate the warranty manual for the Remediation warranty review to determine when the next inspections are due. If we don't comply with the requirements we will not have a warranty. The Strata will schedule the walk around or professional inspection as required.
2. The ground level leak at Building C - south stairwell, is almost complete.
3. Re-piping of 223B and 322B has commenced.
4. A pipe burst causing an interior leak at 137, 237 and 336. This will be the next area scheduled for re-piping. Corinne will keep track of the units re-piped using a map and numbering system. Council discussed setting up an XL database for this purpose.
5. Jackson Roofing inspected the second leak discovered on the Northwest corner of Building C and believe they know the cause. The area needs to be inspected during rain to confirm their findings.
6. We have requested a reduction in the cost of our insurance since the buildings have been equipped with Fobs and the man doors and garage doors have been reinforced with Lexan. We are waiting for a response.
7. A new owner had a home inspection completed and the inspector suggested that we needed to strap the hot

water tanks for earthquake. Our plumbing company and insurer both confirm this is not a requirement.

8. The list of interior repairs identified during a walkabout of volunteers has been categorized and will be acted upon shortly.

**e. Shared Facilities**

1. Council discussed alternatives for a replacement satellite channel, but need further information to make a choice. There is an option to add a digital 4DTV and possibly a digital receiver. Compatibility, budget and the ability to distribute the channels to all units needs to be verified.
2. Corinne will work with the new property manager on the 2000 Shared Facility adjustments
3. An owner registered a complaint regarding a hockey net drawn in marker pen on the walls of the racquet court and black scuff marks on the floor from hockey sticks and pucks. A resident was witnessed using the court for hockey. The owner will be sent a letter asking for the damage to be cleaned up by March 10, 2006, or the council will have the area repaired and charge the cost back to this owner. Council will advise an appropriate product for the repair. Owners are reminded that the squash court is only to be used for squash and racquetball, and pursuant to By-Law 16.4, any misuse could lead to a fine, or loss of use of the facility.
4. The Strata has been offered pool and sauna supplies (chemicals) that may be purchased at approximately 20% of the original value, and voted to proceed with this opportunity.

**5. NEW BUSINESS**

- a. Two owners have been charged with a move in and move out fee that had not previously been applied.
- b. The Strata was able to purchase ten garage door remotes at the original cost, in conjunction with another complex. They are available for \$50.00 each

- c. Council discussed the issue of owners returning key fobs for refund and concluded that, in order to minimize administration and track the ownership of the fobs, the two original key fobs, issued to each suite free of charge, should remain with the suite and will not be eligible for refund. Council concluded that any additional fobs purchased by an owner may be returned to the Strata Corporation for a refund of \$5.00 each.
- e. Larry Makutra accepted the position of Treasurer.
- f. Scott Armstrong accepted the position of Assistant Secretary.

## 6. OLD BUSINESS

- a. Council confirmed with the City of Richmond that the two oversized vehicles, currently parked on Strata Property, would be ticketed if parked on the street.
- b. Council received and reviewed miscellaneous correspondence regarding the upcoming arbitration. The Arbitrator has ruled on certain items that may or may not be included in the arbitration process. Specifically, the owner's request for punitive damages against the Strata Corporation is not permissible.

## 7. CORRESPONDENCE

- a. Three letters were received from an owner:

1. The first letter deals with receiving two letters regarding locker cleanup - both claiming to be a second notice - plus comments regarding chimney inspection.
2. The second letter requests that the office hours be extended to 6:30PM one day per week. *(Council agreed to have the office hours extended to 6:30 on the last Wednesday of the month on a trial basis.)* This letter also reminded council about the new Real Estate Board licensing requirements for property managers. *(As previously reported in the minutes, self managed Strata Corporations are exempt from this law and license requirement.)*
3. The third letter requested an opportunity to speak to the Council at the March meeting. *(Owner unable to attend.)*

- b. Council received correspondence from an owner with respect to a dispute on a move in/move out fee for multiple tenants in a rental suite. Council will review the by-laws and consult with CHOA with respect to untimely and inaccurate Form K's and how that applies to the move-out fee.
- c. Council confirmed a previous decision regarding a fine for drapery color and will not revisit this issue with the owner again.
- d. An owner is suggesting that council consider the upgrade of the foyers and carpeting in the hallways and stairs. The carpet is in good condition and likely has at least 5 years of life remaining. Future replacement may be funded through the contingency, if planned for and approved by the owners. Another owner has volunteered to provide design suggestions for updating the foyers, and council will obtain quotations after receiving the input.
- e. An owner who was fined for being two months in arrears with January and February 2006 strata fees has requested a retraction of the fine. Council reviewed the circumstances and after noting the grace period for the January strata fees (due to the change in rate) voted to uphold the fine.
- f. An owner requested additional information on their fines. The detailed information was provided.
- g. An owner is requesting that the timing of the fans in the hallways be revisited due to the smells in the hallway at dinner time. Council agreed to change the evening cycle to run between 5pm and 7pm to assist with cooking odors.
- h. A letter was sent to one of our trades who had their keys and FOB stolen from their vehicle. The FOB was deleted immediately and the company charged \$50.00 for a replacement.
- i. A letter was sent to an owner who has been the cause of a leak into the parkade from the bathtub area.
- j. A letter was sent to an owner charging them for photocopying done on their behalf.

## **8. FINANCIALS**

- a. Accounts Receivable (Feb 14) \$3,919.15

b. December Shared Facility Financials issued.

## **9. OTHER BUSINESS**

a. Subsequent to the last Strata Council meeting, the Council met with an alternate Property Management company who was prepared to offer financial services only. The presentation was very impressive, and the company has agreed to adjust their standard fees to reflect the work we do ourselves.

b. Given that the company previously interviewed had not yet been hired, the council reconsidered their decision in light of this alternative, and voted unanimously to hire Re/Max

c. Stephen Hamilton clarified when a complaint may be acted upon by the council, pursuant to the Strata Property Act, Section 135:

"The complaint can be from Council knowledge or an agent of the council like the Administrator. If a council member sees a bylaw infraction, he or she can report that to the rest of council and then issue a letter to the defaulting owner. Particulars of the complaint must then be confirmed in writing in a letter to the defaulting owner. You do NOT need owners to complain in writing for the complaint to be effective. This will just discourage legitimate reporting of bylaw infractions."

d. Council discussed providing a reply to an owner regarding previous correspondence sent to council.

## **10. E-MAIL VOTES**

a. February 7<sup>th</sup>, council voted to purchase garage door openers by e-mail, as noted above.

## **11. NEXT MEETING:** Wednesday March 29, 2006

Meeting Adjourned at 9:10PM