

**CYPRESS POINT ABC  
STRATA PLAN NW2050**

Strata Council Meeting  
Wednesday, September 29, 2010

1. **PRESENT:**       Carole Borthwick                               Cheryl Jones  
                      Larry Makutra                                 Carla Evans  
                      Corinne Inglis

**REGRETS:**       Gordon Farrell, Max Dragun, Steve Tosh

2. **CALL TO ORDER:** 7:40 PM

3. **ADOPTION OF MINUTES**

- a. August 25, 2010 - approved.

4. **COMMITTEE REPORTS**

a. **Social** - Cards sent to numerous owners celebrating birthdays.

b. **Grounds and Gardening**

1. Bulbs have been selected and ordered for the pots at the front of the three buildings. An owner has volunteered to continue looking after them.
2. The landscaping company's work has been looking better in general but only because the owner has been on site most of the time. There are a lot of shrubs that are not being trimmed and some areas have not had the lawn cut in over three weeks. The hydrangeas are so heavy with flowers that the stems are breaking. *The gardening committee will meet to discuss the overall performance and advise council of any action to be taken.*

c. **Fire & Security**

1. Fire Plan and Fire Marshals - No Report
2. Block Watch - The current block watch newsletters have just been distributed. There have been a few break-ins in the area in the last couple of months. Most of the break-ins occurred at street level through an open door or window, so remember not to leave windows and doors ajar, especially if you live on the ground floor or are stepping out. Always be cautious as one break-in actually occurred while the occupants were home.
3. Security - No Report

d. **Maintenance**

1. RDH advise that they have almost completed the remediation insurance leak at Building C. The old wood railing has been replaced with new metal railings and the membrane has been redone where it was leaking. *The report from*

*RDH advises that a lot of the work had to be redone as the waterproofing was not completed in accordance with the drawings: there was exposed fleece within the system, the drain and membrane were not installed properly; there was a bonding issue with the membrane and the applicator forgot to mix the catalyst with the primer and as a result the product did not bond to the concrete substrate. In addition, the guard that has been installed to the metal angles has only one fastener, contrary to the shop drawings.*

2. The roofing contractor has been contacted to proceed with the repair of the leaking membrane on Plaza C that was replaced in 2006. *RDH and the Roofing Contractor have determined that the cause of the failure of the membrane is due to the stair section in the yard not having had membrane applied over the top which has caused the rest of the membrane to separate from the concrete base. A meeting will take place shortly in order to determine a remedy.*
3. Dryer vent cleaning, chimney inspection / cleaning and fire alarm testing has been completed. A handful of suites were issued notices and provided 30 days to provide proof of inspection. *A possible problem with the depth of the hearth in two suites has been identified. The City of Richmond Inspector will be on site September 30, 2010 to inspect both suites.*

**e. Shared Facilities**

1. The pool will be closing on October 4, 2010 @ 11:00 PM
2. Cypress ABC has requested the first Shared Facility Committee meeting be held October 6<sup>th</sup> or 13<sup>th</sup>. *Council has approved October 13<sup>th</sup> as the date of this meeting. An agenda will be sent out to the Shared Facility partners so that they are also able to add items to the agenda that they would like to see discussed.*
3. The men's shower has a tile loose and looks as if it needs a formal cleaning. *Administrator to locate a specialty cleaning company as it may require an acid wash.*
4. The pool chairs, flags, tables etc need to be put away for the winter. *One resident is volunteering to put these items away but the council would like to assist as the pool chairs are quite heavy.*
5. The Cypress Shared Facility Budget for 2011 must be issued to the Shared Facility Partners by November 1, 2010.

**5. NEW BUSINESS**

We received an endorsement from Hamilton Insurance pertaining to the increased value of the buildings to \$21,386,900.00.

**6. OLD BUSINESS**

- a. Upcoming Remediation - RJC has responded with the following reduced options:

## 1. Minor Reduction to Scope of Work

Original value changes from \$542,486.56 less 10% Contingency or \$493,169.60  
To

\$462,001.68

## 2. Major Reduction in Scope of Work (Delete Balcony stack 121, 221, 320 plus minor reduction in Scope of Work) or

\$391,805.68

\$370,000.00 was raised for this project which still leaves a shortfall.

*Council to look at all of their options shortly.*

## 7. CORRESPONDENCE

### Incoming

- a. An owner advised that they had exposed the dryer vents for ease of cleaning from their deck and also that their smoke detector was malfunctioning. *Executive Fire has replaced this unit with a new one.*
- b. Haddock & Co. advise that Lamour Afonso, who handled the SF lawsuit left their firm effective August 31, 2010.
- c. Haddock & Co. advise they will reverse their last invoice to us pertaining to the SF lawsuit.
- d. Haddock & Co. forwarded a partial cheque regarding the serious arrears of one suite.

### Outgoing

- a. Letter sent to a resident, along with an invoice, regarding a leak from their washing machine. *Payment in full has been received.*
- b. Letter sent to a suite as no access was provided for fire alarm testing.
- c. Notices sent to four suites as no access was provided for chimney inspections.
- d. Letter sent to an owner, along with an invoice, regarding plumbing work completed at their request. *Payment in full has been received.*

## 8. FINANCIALS

### Accounts Receivable.

- a. Accounts Receivable as of September 14, 2010 is \$7,681.45.  
11 suites are in arrears.
- b. Woodridge August SF statement has been received.
- c. Cypress August SF statement has been issued.
- d. May, June, July financials approved.

**9. OTHER BUSINESS**

**10. EMAIL VOTES**

- a. Council approved accepting a cheque that had been received by our law firm pertaining to a suite in serious arrears.
- b. Council approved renovations, as applied for, by one suite.

**11. MEETING ADJOURNED: 7:55 PM**

**12. NEXT MEETING: Wednesday, October 27, 2010**