

STRATA PLAN NW2050
Strata Council Meeting
Wednesday, October 26, 2016

Minutes

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

REGRETS: Cyrus Pun and Felix Zhang

2. CALL TO ORDER: 6:40 pm

3. ADOPTION OF MINUTES

September 28, 2016 – approved by email vote.

4. COMMITTEE REPORTS

a. Social – Volunteer Party – November 27th, 2016. Invitations will be sent out soon to all of the volunteers who help out around Cypress Point, with gardening, pool patrol, lounge rentals etc.

b. Grounds and Gardening –

- i. Landscaping/Arborist: New bulbs have been bought and will be planted soon in preparation for our spring garden. We would like to thank Eva Hargraves for her work in the garden in front of the Cypress Point sign and Mavis Simpson for her planting and care of the large planters near the front doors of each building.
- ii. We received a quote for the replacement of a rotten wood landscaping border piece in the garden area for Building A of \$ \$263. Approved.
- iii. The pavers around the buildings are, at the moment, under repair weather permitting. Wild West Landscapers are levelling only the pavers that are potential tripping hazards. The estimate for the work is \$437 plus tax.
- iv. We received a quote for improving the look of the fire lane area between Bldgs. B and C where trades people often park. We are waiting for a second quote so that council can decide which one to go with. The area is torn up and muddy from the vehicle tires.

- v. A quote of \$180 has been received for fixing the two posts along the fire lane area between Bldgs. B and C. We are waiting for a second quote before council makes their final decision. This posts hold up the chain and sign that marking it as a fire lane only.

d. Fire & Security – Block Watch – report sent by email to owners.

- i. Executive Fire & Safety Ltd. was on site Friday, October 14, 2016 to perform the repairs they found during the inspection. The deficiency report estimated \$2,000 in repairs would be needed to bring the complex up to code. During the repairs two more issues were found that needed attention. Two exits signs were not working and needed replacement. The cost of this repair is estimated at \$362 plus tax. We would like to thank the owners of the suites involved for their cooperation.
- ii. On Monday, October 10th, 2016 an owner was trapped in the Bldg. B elevator. Richmond Elevator Maintenance Ltd. was called to open the elevator door and subsequently worked on the problem. Richmond Elevator reported that it was due to a dead connection in the main panel.

e. Maintenance

- i. The carpet cleaning has been rescheduled for the week of October 26-28, 2016. The person who was to be working on the carpet got injured and the company didn't have a replacement. We have contacted a new company and expect the work to be done by the end of the week. We would like to apologize for any inconvenience this situation may have caused.
- ii. Corona Plumbing & Heating Ltd. will be winterizing and blowing out hose bibs on October 28th, 2016. Once the hose bibs are shut down and blown out, they can not be turned back on until after winter or re-winterizing will be required.
- iii. The garbage rooms in Buildings A, B, & C were power washed on Wednesday, October 12, 2016.
- iv. Council approved a quote totaling \$2,349.75 for the removal of the five existing flagpoles and installation of the five new poles with rigging equipment so that the flags can be raised and lowered with ease. In the past, council members/volunteers had to balance precariously on an extension ladder to put the flags up at the beginning of the season and to take them down at the end of the season.
- v. 100% of the chimney cleaning and inspections were completed. We would like to thank all owners and tenants whose fireplaces were inspected for their cooperation.
- vi. Assured Monthly Service (Pest Control) was on site on Tuesday, October 25, 2016 and reported all activity as normal.

- vii. We received a quote for \$450 from Assured Monthly Service (Pest Control) with regards to flying ants. In order to minimize the number of flying ants, the work must be carried out while the ants are active. (Deferred until next spring)
- viii. The cross-connection control assembly installed in our buildings in the mechanical rooms, the water supply rooms, pool pump room, sprinkler and water supply rooms were inspected and they are in good working condition for another year. Such assemblies are mechanical in nature and require regular maintenance to ensure continued protection from the contamination of potable water.
- ix. In response to a request by an owner, a new garden hose water gun has been purchased for the car wash area to replace the one that went missing.
- x. Wilson Sprinkler Company will be on site at the end of the month to winterize the sprinkler system.
- xi. A notice will be sent out shortly to the owners of suites in the un-remediated areas of Bldgs. B & C to check on the working condition of their wooden windows.

f. Shared Facilities –

- i. Fitness Room: Council received a quote for an Olympic bench. We are hoping to replace the one already in use but that's in poor condition. Council will do more research on gym equipment and prices.
- ii. Games Room: Two owners are in the process of getting the Games Room up and running. There are a few minor repairs that need to be completed as well as some equipment that needs to be repaired and/or replaced. It should be in operation on or before December 1st, 2016.

5. NEW BUSINESS

- i. The Annual General Meeting is scheduled for December 13, 2016 at 7:00 p.m. Registration begins at 6:30 p.m. in the Pavilion Club Lounge in Bldg. B (7531 Minoru Boulevard Richmond, B.C.). Again, we will have the pleasure of having Tony Gioventu, Executive Director and Strata Advisory Services (CHOA) chair our meeting.

6. OLD BUSINESS

- i. West Coast Building Coating Company has the new vent dryers ready and are just waiting for good weather to start the installations.

- ii. Regarding Building C deflection, RJC has recommended that we have a B.C. Land Surveyor company survey the slab level twice a year for 2 years. A quote for \$6,000 was received from Matson, Peck and Topliss. Monitoring of the slab will begin in January 2017.

7. CORRESPONDENCE

- i. We received a complaint from an owner that their family has been attacked by crows when they are on their balcony. It appears that the crows have a nest across from their suite. Council will look into the matter.
- ii. We received complaints from an owner that cars in the garage of Building A and B are being turned on and the engines left running for too long before leaving the garage. The fumes go directly to the suites above and in some cases are causing health issues. We would like to remind owners and renters not to idle their cars in the underground parkades.
- iii. We received a request from an owner to have a look into the ceiling around the garage as in some areas the material seems to be falling down and they are concerned for their car. Council will look into the matter.

8. FINANCIALS

- a) Accounts Receivable as of October 18, 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 September 2016 financials were received with thanks.
- c) Cypress Shared Facilities September financials were issued.
- d) Cypress August and September 2016 financials were approved.
- e) Fund overview as September 30, 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
Total Funds	438,850.63

9. MEETING ADJOURNED: 8:37 PM

10. NEXT MEETING: November 30, 2016