

Strata Plan NW2050
Strata Council Meeting
Wednesday, January 27, 2016

1. Present: Gordon Farrell, Felix Zhang, Cyrus Pun, Linda McLaren, Joanne Parkinson, Andrew Marchrones
Regrets: Carole Borthwick, Lindsay Armstrong
2. Call to Order: 6:35 p. m.
3. Adoption of Minutes: November 25, 2015 minutes approved by e-mail vote.
4. E-mail Votes:
 - a) Council approved the November 25, 2015 minutes.
 - b) Council approved replacement of nine exterior plaza pole lights funded from the CRF Exterior Building Fund. ***Council accepted a quote from Nedco (\$5,076.18 plus taxes) for lights and installation. Work was undertaken and completed.***
 - c) Council rejected a request from one owner to reverse a late payment fee.
 - d) Council approved closing 1st floor ceiling openings in Building B where previous leaking had occurred.
 - e) Council approved levelling the fire door threshold, 3rd floor, Building B, to better accommodate wheelchairs and motorized scooters. ***Council accepted a quote from DL Watts (\$2,978 + GST) to perform the work.***
 - f) Council approved having a property line survey conducted. ***Council accepted a quote from Olsen & Associates (\$3,360.00 plus taxes) to perform the survey.***
 - g) Council approved a bathtub replacement for SL 12, with conditions.
5. Committee Reports:
 - a) Social: no report
 - b) Grounds and Gardening:
 - i) Healing Hands' contract was not renewed. Wild West Gardens was awarded the new contract, which includes on-call snow removal.
 - ii) Bartlett Tree Experts completed the winter pruning program.
 - c) Fire and Safety:
 - i) Evidence suggests the broken glass in Building B south (courtyard) access door (one 7" x 13" pane) was the result of an accident, and not due to an attempted break-in. A Council member did file a police report for possible insurance purposes.
 - ii) A user of the exercise room removed and tossed notices in the garbage. ***Notices have been replaced, and residents are reminded that some of these notices pertain to the health and safety of users and should not be removed.***
 - d) Maintenance:
 - i) The railing manufacturer has reversed its view that broken concrete on the Plaza AB stairwell must be repaired before installation can begin. ***Final measurements have been taken and fabrication will begin. Scheduling for installation will take place after fabrication.***
 - ii) Before RJC can inspect Building C for a possible structural issue, a mandatory WorkSafe bulk sampling of the parkade fireproofing must be performed to test for asbestos. Quotes were obtained. ***Council approved Pinchin West Ltd. to undertake the sampling (\$960.00 plus taxes).***
 - iii) Early in January, DLWatts gave notice that it would not perform the work on the levelling contract (see e-mail vote (e) above) and another contract

previously awarded to replace the tile outside the locker room of Building B (refer to November 25, 2015 minutes). New quotes are being obtained.

- iv) Quotes continue to be obtained to replace the carpets in the corridors and stairwells of all buildings.
 - v) Skylight repairs have begun and will continue as weather permits.
 - vi) Two windows in one unit were repaired and re-installed.
 - vii) Drains have been scoped and are clear and a buried drain in the recessed garden has been uncovered, all of which will help overcome recent drainage issues. ***Drain scoping resulted in the discovery of a sump pump buried under soil in the garden triangle between the entrance and exit at the front of the complex. The sump was cleared and repaired.***
 - viii) The City is requiring inspection chambers be built between the sump pumps and the main City line, to protect the City line in the event the sump pumps malfunction. Corona Plumbing is awaiting City specs before a quote can be provided. ***Council authorized Andrew and Corona Plumbing to attend a meeting requested by the City to discuss options and related issues.***
 - ix) As there is some question as to the whether the newly discovered sump is actually on Cypress property, as well as other long-standing property division concerns, Council has elected to engage a property line survey under a quote first obtained in December, 2014 (see e-mail vote (f) above). ***Survey work has been completed and a report is expected shortly.***
 - x) An accumulation of leaves on the roof of Building B caused a drain to plug, which resulted in a minor leak into the 3rd floor stairwell of B. ***Council recommended roof inspections for leaf accumulation be performed twice annually on a regular schedule and after major/unusual storms.***
 - xi) Corona Plumbing investigated condensation forming on an interior wall of one unit, and determined the cause to be the result of an uninsulated pipe in the wall. ***Repair will take place late January/early February.***
 - xii) The electrical upgrade project has begun and is expected to be completed by mid-February.
- e) Shared Facilities:
- i) Nine pole lights were replaced around the pool and patio under the Shared Facilities budget (as approved in the November 25, 2015 minutes, ***and not to be confused with the exterior plaza pole lights replaced under the CRF Exterior Building Fund as detailed above under e-mail vote (b).***)
- f) By-laws: no report

6. Financials

- a) Accounts receivable as of January 15, 2016 are \$2,185.94

SL 7	\$ 50.00
SL 32	300.00
SL 81	50.00
SL 76	1,122.74
SL 20	390.12
SL 46	248.08
SL 71	<u>25.00</u>
	\$2,185.94

- b) Woodridge Shared Facility November financials were received. Woodridge December financials have not been received;
- c) Cypress Shared Facility November and December financials were issued;

- d) Approval of Cypress November financials; Cypress December financials reviewed;
- e) Fund overview as of December 31, 2015:

Contingency Fund	\$172,712.97	
Repiping Fund	55,773.51	
Exterior Building Fund	22,176.25	
Future Remediation Fund	<u>125,864.08</u>	
Total Funds	\$376,526.81	(of which \$140,000.00 is in a GIC)
Current Year Surplus	<u>3,696.79</u>	(operating account)
Total Owners' Equity	\$380,223.60	

- f) Approximately \$7,400 in invoices from Corona Plumbing related to the December drainage issues have not yet been received. Therefore, December financials are not complete and, consequently, they have not been approved. Based on the estimate, and combined with the current reported surplus, it appears there will be a budget deficit for 2015 of approximately \$3,700.

7. Correspondence Received:

- a) E-mail from an owner detailing the clean-up of an oil leak in parking stall. ***Council accepted the clean-up as satisfactory.***
- b) Letter from an owner questioning elevator repair policy. ***Council requested Andrew respond directly and stress that it is not policy to delay elevator repairs if it is the weekend.***
- c) E-mail request from an owner to waive a late payment fee. ***Council rejected (see e-mail vote (c)).***
- d) E-mail from an owner regarding in-suite drainage issues. ***Corona Plumbing located a clean-out for the suite accessible from the games room and proceeded to repair.***
- e) E-mail from an owner regarding an apparent leak into the fireplace vent. ***Corona Plumbing inspected the roof stack and caulked the suspected problem point.***

Correspondence Sent:

- a) By-law infraction notice to an owner regarding storage of items in the parking garage;
- b) By-law infraction notice to an owner regarding a loud party reported, which included screaming and singing until 3 a. m.

8. Other Business Arising: none

9. Meeting Adjourned: 8:25 p. m.

10. Next Meeting: Wednesday, February 24, 2016, 6:30 p. m.