

STRATA PLAN NW 2050
Strata Council Meeting
Wednesday, November 25, 2020
Minutes

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

REGRETS:

2. CALL TO ORDER: 6:42 pm

3. ADOPTION OF MINUTES

November 5, 2020 Council Meeting Minutes approved by email.

4. COMMITTEE REPORTS

4.1 Social

Council approved having a Zoom meeting on Sunday, December 13, 2020 at 6:00 pm.

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4.2 Grounds and Gardening

4.2.1 Landscaping

Yamato Landscaping Inc. continues with the regular service of cleaning and pruning. As soon as time permits, they will transplant a few small trees to different areas as they are getting crowded out and need extra space to be able to flourish. Yamato continued with fall cleanup and they will be continuing to tidy up for the month of December.

Select Sprinklers Inc. was on site on October 15, 2020. The irrigation system has been winterized for the season to prevent freezing of the sprinklers during the winter season.



Fall at Cypress Point 2020

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4.3 Block Watch

Richmond Block Watch is now on Facebook

Please click on this link www.facebook.com/richmondblockwatch and like our page to keep up with all the goings on here at Richmond Block Watch.

- 4.3.1** The annual Fire & Safety Inspection was completed 100% on November 10, 2020. Strata Council would like to thank all owners and residents for their cooperation during the inspection. It requires making special arrangements by owners, which is greatly appreciated, and translates into a successful process. Safety first.

While performing the annual fire inspection, Sitka technicians noted hallway smoke detectors in all buildings are old and, while they do activate, their sensitivity is decreasing. Sitka recommends replacing them with current technology detectors. Total amount for replacement is \$5,000.00. Council approved the replacement of smoke detectors in hallways.

Sitka Fire Protection Inc. also provided a quote for repairs of deficiencies found during the annual fire and safety inspection.

Building A: Replace: The emergency lighting pack by unit 105 which is not charging. The emergency light battery by unit 108 which failed testing. The smoke alarm in suite 205 which requires replacement.

Building B: Replace: The emergency light battery by stall 40B which failed testing.

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Sitka will work on all deficiencies on December 10, 2020 from 9:00 AM to 4:00 PM. No access to your suite is necessary, except suite 205, 7511.

4.4 Maintenance

- 4.4.1** Corona was on-site on Sunday, October 25, 2020 for an emergency call at Building C, 7651 due to a lack of hot water in the building. Corona made temporary repairs and returned on October 29, 2020. They supplied and installed a new flow switch and circulation pump on the domestic boiler as required and then tested the repairs for proper operation.
- 4.4.2** Corona has winterized hose bibs in all three buildings for the season. Corona Plumbing & Heating shut down and blew out the hose bib pipping to help protect the pipes from freezing during the winter season. Work was completed on October 27, 2020.
- 4.4.3.** The hydrant in front of Building A, 7511, has been serviced and inspected for the year.
- 4.4.4** Euroline Windows was on site on Monday, October 20, 2020 to make repairs to a side window in SL14.
- 4.4.5** A service call was made to Atlas-Apex Roofing to perform a leak investigation on the rooftop deck above SL47 as water had been leaking into their ceiling intermittently over the past month. It is suspected that a couple of open laps Atlas found were allowing water to infiltrate. The Atlas-Apex crew was able to complete repairs to the open laps utilizing a sandwich application of material which is compatible with the existing waterproofing membrane. As the leak wasn't active at the time of the repairs, it was recommended that the ceiling not be immediately repaired in order to monitor the area over the next few heavy rainfalls.

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4.4.6 Corona Plumbing & Heating Ltd, was called to work on a malfunctioning toilet in SL39 on Monday, November 23, 2020. Water was running from the toilet into the hallway and down into the parking area. Please remember to check appliances and pipe connections, especially during the winter season as leaking water can lead to tremendous restoration expenses for the owner responsible.

4.4.7 The annual chimney inspection took place on October 14, 2020.

68 inspections
13 cleaning
2 suits missing inspection (pending)

4.4.8 Investigation continues on the south east corner of Building A, 7511. On November 4, 2020 Canstar Fire & Flood Company attended to inspect the wall cavity post demolition after a heavy rain event. From the exterior Canstar found no obvious signs from where water is entering the building. Canstar recommends that building envelope-consultant be engaged to diagnose and recommend a solution for fixing the leak.

On November 24, 2020 a group of Council Members met with Engineers, Barry Kinakin and Crystal Wegner from Read Jones Christoffersen Ltd. at this site to discuss a possible solution. For now, they recommended taping a plastic cover around the outside corner of the building to determine where the water is coming in, from above or below the structure?

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Building A, 7511 South East Corner

- 4.4.9** Aberdeen Security Locksmith Ltd., has repaired a few locks and doors in the buildings. There have been less issues due to aggressive behaviour and more items in need of repair due to overuse. Kindly remember that there is a time interval from when the fob clicks the device to the time you can open the door. You should be able to see the light go from red to green. Green means the door is ready to give you access.

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- 4.4.10** Kindly exercise caution while disposing of food waste in the compost bins and recycling in the garbage rooms. Thank you to SL103 for cleaning up and disposing of the items left on the garbage room floor in Building C, 7651.



Building C 7651 Garbage area

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- 4.4.11** Council has arranged for the addition of one more blue bin for recycling plastic containers, that hopefully, will help with the tidiness of the garbage area of Building C, 7651.



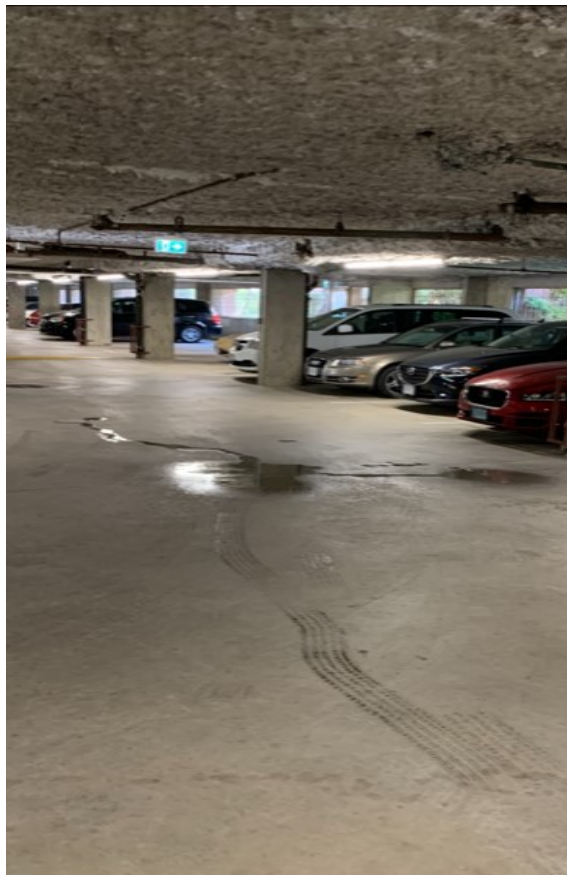
Building C, 7651 Garbage area and new blue container bin.

- 4.4.12** Thank you to the owner who volunteered to dispose of the door left in Building B, 7531.

- 4.4.13** One of the dryers in Building C wasn't working properly. Thank you for reporting the malfunctioning dryer. It has been repaired. The coin receiver assembly was jammed and if the issue continues, the assembly will need to be replaced.

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- 4.4.14** Council would like to remind residents to make sure the water is completely shut off after using the hose jet in the car wash in Building A, 7511. Many times, the water is left running which damages the hose, the water jet, and wastes water.
- 4.4.15** On October 31, 2020 the washing machine in SL27 was on while the owners were not at home. The washing machine malfunctioned causing water to leak into the suites below and down into the parkade. The leaking water caused damage to SL27's unit as well as the two suites below, SL19 and SL8. Canstar Fire & Flood was called. They placed de-humidifiers in the suites as part of the emergency water damage mitigation process. The total amount for the repairs was \$4,015.78 which is the responsibility of the owner.



Water running from the 3rd floor all the way to the parking area

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- 4.4.16** Corona was on site for the second time on November 23, 2020 to finish a job inside the walls in the kitchen area in SL18. Water was leaking into SL 7, the below. Drywall repairs will be completed soon.

4.5 Shared Facilities

IMPORTANT NOTICE

Cypress Point Residents:

In light of Dr. Bonnie Henry's announcement on **Monday, November 23, 2020** saying that over the next two weeks, there's an urgent need to focus on "reducing the level of transmission in our province, in order to keep schools and workplaces open"

"I have suspended all events as defined in my gatherings and events order" Dr. Henry said during her announcement.

Mask wearing is now mandatory for all indoor spaces including lobbies, hallways, stairwells, elevators, garbage rooms, laundry rooms, locker rooms and parkades. Council asks that the Cypress Point Community follow the protocols outlined by Dr. Bonnie Henry and exercise even more care while moving around the buildings. Please continue with hand washing and hand sanitizing before and after touching doors and other areas in and around the buildings. We want to make sure everyone stays safe and healthy!

4.5.1 Games Room

4.5.2 Lounge

The lounge is closed for gatherings for at least the next two weeks and it will be reviewed according to the BC government announcements.

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4.5.3 Exercise Room

Due to the amount of work and expense that would be involved to keep the gym open at this time, Council has decided to keep the gym closed until further notice.

4.5.4 Pool

Work on the pool set-up continues off-season with the new company Imperial Paddock Pools. Imperial Paddock has made progress, but the weather these days has slowed the work in the pool area. They are planning to continue as soon as the weather permits.

A painting job was done in the shared facilities men's and women's bathrooms as well as the hallway to squash court and most of the fitness room walls were painted. As Shared Facilities continue to stay closed due to COVID-19, it was an appropriate time to touch-up areas that needed attention.

4.6 Bylaws

Council would like to invite you to visit the Cypress Point website:
<https://cypresspointstrata.github.io/>

under Bylaws NW2050 Bylaws Dec 04, 2018.pdf

If you prefer to have a hard copy of the bylaws, you will be able to print a copy for yourself.

5. NEW BUSINESS

- 5.1** There is an outdoor parking space available for \$25.00 per month. If you would like to rent the parking space, kindly notify the office.
- 5.2** Thank you SL105 for your time and kindness for cleaning the elevator, walls and floor in Building C, 7651.

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- 5.3** Sitka Fire and Safety Inc. will be on site on December 10, 2020, to complete the deficiencies found in the buildings during the annual fire inspection. No access to your suite is necessary.
- 5.4 Dear Owners kindly remember: From the Strata NW2050 Bylaws: 4.15 A resident or visitor must not bring onto the common property or use in their strata lot, any Christmas tree except a fire-resistant CSA-approved artificial tree.

6. OLD BUSINESS

- 6.1** The service with Telus for Cypress Point Strata NW2050 website has expired. In order to access the website, there is a new address which you can find below.
<https://cypresspointstrata.github.io/>
- 6.2** As noted in last month's Strata Council Meeting minutes, the carpet replacement project has been re-instated. The last payment is December 15, 2020.
- 6.3** Starting on November 1, 2020 the new email for Strata NW2050 will be cypresspointnw2050@gmail.com
- 6.4** Council met with Barry Kinakin of RJC, via Zoom on Friday, November 13th, 2020, to let him know that during our AGM, owners had voted to go ahead with the window replacement project.

Barry let Council know, roughly, what the timeline of the project will be. He said that RJC will immediately start the process of drawing up the blueprints and organizing the bid packages which he hopes to be completed and sent out to contractors by late

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January or early February 2021. He said that with all that is involved with getting back the bids, applying for permits, ordering windows and other materials, it looks like the project will be underway sometime in late May or early June 2021. He will keep us updated as to the progress of the project and, Council will, in turn, provide owners with that information.

7. CORRESPONDENCE

Incoming:

SL47 Suggesting more and clearer signs be used regarding cardboard disposal procedures in Building B.

SL27 Suggesting that Council re-consider or amend the bylaw regarding hanging items on balconies.

SL06 Requesting permission to park a motorcycle behind his vehicle in his parking stall. After Council considered size and location, approval was granted.

An email from Shared Facilities asking for clarification on why the payment for the Shared Facilities cleaning remains the same while the facilities are closed.

A letter from TLC agreeing with giving us a discount of \$190.00 to the Shared Facility invoice while Shared Facilities remains closed.

Outgoing:

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8. FINANCIALS

a) Accounts Receivable as of November 30, 2020.

SL54 \$365.37	SL79 \$ 50.00	SL63 \$ 30.00
SL33 \$274.03	SL20 \$3,040.18	SL27 \$4,015.76
SL106 \$365.37		

b) Woodridge Shared Facility financials were received for July 31, 2020

c) Fund overview as August 31, 2020 and September 30, 2020.

	August 2020	September 2020
Petty Cash	500.00	500.00
Bank Shares	5.00	5.00
Contingency Fund	398,114.68	386,163.41
Special Levy Fund	66,705.79	65,236.04
Repiping Fund	50,650.79	46,082.09
Exterior Building Fund	45,223.90	46,093.19
Future Remediation Fund	539,102.11	547,028.91
Total Funds	1,100,302.27	1,091,108.64
Current Year Surplus	<u>32,821.10</u>	<u>29,651.22</u>
Total Owner's Equity	1,133,123.37	1,120,759.86

9. MEETING ADJOURNED: 8:45 pm

10. NEXT MEETING: TBA