

STRATA PLAN NW 2050
Strata Council Meeting
Wednesday, May 30, 2018
Minutes

1. **PRESENT:** Gordon Farrell Lindsay Armstrong
 Billy Leung Audrey Montero
 Carole Borthwick

REGRETS: Joanne Parkinson
 Linda McLaren
 Cyrus Pun

2. **CALL TO ORDER:** 6:35 pm

3. **ADOPTION OF MINUTES**

April 25, 2018 Minutes approved by email.

4. **COMMITTEE REPORTS**

4.1 **Social**
No reports

4.2 **Grounds and Gardening**

4.2.1 **Landscaping**

Wally Taylor Ltd. Landscaping Company continues their routine work on the gardens. May is a month of intense growth especially weeds. The landscaping company is at the moment working on weeding, pruning, cleaning.

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Long-time owner Mavis Simpson has moved from Cypress Point. For many years Mavis volunteered countless hours to take care of the plants in the pots in front of Building A and C. Council would like to thank Mavis for all the volunteering her time to make Cypress Point a better and more beautiful place for all residents and visitors.

At this time Council is asking for **volunteers** to help take care of the flowers in the pots located in front of Building A and Building C. If you are interested in volunteering please contact the Administrator via email or phone.

Council would like to thank Eva Hargraves for all the volunteer time she puts into making the garden in front of Building A look so attractive. This year has been challenging for her because the rabbits have been destroying the flowers in the garden. Mrs. Hargraves has been researching flowers less appealing to the rabbits. Council once again would like to thank Eva for all her hard work. It is very much appreciated!

Bartlett Tree Experts Company will be on site during the second week of June assessing the trees in order to provide the service needed for the season.

Wilson Irrigation Company was on site and the sprinklers are set for the spring and summer. Metro Vancouver has amended the activation period for lawn sprinkling restrictions. Effective May 1 to October 15th lawn sprinkling is only permitted twice a week during early hours of the day. NW2050 sprinkler system is set up for twice a week watering in accordance to the water bylaw restrictions enforced by the City of Richmond.

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4.3 Fire & Security – Block Watch

Council kindly invites you to visit the following links with information on Block Watch.

Criminal Activity Map: <http://csgeo.city.richmond.bc.ca/>

Richmond Block Watch:

<http://www.richmond.ca/safety/police/prevention/blockwatch.htm>

Richmond RCMP News Releases:

<http://www.richmond.ca/safety/police/news/releases.htm>

NEW Emergency Preparedness workshop

More information on the RRC program and REMO can be found by visiting www.richmond.ca/emergency or emailing emergencyprograms@richmond.ca

4.4 Maintenance

4.4.1 Carpet cleaning has been scheduled for:

Wednesday, June 6, Building B 7531
Thursday, June 7, Building C 7651 and
Friday, June 8, 2018 Building A 7511.

From 9:00 am until 4:30 pm

If you would like your carpets to be cleaned by Feng Carpet & Upholstery Cleaning, please contact Mr. Feng at 778 865 7858 before June 6th.

4.4.2 Assured Pest Control is working on capturing more squirrels in Building C north side near suite 239. Apparently, squirrels are getting onto the roof through the new branches growing from the adjacent tree. This problem will be addressed by Bartlett Tree Experts Company. We kindly remind residents not to touch the traps around the building.

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- 4.4.3 Assured Environmental has reported that there was an increase in rodent activity in May. We are still waiting for the report on the squirrels in Building C parking area and on the roof of Building B.
- 4.4.4 Aberdeen Security Locksmith Company was on site this month to repair a man-door in the parking area of Building C - 7651. The technician also checked the man-doors in the parking areas of Building A&B.
- 4.4.5 The elevator in Building B 7531 was repaired on May 23, 2018. A loud noise was reported when the elevator reached the third floor. Thank you to Cheryl Jones for reporting the problem and keeping the office updated on the situation.
- 4.4.6 A new light was installed in front of Building C, showing the Building C entrance board.
- 4.4.7 The pool door at the Woodridge side was reported to be not latching correctly. The door has been repaired. Kindly ensure the door is properly closed after you.

Shared Facilities

4.5 Shared Facilities

4.5.1 Exercise Room

Council would like to take the opportunity to thank the residents for keeping the exercise room in good conditions. Taking the time to put back the equipment where it belongs after using them.

4.5.2 Lounge Pavilion

The lounge pavilion has been rented already 36 times. If you think you would like to rent the lounge in the next months please let the office know to. There is a form to be filled out and it will be \$50.00 for the rental with a \$100 deposit.

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4.5.3 Pool and Hot Tub

An Environmental Health Officer from Vancouver Coastal Health, performed tests and procedures on the outdoor pool and hot tub on May 17, 2018. Cypress Point Strata Plan NW2050 received the operating permit for the pool to operate until March 2019.

Council purchased a new Canada flag for the pool area as the old one was tattered. We would like to thank Gordon Farrell, once again, for helping put up the flags for the season.

- 4.5.4 Max Dragn Electrical was on site to fix a few items in the Lounge. In the kitchen on top of the counter a few outlets were without power. The pool electrical system was also checked and it is working well.

- 4.5.5 The Woodridge Shared Facilities, which are comprised of two indoor hot tubs, a gym and a co-ed sauna are free for the use of Cypress residents. Woodridge is responsible for the maintenance and up-keep of these facilities. They also control the keys to this facility. If you need a new key, it will cost \$25 and must be purchased from Woodridge Office.

The Woodridge hot tubs and saunas have been under repair since January 2017. Both hot tubs were leaking and the sauna wasn't work.

You will find a form attached to the May 2018 Minutes which you can fill out and return to Woodridge Office to complain about their facilities not being ready for use.

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5. NEW BUSINESS

- 5.1 The fire alarm went off in Building C on Thursday, May 24, 2018. After some investigation, involving searches by the Administrator and the fire department in suites, electrical rooms, ventilation rooms, and the roof, it was determined that an owner was burning paper in their fireplace. The smoke exiting through the chimney was being sucked into the building through the fans, which were active at that time, filling the hallways with smoke from the burning items.

Thank you to all of the residents who gathered outside until we were told by the fire department that the building was safe to go back into.

Thank you to all owners who leave keys in the office. It saved a few doors from being destroyed by the firefighters.

- 5.2 Window washing by Gleam Building Maintenance Ltd. is strictly involves inaccessible windows around the Strata. If you have windows which you can access from your deck they will not be cleaned by the company.

6. OLD BUSINESS

- 6.1 Council received a quote for \$11,000 for the repair of the hole in the driveway and surrounding area between the parking gate of Building A and the parking gate Building D. Council will consult with the owner of Building D to see if they will share the cost.
- 6.2 Building C Deflection: On the recommendations by RJC (Read Jones Christoffersen Ltd.) Council was obligated to have the slab surveyed every six months for two years to determine whether the slab is sinking or whether the deflection has been there since the building was constructed.

On May 16, 2018 Matson Peck and Topliss Engineering Co. Ltd. were on site performing the third out of the four survey of the Deflection Project for Building C. To date, the readings indicate no significant change from the previous surveys.

- 6.3 **Reserve Parking** is assigned to residents who pay a monthly fee. The parkin space is for their sole benefit. If you park in a spot that is not yours you run the risk of your car being towed. **Parking in visitor's area** is meant for short term parking only with a visitor-parking pass displayed for overnight use. Kindly share this information with family and friends visiting the facility.

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6.4 **BYLAW 1.**

1.2 Private passenger automobiles and/or motorcycles in a mechanically sound and drivable condition only, shall be parked on common property within designated assigned spaces and no more than one such vehicle shall be parked in any one designated parking space without prior approval of the Strata Council. No motor vehicle, trailer, boat or equipment of any kind shall be driven on any part of the common property other than on driveways without the approval of the Strata Council and no Owner vehicle shall be parked in any owner spaces or other visitor or guest spaces. **All vehicles parked on common property must be currently insured.**

6.5 **BYLAW 3. SELLING OF STRATA LOTS**

- 3.1 No Owner, when selling their Strata Lot in Cypress Point ABC, Strata Plan NW2050, will permit "For Sale" signs to be placed on or about the grounds of Strata Plan NW2050; except for signage allowed as provided for in Bylaw 6.9.
- 3.2 All showings of Strata Lots must be by appointment only, unless the Owners receive written permission to hold an "open house" from the Strata Council President or Vice President (the "President"). The President shall not give written permission to an Owner unless the Owner demonstrates to the Council's satisfaction that the open house will not interfere with the privacy and enjoyment of other Owners or compromise the security of the Strata Corporation. All prospective purchasers must be accompanied by the Owner's agent while in the Strata Lot or on Common Property.
- 3.3 An owner or realtor shall not install lockboxes of any kind anywhere on the Cypress Point Property.

6.6 A few owners have been contacted regarding the window coverings displayed in their suites. Kindly note from the Strata NW2050 bylaws. Please check your windows and adjust accordingly. Thank you to the owners/residents who already made the changes requested.

Duties of an Owner

- c) An owner shall only install or display white or cream in a solid color window covering visible from the exterior of the building.

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1.4 No items of any kind are permitted to be placed and/or stored in the designated parking stalls. These stalls are to be kept clear at all times, save and except authorized and insured vehicles.

3.0 REPAIR AND MAINTENANCE OF PROPERTY BY OWNER

3.1 An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

3.2 An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

Examples of items owners are responsible for and for which owners are liable for damages under bylaw 4.6 if they are not kept in good working condition include:

- patio, deck or balcony drains

6.7 Kindly remember to flatten the cardboard boxes before they are disposed of in the bins. Many thanks in advance for all your help with keeping Strata clean and organized. The residents in Building B have been great at flattening boxes. Remember to disposed them in the designated storages containers in Buildings A and C. Thank you.

6.8 Regarding the fire in Building B 7531:

Following the fire incident on January 25, 2018 the Strata Corporation NW2050 has been working with Canstar Restoration Company to undertake the emergency mitigation of the outer and inside areas to address water, smoke and fire damage. Canstar will be passing the further reconstruction for the final finishing work to another contractor.

After a bidding process the Strata Corporation NW2050 has received the estimates from other contractors. After reviewing and comparing costs, the Strata Corporation has selected Barclay Restoration to complete the building repairs.

Council is authorizing Mr. Rick Lushtinetz as the contact for Barclay Restoration. Mr. Lushtinetz will be the person in charge of the permit for the work to be performed.

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Building permit is expected to be ready in the second week of June. Barclay Restoration Company has been instructed to hold off on any repairs and call for a final frame upon issuance of permit. A City of Richmond inspection team will attend site and review various design issues with plumbing, electrical and Building Inspectors.

7. CORRESPONDENCE

Incoming:

Council has received few requests from owners about having the enterphone system connected to their cell phone in order to allow visitors into the building. A quote was received.

The IQ panels will need a laptop or PC for system administration and have full color electronic displays. 7511 Building has already been updated in 2009 so the phone room equipment will not need to be changed. The other two buildings would have to have a completely new system.

The quotes to change to a new system \$6,700 for building B, and C \$4,400 for building A.

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8. FINANCIALS

- a) Accounts Receivable as of May 13, 2018 was \$1,899.35 involving 2 owners.

SL86 \$100.00
SL20 \$1,799.35

- b) Woodridge Shared Facility financials were received for April and May 2018.

Contingency Fund	257,841.78
Special Levy Fund	5,829.69
Repiping Fund	61,938.21
Exterior Building Fund	19,461.17
Future Remediation Fund	309,072.94
Total Funds	654,143.79
Current Year Surplus	<u>6,219.71</u>
Total Owner's Equity	660,363.50

- 9. MEETING ADJOURNED:** 8:35 pm

- 10. NEXT MEETING:** Wednesday June 20, 2018