

STRATA PLAN NW2050
Strata Council Meeting
Wednesday, December 7th, 2016

Minutes

1. PRESENT:	Gordon Farrell Carole Borthwick Felix Zhang Cyrus Pun	Joanne Parkinson Linda McLaren Audrey Montero
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REGRETS: Lindsay Armstrong

2. CALL TO ORDER: 6:46 pm

3. ADOPTION OF MINUTES

October 26, 2016 – approved by email vote.

4. COMMITTEE REPORTS

a. Social – The volunteer party was held on November 27th in the Lounge with the majority of the volunteers attending. We are a self-managed strata corporation so the more owners we have volunteering to do all of the jobs that need doing around Cypress Point the more money we save. Strata Council would like to thank all of the owners who volunteered their time in 2016.

b. Grounds and Gardening –

- i. Landscaping/Arborist: The soil amender will be scheduled after the snow is gone.
- ii. Council is considering putting some kind of barricade up around the garden areas near the doors into the parkades as a lot of soil gets washed into the parkade drains in buildings A, B, and C from the sprinklers and when it rains really hard.
- iii. Michael Nugent, a representative, from Bartlett Tree Experts was on site on December 7th, 2016 assessing a few trees around the Strata that need attention. He found no urgent issues with the trees and is planning to return for a more detailed visit when Jerehm Breitenstein (our in-house tree expert and volunteer) is available to join us for the meeting.

- iv. Wild West Gardens has completed the levelling of pavers where there were potential trip hazards along the pathways around Cypress Point. Council is in the process of assessing the work to make sure all the areas were done in accordance with the quote.
- v. A new shrub or tree will be planted in front of building A replacing the one lost during the sewer construction. The City of Richmond performed few months ago. This has been scheduled for early spring.
- vi. Corona Plumbing & Heating Ltd., has winterized and blown out hose bibs for the season.
- vii. Wilson Sprinkler Company winterized the sprinkler system for the season.

c. Fire & Security – Block Watch –

- i. On November 4, 2016, Executive Fire & Safety Ltd. completed the last of the repairs to smoke alarms etc. in buildings A, B, and C as well as returning the hoses taken for testing during the inspection.
- ii. Fraser Valley Fire Protection, Ltd. completed their annual Fire Hydrant Service. Hydrants are required to be tested annually to ensure proper functioning.

d. Maintenance

- i. The entrance way from the parkade next to the locker room in building B has a new floor and baseboards. The door has been fixed and is closing properly. We noticed that the new floor has cracks along one of the edges. Black Truck Company has been made aware of this and will repair it as soon as they can.
- ii. Black Truck Company is waiting for a dry day to replace the rotten wood landscaping border piece in the garden area of Building A.
- iii. The light fixture in the garbage room in Building C will be moved to a safer position than the current one. We believe the way the light fixture is positioned right now Progressive Waste Company could easily hit it while collecting the garbage containers, as well as when owner/tenants are throwing away their garbage. This change was part of the initial energy safe program and was missed.
- iv. The replacement of lights in the storage locker room is still pending and hopefully will be done in the next few weeks.
- vi. The lighting in the Games Room will be changed over to the new energy safe lighting. It was not included in the initial quote from Nedco as the room had been closed for years.

- vii. The carpet cleaning for Buildings A, B and C was done on Friday October 28, 2016. We would like to remind owners and tenants to check their shoes before entering the buildings to try to keep the carpet as clean as possible.
- viii. Assured Monthly Service (Pest Control) was on site on Tuesday, November 22, 2016 and reported all activity as normal.
- ix. Hytec Water System came to perform their routine maintenance. There is a new electronic system in place where we can check water treatment usage.
- x. We would like to remind owners and tenants of our Bylaws Strata Plan 5.2 g) "An owner shall not tamper, disconnect, replace, obstruct or cover with plastic or other materials, or in any way interfere with the operation of the smoke or heat detectors located inside their suite. Any violation of this Bylaw will result in an automatic fine of \$200.00".

e. Shared Facilities –

- i. Fitness Room: Council purchased equipment's needed for the Fitness Room. We are in the process of developing a system that provides information for the safe use of the weights and equipment in the room. We would like to remind our users to keep the equipment in place to ensure the longevity of the facility and to follow the instructions for safety.
- ii. The upgrade of five existing flagpoles was conducted on November 18th, 2016. The work was done for half of the quote initially approved. Now we have a safe way of putting up the flags at the beginning of the season and taking them down at the end of the season.
- iii. Games Room: We are excited to announce that the Games Room will be officially opened on December 14, 2016. There will be no fee in order to use the facility but a \$100 damage deposit is required. We would like to thank our two Strata Council members, Carole and Gord, and owner, Trevor Alexander, for all the hours of work they put into making this opening possible. As well, we would like to thank two owners of the Strata, Trevor and Adam, for volunteering to check the Games Room after it has been rented to make sure it has been left in good order. If you are an owner and would like to use the room, check availability with the office. You will need to bring the deposit and fill a form in order to secure your place.

If you are a tenant you will have to take one extra step which is to obtain written permission from the owner of your suite (can be an email to the office) before booking the room.

- iv. Council is in the process of replacing the aluminum railing that leads to the pool area on the Woodridge side. The light there will be upgraded as well.

f. Bylaw Committee – Gordon Farrell & Oliver St. Quintin

5. NEW BUSINESS

a. Costco card:

Costco requires that their cards be in the name of one person. Costco doesn't want the card to be shared but our Strata got away with doing this for years. The old card was in Corinne's husband's name and because the card was about 20 years old it was before they required the person to have their photo on the card (before that type of technology was common).

We asked Costco if we could get a card that could be used by our Strata members like we do now. Costco doesn't work that way. They want individual members who pay individual membership fees.

Audrey went and got a new card, hoping we could get it without a photo on it. But, a photo is taken on the spot and mandatory.

So, you can borrow the Costco card that Audrey has if you wear a wig with lots of makeup. ;-). Otherwise, your solution is to pay a fee and get your own Costco card. Cheapest membership fee is around \$55.

“All good things must come to an end”. they say and as far as borrowing the Costco card it's true!

6. OLD BUSINESS

- a. A reminder that the Annual General Meeting is scheduled for December 13th, 2016 at 7 pm. Registration begins at 6:30 pm. We are already accepting Proxy forms from owners. Packages for the Annual General Meeting have been distributed. If you have not received one, kindly email the office: nw2050@telus.net
- b. West Coast Building Coating Company removed all 17 of the faulty roof vents on Building B and replaced them with the new roof vents. (see photo below)

The job was completed on Wednesday, November 16 and came in approximately \$4,000 under budget!



7. CORRESPONDENCE

- a. We received a letter from TLC Building Maintenance, the company in charge of keeping our buildings clean and organized. They are increasing their monthly fee 4% for a total of \$1,593.35, starting January 1, 2017. We have not had an increase from them in years.
- b. We received an email on November 13, 2016 from an owner requesting clarification on the use of the barbeque space next to the pool area between Cypress and Woodridge. The barbeque area is owned by Woodridge. Cypress Point owners/tenants are welcome to use the barbeque area as long as we adhere to their bylaws which state that no smoking is allowed in common areas.
- c. We received a complaint from an owner in Building C of a heavy smoke smell in the hallway. There should be no smoke smell in the hallways in buildings A, B, or C at anytime as hallways are considered common areas. Kindly make the necessary changes (i.e. lining your doorway with insulating material that won't allow smoke to escape into the hallway) in ensure that no owner or tenant can complain about your suite.
- d. We received several emails from an owner complaining of a neighbour's noise. We would like to remind owners and tenants of our Bylaw: 5.2 d) "An owner shall not make undue noise or keep any instrument or device, in or about his/her lot, which in the view of Council, causes interference with the peace

and quiet enjoyment of other owners and tenants.” e) “An owner shall make every reasonable effort to minimizing noise in their suites. If hard surface floors are installed, they must be installed with a high quality insulator. If noise from hard surface floors (insulated or not) disturbs other residents, the owners with hard surface floors or tile, must carpet the traffic areas on the hard surface floors”

- e. With regard to decorating for the holiday season, please keep the following bylaws in mind: “An owner shall not have anything sit on, or hang from, parapet walls or balcony railings and flashings, including planter boxes.”
No live trees are allowed only artificial ones.
- f. We received a quote from Max Dragun licensed electrician for the Infrared Scanning of Cypress Point for the amount of \$2,000.00. The Infrared Scanning is for fire prevention and “is used to inspect electrical equipment because excess heat is usually the first sign of trouble. Loose connections, imbalanced and or overloaded circuits, defective breakers, damaged switches, faulty fuses, and material defects all lead to equipment failure”
- g. We received a quote from Wild West Gardens, our landscaping company, for ice control and snow clearing. Council has decided, at this point, to work with volunteers for getting the snow out of the way. If the snow and cold weather continue for an extended period, Council will reconsider.

8. FINANCIALS

- a) Accounts Receivable as of November 23rd, 2016 was \$3,264.43 involving 6 owners.
- b) Woodridge Shared Facility August 2016 financials were received with thanks.
- c) Cypress Shared Facilities August financials were issued.
- d) Cypress August, September, and October 2016 financials were approved.
- e) Fund overview as October 31, 2016:

Contingency Fund	183,139.20
Special Levy Fund	28,196.68
Repiping Fund	57,301.51
Exterior Building Fund	5,020.05
Future Remediation Fund	191,229.37
Total Funds	464,886.81
Current Year Surplus	35,367.34
Total Owner’s Equity	500,254.15

9. MEETING ADJOURNED: 8:50 PM

10. NEXT MEETING: December 13, 2016