

**CYPRESS POINT ABC
STRATA PLAN NW2050**

Strata Council Meeting
Wednesday, November 28, 2007

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|--------------------|------------------|----------------|
| 1. PRESENT: | Tom Hargraves | Larry Makutra |
| | Maureen Buchanan | Gordon Farrell |
| | Cheryl Jones | Corinne Inglis |

REGRETS: Joanne Parkinson

- 2. CALL TO ORDER:** 7:05 PM

3. ADOPTION OF MINUTES

- a. October 24, 2007 - Approved with correction - date at top of minutes should read October 24, 2007 not Sept. 26, 2007

4. COMMITTEE REPORTS

- a. **Social** - Several cards sent out to owners with varying illnesses.
 - Raffle gifts currently being purchased for the AGM
- b. **Grounds and Gardening**
 - ❖ A new contract has been entered into with the current landscape company for 2008 at the same rate as last year.
- c. **Fire & Security**
 - 1. Fire Plan and Fire Marshals
 - ❖ Fire Marshals - Met on Wednesday, November 21. They will meet with the fire Department to determine expectations and recommendations and will develop a procedure from there.
 - 2. Block Watch - Deferred until further notice
 - 3. Security - Lou @ Bldg D called to report that alot of underground parkades were being broken into lately on Moffat Road.
- d. **Maintenance**
 - 1. Reconstruction of the suites damaged by fire has begun.
 - 2. The repairs to the ceilings located on the first floors of 7511A and 7651C will commence shortly. The painters who painted our building

corridors a few years ago will be onsite to restore all of these areas.

3. TNC have completed their third repair on Plaza C at the recurring leak. They will leave the concrete planter as is until they are certain that the repair has been successful.

e. Shared Facilities

1. Corona is to assess the condition of the toilets in the games room, change rooms, lounge and lobby of B and advise if they need to be changed. *Council approved replacing toilets asap, as recommended by Corona.*
2. The court date relating to all Shared Facilities is Friday, November 30, 2007. *Owners can attend if they wish. The time is 9:45AM at the Supreme Court of British Colombia located at 800 Smythe Street in Vancouver.*
3. Part of the change room hallways were repainted due to the flood a few months back. *Council approved painting the ladies change room, and the doors will be repainted to match the men's change room. Council approved repainting the racquet court as it has been many, many years since it was last painted.*
4. New lounge Rental form was considered and deferred.

5. NEW BUSINESS

- a. Northwest Waste is requesting 10% - 12% compensation for a strike surcharge that was applied to our invoice and for which payment was declined. 10% = \$51.69. *Council were not pleased to approve this as Richmond was not on strike and only agreed as long as it is a 'one time only' charge.*

6. OLD BUSINESS

7. CORRESPONDENCE

Incoming

- a. Letter received from an owner requesting that fines totaling \$150.00 be reversed as inspections were completed by Classic Chimney Cleaning and Executive Fire within the 30 day allowance, however, the tenants forgot

to provide the appropriate documentation to the Cypress office. *Council has agreed to reverse these fines based on receiving the actual inspection documents from the owner as the inspections had been carried out within the designated time line.*

- b. Letter requesting that a ceiling be touched up due to a leak from the kitchen of the suite above. *The owners resolved it between themselves.*
- c. Several emails received from an owner/realtor:
 - This owner is requesting that a new set of bylaws be sent to every owner when bylaws have been changed. *Council advises that Bylaws are available to all owners for \$.10 per totaling approximately \$2.00 if owners require a set.*
 - This owner is requesting that the move in fee should automatically provide a set of bylaws so that the Form K can be signed with their renters. *Council advice that owners can purchase a Form K or Bylaws from the Cypress office for \$.10 per page if needed. The move in and move out fees cover damage to walls, ceilings etc.*
 - This owner requested that the Administrator let them into another owner's suite for them to view as they were going to be acting as a realtor. *The owner/realtor was advised that all owners are responsible for conducting their own personal affairs and that actions of this kind do not involve the Strata Corporation. They were advised that they needed to contact the owner of the suite to make arrangements such as these - not the administrator.*
 - This owner advised that the ceiling was damp in one of their units. *Upon inspection of the unit, it was determined that the discoloration is paint and not water, and the ceiling is not damp.*
 - This owner requested minutes back to 2006 as well as a Form K to be emailed or faxed. *This owner was advised there would be a charge of \$.10 per page to supply minutes whether they are electronic or via fax as there is a fee for the administrator to search out the information and provide it. Council wishes to confirm that owners can purchase any documents they require for \$.10 per page. Please note that the Strata Property Act allows us to charge \$.25 per page which is what the Strata Charges Real Estate Agents etc.*
- d. Email received from an owner that the hallways are very cold. *The fans in the hallways have now been turned on to winter hours and will run for one hour in the morning and one hour in the evening.*

- e. Snow Removal Contract - *Council approved a snow removal contract with our landscaping company.*

Outgoing

- a. Letter sent to an owner charging them with the Insurance Deductible of \$1,000.00 regarding the fire.
- b. Letter sent to an owner advising that a fine of \$150.00 has been imposed for continuing bylaw infractions.

8. FINANCIALS

Accounts Receivable.

- a. Accounts Receivable as of November 15th, 2007 is \$4,517.70

Parking	2 suites
Move In	2 suites
Locker	1 suite
Strata Fees	2 suites
Late Fees/Fines	6suites
Other	4 suites

- b. Corrected September Financials approved
- d. September SF statement has been issued.
- e. Woodridge October SF statement has been received.

9. OTHER BUSINESS

The Costco card has been renewed as Executive membership which will provide a rebate reward to Cypress Point. As there was a glitch, we did not receive our renewal notice or rebate cheque in the mail in August but should now receive the rebate within the next 6 - 8 weeks.

10. E-MAIL VOTES

* Council approved increasing the 2008 costs regarding Locker Rental from \$25.00 to \$30.00 per month; regarding outside parking from \$20.00 to \$25.00 per month and regarding inside parking from \$30.00 to \$35.00 as the rates have not changed in 17 years.

*Council approved putting the 2008 arborist costs for replanting in the budget as a line item, rather than as a Resolution.

*Council approved allowing an owner to park a motorcycle in their stall along with their vehicle - they have a large stall.

*Council approved spending \$200.00 on raffle prizes for the AGM.

*Council approved leaving the surplus in the operating account as one of the Resolutions.

*Council approved re-piping #111 prior to the installation of drywall and Corona discovered a small leak that required repair.

11. MEETING ADJOURNED: 8:50 PM

12. NEXT MEETING: AGM - Tuesday, December 11, 2007