

STRATA PLAN NW 2050  
Strata Council Zoom Meeting  
Wednesday, January 27, 2021  
Minutes

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

**REGRETS:**              Lindsay Armstrong

**2. CALL TO ORDER:**              6:37 pm

**3. ADOPTION OF MINUTES**

November 25, 2020 Council Meeting Minutes approved by email.

**4. COMMITTEE REPORTS**

**4.1 Social**

A Zoom Meeting was held on Sunday, December 13, 2020 at 6:00 pm, to thank all of the owners who volunteer their help around Cypress Point. Thank you again for all the jobs that you do to help our Strata community. The time and effort that you put in is important, valued and very much appreciated.

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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, and replanting. The flower bed in front of Building A has been cleaned up for the winter season and will be restored by next spring.



Winter at Cypress Point 2021

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### **4.3 Block Watch**

Richmond Block Watch is now on Facebook

Please click on this link [www.facebook.com/richmondblockwatch](https://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 hallway smoke detectors in all buildings, A, B, and C, were replaced and new ones installed on December 10, 2020. A smoke detector in SL205 was replaced.

Building A: The emergency lighting pack in the hallway by unit 105 was preplaced along with an emergency light battery in the hallway by unit 108.

Building B: The emergency light battery was replaced by parking stall 40B.

### **4.4 Maintenance**

- 4.4.1** Council would like to thank SL103 for their constant care around the building. Sometimes the recycling company workers do not put the bins back in their usual places so SL103 puts the bins back where they belong to avoid residents disposing of paper in the container bins or vice versa. Council is kindly asking residents to spend a few seconds to make sure your items get disposed of in the proper bin. Thank you to SL103 for fixing the door lock in Building C.

- 4.4.2** Nikls One Call Property Services has replaced and installed new fire-rated steel doors with tac-welded seams in the garbage room in Building A, as was mandated by the Fire Inspector. Nikls supplied and installed new hinges, top and bottom flush bolts, interlocking astragal lockset for a total of \$5,137.34 door, parts, labour and taxes included.

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- 4.4.3.** Wesco Glass Restorations Ltd. was on site on January 4, 2021, to supply and install one window in Building B. The window was found to be broken from the inside. The replacement of the window has been paid by the owner for the total amount of \$1,272.51.
- 4.4.4** Aberdeen Security Locksmith Ltd. was on site to adjust the door from the parkade into the stairwell by parking stall 62B. The building moves over time with the changes in weather. Council wishes residents would pay more attention to ensuring that the door is completely closed behind them so that we don't have to be calling a locksmith. This repair costs owners a total of \$414.26.
- 4.4.5.** Mr. Handyman was on-site performing several jobs for suites in Building A, B, and C. Among them: SL23 with a repair to the front door which got stuck due to changes in the weather and the settling of the building; SL50 for repairs and maintenance of the balcony door; SL88 for maintenance to the balcony door; and, SL105 for maintenance and cleaning the rollers on the sliding balcony door.
- 4.4.6** Corona Plumbing & Heating Ltd, was called to work on a water leak in SL29. Corona investigated and found that the water was showing up on the floor between the toilet and the bathtub. Corona tested the fixtures in the suite and found that the water leak was originating from the face-mount tub and shower valve. With the consent of the owner, Corona completed the repairs. Council would like to thank the resident who responsibly reported the problem in a timely matter. The owner paid the invoice.
- 4.4.7** The annual chimney inspection took place on October 14, 2020. The last two missing chimney inspections were completed on December 14, 2020. The two owners were responsible for the payment of their chimney inspections.

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- 4.4.8** Kindly exercise caution when disposing of food waste in the compost bins and recycling in the garbage rooms. We are still noticing that people are putting their recycling items in a plastic bag to carry them down to the recycling bins and then tossing in the bag and all. Please undo the plastic bag, empty the recycling into the bin and put the plastic bag in either the large garbage bin or the small garbage bin.
- 4.4.9** The drywall repairs in SL18 were completed by the handyman on December 14, 2020 after Corona had to open the wall to expose the water pipes in need of repair.

#### **4.5 Shared Facilities**

#### **IMPORTANT NOTICE**

##### **Cypress Point Residents:**

By order and direction of the Provincial Health Officer (PHO), all events and social gatherings are suspended to significantly reduce COVID-19 transmission related to social interactions and travel.

The order is in effect from November 19, 2020 at midnight to February 5, 2021 at midnight.

Social gatherings

No social gatherings of any size at your residence with anyone other than your household or core bubble. For example:

- Do not invite friends or extended family to your household
- Do not host gathering outdoors
- Do not gather in your backyard
- Do not have playdates for children

Stick with your core bubble.

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For most people, their core bubble is their immediate household. An immediate household is a group of people who live in the same dwelling. For example:

- If you have a rental suite in your home, the suite is a separate household
- If you live in an apartment or house with roommates, you are all members of the same household

For others, including people who live alone, their core bubble may also contain a partner, relative, friend or co-parent who lives in a different household. This should be a maximum of two people outside of those living in your immediate household.

**Mask wearing is now mandatory for all indoors 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**

The Games Room can be booked, but only people in your core bubble may use it.

#### **4.5.2 Lounge**

The lounge is closed until new information is received from BC Government.

#### **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.



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#### **4.5.4 Pool**

Even though the pool remains closed, weekly maintenance is taking place. During the past few months, the pool has gone through a series of repairs mandated by the Richmond Health Department in order for it to be opened when the pandemic restrictions are lifted. After changing maintenance companies, we found that some repairs had to be done. The pool is now in excellent condition and Council agrees that it is less expensive in the long run if we have the maintenance company do a weekly visit to maintain the pool, instead of having to spend more money to get the pool up to code when the pool is allowed to be open again.

#### **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**

### **6. OLD BUSINESS**

**6.1** Please find below Cypress Point, Strata NW2050 website:  
<https://cypresspointstrata.github.io/>

**6.2** Council would like to thank owners for the payment of the carpet levy. Today, Strata has received 99% of the payment and we expect to reach 100% in the coming week. At this time, Council is

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requesting that owners who would like to be part of the carpet committee send an email to the office to let Council know. Your time and insight will be very much appreciated.

- 6.3** The main email address for Strata NW2050 remains [nw2050@telus.net](mailto:nw2050@telus.net). The email address [cypresspointnw2050@gmail.com](mailto:cypresspointnw2050@gmail.com) is also an alternative address if you wish to use it.

- 6.4** Council met with Barry Kinakin and Crystal Wegner of RJC, via Zoom on Friday, January 15, 2021, to talk about the window replacement project for Cypress Point Buildings B and C. They went over an approximate timeline and have since finished working on the drawings and bid documents. A meeting with potential contractors was held on Thursday, January 29<sup>th</sup>, 2021. Instructions to bidders, bid/pricing documents and technical specifications were discussed at the time. The bid period closes at 2 pm on Thursday, February 18, 2021.

Once RJC receives the bids from contractors, they will be in touch with Strata Council with their recommendations for council to consider. Once a contractor is chosen, we will have a better idea of when the project will be getting underway. Council will hopefully, have more to report, if not in February's Strata Council Meeting Minutes then, for sure in March's.

Please find attached a couple of drawings from RJC reports and documentation.

## **7. CORRESPONDENCE**

### **Incoming:**

- 7.1** A quote from Assured Environmental Solution Inc., pest control company to follow up on a bird inspection. Birds are making nests between the insulation and the ceiling of the parking garage and a lot of dirt is falling on some cars.



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- 7.2** An email and letter were received from Strata Plan NW1942, Woodridge Estates regarding Spa Change of Use. As most owners know, the two hot tubs at Woodridge, which are part of the Shared Facilities Agreement, have been out of commission for over ten years or so. What the owners of Woodridge would like to do is to change the use of the space from hot tubs to a different recreational space as repairing or replacing the hot tubes would be very expensive. A portion of their letter is as follows:

*“We are approaching you as one of the four partners that have a shared interest in the facility and would like to ask whether you would be open to considering a change of use of the space rather than completing expensive repairs that would be necessary to resume the hot tubs operation. The other two partners (NW1868 and NW 2090) expressed support to the idea of changing the use and converting the spa into a different recreational facility rather than undergoing an extensive and expensive rebuild of the spa. This would also very likely result in operating cost savings compared to the hot tubs.”*

If you wish to read the entire letter from Woodridge Estates, a copy is attached. If you have any questions or comments, please email them to the office.

- 7.3** Council received three quotes for updating our Depreciation Report which we are required to do under the Strata Property Act. Also, this year no Strata will be able to renew their insurance policy unless they have an up-to-date Depreciation Report. Council voted to go with RDH who did our original Depreciation Report. They are familiar with our buildings so it will be a lot less work to bring them up to speed because they already have most of the documentation needed. Their quote was \$9,000 for a comprehensive report. We will also have to spend approximately \$800 for an elevator evaluation report.

**Outgoing:**

Letter requesting Building D, and Strata Plan NW1942 administration to issue payments to the Shared Facility Account on time.

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**8. FINANCIALS**

a) Accounts Receivable as of December 14, 2020.

SL20 \$4,308.19

b) Woodridge Shared Facility financials were received for August, September, October, and November, 2020

c) Fund overview as October 31, 2020 and November 30, 2020.

	October 2020	November 2020
Petty Cash	500.00	500.00
Bank Shares	5.00	5.00
Contingency Fund	374,212.54	362,243.36
Special Levy Fund	69,135.96	97,672.24
Repiping Fund	43,195.04	43,428.92
Exterior Building Fund	46,964.38	47,835.03
Future Remediation Fund	554,976.33	562,915.52
<b>Total Funds</b>	<b>1,088,989.25</b>	<b>1,114,600.07</b>
Current Year Surplus	<u>34,549.26</u>	<u>31,285.62</u>
Total Owner's Equity	<b>1,123,538.51</b>	<b>1,145,885.69</b>

**9. MEETING ADJOURNED:** 7:47 pm

**10. NEXT MEETING:** Wednesday, February 24, 2021