

# Cypress Ridge – Strata Plan LMS 4529

Council Meeting Minutes

Monday, January 23, 2017

Location: Clubhouse

The Meeting was called to order at 7:20pm

## **PRESENT**

President: Joanna Cossey  
Vice President: Keith D'Costa  
Treasurer: Ian Thompson  
Secretary: Anne-Lise Gourley  
Landscaping: Leslie Guha  
Maintenance: Zach Hollett

## **ABSENT**

Maintenance: Gord Dale

**\*\*Note** – Davin Management was not required to attend this meeting per contract\*\*

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## **ADOPTION OF PREVIOUS MEETING MINUTES**

It was Moved/Seconded/Carried (M/S/C) to adopt the minutes from the previous meeting of October 17, 2016 as circulated.

## **FINANCIAL REPORT**

It was (M/S/C) to adopt the Financial Statements for October and November 2016 as prepared by Davin Management Ltd.

Total cost of snow removal invoices as of December was \$5,544. A decision will be made closer to financial year end about where to get the extra funds to cover the overage for this season.

## **BUSINESS ARISING FROM PREVIOUS MINUTES**

**Bylaws:** There was discussion about removing the old bylaw links from the Cypress Ridge website now that the new ones are linked from the main page. Leslie explained that her husband (who posts for the strata) is unable to remove the old links. Joanna will take the information and see if she can get assistance from another source to remove old links.

**Fire System Repairs:** Final repairs to the Fire System and replacement of smoke alarms through Active Fire Systems have been delayed until January 27, 2017 due to an equipment malfunction on their end.

**Gutter Cleaning:** This has been delayed due to snow and ice. The current new date will be between February 15 and 17; however, the final date will be confirmed later by Pure Pressure. Joanna will contact Tyson to ensure that this is scheduled by spring for late Nov or early Dec 2017 when most trees will have lost their leaves.

**Path Railing cleaning:** This has been completed.

**Electricity Consumption:** Zach has investigated and had numerous conversations with BC Hydro to try and determine why we've had a spike in energy consumption and costs in the common areas over the last 1.5 years but has not found any concrete reason for the increase. He will attempt to do a further audit in the spring once the temperature is more normalized.

**Rental:** One unit in block 11-15 has now been officially rented and Davin Management is awaiting the Form K. Joanna will ask Tyson to follow up with owner and provide deadline to submit by.

## **NEW BUSINESS**

**Correspondence:** 2 items to report:

- Unit 11 advised that her car was broken into on Jan 19 while parked on the apron in front of her unit at approximately 4am. There have also been cars broken into and windows smashed along River Rd.  
**Residents are reminded to be vigilant and not keep valuables in their cars at any time.**
- A unit made a complaint about a neighbouring unit leaving their dog chained up outside unattended for hours. Concern about the dog's welfare and the constant barking were made. Discussion followed and the following rule was M/S/C and will be ratified at the next AGM:  
  
"Owners are not permitted to leave their domestic pets outside unattended for any period of time, whether chained or not."
- A unit was reported to have a green "film" in their windows that could be seen from the exterior of the unit. Joanna will address in person and advise that it needs to be removed per strata bylaws.
- A complaint was received about a unit continuing to use visitor parking stalls for cars that are registered to the unit. They will be sent a fine at this point and may be towed without further warning.

## **Landscaping :**

- Discussion was had about the work that the Landscapers are contracted to do, especially in the winter months when there is much snow and ice. They have been asked if clearing stairs and / or paths is within their scope of work and we have been advised this is not something they will do. Contract only states that they visit one time per month for Dec – Feb and the visits are weather dependent.

There have been concerns noted about whether the landscapers are following through on all contractual obligations and requests made to date. Leslie is in close contact with Healing Hands and has stated that they are responsive when she brings concerns to them. Leslie will compile an email requesting an outline of work done to date this fall and winter, a plan moving forward for how they will meet all the tasks outlined in the contract, and a status update on outstanding concerns.

- A tree from the forest fell onto the gutter and roof at unit 40 during one of the snowfalls over the holidays. Mojo was called out the following day to remove what they could and inspect gutter and roof. It appears to be minor cosmetic damage at this time though we will need to reassess once the weather warms up. The City of Surrey did come out and deemed the tree to be rotten and authorized it to be removed by BC Plant Health. During the removal of the dead tree, the machine being used by BC Plant Health slipped on the ice and ended up destroying the mature magnolia tree next to unit 48. They have assured us that they will replace it when the weather warms up and the snow is melted. Gord or Tyson to follow up with BC Plant Health in Feb or Mar (weather dependent).

**Maintenance:**

- Zach has found a new lamp standard for the roadway light that costs approximately \$100 per unit. The new lamps are energy efficient LED bulbs with a lower wattage in a casing that will fit on existing lamp standards. The new light also shines down onto the roadways vs out at surrounding houses. The new bulbs are guaranteed for 3 years vs the current bulbs which have no warranty and the costs are nearly equivalent.

Zach will install the new test bulb on the lamp post at the foot of the driveway into the complex as weather permits and Council will discuss at future meetings whether we wish to replace all bulbs as they burn out and we use the single remaining bulb we have.

- Joanna to ask Tyson to get quote for a new "No Trespassing" sign to be placed on pole at top of back stairwells. This would need to be installed with security screws/rivets as we've had these signs stolen numerous times in the past and the only remaining sign is on the fence behind unit 47 halfway down staircase.

**Snow removal:**

- Shoveling and salting of stairways and paths is ongoing as is ploughing of roadways. We are very lucky to have a resident who lives onsite that we have contracted to do this job so that roadways are normally cleared in a timely manner.

There was much discussion surrounding which areas of the complex are the strata's responsibility vs the owner's responsibility for snow clearing. There was also discussion about the back steps and non-residents using these during icy conditions. The council did rope off and post a sign at the top and bottom of the stairs advising that they were closed due to icy conditions; however, someone had cut the rope at both ends.

Discussion surrounding alternate methods of trying to prevent trespassing and liability issues ensued. It was agreed that Joanna would ask Tyson to get a quote for a metal gate (approx. 6-7' high) that could either be padlocked or keypad locked during bad weather. We will get quotes for gate on both ends of the stairwell as well as just at the top.

**\*\*Council reminds all owners/occupants that it is the owner's responsibility to clear the pathway to their front door in a timely manner after each snowfall. Uncleared paths make it difficult and dangerous for delivery people, including council members who may need to deliver notices of certain events (i.e. fire system repairs). We also recommend cleaning the apron of your garage often during snow events to prevent ice build-up.\*\***

There being no further business, the meeting was adjourned at 9:00pm.

The next meeting is scheduled for February 20, 2017 at 7:00pm in the Clubhouse.

Minutes prepared by Anne-Lise Gourley (Secretary) and Joanna Cossey (President)