

## Cypress Ridge – Strata Plan LMS 4529

Council Meeting Minutes  
Monday, February 20<sup>th</sup>, 2017  
Location: Clubhouse

The Meeting was called to order at 7:15 pm.

### PRESENT

President: Joanna Cossey  
Secretary : Anne-Lise Gourley  
Treasurer: Ian Thompson  
Landscaping: Leslie Guha  
Maintenance: Gord Dale  
Zach Hollett  
Davin Management Ltd. Tyson Wheeler, Monique Garneau

### ABSENT

Vice-President: Keith D'Costa

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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 January 23<sup>rd</sup>, 2017 as circulated.

### FINANCIAL REPORT

It was M/S/C to adopt the December, 2016 Financial Statements as prepared by Davin Management Ltd.

### BUSINESS ARISING FROM PREVIOUS MINUTES

**Fire System Repairs** – Council discussed that the repairs were completed on January 27<sup>th</sup>, 2017 and noted that all Unit repairs were accomplished. However, the invoice received from Active Fire Systems presented several discrepancies and therefore Council will be requesting clarification and price adjustments prior to approving the invoice to be paid.

**Gutter Cleaning** – Due to the recent snow and ice accumulation, there was another delay in the scheduled gutter cleaning. Several gutters may need minor repairs as a result of the snow and ice in addition to the gutter damaged at Unit 40 caused by the fallen tree. Pure Pressure will be requested to advise Council regarding this when on site, or if they can do these repairs once the gutters are dry.

**Rental** – A Form K has now been received for a Unit rental; a second possible rental will be looked into.

**Landscaping** – Several trees and shrubs were damaged from the weight of the snow and ice and there is a large amount of clean up needed. The landscapers will be requested to remove dead and broken twigs or branches as needed and provide recommendations for replacement of those shrubs or bushes that will not survive.

Leslie to discuss with the landscapers how they propose getting back on track as per contract.

**Leslie discussed forming a landscaping committee; those Owners who would be interested in volunteering their time for this are asked to contact Leslie at [lguha@telus.net](mailto:lguha@telus.net).**

**Maintenance**– Gord to provide a list of capital projects to be reviewed at the next meeting. As snow removal costs exceeded the budgeted amount for this year, maintenance would need to be trimmed. Quotations for window and siding washing & gutter cleaning need to be presented at the next meeting.

Mojo Services will be quoting on installing two gates, one upper and one lower that would prevent unauthorized individuals from passing through the complex due to liability concerns.

**NEW BUSINESS**

***Correspondence*** – There was no correspondence received.

***Bill Payment*** – Procedures for bill payment were clarified with Davin Management in order to improve efficiency and communication. Davin Management will require approval prior to paying those invoices other than the regularly scheduled bills.

***Unit Charge Back*** – Water damage caused to a Unit was determined below the Strata Corporation insurance deductible; therefore the invoice for the repairs will be provided to that Owner in order for them to submit to their personal insurer.

***Strata Manager Team Change*** – Tyson Wheeler explained that due to an increase in his workload, Monique Garneau will be transitioning into working with Cypress Ridge. Please note the new contact information below.

There being no further business, the meeting was adjourned at 8:30 pm.

The next meeting will be held on Monday, March 20<sup>th</sup>, 2017.

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