

Cypress Ridge – Strata Plan LMS 4529

Council Meeting Minutes

Tuesday, May 9th, 2017

Location: Clubhouse

The Meeting was called to order at 7:05 pm

PRESENT

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

ABSENT

Maintenance: Zach Hollett

Davin Management Ltd: Monique Garneau
Guest Owner

GUEST OWNER

Council addressed an Owner at the start of the meeting regarding some ongoing issues and concerns as a result of some complaints received from Owners. Council advised that some neighbors were reporting health and enjoyment challenges at their Units as a result of second hand smoke. The Owner agreed to make efforts to avoid any further disturbances for their neighbors.

ADOPTION OF PREVIOUS MEETING MINUTES

It was Moved/Seconded/Carried (M/S/C) to adopt the minutes from the previous meeting of March 20th, 2017 as circulated.

FINANCIAL REPORT

It was M/S/C to adopt the February and March, 2017 Financial Statements as prepared by Davin Management Ltd.

Accounts Receivable – Council instructed Davin Management to contact an Owner regarding an outstanding amount on their account and request arrangement of a payment plan.

BUSINESS ARISING FROM PREVIOUS MINUTES

Gutter Cleaning – Council noted some spot cleaning was needed for gutters and downspouts at units 23/34/35 and 50. Pure Pressure will be coming to take care of these in the next couple of weeks. Repairs are also needed to some gutters that split due to ice over the winter; however the repairs cannot be completed until a warm and dry stretch of weather. Repair companies will be contacted to provide quotations. Some gutter baskets have been installed and more will be planned as the budget allows and where deemed useful.

After review of several quotations, it was M/S/C to schedule gutter cleaning with Clover Clean to begin approx. November 27th, 2017 (assuming all of the leaves have fallen from trees by that date). Davin Management will schedule this prior to next meeting.

Window & Siding Cleaning – Quotations were reviewed and Council M/S/C to award the work to Pure Pressure as they provided a competitive bid and Council was pleased with the gutter cleaning once done. **Cleaning has been scheduled to start the week of Monday, June 5th, 2017. A notice will be distributed by May 29th, 2017 to residents.**

Back Stairs – A quote from Mojo Services was reviewed for gate installations at the back stairs. As this cost would not be able to be included in this year's budget, the project will be tabled for further review and consideration.

Unit Charge Back – Time sheets were received from Incredible Restorations related to a water leak repair and charge back to a Unit; Incredible Restorations will be requested to set up a meeting with the Owner and Davin Management to go over the hours charged and work scope to ensure accuracy of the charges.

Landscaping – Council reviewed an invoice received for two Purple Fountain trees and 16 yards of composted bark mulch; it was M/S/C to approve payment of this invoice.

A request from an Owner was reviewed to extend some bricks from the patio to cover muddy areas where grass is unable to grow; Council M/S/C to approve this request.

Council also noted an Owner's notification that they have acquired their own personal landscaper.

Maintenance

Patio cleaning – Please be advised that the deadline for patio cleaning is Friday, June 30th, 2017. Those residents who do not have their patios cleaned by that deadline are advised that cleaning will then be arranged and all costs associated will be charged to that Unit Owner. **A notice will be distributed by May 29th, 2017 to residents.**

NEW BUSINESS

Correspondence – Council reviewed an email from an Owner requesting permission to perform renovations to finish a roughed in bathroom in the basement; Council M/S/C to approve this request.

Strata Website – A second Guest Owner arrived who is assisting Council in assuming the administrative access to the website from a previous Owner. Council was provided information regarding the Strata website and transfer of the domain and administrative rights which is in progress.

Council Member – Council notes that Anne-Lise Gourlay has sold her Unit and this was her last meeting with Council. Council thanks her for her contributions and will leave her Council position empty until the Annual General Meeting.

Community PotLuck – A community potluck will be held in the clubhouse June 3rd from 6 – 10 p.m. A notice will be distributed by May 29th, 2017 to residents.

There being no further business, the meeting was adjourned at 9:30 pm.

The next meeting will be held on Monday, Jun 19th, 2017.

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