

Cypress Ridge – Strata Plan LMS 4529

Council Meeting Minutes
Wednesday, October 18th, 2017
Location: Clubhouse

The Meeting was called to order at 7:04 pm

PRESENT

President: Joanna Cossey
Vice-President: Keith D'Costa
Secretary/Landscaping: Leslie Guha
Maintenance: Gord Dale
Maintenance : Zach Hollett
Member at large: Laura Mills

Davin Management Ltd: Monique Garneau

Two Guest Owners

REGRETS

Treasurer : Ian Thompson

GUEST OWNERS

Two guest Owners addressed Council regarding a recent water leak at their Unit; an after hours call was made to Davin Management and the restoration company that attended determined the cause of the leak to be clogged and overflowing gutters. A roofing company was contacted to attend as they had adequate ladders to fix the problem. Since gutter cleaning has been scheduled for November 27th, once the leaves have fallen, it was determined to have Clover Clean attend and do a spot cleaning to prevent further overflow which was completed October 19th, 2017. The leak was contained to the garage area; Council will investigate any further repairs needed.

ADOPTION OF PREVIOUS MEETING MINUTES

It was Moved/Seconded/Carried (M/S/C) to adopt the minutes from the previous meeting of September 18th, 2017 as circulated.

FINANCIAL REPORT

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

Accounts Receivable – Council noted discussions following last meeting regarding two accounts with arrear balances; Council will continue to attempt in collection of these outstanding amounts.

BUSINESS ARISING FROM PREVIOUS MINUTES

Gutter Cleaning – Clover Clean has been scheduled for November 27th, 2017. Please be aware to close curtains or blinds for any privacy concerns.

Unit Chargeback – Council noted that the repair amount due to the Strata Corporation will remain on the Owner's account as Council has already agreed to absorb some of the costs due to contractor miscommunication.

Mandatory Annual Fire Inspection – Council has received the inspection report noting that four Units had not been able to provide access. As there were no additional deficiencies noted, Council will contact the four Units missed to ensure that they will be aware that their Units will be inspected next year without exception. Hydrant inspection is scheduled for November 15th, 2017, and it was noted that the backflow inspection passed.

Garage Door Repairs – Council noted that these repairs have been completed.

Changes to River Road – Council discussed the proposed new connection point of River Road to Grace Road that will occur in Spring 2018 as per letter sent to area owners by the City of Surrey. Council noted that changes will cut down on overall volume of cars on River Road as well as prevent large trucks from getting “stuck” on River Road when they don’t heed signs that there is no access to Scott Road. Owners with concerns were notified of the opportunity by way of City of Surrey letter to attend an open house on October 19, 2017 regarding these changes.

Street lights between units 48-50 – Council is working to obtain quotes from electricians to complete light installation in this area due to safety and security concerns.

2017/2018 Budget – Council reviewed the proposed budget; several adjustments were made to accommodate expected cost increases in insurance and snow removal and to budget for some grounds improvements. In addition, an increase to the Contingency Reserve Fund will be proposed in preparation of large special projects forecast such as the roof.

Landscaping

Leslie noted that additional soil has been added to gardens and seasonal landscaping appears to be on schedule. Council is satisfied with the services being provided by the current landscaper. The proposed 2017-2018 budget will include allowance for tree trimming and additional soil and plants for next year. A quote from BC Plant Healthcare is pending to trim several trees that are encroaching on some buildings.

It was noted that a resident complained that the landscaper damaged some turf that they had installed privately. Any dispute is between the landscaper and unit Owner directly as Council had previously instructed landscaper not to attend to this unit per Owner’s request.

Maintenance

Rotting Fascia Boards – Maintenance confirmed that repairs have been completed for some rotted fascia boards.

Mailbox Shelter – A mailbox shelter was built and mailboxes re-caulked in response to an Owner’s report to Council that their mail was discovered wet and damaged from the rain getting into their mailbox.

NEW BUSINESS

Correspondence – An email was received from an Owner regarding a lamp light outside their Unit which was creating an issue due to the brightness coming in through their window. Council noted it was difficult to fix or alter the lamp post to reduce the glare but will investigate other options at same time as investigation of lights for between 48 and 50.

Snow Removal – In preparation for the upcoming winter season, Council discussed securing snow removal services. It was M/S/C to continue with Tarasoff Construction as per previous years.

****NOTE:** Council strongly recommends that all vehicle owners equip their vehicle with proper winter tires as we may have another bad winter based on long range forecasts. Snow removal and salting may not be done as frequently this winter in order to keep costs reasonable. Our complex is built on a hill so proper winter/snow/ice tires are **highly recommended.****

2017/2018 Insurance – Council noted the insurance renewal package presented from Hub Coastal which did include a premium increase from last year due to the Strata Corporation's increased appraised value. It was M/S/C to adjust next year's fiscal budget to accommodate this and renew with Hub Coastal. The premium will be paid from the CRF as last year and repaid monthly.

Landscaping Winterization – Council discussed the damage to landscaping, particularly to cedar shrubs, last year from excessive snowfall. It was determined that Owners should be encouraged to attempt to wrap cedars closes to their Units with twine to prevent similar damage this year; Leslie will inquire with the landscapers for their suggestions also.

Welcome Package – Council will be providing Davin Management with some updated information that will be added to Cypress Ridge's Welcome Package which will be helpful for new Owners (i.e. website information, garbage collection dates, etc.).

After Hour Emergencies – Please note the information below should you require assistance after hours for emergencies which pose a threat to property damage such as water leaks:

Emergency Calls - Procedures

If your call is an emergency, and your Strata Manager is not available, please press * 0 (zero) and you will be transferred to the receptionist during normal business hours. The receptionist will then get in contact with your Strata Agent, and he/she will return your call ASAP.

The procedure for emergencies after hours is to call the main office number (604-594-5643), press "1" when prompted to do so, identify yourself, your building address and the nature of your emergency to the operator who answers, and he/she will have your Strata Manager paged immediately.

Council determined that they would no longer use the services of Incredible Restorations due to disappointment with their billing from a previous incident in 2016. It was M/S/C to designate a different restoration company (TBD) for after hour emergency call outs.

There being no further business, the meeting was adjourned at 8:50 pm.

The next Council meeting will be scheduled following the **Annual General Meeting** which is confirmed for **Tuesday, November 21st, 2017 for 7:00 p.m. Registration will begin at 6:30 p.m.** Please watch for the notice package in the mail and bring with you to the meeting.

Those Owners who are unable to attend should provide your proxy to a neighbor or Council member in order to vote in your absence.

Property Manager Info

Monique Garneau

Strata Manager

Extension: 227

mgarneau@davinltd.com



#1 10180 153rd Street

Surrey, BC, V3R 0B5

P: 604-594-5643 F: 604-594-5071

www.davinltd.com

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.