

Cypress Ridge – Strata Plan LMS 4529

Council Meeting Minutes

Monday, January 15, 2018

Location: Clubhouse

The Meeting was called to order at 7:01 pm

PRESENT

President/Social Committee: Keith D'Costa

Vice-President: Laura Mills

Secretary: Andrea Nikas

Treasurer: Jaideep Sethi

Landscaping: Leslie Guha

Maintenance: Gord Dale

Maintenance : Zach Hollett

Davin Management Ltd: Monique Garneau

ADOPTION OF PREVIOUS MEETING MINUTES

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

FINANCIAL REPORT

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

Accounts Receivable – Council reviewed the Accounts Receivable Report as of January 10th, 2018. One account has been forwarded to the lawyers to begin the collection process for strata fee arrears. An inquiry will be sent to the lawyers regarding two other accounts to confirm status on proceeding with a Civil Resolution Tribunal application on behalf of the Strata Corporation to demand payment of the outstanding money due.

BUSINESS ARISING FROM PREVIOUS MINUTES

Gutter Cleaning – Council noted that the complex gutter cleaning had been scheduled several months prior in order to secure a November date and at the time of the booking many leaves had still not fallen from the trees. The problems were compounded by the fact that debris was washing off of the roofs following moss removal which filled and blocked gutters in several areas. As a result, a follow up cleaning had been required to spot check and clean problem areas the following month. It was determined that scheduling this cleaning mid-December would be preferable for this year to prevent a similar situation.

Unit Chargeback – Council discussed the outstanding money owed to the Strata Corporation for Unit repairs that continues to be challenged by the Owner. It was determined to arrange a meeting with the Owner and Davin Management to try to clarify the discrepancies in the events related to the minor roof leak and interior repairs in order to resolve this matter.

Mandatory Annual Fire Inspection – Council confirmed that the tear-down fire hydrant inspection was completed.

Street lights between units 48-50 – Council reviewed a quotation to install two light posts; it was M/S/C to authorize Gord to proceed with this project.

Snow Removal – An invoice was received for recent salting and snow removal in the complex in the amount of \$1,176.00; it was M/S/C to approve payment of this invoice.

Water Leak Unit 23 – Council noted that an after hours water leak had been reported at Unit 23 on October 16th, 2017. The water was discovered to be coming from a clogged gutter. It was determined that the cleaning performed by a roofing contractor who attended with the necessary equipment to reach the area resolved the problem and the drywall in the garage area did not require any further repairs but will continue to be monitored during any heavy rainfalls in the event further action is needed.

Welcome Package – A final draft of an updated Welcome Package will be provided to include the suggestions from the previous Council; this will also be posted to the Strata website once completed.

Back Stairs – Council will continue to review options of installing a gate to prevent unauthorized access onto the property.

Landscaping

Leslie presented Council with quotations for complex tree care from BC Plant Health Care and Davey Tree; the more competitive quote was Davey Tree however Leslie will have to contact BC Plant Health Care to ensure that they include nine trees at the front of the property for confirmation prior to approving either company.

Maintenance

Water Leak Unit 31 – Maintenance confirmed that repairs have been completed at Unit 31 which had been discovered caused by failed caulking at a balcony drain. A report was received from Design Roof recommending a vent replacement however Council determined that the quoted repair price was too high. Gord will look into alternatives.

NEW BUSINESS

Correspondence

- An email was received from an Owner in response to a smoking/nuisance bylaw violation warning letter received. Council noted that no further action in this matter was necessary at this time.
- An email was received from an Owner reported a recent vehicle break in; Council advises that additional lighting has been approved for installation in this area to improve security.

Council instructed a smoking/nuisance letter and two parking violation warning letters to be issued; however since then one Unit has been observed parking their vehicle in visitor stalls and/or the fire lane on several occasions despite receiving the warning letter. Therefore, Council had M/S/C to levy bylaw violation fines which have now escalated to the maximum allowable.

Clubhouse – Council reminds Owners that the Social Committee will continue to arrange clubhouse bookings as per the contact information noted on the Strata website. It was discovered that a vacuum

cleaner had been removed from the Clubhouse – Council would like to request if anyone has an available vacuum to donate to the Clubhouse to please contact cypressridge@gmail.com.

Parking Violations – Council discussed ongoing challenges with parking violations by residents in the complex. In an effort to increase enforcement efforts, it was M/S/C to form a parking committee that could allow quicker action, such as towing vehicles that are observed to be parked in violation of Cypress Ridge Bylaws. Therefore, Owners should ensure that they are up to date with current regulations to avoid having fines levied and/or vehicles towed at your expense.

Smoking in the Complex – Council reminds Owners that second hand smoke which is allowed to escape a Strata Lot disturbing neighbors and other residents in the complex is considered a nuisance under Cypress Ridge Bylaws. Council must address complaints registered that are received due to a resident or guest of a Strata Lot smoking which causes smoke to impede into other Strata Lots or areas of the Common Property. Please ensure residents or guests are aware of this requirement and respectful to not smoke in any area that could cause a neighbor distress.

Telus Fibre Optic Installation – This project is ongoing and near completion.

Seasonal Decorations – Please be reminded that all seasonal decorations and lights must be removed according to Cypress Ridge Bylaw 3.5(k) which allows festive decorations to be displayed one month prior and no longer 14 days following the celebration. Therefore, please ensure all lights are now removed.

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

The next scheduled Council meetings will be held on **Tuesday, February 20th, 2018** and **Tuesday, March 20th, 2018 at 7:00 p.m.**

These minutes have been approved by Council.

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.