

Cypress Ridge – Strata Plan LMS 4529

Council Meeting Minutes

Tuesday, May 28th, 2018

Location: Clubhouse

The Meeting was called to order at 7:05 pm

PRESENT

President/Social Committee: Keith D'Costa
Vice-President: Laura Mills
Treasurer: Jaideep Sethi
Secretary: Andrea Nikas
Landscaping: Leslie Guha
Maintenance: Gord Dale

REGRETS

Zach Hollett

Davin Management Ltd: Monique Garneau

**Council notes that the April 24th, 2018 meeting had been postponed for today.*

ADOPTION OF PREVIOUS MEETING MINUTES

It was Moved/Seconded/Carried (M/S/C) to adopt the minutes from the previous meeting of March 27th, 2018 as circulated.

FINANCIAL REPORT

It was M/S/C to adopt the Financial Statements up to and including March 31st, 2018 as prepared by Davin Management.

Accounts Receivable – Council reviewed the Accounts Receivable Report as of May 25th, 2018. It was noted that a new Owner had yet to set up their Strata account and therefore are past 90 days in fee arrears. A payment reminder notice was issued. One account in arrears for Parking Bylaw violation fines has now paid the fines in full.

BUSINESS ARISING FROM PREVIOUS MINUTES

Unit Chargeback – There are no updates available; Council requested a settlement between the Owner and Davin Management which will be reviewed.

Clubhouse – Council continues to source a vacuum purchase; and it was noted there was visible improvement with the cleaning maintenance recently completed.

Owner Dispute with Healing Hands – Council discussed the matter regarding an Owner's submission to the Council to have a settlement arranged with the landscaper for money they expensed to lay down sod and turf which did not survive. As noted at the previous meeting, Council was not contacted prior to the Owner arranging this work in their yard, designated Common Property, and written approval from the Council is a requirement under LMS 4529 Bylaws prior to performing any work. As the Council was not consulted, any issues with the landscaping company will have to be resolved independently and separate from the Strata.

Landscaping

Spring maintenance such as trimming has been done and several dead trees were removed. Several shrubs had to be trimmed back extensively in a last ditch effort to encourage growth which will hopefully save the shrubs. Should the shrubs fail to thrive however, a quote to plan replacements will be requested to be reviewed in the fall. Two cedars will be purchased and placed in an area that had dead cedars removed as there is now foot traffic between the remaining cedars which Council would like to prevent and Council instructed a friendly reminder letter to be sent to residents to avoid walking through the garden.

Those Owners who wish to take care of garden spaces independently of the regular landscaping maintenance provider can do so by taking part in the 'white stake program'. Any Owner who would like to receive a white stake in which to place in gardens so that Healing Hands is made aware that no service is requested for that yard can contact Council at Iguha@telus.net.

Residents are reminded to ensure that shrubs and plants are watered regularly in order to prevent them drying out. City of Surrey watering restrictions are as follows:

2018 Water Restrictions Stage 1: Effective May 1st, 2018 to October 15th, 2018
Lawn watering is permitted 4:00 a.m. to 9:00 a.m. as follows:
Wednesday and Saturday

Garden, shrub, tree and flowerbed watering via sprinkler is allowed any day between 4:00 a.m. and 9:00 a.m. Garden, shrub, tree and flowerbed watering via handheld hose, soaker hose, water container or drip irrigation is allowed any day, any time.

Maintenance

A list of maintenance items that are being scheduled include

- Several Unit gutter spot cleaning;
- A gate is going to be installed at the top of the stairs located on the East side to prevent individuals from walking through the complex which Council has been considering for some time;
- Fence repairs;
- Installation of a gate at a Unit to prevent access to the patio area as requested by the Owner;
- Sidewalk repairs;
- Fascia repairs along the front of the complex and repair of rotten wood as needed;
- A Driveway incline issue at a Unit which causes damage to the resident's vehicle. A suggestion of installing a ramp was submitted by the Unit Owner; however other options will be explored with a concrete contractor due to the possible complexities of using a ramp such as hindering snow removal.

Council advises that the deadline to have all patios or decks cleaned and algae removed is June 16th, 2018. There is an electric pressure washer available with Gord if needed, please email him at cypressridge@gmail.com.

NEW BUSINESS

Correspondence

Council reviewed correspondence received as follows:

- An email from an Owner noting some wood that is lying next to the clubhouse which is creating a tripping hazard; Council advises that this wood is going to be used for borders around pavers that are going to be installed as soon as can be scheduled.
- An email from an Owner with a clogged gutter; cleaning was postponed due to the contractor's schedule.
- An email from an Owner requesting permission to install some privacy lattice; it had been M/S/C to approve this request on condition that the color remained white and to be regularly cleaned and maintained.
- An email from an Owner noting a resident's motorbike parked at their entrance; Council will investigate any concerns further.

Council reviewed correspondence sent as follows:

- A letter to an Owner regarding parking in stalls designated for visitors;
- A letter to an Owner regarding outstanding Strata fees;
- Two letters to Owners regarding outstanding fines;

- A letter to an Owner in response to a request to settle a dispute with the landscaper.

Window Repair – An Owner had contacted Council regarding a broken window at their Unit; repairs are pending and the invoice will be submitted to Hub for reimbursement to the Strata, less the \$100 deductible.

Long Term Financial Planning – In an effort to budget long term financial plans for capital projects, Council discussed increasing the contributions to the Contingency Reserve Fund which will be reviewed further during the 2018-2019 budget meeting prior to the Annual General Meeting.

Cypress Ridge Summer Social – The summer social is scheduled for **Saturday, June 23rd, 2018** and will be held at the clubhouse. Times will be posted at the clubhouse.

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

The next scheduled Council meeting will be held on **Monday, July 16th, 2018 at 7:00 p.m.**

These minutes have been approved by Council.

Property Manager Info

Monique Garneau
Strata Manager
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Cypress Ridge Website: Please note that Strata Corporation notices and minutes are posted to the Strata website at <http://mycypressridge.ca/> – LMS 4529 Bylaws are available on line as well.

How to Contact Strata Council – Please contact your Strata Council at cypressridge@gmail.com. Owners are welcome to attend and observe regular Council meetings that are held monthly, however please ensure to contact Davin Management a minimum of one week prior to the meeting so that Council will know to expect you.

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.