

# Cypress Ridge – Strata Plan LMS 4529

## Council Meeting Minutes

Monday, January 9, 2023

The Meeting was called to order at 7:02 p.m.

### PRESENT

Laura Mills  
Andrea Nikas  
Ivan Morton  
Anita Papp

### REGRETS

Jaideep Sethi  
Roy Borglund

Monique Garneau, Davin Management ; Ted Neef, Phoenix Roof Consultants

---

### GUEST VISIT

The Council spoke with Ted Neef of Phoenix Roof Consultants regarding the results of the tendering process and quotations received. It was **M/S/C** to approve the recommendation of proceeding with Adanac Roofing. The re-roofing project is tentatively scheduled to begin spring 2023, and a Special General Meeting of the Owners is scheduled for **Wednesday, February 8th, 2023**, to have the funding approved which will be proposed as a combination of funding from the Contingency Reserve Fund and a Special Levy of the Owners.

It was noted that the roof is due for replacement. Failure to proceed with this project this year will potentially impact the Strata in increased costs as Mr. Neef confirmed prices for labour and materials continues to rise. In addition, as the roof has reached its life expectancy, replacement is vital to avoid water leaks and damage that will impact the Strata Owners and Strata insurance premiums and have a significant negative financial impact on the community, including property values.

Council will be canvassing Owners door to door to provide answers to questions and concerns, and all Owners are encouraged to attend the SGM OR provide a proxy to a Council member of neighbour to vote on your behalf.

### COUNCIL BUSINESS

Council officer positions will be determined at the next meeting due to some members being absent.

### ADOPTION OF PREVIOUS MEETING MINUTES

It was **Moved/Seconded/Carried (M/S/C)** to adopt the minutes from the previous Council meeting of October 4, 2022.

Council instructed a coding adjustment be made to an invoice from Healing Hands Landscaping, to be transferred from landscaping to general repairs and maintenance.

### FINANCIAL REPORT

It was **M/S/C** to adopt the Financial Statements for November 2022 as prepared by Davin Management.

### ACCOUNTS RECEIVABLE

Those accounts outstanding will be contacted individually to remind payment must be submitted to avoid further collection action. **Owners are reminded that accounts must be in good standing to be eligible to vote at Special General Meetings.**

### BUSINESS ARISING

## **1.0 MAINTENANCE REPORTS**

**Deck Repairs** – White Diamond has submitted their report following inspections at several units to check the condition of balconies. The recommendation included that two units were necessary, and one would continue to be monitored. Those repairs will be scheduled as soon as the weather permits.

**Roof** – As noted under Guest Visit with Ted Neef of Phoenix Roof Consultants, the roof will be replaced this year pending Owner approval of funding at the upcoming Special General Meeting.

**LMS 4529 Bylaws** –This item is pending.

## **2. LANDSCAPING**

The funds for tree trimming were approved with the 2022-2023 budget and will be scheduled. Property Manger will reach out to contractor to inquire about best timing. Notices will be issued so that residents will be aware when Bartlett Tree’s crew and equipment will be on site.

Additional repairs previously approved by Council have now been completed by Healing Hands Landscapers that replaced rotted wood railway ties and some damaged fencing. One area by the entrance may have been missed; Healing Hands will be contacted to verify or address.

## **3. CLUBHOUSE**

**Keys** – A quote to install a digital keypad was received; Council has determined to source, purchase and install a key pad that could work via blue tooth so that it can be programmed or changed remotely, and any access codes will deactivate 24 hours following each booking for security purposes.

**Bookings:** Booking requests - please contact Council early to ensure availability for any planned events.

Owners and residents are reminded to contact Roy Borglund to book or confirm use of the Clubhouse. The forms can be found on the Strata website.

**IMPORTANT NOTICE: Payment Method Changes/Cancellations** – Please be advised that paying for the rental of the clubhouse must now be made through Davin Management as the Council members will no longer accept or hold cheques. Please contact [mgarneau@davinltd.com](mailto:mgarneau@davinltd.com) to authorize the rental fee to be paid through your Strata account; alternatively, a cheque can still be submitted, payable to LMS 4529, but must be delivered or mailed to the office. The Council has determined that cancellations of bookings must be made a minimum of 24 hours prior or the rental fee will be required regardless.

**Thank you for your cooperation.**

## **4. PARKING COMMITTEE**

Parking violations continue to be monitored and addressed with violation notices being placed on vehicles as needed.

**Please ensure that you comply with the Strata Bylaws to avoid fines, penalties, and tow charges – New Owners must review the LMS 4529 Parking Bylaws to ensure they are aware of the rules and regulations. Failure to be informed will not be an acceptable excuse. Please contact Davin Management for a copy of the current Bylaws if you do not have them available, and they are on the Strata website.**

Owners and residents are reminded of the following violation procedures, as per LMS 4529 Bylaw:

- i) First Offence – warning under wiper.

- ii) Second Offence – letter mailed from management company.
- iii) Third and Future Offences – a fine and vehicle may be towed without notice at Owner’s expense.

## **5. NEIGHBOURING COMPLEX – Ongoing Reminder**

Council encourages Owners to continue to voice concerns to the City of Surrey regarding the neighbouring development and potential impact to parking and traffic along River Road. Please include the reference **Re: Application: 7917-0582-00- File number 7917-0582-00, Proposed Development at 11798 & 11808 – River Road and 11793 & 11779 – 100 Avenue**

The contact information is noted below:

Attn: Christopher Wilcott  
C/o City of Surrey/Planning and Development Department  
13450-104 Ave  
Surrey, BC V3T 1V8 PH: 604-598-5771  
[Christopher.Wilcott@surrey.ca](mailto:Christopher.Wilcott@surrey.ca) & [planningdevelopment@surrey.ca](mailto:planningdevelopment@surrey.ca)

---

## **6. CORRESPONDENCE**

### **Received:**

- An email from an Owner with a complaint regarding a neighbour leaving garbage bins out; the Owner was contacted and reminded that bins must not be out with the exception of garbage collection days.
- An email from an Owner advising Council of a problem with their French patio doors; contractors are being contacted however at this time several companies have advised that they are too busy to schedule repairs. This item continues to be pending.
- An email from an Owner requesting snow removal of the back stairs; Council volunteers have been working to keep the stair clear to their best ability.
- An email from an Owner requesting permission to install an additional exterior camera at their Unit as they had just been victim to a theft of a catalytic converter from one of their vehicles. As this install would not violate privacy, Council **M/S/C** to approve this request.

### **Sent:**

- Demand letters to those Owners with outstanding accounts have been issued.

## **7. NEW BUSINESS**

**Annual Fire Inspection** – A follow up visit to complete the fire inspection to missed Units was not completed due to a miscommunication at Elite Fire Protection; they have rescheduled the follow-up inspection for January 17<sup>th</sup>, 2023, and those Units affected have been contacted. Elite Fire will not be charging for this third visit. A fire panel issue was reported during the first inspection and the Council has been gathering quotes for a replacement as the quote received from Elite was considered high. Vancouver Fire has submitted an estimate and Council will be reviewing their proposal to determine how to proceed. It was noted that Council had budgeted for this repair which passed with the 2022-2023 Operating Budget, and it will be completed once a quote is approved.

**Snow Removal** – Residents are asked to be patient during snowfall events; the current snow removal service provider, Tarasoff Construction, has been working with the Strata for several years and has not increased their

rates which has been a cost saving to the Strata. They did encounter a breakdown of one of their trucks but had someone attend the next day. As the recent snowfall was significant and over a short period, it was a challenge to get the snow cleared and out of the way for access in and out of the complex.

**Unit Ceiling Repair** – A Unit that had a balcony repair completed has not had the garage inside ceiling repair addressed and quotes have been gathered, however as they are doing some interior renovations, the Owner will advise Council if that repair can be added to the work currently underway and by their own contractor.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:07 pm. The next Council meeting is scheduled for Monday, February 13<sup>th</sup>, 2023 at 7:00 p.m. as a follow up to the Special General Meeting to prepare for the re-roofing project.

These minutes have been approved by Council.

### **Property Manager Info**

Monique Garneau  
Strata Agent  
Extension: 223  
[mgarneau@davinltd.com](mailto:mgarneau@davinltd.com)



#1 10180 153<sup>rd</sup> Street  
Surrey, BC, V3R 0B5  
P: 604-594-5643 F: 604-594-5071  
[www.davinltd.com](http://www.davinltd.com)

***Strata Water Utility Bills - Ongoing Reminder:*** Owners are reminded that water usage is metered in the City of Surrey, therefore all efforts to reduce consumption should be made. This includes ensuring that appliances are in good order, such as updating toilets, washing machines and dishwashers for the most water and energy efficient models available and avoiding excessive water usage to wash vehicles or individual Owners' plants and flower beds as much as possible. Please note Water heaters life expectancy is approximately 10 years and is the Owners' responsibility to ensure they are replaced to avoid water loss damages

**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 online as well.

**How to Contact Strata Council** – Please contact your Strata Council at [cypressridge@gmail.com](mailto:cypressridge@gmail.com). Owners are welcome to attend and observe regular Council meetings, 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.