

Cypress Ridge – Strata Plan LMS 4529

Council Meeting Minutes

Monday February 13, 2023

The Meeting was called to order at 7:00 p.m.

PRESENT

President/Landscaping: Laura Mills

Treasurer: Jaideep Sethi

Clubhouse: Roy Borglund/Anita Papp

Member at Large : Ivan Morton

Monique Garneau, Davin Management

REGRETS

Vice-President/Secretary/Parking: Andrea Nikas

COUNCIL BUSINESS

It was **Moved/Seconded/Carried (M/S/C)** to assign Council officer positions as noted above.

ADOPTION OF PREVIOUS MEETING MINUTES

It was **(M/S/C)** to adopt the minutes from the previous Council meeting of January 9, 2022.

FINANCIAL REPORT

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

ACCOUNTS RECEIVABLE

Council discussed the process of payments for the Special Levy approved at the Special General Meeting held on February 8, 2023. The penalties for non-payment of the levy, according to the LMS 4529 Bylaws is \$50.00 per month, however Owners are advised that any unpaid accounts will be sent to the lawyers for collection as this could affect the re-roofing project. All additional costs of lawyers' fees and/or proceeding to the Civil Resolution Tribunal will be the responsibility of the Strata Lot Owner.

Please ensure that your Strata account is currently up to date; any Owner that requires information on the status of their account can contact Davin Management at 604-594-5643 or by email at reception@davinltd.com.

BUSINESS ARISING

1.0 MAINTENANCE REPORTS

Deck Repairs – An Owner contacted Council that their garage leak has worsened; therefore, White Diamond will be contacted to conduct a re-inspection of the Unit and advise Council if there will be three deck replacements required this year as opposed to only two. Although the budget was increased for this year, Council will be looking to ensure that any work completed this year is necessary, or if it can be addressed in the next budget.

Roof – Owners need to be aware that the Special General Meeting held February 8, 2023, resulted in the funding proposal for the re-roofing project was passed; the tentative start date of the work is April 15, 2023 and notices and updates will be provided as soon as possible.

The contact provided by Phoenix Roofing was reviewed by Council however it was determined that a legal review prior to signing the document will be obtained. Shawn Smith of Cleveland Doan will review and provide feedback to the Council and it was **M/S/C** to proceed.

Annual Fire Inspection and Fire Panel Replacement – Council noted that the follow up in-suite fire inspections were completed. A deficiency noted in the inspection was regarding a fire panel in the sprinkler room located by

Unit 34 that flagged the fire panel as needing replacement. The cost of this repair was included in the 2022-2023 budget, and an alternate quote was received from Vancouver Fire and Radius, however there were questions regarding whether this panel was tied into the panel on the lower townhome rows. A conference call will be set up with Elite Fire to provide the Council some answers before proceeding.

Garage Ceiling Repair – The Owner is inquiring with a contractor currently doing some work at their Unit on a quote for repairing their garage ceiling.

Patio Door Repair – A quote was received for removal and replacement of an existing patio French door that has become damaged from possible settlement; White Diamond will be asked to provide an alternate quote for comparison.

2. LANDSCAPING

Bartlett Tree Service has completed the tree pruning in the complex, however Council noted that there may be some work pending that was included in their proposal. Council will complete a walkthrough in the complex to confirm what may be outstanding prior to releasing payment of the invoice. Following the meeting, council confirmed the tree pruning work completed and some of the soil amendments. The others included in the proposal will be completed later in the year as recommended by Bartlett.

Some wooden tie repairs will be requested to be quoted by the landscaper and a broken tree limb to be inspected and removed by Bartlett Trees.

3. CLUBHOUSE

The clubhouse key will be replaced by a touch keypad once the appropriate type and style is located. It was noted that there are four damaged chairs which will be replaced however it was unclear if the chairs had been damaged by an Owner during some recent rentals. Next year's budget will include some clubhouse equipment replacements as required.

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.

RATE CHANGE: Council discussed that some of the clubhouse items are needing replacements and that the user fee for clubhouse rentals should be increased to cover those additional expenses. Therefore it was M/S/C to eliminate the \$35 rental option of 6 hours or less and charge the flat daily rate of \$50.00 moving forward.

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 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 & planningdevelopment@surrey.ca

6. CORRESPONDENCE

Received:

There was no correspondence received since the last Council meeting.

Sent:

There was no correspondence sent since the last Council meeting.

7. NEW BUSINESS

Water Leak Reported – Council notes that a toilet had overflowed at a Unit which caused some water damage to the Unit below; as this did not reach the Strata Water Damage Deductible for repairs, the insurance companies of each Unit Owner were involved and there was no claim initiated under the Strata insurance policy.

Owners are reminded to ensure that you have proper insurance coverage for your Strata Lot which includes coverage of a Strata deductible should repair costs exceed that amount. **However**, contents and interior damages at another Unit that result of a loss originating from your Unit must be repaired through your individual insurance coverage that do not reach the Strata applicable deductible amount.

Exterior Building Cleaning – Council requested an updated quote from Power Plus for the exterior building and window washing that would like to be scheduled following the roof replacement project.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30 pm. The next Council meeting is scheduled for Monday, March 27, 2023 at 7:00 p.m.

These minutes have been approved by Council.

Property Manager Info

Monique Garneau
Strata Agent
Extension: 223
mgarneau@davinltd.com



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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. 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.