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Pre-Startup Meeting Minutes

LMS 4529 Cypress Ridge

Date: March 29, 2023

- Attendees: Laura (Strata), Roy (Strata), Cody (Adanac), Ted (Phoenix)
- Inspector and site contact will be Ted Neef.
- Primary Strata Contact will be Laura 604-968-0226.
- All communication to be sent to Phoenix Roof Consultants
- All email correspondence must follow this format in the subject line: Project name, item being discussed, date; Cypress Ridge, Gutters, May 3, 2023.
- Progress billing is to be sent to Phoenix Roof Consultants for review including a current Worksafe clearance letter and the statutory declaration.
- Contracts have been signed and delivered.
- Collecting of funds will be completed mid-April.
- Phoenix Roof Consultants will post notices to all owners. Phoenix Roof Consultants will supply Davin Management (Monique) with a digital copy that they can post on the web portal.
- Adanac Roofing is to notify Phoenix Roof Consultants by 7am every morning that they will be on site.
- Shingle, gutter, and flashing colors are Driftwood for the shingles, dark brown for the flashings, and Wolf White gutters.
- Hours of operation will be Monday to Friday 7:30am – 7pm. Crews may need to stay later in order to close roof sections. Saturday work is acceptable provided the crews abide by the municipality bylaw. Hours of work must follow bylaw requirements. There is to be no work on Sundays or Holidays.
- Project will start the week of April 15, 2023.

- Smoking is to be done on the street. There is to be no smoking on the roof. Dispose of cigarette butts properly.
- Electrical power will be used from each unit at their outdoor plugs. Contractor to ensure that plugs are moved in sequence with the work being done on the units.
- Radios are to be kept to a low volume and located away from doors and vents. Crew to refrain from using profanity.
- Emergency contact from Adanac Roofing will be Cody (778) 829-6671. State project name when calling.
- The staging area will be the two parking locations by the amenity building.
- Garbage, recycling & food waste pick up is Thursdays.
- The landscaper is currently on-site on Thursday – Healing Hands.
- Adanac Roofing will need to make arrangements for crew parking.
- Balconies, decks and the grounds are to be cleaned daily, and swept with a magnet to ensure no loose nails.
- Sequence of work is the crew will be starting at Units 37-39 & Units 40-43 working their way towards the entrance of the complex.
- Adanac Roofing will be responsible for major shrub damage.
- Adanac Roofing requested the paint code for the fascia trim boards. Laura provided empty cans for the paint code. Ted took a picture and will forward it to Adanac Roofing.
- All extra costing will be run through council for approval; however, there will be some instances where extras cannot wait for approval in order for work to be completed such as replacing rotted roof sheathing. These items will be documented by Phoenix Roof Consultants and Adanac Roofing.
- Deteriorated fascia board replacement was discussed. It was agreed that only rotted fascia is going to be replaced; cracked fascia can easily be filled and painted during the strata's next painting project. It would cost far too much money to replace all cracked fascia.
- Downpipe extensions that extend over sloped roofs are to match shingle color as close as possible.

- Laura indicated she will be contacting owners with satellite dishes to determine if they are still in use and if not, she has asked Adanac Roofing to remove them.
- It was discussed that the delivery for the amenity buildings as well As Units 21-29 will take place second run (10am+) in order to reduce the amount of inconvenience to the owners. All other deliveries will take place at approximately 7:30am.
- Cody indicated he would be placing disposal bins in the full driveways. Dunnage will be placed under the bins to protect the driveway.
- Ted indicated that in the past, Strata's have provided affected owners with temporary parking passes for visitor parking as they will be displaced from their driveway.
- First progress meeting will be set up via email once the project commences.