

Cypress Ridge – Strata Plan LMS 4529

Council Meeting Minutes

Monday March 27, 2023

The Meeting was called to order at 7:25 p.m.

PRESENT

President/Landscaping: Laura Mills
Treasurer: Jaideep Sethi
Member at Large : Ivan Morton

REGRETS

Vice-President/Secretary/Parking: Andrea Nikas
Clubhouse: Roy Borglund/Anita Papp

Monique Garneau, Davin Management

ADOPTION OF PREVIOUS MEETING MINUTES

It was **(M/S/C)** to adopt the minutes from the previous Council meeting of February 13, 2023.

FINANCIAL REPORT

It was **M/S/C** to adopt the Financial Statements for January 2023 as prepared by Davin Management.

ACCOUNTS RECEIVABLE

Owners are reminded that the first Special Levy payment was due March 15, 2023; thank you to those Owners that have paid or made payment arrangements with Davin Management for April 1st. The second and final payment is due on April 15th, 2023. For clarity, payments can be made by cheque, payable to LMS 4529 and sent to Davin Management office at #1 – 10180 153rd Street, Surrey, B.C. V3R 0B5; please ensure cheques arrive prior to the deadline so that they can be processed.

**Special Levy Payment Information - Those Owners that would like to pay using your strata pre-authorized debit account can send an email to nlittle@davinltd.com instructing Davin Management to withdraw the funds example. 'Davin Management is authorized to withdraw from my account for one time Special Levy payment of \$ on xx date'. Davin Management MUST have those specific payment instructions in writing by email for the payment to be processed as there is no payment option on-line or by credit card available.
PLEASE NOTE THAT THE ROOFING PROJECT IS SCHEDULED TO BEGIN ON APRIL 15TH, 2023, THEREFORE THE STRATA MUST HAVE THOSE FUNDS AVAILABLE TO AVOID ANY WORK STOPPAGES OR BUILDING LIENS PLACED AGAINST THE STRATA CORPORATION.**

Please ensure that your Strata account is 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 – As the weather improves, these repairs will get scheduled. Council is obtaining another quote for comparison. Once Council determines how to proceed, the Unit Owners will be contacted, and arrangements made.

Roof – **This project is scheduled to begin the week of April 15th, 2023.** Owners have been provided notices and information regarding the construction process, including advising of expectations in terms of traffic and parking disruptions, noise and crews on site during the project. The hours of work will be Monday to Friday, 7:30 am to 7:00 pm, unless needing to stay later to ensure no roof area is left open. Saturday work may occur, however according to the municipal bylaws, no work will be done on Sundays or holidays.

Fire Panel Replacement – A meeting is pending with Elite to further discuss the fire panel replacement. A council member will be checking with their electrician to get an opinion if possible.

Garage Ceiling Repair – A quote is pending from the Owner's contractor.

Patio Door Repair – A quote from White Diamond has not been received; this repair remains pending.

2. LANDSCAPING

A walkthrough was completed with two Council members and one Owner and the landscaper. Healing Hands will be providing a quote for a walkway repair at Unit 51. No new soil and plants were budgeted for this year due in part to the re-roof project. The landscaper will provide quotes for any necessary additions before proceeding. Going forward, the budget will include funds for soil and plant replacement each year.

It was noted that the landscaping contract is anticipated to increase next year.

A quote was received from Bartlett Trees for pruning of a damaged pine tree, a magnolia and a sequoia, however only the damaged pine tree will be pruned at this time by Healing Hands as part of their regular work.

3. CLUBHOUSE – Reminder

Tabled to next meeting.

Bookings: Booking requests - please contact Council early to ensure availability. As noted in February, daily rental rate is \$50.00.

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. It is the responsibility of the renter to clean and remove garbage and recycling after their rental.

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

It was noted that Council had **M/S/C** to approve a visitor parking arrangement temporarily with a resident's family member via email.

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:

An email was received from an Owner requesting permission for temporary extended use of a visitor parking stall which was approved by Council and noted in section 4 above.

An email was received from an Owner requesting a timer adjustment of the outside lights near their Unit as they lights did not come on early enough; this was rectified, believed to be by the recent time change.

Sent:

There was no correspondence sent since the last Council meeting.

7. NEW BUSINESS

Exterior Inaccessible Window Washing – Power Plus confirms that this will be scheduled closer to the date in June/July following the roof replacement.

Dryer Vent Cleaning – This has been scheduled for **Friday, July 28th, 2023**; please note to expect ServiceMaster’s truck and crew to be in the complex that day.

Annual Fire Inspection – Owners are reminded that this inspection will occur on or around the same time each year which is **October**.

Hydrant Testing – This was scheduled for March 28, 2023.

Catch Basin/Sanitary Lines – An inquiry was sent to Edenflo to determine if this maintenance should be done annually or otherwise. Once confirmed, this will be added to the maintenance calendar.

Air Conditioners – Council discussed that window mounted air conditioners are not allowed as they alter the look of the exterior and create high levels of noise for other residents. With the warm weather approaching, if

residents are considering an air conditioner, they are encouraged to use portable floor models that vent out a window. The window vent will be white in colour to match allowable window coverings.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:57 pm. The next Council meeting is scheduled for Wednesday, May 10, 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.