

Cypress Ridge – Strata Plan LMS 4529

Council Meeting Minutes

Wednesday, May 10, 2023

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

PRESENT

President/Landscaping: Laura Mills
Vice-President/Secretary/Parking: Andrea Nikas
Treasurer: Jaideep Sethi
Clubhouse : Anita Papp

REGRETS

Clubhouse: Roy Borglund
Member at Large: Ivan Morton

Monique Garneau, Davin Management

ADOPTION OF PREVIOUS MEETING MINUTES

It was **(M/S/C)** to adopt the minutes from the previous Council meeting of March 27, 2023.

FINANCIAL REPORT

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

ACCOUNTS RECEIVABLE

There were several accounts that have outstanding clubhouse rental fees; please ensure that following any bookings you contact Davin to authorize payment of the rental by emailing nlittle@davinltd.com; written authorization is mandatory for Davin to withdraw payments other than Strata fees. Account statements will be issued to those Owners with outstanding rental fees due.

There are three Owners that have not submitted payments for the Special Levy. Demand Notices were sent and expire on May 15, 2023. After this date, the accounts will be forwarded to the lawyers for collection purposes and additional charges will apply. From this date, payments will be made through the lawyers and not the property manager.

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 – Council has obtained an alternate quote for deck repairs, which came in at a more competitive price. Therefore, one unit, based on repair priority, will be scheduled and the results inspected closely to determine repair process on the other remaining decks on the list.

Roof – The roof project is progressing well, noting it is at 50% completion. Council met with the Project Manager and Adanac Roof on Thursday, May 4, 2023, and was advised that they are not discovering as much wood rot as had been expected which is great news. To date, the additional repair expenses has been \$5,757.89 which was budgeted for as a contingency.

Phoenix Consultants has advised the Council that there are some areas that deck membranes were not installed properly and can allow water to ingress under the deck membrane. The roofers have tied the new shingles and flashing in to limit water damage and when new deck membranes are installed at a future date, this issue will be brought to the attention of the deck installers. A recommendation will be noted in the final roof report.

Fire Panel Replacement – The Council Member that had met with the fire protection contractor was not available for this meeting to get an update.

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

Patio Door Repair – This repair is completed.

Exterior Inaccessible Window Washing and Exterior Building – to be scheduled once the roof project is completed. **Owners will be reminded to clean and wash individual patios once the roof project is completed.**

Dryer Vent Cleaning (Reminder) – This is scheduled for **Friday, July 28, 2023.**

Catch Basin/Sanitary Lines – Edenflo has recommended maintenance to clean the roadway and landscaping catch basins, the perimeter drain sumps, and hydro flush the sanitary main lines that run through the property. Council determined to ask Edenflo to schedule this in September.

Air Conditioners – With the warm weather, Council notes that despite notice in previous Council meeting minutes several residents have installed window mounted air conditioners which are not permitted under the current LMS 4529 Bylaws. Those residents will be contacted individually.

Until such time the Council can prepare an updated Schedule of Bylaws for the Strata, the current bylaw restrictions must be enforced. Please ensure that you comply using independent free standing portable AC units. Any blocking of the window opening for venting of these units MUST be white.

2. LANDSCAPING

Bartlett Tree has completed the soil treatment. Healing Hands provided a quote for repairs for the walkway at Unit 51 and have been asked to estimate repair costs for a fallen fence at Unit 20.

A walk through by Council is planned to identify any other repairs or areas needing attending.

3. CLUBHOUSE – Reminder

Bookings: Booking requests - please contact Council early to ensure availability. As noted in February, daily rental rate is \$50.00. **Please be advised that Council has M/S/C to implement and enforce the 24-hour cancellation as there has been challenges in collecting rental fees from Owners, and that failure to return the clubhouse key on the same day as the rental will result in additional rental fees being applied daily to your account until the key is returned.**

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

During the roof project, it is noted that there may be some parking allowances needed, however residents are asked to avoid use of visitor parking stalls unless necessary. Once the project is completed, parking violations will be monitored and addressed with violation notices being placed on vehicles as required.

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 noting squirrels accessing their attic once again; Adanac Roofing has been requested to locate and seal any access points discovered.

An email was received from an Owner advising that their fence had fallen; the landscapers were requested to provide Council a repair estimate.

An email was received from an Owner advising that the mailbox had been vandalised; this repair is pending.

Sent:

There were five Demand Letters issued for non-payment of the Special Levy.

7. NEW BUSINESS

Electrical Rooms – Council requested pest control to attend to an infestation of spiders at the electrical room near Unit 48, and Healing Hands to quote on pavers for the entrance to the electrical room near Unit 43 as access is limited due to mud and overgrowth of shrubs.

Mailbox Vandalised – The mailbox was vandalised recently, and a contractor has been contacted to arrange repairs. There are some options available to the Council to consider that would include upgrading the security and appearance of the mailboxes, however the Council will determine the best option according to budget allowances; anything above a repair to restore the mailbox to functional may involve owners’ approval at a general meeting.

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.

Exterior Lights – An electrician will be asked to replace a ballast at the clubhouse, and any other electrical repairs needed in the complex.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:06 pm. The next Council meetings are scheduled for Wednesday, June 28, 2023, at 7:00 p.m., without Davin Management, and Monday, August 14, 2023 at 7:00 p.m., with Davin Management in attendance.

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.