

LJM 4529
Cypress Ridge Townhomes
Strata Council Meeting
Wednesday, July 5, 2023 @ 7:00pm
Location: Clubhouse

Minutes

Present: Laura Mills, President / Landscaping
Jay Sethi, Treasurer
Roy Borglund, Clubhouse
Anita Papp, Clubhouse

Regrets: Andrea Nikas, Secretary/Parking
Ivan Morton, Member at Large
Barbara Sandanter, Davin Management

Call to Order – 7:05pm

1. Approval of Minutes May 10, 2023

It was (M/S/C) to adopt the minutes from the previous Council meeting of May 10, 2023.

2. Financials - May

- a. Accounts Receivable – Council will request the accountant from Davin Management attend the next council meeting to go over the accounting treatment Accounts Receivable
- b. Special Levy – Levy outstanding from three owners have been sent to the lawyer for collection. They will incur legal costs and late fees until the levy is paid in full. One owner has requested an extension. Council is awaiting information from the lawyer before moving forward.
- c. Budget – Council discussed items to be considered for the next year’s budget. Contingencies will be considered for repair of pavers, soil and plant replacement, clubhouse upgrades, mailbox replacement and/or refurbishment, and other items. The budget will be discussed at the next council meeting for preparation and presentation to the owners at the AGM in the fall.

It was (M/S/C) to adopt the May 2023 Financial Statements

Reports:

3. Roof

- a. Gutter Guards – council reviewed three proposals and the original from the roofing contractor and approved the quote from Westpoint Gutters. Cost will come out of the roof budget contingency. Council will advise the contractor and schedule the work.

- b. Rodent Guards – To be determined based on discussion at wrap up meeting with the roofer and consultant.
 - c. Wrap Up – Wrap up meeting with Phoenix and Adanac scheduled for July 13. Council will host a wrap up celebration BBQ for the residents. Date to be confirmed.
4. Maintenance
- a. Deck Repairs - #3 repair underway in the next week. Once the work is complete, we will review the work and schedule other units needing repairs.
 - b. Fire Panel – Council investigating best options – to be determined.
 - c. O/S Maintenance Items
 - i. Pavers – awaiting quote for additional paver repair work. As soon as the new quote is received, unit #51 and other urgent repairs will be scheduled. Non urgent repairs will be planned throughout the year.
 - ii. Fence repairs – awaiting quote for fence repairs or replacement for fences between 19 & 20 and 43 & 44.
 - d. Exterior lights on property – Council reviewed quote for new bollard lights on pathways and approved the work. The electrician will be asked to look at and repair the light standard beside the visitor parking that has been dislodged. Base covers will be replaced on that standard and one other on the property.
 - e. Siding / window cleaning – PowerPlus has been scheduled to clean the siding on July 20 and 21 and the exterior windows on July 24. Notice will be sent out shortly.
 - f. Dryer Vent Cleaning is scheduled for July 28. This is for the exterior vents, if residents want their interior ducts done at their own cost, please contact the property manager.
 - g. Owner Balcony & Patio cleaning – **reminder owners are responsible to clean their patios and balconies by July 15.**
5. Landscaping – landscapers are working on pruning areas that are overgrown and cleaning out areas that have died due to lack of water. **Residents: Please water the plants and shrubs surrounding your unit.** We are losing many plants due to the dry conditions.
6. Clubhouse
- a. Calendar / New policies / procedures – new policies are posted on the website.
 - b. Keypad lock – council will arrange a new lock for the front door, which can be programmed for individual rental times.
7. Parking – tabled. **Reminder: visitor parking is for visitors.**
8. Other Business
- a. Air Conditioners
 - i. Residents not complying – one unit owner will be instructed to remove the window air conditioning unit. **Reminder: window air conditioner units are not permitted.** Owners can use portable floor models that vent to the outside. Window coverings are to be white and like original blinds.

- ii. Options going forward – Council will meet with a heating and air conditioning contractor to review best options for more permanent cooling that owners may want to arrange in the future.

There being no other business, the meeting terminated at 8:40pm.