

Cypress Ridge – Strata Plan LMS 4529

Council Meeting Minutes

Wednesday, August 16th, 2023

The Meeting was called to order at 7:01 p.m.

PRESENT

President/Landscaping: Laura Mills

Clubhouse: Roy Borglund

Vice-President/Secretary/Parking: Andrea Nikas

Member at Large: Ivan Morton

Treasurer: Jaideep Sethi

Clubhouse : Anita Papp

Barbara Santander, Davin Management

ADOPTION OF PREVIOUS MEETING MINUTES

It was **(M/S/C)** to adopt the minutes from the previous Council meeting of May 10th, 2023 and July 5th, 2023.

FINANCIAL REPORT

It was **M/S/C** to adopt the Financial Statements up to and including June 2023 as prepared by Davin Management.

ACCOUNTS RECEIVABLE

Council reviewed the accounts receivable. One owner is owing for past due clubhouse rental fees. One owner is owing one month of strata fees. Those owners will be sent a reminder email for payment arrangements.

One owner is owing over 60 days in strata fees, NSF charges, late payment fines and interest. One owner is owing over 90 days in strata fees, NSF charges, late payment fines and interest. Council instructed Davin Management to send a final warning letter to both owners. If no response is made within the time stated in the letter, those accounts will be sent to collections.

SPECIAL LEVY

Three owner's accounts were sent to collections after they failed to pay the levy per the original payment schedule or make payment arrangements after receiving a final warning letter. A lien has been placed against the three strata lots for failing to pay their portion of the re-roofing special levy. If those owners do not pay within two years of the date the lien was filed, council may sign a petition.

A Petition is signed by a lawyer when an Application wants to apply to the Courts to commence legal proceedings.

Please ensure that your Strata account is up to date; any owner that requires information on the status of their account, please email your strata agent at bsantander@davinltd.com

BUSINESS ARISING

1.0 MAINTENANCE REPORTS

Deck Repairs – SPGR Homes Ltd. have completed the repairs to units 3, 8 and 9. It was **(M/S/C)** to approve the quote from SPGR Homes to proceed with the repairs to Unit 6 that include drywall removal and plywood change due to mold.

Roof – This project has now been completed. Residents received the Final Roofing Report. Residents are advised that there are traps (generally two per unit, front and back) in the downspouts that need to be cleared regularly

to prevent backup. Photo attached. Please check these traps on a regular basis and empty their contents into your green bin.

Gutter Guards – Installation will be completed soon.

Fire Panel Replacement – Council will contact the City of Surrey to find out requirements for the property.

Exterior Inaccessible Window Washing and Exterior Building – This scope of work was completed in July thanks to Power Plus. Owners are reminded to clean and wash individual patios now that the roof project is completed. Fines will be levied to units that fail to clean their balconies and patios.

Dryer Vent Cleaning– Exterior duct cleaning was completed in July thanks to Service Master. A quote to have the interior cleaned will be requested and reviewed by council as a liability precaution.

Catch Basin/Sanitary Lines – Edenflo recommended maintenance to clean the roadway and landscaping catch basin, the perimeter drain sumps, and to hydro flush the sanitary main lines that run through the property. Edenflo will be onsite September 19th to complete all mentioned items.

Air Conditioners – Residents are reminded that window mounted air conditioners are not permitted. The council agreed to have the strata lawyer draft a Bylaw Amendment pertaining to AC units to put forward as a resolution at this year's AGM.

Mailbox Quote – Council reviewed two quotes but felt they were overpriced. Council will contact Canada Post for a community mailbox quote, something more secure and functional and more cost effective.

Clubhouse – New LED lights have been installed outside the clubhouse. Council is shopping for quotes to have a keypad installed at the front door to help better manage bookings.

2. LANDSCAPING

It was **(M/S/C)** to proceed with the quote provided by Healing Hands to repair the walkway pavers and replacement of lumber for unit 51. Additional quote for walkway repairs will be included in next year's budget. Council is waiting on a quote for fence repairs for two units.

3. CLUBHOUSE – Reminder

Bookings: Booking requests - please contact Council early to ensure availability. The rental fee 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 bsantander@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 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

The Roofing Project is now completed. The grace period is over, and all residents are expected to park their vehicles in their garage. Visitor Parking is intended for visitors only.

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, they are also available 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

An owner reported squirrels in the attic. Council confirmed no rodent guards were installed as part of the re-roof project but that council will request a quote from Adanac Roofing.

Two owners reported damaged fences. Council is waiting for a quote from Healing Hands to repair.

A complaint was received from an owner who reported noise and contractor parking violations due to renovations/alterations to a strata lot. Council addressed the complaint and verified the renovations were cosmetic upgrades to the unit prior to the new owner moving into the unit.

An owner reported a grill missing from the soffit that may have fell off during the roofing project. Adanac Roofing will repair.

An owner reported a few pathway lights that lead up to 100th Avenue and down to River Road were not functioning. This has since been repaired. All lights are in working condition.

LETTERS SENT

- Unauthorized Alteration – Roof Vents
- Five letters sent for Window Mounted AC Unit removal Request

- Reminder Bylaw Infraction -Noise and Roadway Parking
- Bylaw Infraction Notice – Removal of Holiday Lights

7. NEW BUSINESS

AGM Budget – The 2023-2024 budget will be discussed at the next council meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:55 pm. The next council meeting is scheduled for Wednesday October 18th, 2023.

Strata Agent Info

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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.

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.

