

## Cypress Ridge – Strata Plan LMS 4529

Council Meeting Minutes

Monday, July 17<sup>th</sup>, 2017

Location: Clubhouse

The Meeting was called to order at 7:00 pm

### **PRESENT**

President: Joanna Cossey  
Vice-President: Keith D'Costa  
Secretary/Landscaping: Leslie Guha (Interim Secretary)  
Treasurer: Ian Thompson  
Maintenance: Zach Hollett  
Maintenance: Gord Dale  
Member at large: Laura Mills

Davin Management Ltd: Monique Garneau

Guest Owner

***\*Note : Laura Mills has replaced Ms. Gourley for the remaining Council term.***

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### **GUEST OWNER**

An Owner addressed Council regarding a recent small fire that was ignited by a discarded cigarette butt and resulted in damaged soffit at their Unit. Council will be arranging repairs and reminds residents that the warm weather has presented such dry conditions that ***it is extremely hazardous to be discarding cigarette butts in gardens or yard areas. All owners and residents and guests are requested to ensure they are using an ashtray and / or liquid to correctly and fully extinguish all smoking materials.*** In addition, please ensure that any barbecue use is strictly monitored at all times.

### **ADOPTION OF PREVIOUS MEETING MINUTES**

It was Moved/Seconded/Carried (M/S/C) to adopt the minutes from the previous meeting of June 19<sup>th</sup>, 2017 as circulated.

### **FINANCIAL REPORT**

It was M/S/C to adopt the April and May, 2017 Financial Statements as prepared by Davin Management Ltd.

***Accounts Receivable*** – Council instructed Davin Management to contact the lawyer regarding an outstanding amount on an Owner's account as there has been no response to a request for arrangements of a payment plan.

### **BUSINESS ARISING FROM PREVIOUS MINUTES**

***Gutter Cleaning*** – Council confirmed recalls have now been completed at five units and gutters have all been cleaned in anticipation of the fall season.

***Window & Siding Cleaning*** – This project has now been completed.

***Unit Charge Back*** – After further discussion, it was M/S/C to present a cost sharing settlement with the Owner as it was determined there had been a communication break down during the repair process.

**Important Information:** Owners are reminded that in the event of loss in which repair costs do not reach the Strata Corporation's insurance deductible, repairs will then need to be directed to the Owner's individual insurance provider. Owners must contact their brokers in the event of a loss until it can be determined if a claim can be accepted through the Strata policy for incidents such as a roof leak, etc.

**Dryer Vent Cleaning** – It was M/S/C to approve the quotation received from Air Vac Services for all Units to complete exterior dryer vent cleaning. Owners will be provided the opportunity to schedule dryer vent cleaning from the inside (recommended) and information for this will be indicated on the notice to be circulated.

**\*Following the meeting, the dryer vent cleaning was scheduled for Thursday, August 10<sup>th</sup>, 2017 to start at 10:00 a.m.\***

**Fire Hydrant Inspection** – Council reviewed quotations from Elite Fire Protection Ltd. It was determined that the annual inspection will be scheduled for October, 2017 and include the hydrant tear down, backflow testing and unit inspection at the same time to reduce costs.

**Developer Request for Access** – Following an email sent to the agent representing the developer refusing access to this easement, Council noted that there had been no further correspondence received on the matter.

**Canada Day Potluck** – Council would like to thank those that attended and a special thank you to Keith D'Costa for providing the food and to the clean up crew.

**Landscaping** – The landscapers are currently adding soil to gardens and will be trimming trees. An arborist will be contacted for larger tree trimming to be considered in the next fiscal budget.

### **Maintenance**

It was M/S/C to proceed with further maintenance such as gutter sealing/caulking and roof moss removal as the remaining budget allows.

### **NEW BUSINESS**

#### ***Correspondence***

- Council noted a letter was sent to a Unit regarding a complaint of marijuana smoke that was causing a disturbance to neighbors as instructed.
- Council reviewed an email from an Owner noting a complaint about the mess left behind following the exterior pressure washing; Council has responded to this Owner.
- Council reviewed an email from an Owner regarding gutter overflows which was addressed by Pure Pressure's follow up visit.
- Council reviewed a response to a visitor parking violation warning notice; Council reminds residents that owner/resident parking in stalls designated for guests of Cypress Ridge is not permitted for longer than 2 hours.

**Annual Fire Inspection** – Council reviewed the quotation received from Elite Fire Protection in preparation of scheduling the annual fire inspection. Backflow testing will be requested to be added to the quote as it is mandatory.

**Visitor/Fire Lane Parking Violation** – Council discussed vehicles that are being observed regularly parking in visitor stalls which belong to residents and a vehicle noted parking in the fire lane. Council reminds owners that enforcement of towing for parking violations will continue at the Owner's expense. Three letters were instructed to be sent to Owners for parking violations. **\*\*Please note that cars parked in the Fire Lane are subject to immediate towing without warning per City of Surrey bylaws.\*\***

**Telus Request** – A proposal from Telus was reviewed which would upgrade all current copper wiring to fibre optics for future benefit to owners that choose Telus as their provider. As this would not cause an interruption or disruption to current service and only requires exterior access, it was M/S/C to allow Telus to proceed at no cost to the Strata Corporation.

**Garage Door Repairs** – Council discussed two Units that require repairs to their garage doors caused by the resident's vehicle impacting the door. Letters will be sent advising the Owners to have the garage doors repaired or Council will be required to arrange repairs and costs will be the Owners' responsibility.

**Garbage Bins** – Council noted a Unit that has been leaving garbage bins outside beyond the allowable time required by the Bylaws; a reminder letter was instructed to be sent to that Owner.

**Parking on River Road** – Council noted that construction along River Road will be creating proposed changes in the current street parking and a change to the street lines based on a conversation with the City of Surrey. This City has advised that notices will be mailed to all affected area residences with clarification of these plans. Council will inquire with the Fire Department to ensure that rescue vehicle access is adequate once the plans are reviewed. Council will also send a letter on behalf of the Strata to the City of Surrey regarding concerns with the City's plan to allow parking on both sides of River Road and remove the double yellow line.

There being no further business, the meeting was adjourned at 8:50 pm.

The next meeting will be held on Monday, September 18<sup>th</sup>, 2017 and will be a budget meeting in preparation of the Annual General Meeting.

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