

Strata Plan NW2050

Strata Council Meeting Minutes

Thursday, December 4th, 2025

1.0 ATTENDEES

Present

- Gordon Farrell
- Oliver St Quintin
- Seng Sengsavahn
- Linda McLaren
- Audrey Montero

Guests SL32 and SL47 for a hearing.

Regrets

- Carole Borthwick
- Joanne Parkinson

2.0 CALL TO ORDER: 6:38 PM

3.0 ADOPTION OF MINUTES

November 13, 2025 Strata Council Meeting Minutes were approved by email, with the following correction:

The monthly strata council meeting took place on December 4, 2025, instead of November 27, 2025.

SL47 is complaint No. 027

4.0 COMMITTEE REPORTS

4.1 Social

There are no reports at the moment.

4.2 Grounds and Gardening

4.2.1 Landscaping

During the month of November, regular garden maintenance continued throughout the property, including lawn mowing, edging, and ongoing weed control. Crews focused on clearing seasonal leaf fall and debris to keep pathways, garden beds, and common areas clean and safe for residents. Seasonal pruning and trimming of shrubs and smaller plants were completed as needed.

In November, Bartlett Tree Experts carried out extensive tree maintenance throughout Cypress Point to improve safety, appearance, and building clearance. This included structural pruning, removal of dead or hazardous branches, and selective canopy thinning on several species. Work focused on reducing storm-damage risk, improving branch structure, increasing light penetration, and ensuring proper clearance from buildings, driveways, and streetlights. All debris was removed, dead tops were addressed where necessary, and canopy inspections were performed, including checks on existing support systems.

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Thank you to the owners who moved their vehicles during the work performed by Bartlett Tree Experts. Your cooperation is truly appreciated.

4.3 Block Watch

Richmond Block Watch is now on Facebook

Please click on this link www.facebook.com/richmondblockwatch and like our page to keep up with all the goings on here at Richmond Block Watch.

4.4 Maintenance

4.4.1 Pest Control

A full inspection of the exterior and interior common areas was completed. Rodent stations and glue traps were refreshed, and several rats and mice were removed across Buildings A, B, and C only outdoors. Silverfish activity was noted on the second floor of Building B, and additional traps were placed. A follow-up will occur at the next regular service. Residents are reminded not to touch traps or bait stations.

4.4.2 Plumbing Work in our Buildings by Corona Plumbing and Heating

The backflow assemblies throughout the complex were tested. The assembly on the water main at 7511 did not meet operational guidelines. It was disassembled and flushed, and it was determined that the #1 check valve required replacement. A new check valve was sourced, supplied, and installed. The assembly was reassembled, retested, and confirmed to be operating properly. Reports were forwarded to the City of Richmond.

The leaking section of water piping and the riser isolation valves near 106 suite were replaced, using new pipe and fittings as required. Connections were made to the existing water lines, and the system was slowly recharged. The area was then checked carefully for any additional leaks.

The hot basin riser serving SL06, SL17, and SL26 had failed inside the bathroom wall of SL17. New pipe and fittings were supplied and installed to replace both the hot and cold sections of the basin riser. The piping was also replaced from under the bathroom sink in SL17 up to the sink connection on SL26, and all connections were tied into the existing water system. The water was then slowly recharged and tested to confirm proper operation.

Opened the drywall in the first-floor hallway ceiling outside SL09. Shut down and drained the building's water system. Supplied and installed the necessary pipe and fittings to replace the leaking section of water line and installed new riser isolation valves. Reconnected the new piping to the existing system, recharged the water, and checked for any additional leaks.

Regarding the water leak in the bathroom ceiling of SL02: The area was re-inspected by Corona Plumbing, and upon further assessment, they confirmed that the source of the leak was within the walls of the suite above, SL13. Once the owners of SL13 have completed the necessary repairs, the ceiling in SL02 will be restored. The costs associated with these repairs will be covered through the insurance of suite SL13.

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Corona Plumbing was on-site in Building B working on the first floor to address several water line issues. Their work, which included inspecting and repairing the affected piping, has now been successfully completed. The drywall contractor is currently attending to the restoration of the ceiling and walls, and the area will be fully closed and finished once that work is completed.

Other Scheduled Maintenance Priorities:

4.4.3 Water Leak Building C/Parking Stall 115

The water ingress issue in Parking Stall 115 remains under investigation. Corona Plumbing has recommended opening the walls connected to the affected piping to examine the problem from the inside. This repair will be scheduled shortly.

4.4.4 Parking Lot Signage/Line Painting

This job has been postponed until spring 2026, as the current weather conditions are not suitable for carrying out the project.

4.4.5 Repairs by the electrician

Attended SL24 to replace a malfunctioning smoke detector that had been causing issues.

4.4.6 Building B Hallway Light Fixture

A hallway light fixture was replaced after it was accidentally damaged by an owner while moving furniture. The owner promptly notified the office of the incident and has agreed to cover the cost of the replacement. Strata Council appreciates the owner's responsibility and cooperation in addressing the matter.

Shared Facilities

4.4.7 Games Room

A reservation must be made in advance and a form completed prior to using the room. A damage deposit is required to ensure the space is properly maintained; however, there is no fee to use the room. No requests this month for the Games Room.

4.4.8 Lounge

In order to book the lounge, please contact the office to request the date. At this time, the lounge can accommodate guests at their normal capacity, 25 people per session.

A rental agreement needs to be signed and presented with a \$50.00 rental fee and a down payment of \$100.00 for a damage deposit, which will be returned after the lounge committee checks the lounge and signs off that everything has been left in the same or better condition than received.

Three rentals during the month of November.

Corona Plumbing and Heating worked on the fireplace in the lounge was re-lit, and the controls were tested to ensure proper operation. It appears that the pilot light had simply gone out. No other issues were identified at this time.

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4.4.9 Exercise Room

For the exercise room, we have received two quotes regarding the replacement of the windows and are in the process of obtaining at least two more.

4.4.10 Pool Maintenance

During the last week of the pool season, it was noticed that the pool was losing water. Strata Council is currently in the process of obtaining quotes and engaging a technician to identify the source of the leak and recommend appropriate repairs. This work is scheduled as soon as a technician is available.

5.0 NEW BUSINESS

5.1 Exterior Drier Ventilation System for 2025

The screens has been re-installed by Power Vac. Most of the other buildings they do are the same, meaning detaching and attaching the screens.

6.0 OLD BUSINESS

6.1 Bylaws

Strata Council would like to invite you to visit the Cypress Point website for the most recent Strata Bylaws:

<https://cypresspointstrata.github.io/>

https://cypresspointstrata.github.io/index_files/Page1347.htm

If you would like the bylaws in hard copy, you can print a copy at your convenience.

6.2 Exterior Drier Ventilation System for 2025

During the dryer ventilation system maintenance, the company did not reattach the screens on the exterior vents. All screens have now been properly reinstalled. These screens are important as they help prevent leaves, debris, and rodents from entering the units.

6.3 Electric Cars

Any volunteers to work on the electric cars committee?

6.4 Car Insurance Information

Thank you to all owners who have sent in their car insurance information to the office. Kindly remember to send an updated copy whenever you have your insurance renewed.

6.5 Cardboard Disposing in Building C (7651)

We would like to thank the owners of Building C for maintaining a more organized and responsible garbage room. It has been better managed and we see an increase of boxes being flattened, this could be by the residents, or by angel volunteers who come around and flatten boxes in order to keep the place in better condition. We hope this continues.

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6.6 *Illegal Disposing*

The City of Richmond will fine strata complexes when they find plastic bags have been placed in the compost and/or recycling bins. Extra weight, extra garbage, we will pay for it.

Please take a moment to read the signs and help us keep the bins organized by disposing of items correctly.



If you believe someone else could make use of your old items, then take them to Value Village on Granville Avenue.

<https://stores.savers.com/bc/richmond/community-donation-centre-cdc2098.html>

Or, take them to the **City of Richmond Recycling Depot**. It is free for Richmond residents.

<https://www.richmond.ca/services/recycling-garbage/recyclingservices/recyclingdepot.htm>

Please be advised that only the specified kind of paper compost bags are acceptable for use in the green bins. No plastic bags are allowed, even if they are labeled biodegradable. Thank you.



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We kindly remind all residents that plastic bags should not be placed in the compost bins, as they contaminate the organic waste and disrupt the composting process. Only approved compostable bags such as the ones shown above or loose organic waste should be disposed of in these bins. Thank you for your attention to this matter.

Food waste and kitchen scraps should only be disposed of in the green compost bins - not in the garbage bin. However, food-contaminated wastes, such as styrofoam meat-trays, should be disposed of in the garbage, not the compost or container recycling bins.

We kindly remind all owners and residents that items should not be left next to the garbage or recycling bins. Leaving items outside of the bins creates clutter, attracts pests, and can cause safety hazards. Please ensure that all waste and recyclables are properly disposed of inside the appropriate bins. If you have large or bulky items that do not fit in the bins, please arrange for proper disposal through the city's bulk waste services. Thank you for helping us keep our community clean and safe.

When disposing of compost in the bin, please remember to close the lid to help reduce the possibility of attracting rodents to the garbage area. Thank you for your cooperation.

7.0 CORRESPONDENCE

7.1 *Incoming:*

7.1.1 Request for EV Charger

SL91 has requested the installation of an EV charger in Building C. At this time, Building C does not have any existing EV chargers. Max, the electrician, has assessed the electrical capacity and confirmed that there is availability to accommodate an EV charger installation. SL91 will make arrangements with the electrician and pay Strata a monthly fee for the service.

7.1.2 Report of Cannabis Odor in Building B

SL52 reported a strong cannabis odor in Building B. The source of the smell is not known. Strata Council wishes to remind all residents that odors, including smoke or cannabis, must not escape their suites or create a nuisance for others, in accordance with the bylaws.

7.1.3 Security Reminder – Building Access

For the safety and security of everyone at Cypress Point, we kindly remind all residents not to grant entry to anyone you do not know personally or are not expecting. It has been reported that Amazon and other delivery carriers sometimes call random suites for access to the building. If you are not expecting a delivery, please do not buzz them in. Thank you for your cooperation in helping keep our community secure.

7.2 *Outgoing:*

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8.0 COMPLAINTS:

8.1 SL47 (Complaint No. 27)

- 8.1.1** Details of Complaint: Ongoing disruptive noises have been reported from the upstairs unit, often occurring late at night and on weekends, affecting the quiet enjoyment and rest of the residents below. A new complaint to the same suite has been submitted.
- 8.1.2** Date Complaint Received: October 27, 2025
- 8.1.3** Date Strata Lot Notified of Complaint: October 27, 2025
- 8.1.4** Date Owner and Landlord Notified of Complaint: October 27, 2025
- 8.1.5** Deadline Date for Request for Hearing or Response by Strata Lot: November 16, 2025
- 8.1.6** Date Request for Hearing or Response Received: On November 4, 2025 a hearing was requested by SL47.
Strata Council reviewed the noise complaint. At this time, Strata Council does not have sufficient information to determine the source of the noises or whether they originate from SL47. Council requests the continued cooperation of both suites and will arrange further testing at a mutually agreeable time to help identify the source of the reported noises.
- 8.1.7** Council Decision on Whether Breach Occurred: At this time, the Council does not feel it has sufficient information to make a decision on the complaint against SL47

Strata Council resolution in favor: 5; not responded 1

8.2 SL55 (Complaint No. 28)

- 8.2.1** **Details of Complaint:** The owner reported ongoing noise disturbances from the suite above, including running, jumping, loud footsteps, and occasional shouting, occurring both in the evenings and early mornings. The owner noted that the situation has persisted for an extended period and expressed concern that the noise has increased over time.
- 8.2.2** Date Complaint Received: November 7, 2025
- 8.2.3** Date Strata Lot Notified of Complaint: November 10, 2025
- 8.2.4** Date Owner and Landlord Notified of Complaint: N/A
- 8.2.5** Deadline Date for Request for Hearing or Response by Strata Lot: November 27, 2025
- 8.2.6** Date Request for Hearing or Response Received: On November 17, 2025 a hearing was requested by SL55.

The owners of SL55 will be invited to the next Strata Council meeting to participate in a hearing.

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9.0 FINANCIALS

Fund review for the month of October 2025.

	<u>October 2025</u>
Contingency Fund	266,130.21
Re-piping Fund	103,530.96
Exterior Building Fund	5,406.75
Future Remediation Fund	134,033.49
Roof Replacement Levy	27,747.08
Net Income Current Year	99,152.66
Owners' Equity	636,001.15

Age Receivable as of October 30, 2025

SL16 \$199.	SL20 \$5,397.30
SL51 \$3,138.72	SL69 \$6,489.61

10.0 MEETING ADJOURNED: 8:50 PM