

Strata Plan NW2050
Strata Council Meeting Minutes
Wednesday, September 24th, 2025

1.0 ATTENDEES

Present

- Gordon Farrell
- Carole Borthwick
- Oliver St Quintin
- Linda McLaren
- Audrey Montero

Regrets

- Joanne Parkinson

2.0 CALL TO ORDER: 6:33 PM

3.0 ADOPTION OF MINUTES

Thursday, August 28, 2025 Strata Council Meeting Minutes were approved by email.

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 September, regular garden maintenance continued across the property, including lawn mowing, edging, and weed management. With the seasonal transition, attention was given to trimming back summer growth and removing any spent annuals. Light pruning was carried out. We are still waiting for Bartlett Tree Experts to schedule us for the larger trees which are also in need of trimming.

Please follow or refer to facebook@yamatoLandscaping: we upload our job pictures on every visit.

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.

Strata Plan NW2050

Strata Council Meeting Minutes

Wednesday, September 24th, 2025

4.4 Maintenance

4.4.1 Pest Control

Assured Pest Control completed their regular monthly service, inspecting the premises for signs of pest activity.

It has been reported by SL48, that the silver fish activities have declined. For the moment we have cleaned up the white powder around the baseboard area in Building B and we will continue monitoring the area. We have also reached out to our pest control company for suggestions on what to do around the area that are safe as well as cost effective.

4.4.2 High Efficiency Boiler in Building A

Since Corona installed the new computerized control system in the boiler room, there have been no further reports of hot water interruptions. We are hopeful that this new setup has resolved the issue in Building A.

4.4.3 Plumbing Work in our Buildings

- The water ingress issue in Parking Stall 115 remains unresolved. The problem has been challenging to diagnose, as it occurs intermittently rather than consistently. Water has been observed appearing sporadically in the stall, but despite multiple inspections, Corona Plumbing has not yet identified the source. An incident was reported again this month over the weekend; however, there was insufficient evidence at the time to determine the cause. We will continue to monitor the situation closely and provide updates once the source is confirmed and repairs are completed.
- Corona Plumbing and Heating has provided an update regarding the unfinished work in Building B. Several areas remain temporarily closed, as additional repairs are still required. The company has advised that they will schedule a return visit within the next couple of months to complete the work and properly close all openings. We appreciate the owners' continued patience as we work toward resolution. Given that some openings have remained unfinished for over seven months, SL42 has requested that this matter be discussed during the meeting to ensure timely completion.
- It has been reported that water is appearing on the shower ceiling of SL02. Corona Plumbing attended to the matter and made adjustments in the suite above (SL13), where a missing escutcheon was identified. This missing piece may have allowed water to enter the wall. The next step is for the handyman to paint the ceiling of SL02 to monitor for any new water marks. If no further signs of water are found over time, it is likely that the issue has been resolved. However, if water marks reappear, Corona's next step will be to open the ceiling in the shower area for further investigation. Should the issue be confirmed as resulting from the missing escutcheon, and no further leaks occur, the related costs may need to be charged back to SL13. For now, we will continue to monitor the situation and reassess as needed.

Strata Plan NW2050

Strata Council Meeting Minutes

Wednesday, September 24th, 2025

- Corona Plumbing recently attended to a job in Building C but was unable to locate the riser isolation valves in the common hallway. As a result, they will be opening the hallway ceiling outside the first-floor suite to locate these valves. This work has been approved by Strata Council and is considered important, as identifying the riser valves (the shut-off valves that control the main vertical water lines serving multiple units) is essential for performing emergency water shut-offs when needed.

- While working on a job in Building A, Corona Plumbing located the riser isolation valves for SL222 and SL09. Both sets of valves are original and did not function properly when tested during recent repair work. It has been recommended that the hot and cold-water riser valves be replaced during a planned building-wide water shutdown. A work order has been issued, and owners will be notified in advance before this work takes place.

4.4.4 Parking Lot Signage

Strata Council is considering repainting some of the exterior parking signs to improve visibility and readability for residents and visitors. While two quotes have been received, the process has taken longer than expected due to the specific scope of work and detailed painting requirements. Additional questions and clarifications have been exchanged with the contractors, and as a result, a final decision on the provider and total project cost has not yet been made. We hope to reach an agreement soon, as the number of suitable sunny days is decreasing with the arrival of fall.

4.4.5 Repairs by the electrician

The electrician was recently on site to uncover a light fixture, allowing the pest control team to address a silverfish infestation that resulted from water ingress in the ceiling.

Shared Facilities

4.4.6 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.

The Games Room was requested for use twice this month.

4.4.7 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.

There were two rentals during the month of September.

Strata Plan NW2050

Strata Council Meeting Minutes

Wednesday, September 24th, 2025

4.4.8 Exercise Room

Strata Council is working on improvements to the exercise room, including obtaining quotes for window replacements and planning updates for new gym equipment.

4.4.9 Pool Maintenance

At this time, no additional information has been obtained regarding the replacement of the wooden fence around the pool. An assessment by the carpenter revealed that not only are the doors in poor condition, but the wooden fence structure itself is also deteriorating and will require replacement in the near future.

A few days before the pool was closed for the season, it was observed that the water had turned very green. We immediately contacted the pool service company, and they confirmed that the issue would be resolved at no additional cost. It took a couple of days for the water to return to its normal condition and for the regular pool maintenance schedule to resume.

The pool has been closed for the season as of September 30, 2025. We would like to thank all owners and residents for their cooperation and hope you enjoyed the pool this past season. Moving forward, the pool will now be on a maintenance schedule a few days per week, rather than daily as during the open season, to ensure it remains in good condition during the off-season.

Council would like to invite you to visit the Cypress Point website:

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

Bylaws NW2050 Bylaws for the most recent Strata Bylaws. If you prefer to have a hard copy of the bylaws, you will be able to print a copy for yourself.

5.0 NEW BUSINESS

5.1 Roof Replacement Project

In fairness to the majority of owners who have met their obligations promptly, we ask that these outstanding payments be resolved as soon as possible. Please also be reminded that strata fee payments are a requirement under the Strata Bylaws, and continued non-payment may result in further administrative action.

While the roof replacement project is nearing completion, additional work will be required regarding the rubber tiles in the limited common property of owners with a roof deck. Please note that under no circumstances should owners attempt to rearrange or move the tiles, as this could damage the roof membrane and result in the cancellation of the warranty and insurance coverage. A letter will also be address explaining the same information to owners with roof decks.

5.2 Roof Progress Inspection Reports

For owners who wish to review the full documentation up to the end of September 2025, reports are available on the Cypress Point website. <https://cypresspointstrata.github.io/under>

Strata Plan NW2050

Strata Council Meeting Minutes

Wednesday, September 24th, 2025

5.3 Member Resigns from Strata Council

Murray Thompson has resigned as a member of Strata Council. Strata Council wishes to thank Murray for all their volunteer service to the Cypress Point community since 2021.

5.4 Window Washing for 2025

The window washing scheduled for this year was delayed due to the roof replacement project. Strata Council has approved deferring the service to Spring 2026.

5.5 A proposal for the installation of security cameras

Due to the increasing issues around Cypress Point, particularly in the garbage rooms, and the apparent lack of care by some owners, Strata Council is considering the installation of a new set of cameras to monitor areas that require closer oversight. Quotes for the cameras have already been received, and a proposal for installation of cameras will be presented for owner approval at the upcoming Annual General Meeting later this year. Installation of additional cameras will require amendments to our Bylaws to ensure protection of privacy issues are addressed.

5.6 Replacement of Lounge Steps and Patio Tiles Update

Regarding the replacement of the lounge steps and patio tiles, quotes have been received and additional ones are being gathered. Owing to the cost of the replacement works, a proposal will be presented for owner approval at the upcoming Annual General Meeting. Because this is a repair to shared facilities, the costs will be shared in accordance with the Shared Facilities agreement and will have to be approved by the other Shared Facilities Strata's.

Information has been received by SL27 regarding the color selection for the lounge area replacement, which Strata Council is currently reviewing and discussing.

6.0 OLD BUSINESS

6.1 Annual General Meeting for 2025

The Annual General Meeting has been scheduled for Thursday, November 13, 2025 at 7:00 pm. It will be an in-person meeting in the Lounge. If you are not able to attend the meeting, you may drop off your proxy to the Cypress Point Office by no later than Wednesday, November 12, 2025 before 7:00 pm (which is 24 hours before the Annual General Meeting). You will receive a package in the mail, slipped under your door or under the door mat at least 21 days before the meeting with the information for the Annual General Meeting Thursday, November 13, 2025. Please feel free to email the office: Cypresspointnw2050@gmail.com if you have any questions. This year, the NW2050 Strata Council has openings for new members. This is a fantastic opportunity to volunteer for your community and join the Strata Council.

6.2 Annual Chimney Inspection 2025

The mandatory annual chimney inspection was conducted by Vancouver Chimney Chief Ltd., on Wednesday, September 17, 2025. We thank all residents who responsibly made this happen.

Strata Plan NW2050

Strata Council Meeting Minutes

Wednesday, September 24th, 2025

Some suites are not in compliance 100% with their fireplace and it needs to be addressed. The suites will individually receive a letter that will explain their particular situation. 98% of the inspections were performed with two missing suites which have received an email and letter with instructions on the bylaws and a phone number to call to arrange their inspections. Proof of the inspection is required by October 22, 2025 before the end of the day.

6.3 Annual Fire & Safety Inspection 2025

The annual Fire & Safety Inspection is mandatory and was conducted by Sitka Fire Protection Inc. on Wednesday, September 17, 2025. Thank you again to all of you who took part of the inspections one way or another. 98% of the inspections were completed, with two suites missing testing which they received a letter with instructions on how to complete the inspections in the next 30 days. At this time, we are waiting for Sitka to provide a list of deficiencies and to address them accordingly. Proof of the inspection is required by October 22, 2025, the end of the day.

During the last power outage, it was reported that the emergency lights did not turn on. This information was communicated to the company, as it was important for them to be aware of the issue, even though regular annual inspections are performed. The company also reminded us that these emergency lights are designed to operate for approximately 30 minutes, providing enough time for residents to safely exit the building or move to another location if necessary.

6.4 Electric Cars

Any volunteers to work on the electric cars committee?

6.5 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.

6.6 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 flattened boxes in order to keep the place in better conditions. We hope that not only this continues but that the behaviour improves.

Strata Plan NW2050
Strata Council Meeting Minutes
Wednesday, September 24th, 2025



6.7 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. Over a period of a year this can add up to thousands of dollars in fines. Every owner is contributing to the payment of these very unnecessary fines. The Strata Council is investigating a few different approaches to address this problem. Strata Council encourages the Cypress Point Community to become more engaged in ensuring that the rules are followed so that we don't continue to be fined for these violations. The money we save can be added to our Contingency Reserve Fund at the end of the year to help pay for more important things that need fixing or replacing over the year!

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.

Strata Plan NW2050

Strata Council Meeting Minutes

Wednesday, September 24th, 2025



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 items should only be disposed in the compost area. Please do not dispose food in the garbage bin.

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.

6.8 Proper Storage of Personal Items – Buildings A & B

Please remember to dispose of unwanted items properly and avoid leaving them in the lobby of the buildings. Keeping shared spaces clear helps maintain a clean and welcoming environment for all residents. Thank you for your cooperation!

7.0 CORRESPONDENCE

7.1 Incoming:

7.1.1 Renovation Approval for SL97

Strata Council approved the renovations in suite of SL97.

Strata Plan NW2050
Strata Council Meeting Minutes
Wednesday, September 24th, 2025

7.1.2 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:

8.0 COMPLAINTS:

8.1 SL98 (Complaint No. 19)

- 8.1.1 Details of Complaint: It has been reported seeing the owner with a dog on the premises. As per Strata Bylaws, dogs are not permitted on the property, by owner or by visitors.
- 8.1.2 Date Complaint Received: August 17, 2025
- 8.1.3 Date Strata Lot Notified of Complaint: August 18, 2025
- 8.1.4 Date Owner and Landlord Notified of Complaint: N/A
- 8.1.5 Deadline Date for Request for Hearing or Response by Strata Lot: September 6, 2025
- 8.1.6 Date Request for Hearing or Response Received: Has not been provided to date
- 8.1.7 Council Decision on Whether Breach Occurred: This constitutes a breach of the bylaws, as pets are not permitted in Cypress Point premises.

Strata Council resolution in favor: 4; 0 against:

- 8.1.8 Strata Council has reviewed the matter and decided to treat this incident as a warning, given that it is the first occurrence. No further action will be taken at this time; however, residents are reminded that dogs are not permitted on the premises as outlined in Strata Bylaws. Council encourages the owner to review and follow the bylaws to avoid future issues.

Council vote on decision: In favor 4; 0 against

Strata Plan NW2050
Strata Council Meeting Minutes
Wednesday, September 24th, 2025

8.2 *SL34 (Complaint No. 23)*

- 8.2.1** Details of Complaint: It has been reported that a bicycle has been parked in stall 36B. This constitutes a violation of the Strata bylaws, which prohibit the use of parking stalls for purposes other than their designated vehicles.
- 8.2.2** Date Complaint Received: August 25, 2025
- 8.2.3** Date Strata Lot Notified of Complaint: August 25, 2025
- 8.2.4** Date Owner and Landlord Notified of Complaint: August 25, 2025
- 8.2.5** Deadline Date for Request for Hearing or Response by Strata Lot: September 14, 2025
- 8.2.6** Date Request for Hearing or Response Received: Has not been provided to date
- 8.2.7** Council Decision on Whether Breach Occurred: This constitutes a breach of the bylaws, as parking stalls are designated solely for vehicles.
- 8.2.8**

Strata Council resolution in favor: 4; against: 0
- 8.2.9** The owners removed the bicycle from the parking stall. This is a warning, and any future non-compliance may result in further action in accordance with the Strata Bylaws.

Council vote on decision: In favor 4; against 0

8.3 *SL47 (Complaint No. 24)*

- 8.3.1** 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.
- 8.3.2** Date Complaint Received: September 7, 2025
- 8.3.3** Date Strata Lot Notified of Complaint: September 16, 2025
- 8.3.4** Date Owner and Landlord Notified of Complaint: September 16, 2025
- 8.3.5** Deadline Date for Request for Hearing or Response by Strata Lot: October 6, 2025
- 8.3.6** Date Request for Hearing or Response Received: September 20, the residents acknowledge not being aware of making that much noise but they were going to be more mindful and apologize to the neighbors making the complaint.
- 8.3.7** Council Decision on Whether Breach Occurred: Council determined that a bylaw breach has occurred, as a significant amount of noise was reported. forward.

Council vote on decision: In favor 4; against 0

- 8.3.8** Council wishes to acknowledge and thank the residents for their commitment to communicating with their neighbor's in an effort to resolve the issue. Strata Council has issued a warning at this time and is hopeful that the situation will improve moving forward.

Council vote on decision: In favor 4; against 0

Strata Plan NW2050
Strata Council Meeting Minutes
Wednesday, September 24th, 2025

9.0 FINANCIALS

Fund review for the month of July and August 2025.

	<u>July 2025</u>	<u>August 2025</u>
Contingency Fund	682,322.34	396,664.99
Re-piping Fund	98,934.02	100,472.37
Exterior Building Fund	2,872.30	3,713.02
Future Remediation Fund	165,514.89	153,361.46
Roof Replacement Levy	27,715.75	27,722.55
Net Income Current Year	72,329.68	72,847.95
Owners' Equity	<hr/> \$1,049,688.98	<hr/> \$754,782.34

Age Receivable as of August 30, 2025

SL16 \$4,701.28	SL20 \$5,667.30	
SL51 \$7,463.73	SL69 \$6,189.61	SL81 \$2,788.17

10.0 MEETING ADJOURNED: 7:57 PM

11.0 Next Strata Council Meeting Wednesday, October 29, 2025.