

NOTICE OF

ANNUAL GENERAL MEETING

CYPRESS POINT ABC

STRATA PLAN NW 2050

Wednesday, December 4, 2013

Pavilion Club Lounge

7531 Minoru Boulevard

Richmond, B.C.

Meeting to Commence at 7:00PM

Registration to Commence at 6:30 PM

Notice of Meeting Package dated November 13, 2013

An agenda, along with various materials concerning the meeting are enclosed herewith. Please read the material carefully prior to the meeting, and bring it with you to the Annual General Meeting for reference.

PURPOSE: The purpose of the meeting is to consider special resolutions.

WHY YOU SHOULD ATTEND: Our bylaws state that if a quorum is not met within 15 minutes from the scheduled time, all owners present or represented by proxy - no matter how many or how few - will be the sole decision-makers of issues affecting all owners. (Bylaw 13.6)

VOTING: Except in cases where, under the Strata Property Act, a unanimous resolution is required, a vote for a strata lot may not be exercised if Strata Fees or Special Levies have not been paid and the Strata Corporation is entitled to register a lien against the Strata Lot.

PROXY: A document appointing a Proxy must be in writing and signed by the person appointing the proxy. It may be general or for a specific meeting or resolution and may be revoked at any time.

You may drop off your Proxy to the Cypress Office or fax it to 604 279-1553 by no later than 4:00PM December 4, 2013.

The Strata Council Members **MAY ACT** as your Proxy. A person who is **an employee** of the Strata Corporation, including a person providing Strata Management Services, **MAY NOT hold a Proxy**.

**STRATA COUNCIL MEMBERSHIP 2013
CYPRESS POINT ABC
STRATA PLAN NW 2050**

Gordon Farrell President	Phone: 207-0392 Email: gordon.farrell@gmail.com
Aviva Levin Vice President	Phone: 604 831-8487 Email: aviva.levin@gmail.com
Carole Borthwick Treasurer	Phone: 275-7231 Email: caroleborthwick@hotmail.com
Larry Makutra Fire	Phone: 274-5914 E-mail: stevston@shaw.ca
Terry Ash Security	Phone: 778 297-4567 Email: terryash67@gmail.com
Lindsay Armstrong	Phone: 604-961-4725 Email: larmy@shaw.ca

Cypress Point Office	Phone: 604 279-1554
#338-7651 Minoru Blvd	Fax: 604 279-1553
Richmond, BC V6Y 1Z3	Email: cypresspoint@telus.net
(Mailing address only)	Administrator: Corinne Inglis

Office is located in the lobby of 7511 Minoru Boulevard (Building A)

Cypress Website is: http://www3.telus.net/public/NW2050/ Password for the minutes is their date in numeric form. eg. August 16, 2006.pdf is 160806

2013 Strata NW2050 – Cypress Point - President's Message

2013:

One of our major goals going into 2013 was the renovation of the rooftop deck platforms. The old deck platform materials were made of heavy wooden plank slats formed together in an arrangement that was similar to oversized shipping pallets laid beside one another.

The old wood platform decking was in very poor shape. Its condition was a potential hazard due to wood rot and potentially harming a person or causing damage to the roof membrane beneath the wood platforms. The replacement roof deck material is a tough rubber mat material that is two inches thick and comes in two foot square tiles. In future these individual tiles can be easily lifted for roof maintenance and/or cleaning.

Once the old decking was removed, an unexpected soft spot in the roof sheathing beneath the roof membrane was located on Building A. This was due to a problem with dryer vent pipes leaking moist hot air inside this area. This was an unexpected delay and financial cost to repair, but we still managed to be under budget for the overall work.

Part of the roof deck improvement plan replaced the old wood fence with lightweight aluminum fences. There is still one fence that needs to be completed. The owners of Strata Lots 98 & 106 have both agreed to a proposal to make changes to the position of the northern fence that divides their limited common property roof top deck area. This change of the fence location will only directly affect these two owners as this roof deck area and fence is not accessed or seen by other owners. A unanimous vote is required by all registered owners and the Strata Council has asked for all registered owners to sign the Proxy form for the upcoming SGM and turn it in to the office at your earliest convenience.

Council needs the completed Proxy form from all registered owners so this last roof deck fence can be completed. If you require another copy of the proxy, please request this from the Strata office (Tel.: 604-279-1554 or Email: nw2050@telus.net). Thank you for your cooperation in this matter.

Another unexpected expense this year was the failure of the old hot water system in Building C. The replacement is a new modern system that now matches the new systems in the other two buildings.

2014:

There is need for some painting and minor improvements or repairs to various exterior building areas that need protection or have a bad cosmetic appearance. This undertaking is both physically and financially challenging when you consider the size and height of all of the three buildings. Our administrator and council are doing an ongoing analysis of our long term future maintenance needs in comparison with our financial flow.

Please review your AGM (Annual General Meeting) package prior to the meeting. We will be starting at exactly 7:00 PM. Tony Gioventu, Executive Director of CHOA, will be chairing the AGM. If you are unable to attend, this package has a proxy form that can be filled out and given to the Strata Council to be included in the voting at the AGM.

Gordon Farrell
President, Strata NW2050 – Cypress Point

2013 Treasurer's Message

2013 has been an interesting year financially. In the first 6 months of the year, we had three different property management companies looking after our finances. Bayside gave us notice of termination in January which forced us to look for another firm. We signed up with Blueprint for an Apr 1st handover only to discover, shortly thereafter, that it wasn't going to work out with them. The biggest problem with both companies was their inexperience working for self-managed strata properties. Apparently, self-managed strata properties don't generate much income. Thankfully, we found Crossroads Property Management who has lots of experience working with self managed strata properties like ours and I'm pleased to say that the transition was smooth and, so far, things are working out with them nicely.

As Gord mentioned in his report, our roof top deck renovations are almost complete. We are happy to report that they have come in under budget by approximately \$36,000 and, in accordance with the Strata Property Act, a refund will be provided from surplus monies. But, because we need to repaint and caulk all of the exterior areas that were not recently remediated, a Special Levy will be charged to all owners in the amount of \$36,000.00 in order to raise enough funds to proceed with this project. Please see Appendix A for a detailed outline of the work to be done and a breakdown of where we're getting the funds to cover it from the CRF.

Even though we had the unexpected expense of replacing the old hot water system in Bldg. C with a new modern system that matches the ones in Bldgs, A and B, it looks as though we will have a small surplus in our Operating Fund at the end of the year. We would like to move this surplus into the CRF.

As many of the owners in Bldg. B already know, we're having major issues with the hot and cold water pipes leaking that run inside the ceiling along the corridor on the first floor. Rick, from Corona, tells us that because of the alkalinity of the water in the lower mainland, copper piping has been failing at an alarming rate and they advise us that changing over to plastic pipe (e.g. Pex) is the way to go. Unfortunately, an engineer is needed to oversee the changeover. Corinne got a quote from an engineer that was almost triple what Corona said the engineer they work with would be. Corona gathers the information, obtains original plans and does a lot of other work for the engineer which keeps the engineering costs way down. By the end of the year we will have approximately \$54,574.23 in our Repiping Fund.

We are working with RDH to bring our Depreciation Report in line with our way of doing things at Cypress Point. The report should be ready in time for the AGM. RDH is impressed with the proactive way in which we have been maintaining our buildings and property. They have suggested to us that it would be in our best interest to increase our monthly strata fees to build up our Contingency Reserve Fund over time so that when it comes to completing things like rain screening the unremediated sections of Bldgs. B and C or re=carpeting, we won't be looking at huge assessments.

Carole Borthwick

Treasurer – NW2050

NOTICE OF SPECIAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN NW2050

AGENDA

- 1) Call to Order
- 2) Certification of Proxies
- 3) Notice of Quorum
- 4) Proof of Notice of Meeting or Waiver of Notice
- 5) Introduction of Head Table
- 6) Approval of December 5, 2012 Annual General Meeting Minutes
- 7) * Presidents Report for 2013 (included in AGM Package)
* Treasurer's Report for 2013 (included in AGM Package)
* Approval of the Proposed 2014 Cypress Point Operating Budget
* Presentation of the 2014 Cypress Point ABC and Woodridge Shared Facilities Budgets (As per the new agreement, the yearend surpluses / deficits are to be refunded / paid by no later than May 15th of the following year and the budgets issued by November 1st of each year)
- 8) Special Resolutions
 - A. Presentation and Approval of the Disposition of the 2013 year end and accumulated funds re Cypress Operating Account surplus/deficit.
 - B. Presentation and Approval to Repaint Exterior of all Buildings
 - C. Presentation and Approval to contract an engineer regarding re-piping.
- 9) New Business - Gerry Blanchard of CrossRoads Management will be speaking to changes in the insurance industry affecting condo owners.
- 10) Election of Strata Council for 2014
- 11) Adjournment
- 12) Raffle

SPECIAL RESOLUTION "A"

**RESOLUTION OF THE STRATA CORPORATION
THE OWNERS, STRATA PLAN NW2050**

Whereas, the Strata Property Act requires disposition of the Operating Account, therefore the following is a Resolution duly passed by the Strata Corporation 'The Owners, Strata Plan NW2050', on the _____ day of _____, 2013.

BE IT RESOLVED BY A $\frac{3}{4}$ VOTE RESOLUTION THAT:

The Owners of Strata Plan NW2050 approve transferring the 2013 year end accumulated deficit / surplus from / to the Contingency Fund.

The Common Seal of the Strata Corporation, The Owners, Strata Plan NW2050, was hereunto affixed this _____ day of _____, 2013 in the presence of:

Strata Council Member

Strata Council Member

SPECIAL RESOLUTION "B"

**RESOLUTION OF THE STRATA CORPORATION
THE OWNERS, STRATA PLAN NW2050**

Whereas, the Strata Council would like to paint all of the exterior buildings (minus the recently remediated areas) as per Appendix A therefore the following is a Resolution duly passed by the Strata Corporation 'The Owners, Strata Plan NW2050', on the _____ day of _____, 2013.

BE IT RESOLVED BY A $\frac{3}{4}$ VOTE RESOLUTION THAT:

The Owners of Strata Plan NW2050 approve the painting of all exterior buildings as per Appendix A as attached to a maximum of \$146,000.00. Surplus funds, if any, will be deposited back into the CRF Fund.

The Common Seal of the Strata Corporation, The Owners, Strata Plan NW2050, was hereunto affixed this _____ day of _____ 2013 in the presence of:

Strata Council Member

Strata Council Member

APPENDIX A

The exterior painting project would include the following:

1. Mildew Treatment to be applied to areas of mildew or algae
2. Cleaning - washing surfaces to be painted to remove loose paint, dirt, algae and mildew
3. Scrape and spot prime bare or peeling areas
4. Protect surfaces not to be painted by masking the area such as windows, roofs, decks etc.
5. Downpipes are to be removed, painted behind and reinstalled.
6. Caulking - to caulk cracks, splits, gaps and joints with "Dynaflex 230.

1. CRF Fund balance as of Sept. 30, 2013	appx. 63,807.08
2. Loan to Shared Facilities (once repaid)	13,400.00
3. Cracked Joist Repair Fund (move to CRF)	appx. 12,401.85
4. Roof Top Deck Fund (move to CRF)	appx. 36,000.00*
5. Exterior Building Fund as of Dec 31, 2013 (move to CRF)	appx. 40,438.49
6. Depreciation Report Fund (move to CRF)	appx. 1,800.00
7. Operating Account Surplus	appx. 12,000.00
8. Prior Years Surplus	<u>appx. 38,000.00</u>

TOTAL	appx. \$217,847.42
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Paint Quote	appx. <u>-\$145,382.72</u>
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Appx. balance in the CRF Fund as of Dec. 31, 2013.	\$72,464.70
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- In accordance with the Strata Property Act a refund will be provided from surplus monies left over from the Roof Top Deck Project in the amount of \$36,000.00. A Special Levy will be charged to all owners in the amount of \$36,000.00 in order to raise enough funds to proceed with the painting /caulking project.

RESOLUTION "C"

**RESOLUTION OF THE STRATA CORPORATION
THE OWNERS, STRATA PLAN NW2050**

Whereas, the Strata Council would like to contract an engineer to provide drawings for the supply and installation of PEX piping, therefore the following is a Resolution duly passed by the Strata Corporation 'The Owners, Strata Plan NW2050', on the _____ day of _____, 2013.

BE IT RESOLVED BY A $\frac{3}{4}$ VOTE RESOLUTION THAT:

The Owners of Strata Plan NW2050 approve contracting an engineer to provide drawings for all three buildings in the amount of \$36,000.00 to be paid from the re-piping fund, as funds become available.

The Common Seal of the Strata Corporation, The Owners, Strata Plan NW2050, was hereunto affixed this _____ day of _____ 2013 in the presence of:

Strata Council Member

Strata Council Member

INSTRUCTION FOR COMPLETING A PROXY

1. The Owner completing this proxy should insert the name of the person to be appointed in the space provided. Such person need not be an Owner of a strata lot in Cypress Point ABC.
2. Please enter the suite number in the space provided; this will facilitate the counting of votes.

CO-OWNERS

3. Co-owners should each sign the proxy. Where the proxy is signed by a company, either the company's common seal must be affixed to the proxy or it should be signed by the company under the hand of an officer or any attorney duly authorized in writing, which authority must accompany this proxy.

PROXIES MAY BE:

Brought to the meeting in person by the appointee;

Faxed/mailed to:

Cypress Point ABC
#338, 7651 Minoru Blvd
Richmond, B.C.
V6Y 1Z3
Fax: 604 279-1553

Hand delivered to the Cypress Point Office in Building A (7511 Minoru)

Delivered to a council Member any time prior to the meeting

**COMPLETED PROXIES SHOULD BE RECEIVED NO LATER THAN 4: 00 P.M.
BY MAIL/FAX ON AND NO LATER THAN 7:00 P.M. IN PERSON AT THE
MEETING ON December 4, 2013.**

PROXY APPOINTMENT

RE: SUITE # _____ STRATA LOT# _____

Strata Plan NW2050, Cypress Point ABC

7511, 7531, 7651 Minoru Blvd.

Richmond, B.C. V6Y 1Z3

I/We hereby appoint _____ as my/our proxy to vote on my/our behalf at the Annual General Meeting of the Owners of Strata Plan NW2050 to be held on December 5, 2012.

ITEM	IN FAVOR	AGAINST	AT PROXY'S DISCRETION
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Special Resolution "A"			
Special Resolution "B"			
Special Resolution "C"			

I / We wish to be recorded as voting on the items of business outlined in the agenda as indicated above.

OWNERS SIGNATURE

OWNERS SIGNATURE

DATED THIS _____ DAY OF _____ 2013.

CYPRESS POINT RAFFLE

DATE: WEDNESDAY, DECEMBER 4TH, 2013

TIME: AT THE END OF THE AGM

PLACE: PAVILION LOUNGE

TICKET: COMPLETE THE FORM BELOW AND AS YOU
ENTER DROP IT IN THE RAFFLE BOX PROVIDED
AT THE AGM.

RULES: TO BE ELIGIBLE YOU MUST BE IN ATTENDANCE
IN PERSON AT THE AGM.

RAFFLE BALLOT

NAME: _____

SUITE #: _____

