

Strata Plan NW2050

Strata Council Meeting Minutes

Wednesday, May 28, 2025

1.0 ATTENDEES

Present

- Gordon Farrell
- Carole Borthwick
- Oliver St Quintin
- Linda McLaren
- Joanne Parkinson
- Murray Thompson
- Audrey Montero

Regrets

2.0 CALL TO ORDER: 6:37 pm

3.0 ADOPTION OF MINUTES

Thursday, May 1, 2025 Strata Council Meeting Minutes were approved by email.

4.0 COMMITTEE REPORTS

4.1 *Social*

No report at the moment.

4.2 *Grounds and Gardening*

4.2.1 Landscaping

The gardeners continued their regular maintenance around Cypress Point throughout the month of May. Routine tasks included mowing, weeding, pruning, and general clean-up of landscaped areas. In addition to this, they completed seasonal planting, including the addition of flowers at the front of Building A.



Please follow or refer to [facebook@yamatolandscaping](https://www.facebook.com/yamatolandscaping): we upload our job pictures on every visit.

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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

This season typically brings increased activity from pests such as silverfish and flying ants. These will be treated as they appear, and we thank owners who have already reported seeing them. A recent inspection by Assured Environmental showed normal results. The inspection covered the exterior perimeter and grounds, interior common areas, laundry room, amenity room, garbage areas, washrooms, and garage. Exterior traps were added or replaced, and some rodents were removed from traps. Please do not touch any bait or bait stations.

4.4.2 Maintenance carried out by Corona Plumbing and Heating

Although efforts have been made to identify the source of the leak, the issue remains unresolved in Building C. Water continues to leak intermittently into parking stall No. 115, causing an ongoing problem for the owner, whose vehicle is being splashed as a result.

The investigation into a suspected water leak in the second-floor hallway of Building C remains pending. This will involve opening a section of the wall once Corona is available to proceed with the work.

Repairs for the water leak in Building A, currently involving SL1 and SL11 (with the possibility of additional units being affected once the walls are opened), are scheduled to resume either at the end of the first week of June or during the second week of June, 2025. We thank all affected units for their patience and cooperation, and Strata Council sincerely appreciates everyone's understanding as we work to resolve this issue.

While progress has been made with the new boiler installation, some issues are still being experienced. Corona Plumbing has been actively investigating and testing various solutions to determine the root cause. We'd like to thank SL23, who has been closely monitoring the situation—he promptly contacts the administrator or Corona Plumbing whenever a hot water outage occurs to ensure it addressed quickly. Corona continues their efforts, and we remain hopeful that any future hot water interruptions will be minimized as they work toward a long-term resolution. We thank you for your patience.

4.4.3 Proper Storage of Personal Items – Buildings A, B, and C

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!

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4.4.4 Individual door in Building C Garage area

The mechanism that allows owners to open the individual gate door was found to be broken. Aberdeen Locksmith was contacted and has completed the necessary repair.

4.5 Shared Facilities

4.5.1 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.

4.5.2 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.

The lounge was rented twice during the month of May 2025.

4.5.3 Exercise Room

Strata Council is currently seeking three quotes for the future replacement of the exercise room windows, as they continue to break and require repeated repairs. We kindly ask all users to open and close the windows gently to help extend their lifespan and reduce ongoing costs.

The recent wall damaged is still under repairs. We kindly ask all residents to exercise caution while using the space. To help keep the facility in good condition for everyone's enjoyment, please handle all weights and gym equipment with care. Thank you for your cooperation.

4.5.4 Pool Maintenance

Although both pool doors were repaired at the end of the winter season by Highwater Management (a carpentry company), the door frame posts have been found to be completely rotten, raising additional safety concerns. Highwater Management has provided a quote of \$1,543.50 to address the issue. At this point, the Strata Council is exploring whether it may be more cost-effective and sustainable to replace the wooden gates surrounding the pool area with aluminum. Strata Council is currently obtaining additional quotes and assessing the long-term benefits of such a change. More information will be shared as it becomes available.

Strata Council is very grateful to the owner who generously purchased, paid for, and mounted five new flags in the pool area. Their contribution is appreciated and adds a thoughtful touch to our Strata Community.

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The pool has been opened since May 10, 2025

Each suite is allowed four tags: two designated for the family and two for visitors. Should you require tags because they were lost, they are available for purchase at \$8.00 each. If you need pool tags, please contact the office to make arrangements for their purchase. You must remember to have your pool tag(s) with you when you are at the pool.

CYPRESS POINT POOL RULES AND REGULATIONS

For safety and enjoyment of users of this pool facility and in compliance with the Municipality of Richmond Public Health Regulations, the following rules and regulations must be complied with.

(OFFENDERS WILL BE DENIED USE OF THIS AREA).

NO PERSON SHALL ENTER THIS POOL WHO:

1. Has not had a cleansing shower
2. Is obviously ill
3. Has open wounds or sores
4. Is wearing a bandage
5. Has sore or infected eyes
6. Has discharging ears or nose
7. Is not wearing clean or proper bathing attire (cut-off is not permitted)
8. Is intoxicated
9. Has no visible swimming tag attached to swimwear
10. Is under 14 years of age unless accompanied by an adult (19 or older)

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NO PERSON SHALL ENTER THE POOL AREA:

11. Eat or drink
12. Carry glass containers of any kind
13. Push or run in the pool area
14. Wear swim fins or any other like equipment
15. Swim alone
16. Swim other than within the posted hours of the pool

17. Behave in a boisterous or belligerent manner
18. Use radios or any other sound reproducible equipment

CHILDREN

Huggies or Pampers are **not acceptable** swimwear. Cloth diapers with a plastic pant or ‘Little Swimmers’ are acceptable by the Richmond Board of Health Children under 14 may not use the spa or pool without an adult (19 years of age or older) in attendance.

Children’s Hours are: 10:00 AM to 12:00 NOON and 3:00 PM to 6:00 PM

NOTE: NO LIFEGUARD ON DUTY, SWIM AT YOUR OWN RISK!!

Green or orange pool tags must accompany all users of the pool.

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 Insurance for 2025-2026

Strata Council is currently in the process of reviewing options for the building's insurance coverage for the 2025–2026 policy year. As in previous years, we are working closely with our insurance broker to explore competitive quotes and ensure we secure the most comprehensive coverage at the best possible premium.

5.2 Suncorp Update

Please find attached the updated insurance appraisal report. This report provides the current appraised value of the property and will be used to inform the upcoming insurance renewal for the 2025–2026 term.

5.3 Bike Room Storage Building C

Due to the limited space in the bike room and the growing number of unused or abandoned bicycles, Strata Council is considering a clean-up initiative. We may ask all residents of Building

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C 7651, to clearly identify and label their bicycles within a specified period. This will help us determine which bikes are actively being used and allow us to safely remove any unclaimed ones to free up space for current residents. Further details will be shared in advance if this plan is implemented.

5.4 Roof Replacement Project

5.4.1 Arrears Process and Interest Charges Effective April 1, 2025

If an owner's payment is in arrears on April 1, 2025 the arrears process for at least half will come into effect as laid out in Bylaws 2.2 and 2.3, 10% interest per year compounded annually will be charged.

If an owner's payment is in arrears on June 1, 2025 the arrears process for the last payment comes into effect as laid out in Bylaws 2.2 and 2.3, 10% interest per year compounded annually will be charged.

A letter will be sent to you with the updated amount of the levy. The total amount owe will be determined once the levy has been paid.

5.4.2 Roof Replacement Project Progress

Flynn Roofing has made good progress on Building B over the past month. Starting in early June 2025, they are scheduled to begin work on Building C, while continuing with the roof and common deck repairs on Building B. Roofing work on Building C is expected to take approximately one month to complete, weather permitting.

Residents will be notified in advance when skylight work is scheduled, so everyone can take extra precautions during that time. If you are aware that roofers are working on the skylights above, please exercise caution and avoid standing directly beneath the area.

Please find attached summary reports related to the ongoing roof replacement project. For owners who wish to review the full documentation up to the end of May 2025, the complete reports are available on the Cypress Point website.

5.4.3 Roof-Top Owner's Responsibility for Personal Belongings During Roof Replacement

Thank you to all owners of suite roof decks for your cooperation and compliance with the stipulations regarding items and its storage location.

While reserving the right to require otherwise and subject to available space, as a special concession, Council will allow owners of roof-top decks to store personal belongings from their roof-top decks as follows:

- Barbecues and propane tanks (only these items): Cage located between Buildings B and C, near the fire lane
- Plants: Areas around buildings in gardens where there is space and on grassy areas
- Other items: Parking stall allocated to the suite. If space allows, both a car and items can be parked in the same stall. Otherwise, items can be stored in the stall, and the car must be parked on the street

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Owners can also:

- Store items inside their own suite, other than barbecues and/or propane tanks
- Rent a suitable locker at their own expense.

Owners and residents may notice various items and plants placed around Cypress Point facilities, particularly in the gardens or near building entrances. These plants belong to owners of roof-deck suites and are to remain in place until the roof replacement project is completed.

Some owners/residents have chosen to use their parking stalls to store items during this time. Please note that only stalls belonging to roof-deck suites are permitted to be used for temporary storage. All other residents are kindly reminded to keep their parking stalls clean and free of personal items. Thank you for your cooperation.

5.4.4 Accessibility for 3rd floor Suites During the Roof Replacement Project

As a reminder, owners should ensure that access to their suite is possible. If you are on vacation or away for an extended period, please make arrangements to allow access as needed.

5.4.5 New Procedure for Handling Complaints in Strata NW2050

It was reviewed and approved by Strata Council to adopt a new complaint procedure, in alignment with the requirements of the Strata Property Act.

6.0 OLD BUSINESS

6.1 Electric Cars

Any volunteers to work on the electric cars committee?

6.2 Car Insurance Information

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

6.3 Smoke Detectors

Strata Council is currently reviewing options to standardize smoke detectors across all suites to simplify future replacements. A recent survey has identified at least three different types of detectors in use, two of which are now discontinued. Replacing expired detectors—especially with newer models—will often require electrical work. While smoke-only detectors remain sufficient for most suites, the Council recommends combination smoke/carbon monoxide detectors for units with operational fireplaces. Final decisions are still in progress, and owners will be informed once an approach has been confirmed.

6.4 Illegal Disposing

The City of Richmond will fine strata complexes when they find plastic bags have been placed in the compost and 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 like roof replacement or any number of 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.

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<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.



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 or loose organic waste should be disposed of in these bins. Thank you for your attention to this matter.

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.

We would like to thank SL103 for the generous donation of two plastic bins, provided for the convenience of residents to dispose of plastic bags after emptying their compost into the designated container.

7.0 CORRESPONDENCE

7.1 *Incoming:*

In response to the repeated openings being made in the fence, Strata Council is exploring the possibility of establishing a permanent opening. Before making any final decisions, Council is gathering information, consulting with the appropriate authorities, and reaching out to the fence owners to ensure all considerations are addressed. Further updates will be shared as this matter progresses.

An email was received from the owner of SL27 requesting that complaints be assigned reference numbers. Additionally, the complaint submitted by SL27 is again included in the Strata Council Minutes to acknowledge the lock donated by the owners.

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8.0 COMPLAINTS:

8.1 From Strata Lot Number 27 (Complaint No. 2)

- 8.1.1** Details of Complaint: Strata bought a Bluetooth lock for \$160.00 to secure the cage used to store barbecues and propane cylinders and “this lock is an absolute waste of owners money” The owners donated a “lock, which was bought from the dollar store, that it is adequate for the chain link fence and fits”
- 8.1.2** Date Complaint Received: April 20, 2025
- 8.1.3** Date Strata Lot Notified of Complaint: Not applicable
- 8.1.4** Date Owner and Landlord Notified of Complaint (if applicable): Not applicable
- 8.1.5** Deadline Date for Request for Hearing or Response by Strata Lot: Not applicable
- 8.1.6** Date Request for Hearing or Response Received: Not applicable
- 8.1.7** Date for Hearing if Requested: May 1, 2025
- 8.1.8** Council Decision on Whether Breach Occurred: Council does not consider that any Strata Property Act breach occurred in making this purchase. As a purchase made less frequently than once a year, according to Strata Property Act (SPA) section 92(a) this is not an operating expense.

Rather, Council considers this to be an expense arising from the roof replacement project, for which a Special Levy under Section 108 of the Strata Property Act (SPA) was approved by the owners. In accordance with Section 108(3)(a) of the SPA, the purpose of the Special Levy included a 10% contingency to cover unforeseen additional costs not included in the original specifications.

Strata Council resolution in favor: 6; against: 0

Council does not consider this expense “was an absolute waste of owners money”, as the lock:

- Provides security in an area where there has been unauthorized entry to the property
- The Bluetooth feature allows access to the cage to be granted, controlled and monitored
- The lock can be reused in the future where access to a storage area needs to be granted, controlled and monitored

Strata Council resolution in favor of purchase (retroactive): 5; against: 1

Unless or until a specific law or bylaw is identified that limits spending more than \$50 without a vote of council, council considers that no breach occurred.

Council vote on decision: In favor: 6; against 0

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- 8.1.9 Council Action if Breach Considered to Have Occurred: Not applicable, but Administrator to follow up with the Strata financial managers to ensure the expense is recorded as described above.
- 8.1.10 Date Complainant Notified of Decision on Breach and Action if Applicable: May 5, 2025
- 8.1.11 Follow up: Donation to the Strata Corporation of the combination lock replaced by the Bluetooth lock acknowledged.

8.2 Strata the Strata Corporation (Complaint No. 3)

- 8.2.1 Details of Complaint: Unwanted boxes found not flattened and in Building B area.
- 8.2.2 Date Complaint Received: May 17, 2025
- 8.2.3 Date Strata Lot Notified of Complaint: May 20, 2025
- 8.2.4 Date Owner and Landlord Notified of Complaint (if applicable): Not applicable
- 8.2.5 Deadline Date for Request for Hearing or Response by Strata Lot: June 9, 2025
- 8.2.6 Date Request for Hearing or Response Received: As yet, no request or response received

9.0 Fund review for March and April 2025.

	March	April
Contingency Fund	659,026.31	664,812.06
Re-piping Fund	92,844.26	94,361.08
Exterior Building Fund	77,542.67	78,598.24
Future Remediation Fund	431,667.19	441,248.19
Roof Replacement Levy	581,232.98	582,189.19
Net Income Current Year	14,595.81	22,478.26
Owners' Equity	<u>\$1,856,909.22</u>	<u>\$1,883,687.02</u>

Age Receivable as of April 2025

SL51 \$1,604.04
SL04 \$25.00
SL69 \$534.68

10.0 MEETING ADJOURNED: 7:56 pm

11.0 Next Strata Council Meeting Wednesday, June 25, 2025.