

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

**CYPRESS POINT ABC
Thursday, January 16, 2025**

**Pavilion Club Lounge
7531 Minoru Boulevard
Richmond B.C.**

Meeting to Commence at 7:00 PM
Registration to Commence at 6:30 PM

Notice of Meeting Package dated December 20, 2024

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 approve the proposed resolution for funding and carrying out the Roof Replacement Project for Buildings A, B, and C. This includes:

1. Approving a Roof Replacement Levy of \$581,026.96, with payment terms outlined, including the option to split the levy into two installments and the enforcement of bylaws for late payments with applicable interest.
2. Authorizing the use of up to \$1,200,000 from the Contingency Reserve Fund (CRF), Exterior Building Fund, and Future Remediation Fund to complete the project.

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 by no later than 4:00 pm on Thursday, January 16, 2025.

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.**

**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 the Head Table – Daryl Foster -Strata Advisor and Gord Farrell – President of Strata NW2050.
- 6) Rules of Order
- 7) Approval of Thursday, November 28, 2024 Special General Meeting Minutes
- 8) Special Resolution:
 - A. Approval to replacing the roofs on Buildings A, B, and C up to the amount of \$1,781,026.96 as laid out below:
 1. By way the Roof Replacement Special Levy in the amount of \$581,026.96 due and payable on March 31, 2025 and for convenience, the payment can be split into two equal payments the first due on March 31, 2025 and the final payment due on May 31, 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.
 2. The Roof Replacement Special Levy funds will be utilized first. To complete the Roof Replacement Project, with an additional amount of \$1,200,000 will be funded from the Contingency Reserve Fund (CRF), Exterior Building Fund, and Future Remediation Fund.
- 9) Adjournment

SPECIAL RESOLUTION “A”

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

Whereas, the Strata Council would like to proceed with the Roof Replacement Project, therefore the following is a Resolution duly passed by the Strata Corporation ‘The Owners, Strata Plan NW2050’, on the _____ day of _____, 2025.

.....

BE IT RESOLVED BY A ¾ VOTE RESOLUTION THAT:

Subject to Section 108 of the Strata Property Act, the Owners of Strata Plan NW2050 approve replacing the roofs on Buildings A, B, and C for an amount not to exceed \$1,781,026.96 as laid out below:

- 1 By way the Roof Replacement Special Levy in the amount of \$581,026.96 due and payable on March 31, 2025 and for convenience, the payment can be split into two equal payments the first due on March 31, 2025 and the final payment due on May 31, 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.
- 2 The Roof Replacement Special Levy funds will be utilized first. To complete the Roof Replacement Project, with an additional amount of \$1,200,000 is to be funded from the Contingency Reserve Fund (CRF), Exterior Building Fund, and Future Remediation Fund.

The Common Seal of the Strata Corporation, The Owners, Strata Plan NW2050, was hereunto affixed this _____ day of _____, 2025, in the presence of:

Strata Council Member

Strata Council Member

APPENDIX A

Background

In 1999, the flat sections of the original top roofs of all three buildings were replaced with a 2-ply torch-on SBS membrane system. This type of roof was selected by the owners at the time because it was expected to have the lowest lifetime cost. The estimated lifespan for the replaced sections was 25 years.

Overall, the roof has performed well. Although there have been some issues, these problems have often not been caused by the selected membrane system. For example, leaks have occurred in areas where water has "ponded" because the drain is situated above the low point of the roof.

Another issue not related to the membrane is the "whirly-bird" roof ventilators. The bearings on many of these units have worn out, or they have been damaged by wind and/or flying debris. These problems sometimes cause the ventilators to let in rain or create noise for residents of the top-floor suites. In addition, it has now been 25 years since the roof was replaced and aging of the membrane is to be expected.

Because of these issues, the Strata Council decided to engage an experienced independent roofing consultant who could:

- provide a comprehensive review of the condition of the roof
- make recommendations based on their review,
- draw up and tender specifications for replacement of the roof, if this was considered necessary.

The selected consultant was Phoenix Roof Consultants. Phoenix has an A+ rating with the Better Business Bureau with no recorded complaints and has completed a significant number of other roof replacement projects on similar apartment complexes. Ted Neef, the principal of the company worked as roofing installer for 10 years and then as a roof consultant for 15 years. Ted is a Registered Roof Observer (RRO) with the International Institute of Building Enclosure Consultants.

The full report prepared by Phoenix is available to all owners and was sent July 4th as a supplement to the emailed minutes of the Council meeting of June 26th, 2024.

Based on their review, Phoenix:

- concluded that the roofs of all three buildings are failing and need to be replaced soon
- suggested that all three roofs should be replaced at once to minimize costs, and
- recommended that a comprehensive set of specifications be prepared and tendered to get accurate costs for the work

Preparation and Tendering of Specifications

Accordingly, the Strata Council arranged a Special General Meeting on September 23rd, 2024, to update owners on the condition of the roof and to approve funds for preparation and tendering of specifications for a replacement roof.

Phoenix prepared the specifications with input from the Strata Council to ensure that issues such as the whirly-birds and ponding at low points were addressed. Also included was the possibility of carrying out the work in two stages: the roofs for Buildings A and C in 2025 and the roof for Building B in 2026. These specifications are available to all owners on request.

Owners of roof-top decks should note that the specifications include in the contractor's scope of work, removal and replacement of all fencing and rubber tiles as required to replace the underlying membrane. However, removal and storage of ALL owner's personal belongings such as barbecues, deck furniture, planters, etc. is NOT included in the contractor's scope of work and the responsibility and expense of each applicable unit owner.

To get the best pricing, Phoenix recommended that tendering of the specifications should be arranged with an anticipated start date for work in early spring. The specifications therefore went out to tender to five reputable roofing companies on November 26th, 2024, with bidding closing at 10 am on December 17, 2024. Because the bids are valid for 90 days, these means work needs to start before March 17, 2025. The results of the tendering indicate that Phoenix' recommendation to start the work in early spring was highly justified: the tendered costs were way under what was initially thought. A summary of the bids received was circulated by e mail to owners on December 19th, together with a letter indicating the range of costs that will be faced by owners.

After reviewing all bids to ensure they were compliant with the specifications, Phoenix recommended that we accept the bid from Flynn, the lowest bidder. Based on the bid from Flynn, the total cost of the project would be \$1,781,026.26. This includes:

- 10% contingency for unforeseen extra costs for anything not included in the specifications
- Project management fees (for Phoenix)
- Inspection fees (also for Phoenix)
- GST

Because the tendered costs were so much less than initially expected, the Strata Council is of the opinion that the work should NOT be carried out in stages but should be done in one shot for the amount indicated above. To do otherwise, would involve additional costs related to multiple mobilizations and demobilizations and labour cost increases, as well as potential costs related to failure of a roof at the end of its life.

Special Levy Roof Replacement - Buildings A, B, and C - Strata NW2050

Appendix A

Special Levy

581,026.96

Total Aggregate

9022

581,026.96

Strata Lot	Unit Number	Unit Entitlement	Common Area %	Total Special Levy	Payment March 31/25	Payment May 31/25
2	101-7511	83	0.009199734	5,345.29	2,672.65	2,672.65
3	102-7511	95	0.010529816	6,118.11	3,059.05	3,059.05
4	103-7511	82	0.009088894	5,280.89	2,640.45	2,640.45
1	104-7511	97	0.010751496	6,246.91	3,123.45	3,123.45
5	105-7511	73	0.008091332	4,701.28	2,350.64	2,350.64
11	106-7511	85	0.009421414	5,474.10	2,737.05	2,737.05
6	107-7511	83	0.009199734	5,345.29	2,672.65	2,672.65
10	108-7511	85	0.009421414	5,474.10	2,737.05	2,737.05
9	109-7511	88	0.009753935	5,667.30	2,833.65	2,833.65
8	110-7511	84	0.009310574	5,409.69	2,704.85	2,704.85
7	111-7511	90	0.009975615	5,796.10	2,898.05	2,898.05
40	112-7531	90	0.009975615	5,796.10	2,898.05	2,898.05
39	113-7531	63	0.006982931	4,057.27	2,028.64	2,028.64
38	114-7531	88	0.009753935	5,667.30	2,833.65	2,833.65
37	115-7531	84	0.009310574	5,409.69	2,704.85	2,704.85
41	116-7531	84	0.009310574	5,409.69	2,704.85	2,704.85
36	117-7531	84	0.009310574	5,409.69	2,704.85	2,704.85
42	118-7531	73	0.008091332	4,701.28	2,350.64	2,350.64
35	119-7531	90	0.009975615	5,796.10	2,898.05	2,898.05
43	120-7531	82	0.009088894	5,280.89	2,640.45	2,640.45
34	121-7531	84	0.009310574	5,409.69	2,704.85	2,704.85
44	122-7531	109	0.012081578	7,019.72	3,509.86	3,509.86
33	123-7531	63	0.006982931	4,057.27	2,028.64	2,028.64
32	124-7531	88	0.009753935	5,667.30	2,833.65	2,833.65
31	125-7531	64	0.007093771	4,121.67	2,060.84	2,060.84
30	126-7531	90	0.009975615	5,796.10	2,898.05	2,898.05
84	129-7651	87	0.009643095	5,602.90	2,801.45	2,801.45
83	130-7651	83	0.009199734	5,345.29	2,672.65	2,672.65
82	131-7651	92	0.010197295	5,924.90	2,962.45	2,962.45
81	132-7651	71	0.007869652	4,572.48	2,286.24	2,286.24
85	133-7651	106	0.011749058	6,826.52	3,413.26	3,413.26
80	134-7651	86	0.009532254	5,538.50	2,769.25	2,769.25
86	135-7651	82	0.009088894	5,280.89	2,640.45	2,640.45
79	136-7651	84	0.009310574	5,409.69	2,704.85	2,704.85
78	137-7651	88	0.009753935	5,667.30	2,833.65	2,833.65
77	138-7651	85	0.009421414	5,474.10	2,737.05	2,737.05
76	139-7651	90	0.009975615	5,796.10	2,898.05	2,898.05

Special Levy Roof Replacement - Buildings A, B, and C - Strata NW2050

Appendix A Special Levy

581,026.96 **Total Aggregate** 9022

581,026.96

Strata Lot	Unit Number	Unit Entitlement	Common Area %	Total Special Levy	Payment March 31/25	Payment May 31/25
13	201-7511	83	0.009199734	5,345.29	2,672.65	2,672.65
14	202-7511	95	0.010529816	6,118.11	3,059.05	3,059.05
15	203-7511	82	0.009088894	5,280.89	2,640.45	2,640.45
12	204-7511	97	0.010751496	6,246.91	3,123.45	3,123.45
16	205-7511	73	0.008091332	4,701.28	2,350.64	2,350.64
22	206-7511	85	0.009421414	5,474.10	2,737.05	2,737.05
17	207-7511	84	0.009310574	5,409.69	2,704.85	2,704.85
21	208-7511	85	0.009421414	5,474.10	2,737.05	2,737.05
20	209-7511	88	0.009753935	5,667.30	2,833.65	2,833.65
19	210-7511	84	0.009310574	5,409.69	2,704.85	2,704.85
18	211-7511	90	0.009975615	5,796.10	2,898.05	2,898.05
57	212-7531	90	0.009975615	5,796.10	2,898.05	2,898.05
56	213-7531	63	0.006982931	4,057.27	2,028.64	2,028.64
55	214-7531	88	0.009753935	5,667.30	2,833.65	2,833.65
54	215-7531	84	0.009310574	5,409.69	2,704.85	2,704.85
58	216-7531	85	0.009421414	5,474.10	2,737.05	2,737.05
53	217-7531	86	0.009532254	5,538.50	2,769.25	2,769.25
59	218-7531	73	0.008091332	4,701.28	2,350.64	2,350.64
52	219-7531	90	0.009975615	5,796.10	2,898.05	2,898.05
60	220-7531	82	0.009088894	5,280.89	2,640.45	2,640.45
51	221-7531	84	0.009310574	5,409.69	2,704.85	2,704.85
50	222-7531	88	0.009753935	5,667.30	2,833.65	2,833.65
49	223-7531	62	0.00687209	3,992.87	1,996.43	1,996.43
61	224-7531	115	0.012746619	7,406.13	3,703.06	3,703.06
48	225-7531	63	0.006982931	4,057.27	2,028.64	2,028.64
47	226-7531	88	0.009753935	5,667.30	2,833.65	2,833.65
46	227-7531	64	0.007093771	4,121.67	2,060.84	2,060.84
45	228-7531	90	0.009975615	5,796.10	2,898.05	2,898.05
95	229-7651	87	0.009643095	5,602.90	2,801.45	2,801.45
94	230-7651	83	0.009199734	5,345.29	2,672.65	2,672.65
93	231-7651	92	0.010197295	5,924.90	2,962.45	2,962.45
92	232-7651	71	0.007869652	4,572.48	2,286.24	2,286.24
96	233-7651	107	0.011859898	6,890.92	3,445.46	3,445.46
91	234-7651	86	0.009532254	5,538.50	2,769.25	2,769.25
97	235-7651	84	0.009310574	5,409.69	2,704.85	2,704.85
90	236-7651	84	0.009310574	5,409.69	2,704.85	2,704.85
89	237-7651	88	0.009753935	5,667.30	2,833.65	2,833.65

Special Levy Roof Replacement - Buildings A, B, and C - Strata NW2050

Appendix A Special Levy

581,026.96 **Total Aggregate** 9022

581,026.96

Strata Lot	Unit Number	Unit Entitlement	Common Area %	Total Special Levy	Payment March 31/25	Payment May 31/25
88	238-7651	85	0.009421414	5,474.10	2,737.05	2,737.05
87	239-7651	90	0.009975615	5,796.10	2,898.05	2,898.05
24	301-7511	86	0.009532254	5,538.50	2,769.25	2,769.25
23	302-7511	97	0.010751496	6,246.91	3,123.45	3,123.45
25	303-7511	73	0.008091332	4,701.28	2,350.64	2,350.64
29	304-7511	85	0.009421414	5,474.10	2,737.05	2,737.05
26	305-7511	84	0.009310574	5,409.69	2,704.85	2,704.85
28	306-7511	85	0.009421414	5,474.10	2,737.05	2,737.05
27	307-7511	85	0.009421414	5,474.10	2,737.05	2,737.05
71	312-7531	98	0.010862337	6,311.31	3,155.66	3,155.66
70	313-7531	88	0.009753935	5,667.30	2,833.65	2,833.65
69	314-7531	84	0.009310574	5,409.69	2,704.85	2,704.85
72	315-7531	85	0.009421414	5,474.10	2,737.05	2,737.05
68	316-7531	86	0.009532254	5,538.50	2,769.25	2,769.25
73	317-7531	73	0.008091332	4,701.28	2,350.64	2,350.64
67	318-7531	90	0.009975615	5,796.10	2,898.05	2,898.05
74	319-7531	82	0.009088894	5,280.89	2,640.45	2,640.45
66	320-7531	84	0.009310574	5,409.69	2,704.85	2,704.85
65	321-7531	88	0.009753935	5,667.30	2,833.65	2,833.65
64	322-7531	62	0.00687209	3,992.87	1,996.43	1,996.43
75	323-7531	109	0.012081578	7,019.72	3,509.86	3,509.86
63	324-7531	90	0.009975615	5,796.10	2,898.05	2,898.05
62	325-7531	93	0.010308136	5,989.30	2,994.65	2,994.65
104	329-7651	84	0.009310574	5,409.69	2,704.85	2,704.85
103	330-7651	92	0.010197295	5,924.90	2,962.45	2,962.45
102	331-7651	71	0.007869652	4,572.48	2,286.24	2,286.24
105	332-7651	107	0.011859898	6,890.92	3,445.46	3,445.46
101	333-7651	86	0.009532254	5,538.50	2,769.25	2,769.25
106	334-7651	84	0.009310574	5,409.69	2,704.85	2,704.85
100	335-7651	84	0.009310574	5,409.69	2,704.85	2,704.85
99	336-7651	88	0.009753935	5,667.30	2,833.65	2,833.65
98	337-7651	86	0.009532254	5,538.50	2,769.25	2,769.25
		9022	100%	581,026.96	290,513.48	290,513.48

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;

Mailed to:

Cypress Point ABC
#338, 7651 Minoru Blvd
Richmond, B.C.
V6Y 1Z3

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

Delivered to a Council Member any time before the Annual General Meeting

COMPLETED PROXIES SHOULD BE RECEIVED NO LATER THAN:

6:00 PM BY DROPPING IN THE OFFICE MAIL SLOT, OR NO LATER THAN

7:00 PM IN PERSON BY THURSDAY, JANUARY 16, 2025.

PROXY APPOINTMENT

Re: Suite # _____ **Strata Lot #** _____

**Strata Plan NW2050, Cypress Point ABC
7511, 7531, 7651 Minoru Boulevard
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 Thursday, January 16, 2025.

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

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** _____ **2025.**