

Strata Plan NW2050

Strata Council Meeting Minutes

Wednesday, July 30, 2025

1.0 ATTENDEES

Present

- Gordon Farrell
- Joanne Parkinson
- Oliver St Quintin
- Murray Thompson
- Audrey Montero

Regrets

- Carole Borthwick
- Linda McLaren

2.0 CALL TO ORDER: 6:35 pm

3.0 ADOPTION OF MINUTES

Wednesday, June 25, 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

During the month of July, regular garden maintenance continued throughout the property, including lawn care, pruning, and weeding. Additional attention was given to trimming overgrown shrubs and removing seasonal debris to enhance the overall appearance of the gardens.

Strata Council has approved the quote from Yamato Landscaping \$756.00 for the removal and repair of the uplifted path between Buildings A and B. The scope of work includes the removal of bricks from the affected path, cutting and removing the existing lumber along the path edge; installing new 4" x 4" pressure-treated lumber as an extension of the existing border—reusing the removed lumber if it remains in good condition; and finally, removing, cutting, and relaying bricks along the extended path border to create a clean and finished edge. Work is scheduled to begin the first week of August 2025.

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.

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4.4 Maintenance

4.4.1 Pest Control

Assured Pest Control completed their regular monthly service, inspecting the premises for signs of pest activity. This month, they noted an increased number of rodents caught in the traps compared to previous months. In addition, a report was received from a resident regarding ant activity near the side door of Building C. This concern will be forwarded to Assured Pest Control for further investigation and appropriate treatment.

4.4.2 High Efficiency Boiler in Building A

Corona Plumbing and Heating continues to monitor the boilers for any issues. They have scheduled a meeting with the manufacturer, who is planning to visit the site to assess the situation.

4.4.3 Plumbing Work in our Buildings

Corona Plumbing and Heating has completed the plumbing work in SL01 and SL05. However, the drywall and painting repairs to the wall where the pipes were located are still in progress and have not yet been completed.

The water ingress in the parking stall 115 is still pending. This issue has been difficult to solve as the problem is not constant but intermittent. Water will show up in the parking stall from time to time but Corona hasn't been able to determine the source of the water.

4.4.4 Window Repair SL70

The operational system of the bay window was removed and repaired, as the window was no longer able to close properly due to damage. This issue may have resulted from building settlement and ongoing structural movement. The total cost for the repairs was \$1,470.00.

4.4.5 Sliding door and door repair SL26

Highwater Management Inc., attended repairs in the suite. The sliding door needs to be adjusted, as well as the door in the balcony area.

4.4.6 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!

4.4.7 Repairs by the electrician

The electrician was recently on site to address several maintenance items. Malfunctioning smoke detectors were replaced in SL94 and SL103 to ensure continued safety. In SL27, a lamp was disconnected as a precaution after water was detected in the area due to a skylight leak. The electrician is scheduled to return to address a malfunctioning light near the Building B signage, which has been blinking, check on the light Building C signage, as well as to repair the emergency exit signs (green running person) on the first floor of Building A.

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Shared Facilities

4.4.8 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.

4.4.9 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.

We thank an owner for their kindness of their time and resources when fixing the drain in the patio area in front of the lounge. The drain is working and it is not causing a tripping hazard as it was before.

No rentals occurred during the month of July.

4.4.10 Exercise Room

The windows in the exercise room are outdated and prone to frequent damage. Please handle the windows with care, as they are fragile and not very sturdy. Thank you for your understanding and cooperation.

Strata Council is gathering quotes to replace the windows in the exercise room.

4.4.11 Pool Maintenance

The assessment by the carpenter revealed that not only are the doors in poor condition, but the wooden fence structure around the pool is also deteriorating and will need to be replaced soon. Strata Council is currently gathering information about using alternative materials that may offer greater durability and be more cost-effective compared to wood.

This year, the heating of the pool was delayed due to a necessary repair. On July 28, 2025, a technician was on site to complete the work. We hope that, with this repair, owners will be able to enjoy warmer water in the pool for the remainder of the summer.

Based on recommendations from Vancouver Coastal Health regarding pool chemical handling and safety, the Strata Council has purchased two spill containment workstations. These units help prevent chemicals from being poured into the drain or accidentally coming into contact with other products stored in the room. One workstation has been placed in each pool equipment room. The total cost for the two units was \$567.

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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.

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5.0 NEW BUSINESS

5.1 Roof Replacement Project

5.1.1 Arrears Process and Interest Charges Effective April 1, 2025

Strata Council would like to extend its sincere thanks to all owners who have already completed their payments for the roof replacement project. These contributions are essential, as they are directly used to fund the ongoing roof replacement.

We kindly remind those owners who have not yet made their payments that it is very important to do so promptly. Owners with outstanding balances have already received an email showing the updated amount owing as of June 30, 2025; however, please note that this amount continues to increase daily due to the application of interest charges in accordance with the bylaws.

While interest charges do apply to overdue amounts, delayed payments also create challenges for the Strata Corporation in meeting its financial obligations for the project on behalf of the community.

If payment is not received soon, please be advised that Strata Council may need to implement additional measures to recover the outstanding amounts, as permitted under the Strata Property Act and bylaws.

Thank you all for your understanding and cooperation.

5.1.2 Approval of the 2025-2026 Insurance Premiums with ACERA

Please find attached the new Strata Insurance Premium for the coverage period beginning August 1, 2025.

5.1.3 Roof Progress Inspection Reports

For owners who wish to review the full documentation up to the end of July 2025, reports are available on the Cypress Point website.

5.1.4 Balcony Glass Door Incident

On July 10, a broken balcony sliding door was reported from SL36. The incident involved shattered glass, and the police were contacted as a precautionary measure. However, the circumstances surrounding how the damage occurred remain unclear. A replacement has been scheduled, and the cost to repair the broken glass is \$1,400.00.

5.1.5 Water Leak Due to Washing Machine Malfunction

A malfunctioning washing machine in SL24 caused water to leak down to the lower floors. While no water was found on the second floor, there was water ingress into SL04 on the first floor. The ceiling in the laundry room of SL04 is now reported to be dry; however, drywall repairs are still required. Although accidents can happen, it's a good practice to regularly inspect appliances to help minimize potential issues.

5.1.6 Broken Pipe Inside SL04

A water pipe inside the wall of the laundry room in SL04 burst, causing significant water damage. Corona Plumbing attended the incident promptly, opened the affected section of the wall, and

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repaired the broken pipes. Due to the volume of water involved, a restoration company was called to assess the damage. To prevent potential mold growth within the walls and baseboards, industrial fans and a dehumidifier were installed and ran continuously for over two weeks. While most areas dried effectively, some of the insulation required further exposure to ensure complete drying. With the moisture now addressed, drywall replacement is the next step before repairs in SL04 can be completed.

5.1.7 Kitchen Sink Back Up

This month, Corona Plumbing attended to three separate incidents involving kitchen sink backups; SL11, SL1, and SL66. In each case, water was backing up into the sink due to blockages in the drain line. To help prevent these issues, residents are reminded to avoid pouring grease, oils, or food scraps down the sink. Instead, these items should be disposed of in the compost or garbage. Regularly flushing the drain with hot water and using sink strainers can also help minimize the risk of clogs and backups.

5.1.8 In-Suite Inspections

Owners should ensure that access to their suite is possible. If you are on vacation or away for an extended period, a key must be left at the office or left with a neighbour who will be on site the day that access is required.

5.1.9 Pavers in the Garden Area

Strata Council is planning repairs to some of the brick paths around Cypress Point. The repairs will involve removing and reusing bricks, fixing the path borders, and making the paths safe and neat again. The main cause of the damage is tree roots growing under the bricks. This repair will start with the area mentioned at the beginning on 4.2.1

5.1.10 Parking Lot Signage

Strata Council is looking into re-painting some of the parking signs around the outside area, to make them more visible and clearer to residents and visitors.

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

Smoke detectors that are reaching the end of their service life in 2026 will be scheduled for replacement in the near future. This proactive approach ensures continued safety and compliance with fire safety regulations. Residents will be notified once the replacement schedule is 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

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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.



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.

We kindly remind all owners 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.

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7.0 CORRESPONDENCE

7.1 Incoming:

7.1.1 Telus Event at Cypress Point

Telus recently proposed hosting a promotional event within the building to engage with residents and showcase their services. However, after reviewing the request, Strata Council decided not to proceed with the event.

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 (Complaint No. 7)

8.1.1 Details of Complaint: A standing lamp left in Building B garbage room

8.1.2 Date Complaint Received: July 4, 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:

8.1.7 Council Decision on Whether Breach Occurred:

Strata Council resolution in favor: 4 ; against: 0

8.1.8 A standing lamp was recently found left in the garbage room. This type of item falls into a bylaw infraction regarding proper disposal of household goods. Unfortunately, it is unclear who placed the lamp there. Residents are reminded to follow proper disposal procedures and to contact the office if they are unsure how to dispose items that are not garbage.

Council vote on decision: In favor 4; against 0

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8.2 SL31 (Complaint No. 8)

- 8.2.1 Details of Complaint:** A resident was found parked in a visitor parking stall, which is a bylaw infraction. The stall is currently allocated to another resident during the roof replacement project, and the unauthorized use caused inconvenience to the person it was assigned to.
- 8.2.2** Date Complaint Received: July 8, 2025
- 8.2.3** Date Strata Lot Notified of Complaint: July 18, 2025
- 8.2.4** Date Owner and Landlord Notified of Complaint (if applicable): July 18, 2025
- 8.2.5** Deadline Date for Request for Hearing or Response by Strata Lot: August 7, 2025
- 8.2.6** Date Request for Hearing or Response Received: July 18, 2025
- 8.2.7** Council Decision on Whether Breach Occurred: The owner has breached the strata bylaws by parking on the visitor's parking stall.

Strata Council resolution in favor: 4; against: 0

- 8.2.8** As this is not the first bylaw infraction related to unauthorized parking in a visitor stall by the resident, Strata Council has approved issuing a \$50 fine in accordance with the bylaws. This action is intended to reinforce the importance of following established parking rules and ensuring fairness to all residents.

Council vote on decision: In favor 4; against 0

8.3 SL57 (Complaint No. 9)

- 8.3.1** Details of Complaint: Items were found in their parking stall
- 8.3.2** Date Complaint Received: July 7, 2025
- 8.3.3** Date Strata Lot Notified of Complaint: July 18, 2025
- 8.3.4** Date Owner and Landlord Notified of Complaint (if applicable): Not applicable
- 8.3.5** Deadline Date for Request for Hearing or Response by Strata Lot: August 7, 2025

8.4 SL66 (Complaint No.10)

- 8.4.1 Details of Complaint:** It was reported that corrugated cardboard was disposed of in the mixed paper bin, which is not the correct location. Corrugated cardboard should be placed in the large container specifically designated for cardboard. Proper sorting helps ensure that materials are recycled efficiently and avoids contamination of the recycling stream, as well as to avoid fines imposed by the City of Richmond.
- 8.4.2** Date Complaint Received: July 12, 2025
- 8.4.3** Date Strata Lot Notified of Complaint: July 18, 2025
- 8.4.4** Date Owner and Landlord Notified of Complaint (if applicable): Not applicable
- 8.4.5** Deadline Date for Request for Hearing or Response by Strata Lot: August 7, 2025

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8.5 *SL79 (Complaint No.11)*

- 8.5.1** **Details of Complaint:** It was observed that the owner disposed of cardboard box without flattening it, which is not in compliance with the strata bylaws. Cardboard must be flattened before being placed in the designated recycling container to ensure there is adequate space for all residents and to support proper recycling practices.
- 8.5.2** Date Complaint Received: July 18, 2025
- 8.5.3** Date Strata Lot Notified of Complaint: July 18, 2025
- 8.5.4** Date Owner and Landlord Notified of Complaint (if applicable): Not applicable
- 8.5.5** Deadline Date for Request for Hearing or Response by Strata Lot: August 12, 2025
- 8.5.6** Date Request for Hearing or Response Received: The owner responded to the letter, explaining that another family member was not familiar with the strata bylaws.
- 8.5.7** Council Decision on Whether Breach Occurred: This constitutes a breach of the bylaws, as cardboard boxes must be flattened before being disposed of in the designated container.

Strata Council resolution in favor: 4; against: 0

- 8.5.8** This is a breach of the strata bylaws, and as a result, a \$50 fine has been issued to the owner.

Council vote on decision: In favor 4 against 0

8.6 *SL02 (Complaint No.12)*

- 8.6.1** **Details of Complaint:** Items were found stored in the common area of the lockers room.
- 8.6.2** Date Complaint Received: July 18, 2025
- 8.6.3** Date Strata Lot Notified of Complaint: July 23, 2025
- 8.6.4** Date Owner and Landlord Notified of Complaint (if applicable): July 23, 2025
- 8.6.5** Deadline Date for Request for Hearing or Response by Strata Lot: August 17, 2025
- 8.6.6** Date Request for Hearing or Response Received: Owner reply and was able to remove the items from the common area.
- 8.6.7** Council Decision on Whether Breach Occurred: Council Decision on Whether Breach Occurred: This constitutes a breach of the bylaws, as no items should remain in common areas.

Strata Council resolution in favor: 4; against: 0

- 8.6.8** Personal items were found stored in the common area of the locker room, which is a breach of the strata bylaws. These areas must remain clear at all times to ensure safety and accessibility. As this is the first noted infraction, Strata Council has decided to issue a warning at this time.

Council vote on decision: In favor 4 against 0

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9.0 FINANCIALS

Fund review for the month of May 2025.

	May
Contingency Fund	666,714.28
Re-piping Fund	94,637.57
Exterior Building Fund	78,303.54
Future Remediation Fund	450,874.44
Roof Replacement Levy	583,067.29
Net Income Current Year	42,868.63
Owners' Equity	<u>\$1,916,465.75</u>

Age Receivable as of July 31, 2025

SL16 \$4,779.20	SL20 \$5,761.75	SL32 \$2,857.05
SL51 \$7,013.73	SL69 \$6,304.38	SL81 \$2,305.14
SL53 \$ 120.00		

10.0 MEETING ADJOURNED: 7:59 pm

11.0 Next Strata Council Meeting Wednesday, September 24, 2025.