

Strata Plan NW2050

Strata Council Meeting Minutes

Wednesday, June 25, 2025

1.0 ATTENDEES

Present

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

Regrets

- Linda McLaren

2.0 CALL TO ORDER: 6:35 pm

3.0 ADOPTION OF MINUTES

Wednesday, May 28, 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

In April, gardening work at Cypress Point with Yamato Landscaping focused on spring cleanup, pruning, lawn care, and preparing garden beds for the season. This included clearing winter debris, shaping shrubs, and applying fresh soil and mulch where needed.

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 conducted their monthly services as usual. Checking for unusual activities around the premises. This month Assured worked with SL87 who reported moth activity in their suite. We would like to thank the resident for attending to the issue in a prompt way. Since this kind of issue is not part of the contract so the residents paid the bill. A friendly reminder, please do not touch any bait or bait stations.

4.4.2 High Efficiency Boiler in Building A

Over the past few months, it has been a real challenge for the owners of Building A and Corona Plumbing and Heating Company to deal with the uncertainty of the sudden turning off of the boilers. Although many attempts (including replacement of equipment, twice) have been made, the problem continues. Corona continues to investigate and has plans to follow up and is hopeful a solution will soon be found. We thank all of the residents in Building A for their continued patience with this matter.

4.4.3 Plumbing Work in our Buildings

Corona Plumbing and Heating completed the plumbing work in SL01 and SL05. Due to the mold present at the time of opening the walls, an abatement company attended the suite and was able to remove the mold prior to Corona Plumbing fixing the pipes that needed repair. The plumbing work was completed in one day and the drywall repairs and painting are still pending in SL05. SL01 has some work pending, as well, regarding re-installation of the kitchen equipment which was removed to get access to the pipes that needed repair.

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 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!

Shared Facilities

4.4.5 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 last booking for the Games Room was on Saturday, June 21, 2025. The residents stayed after curfew time, made a lot of noise and didn't get rid of their garbage. Strata council approved not returning the renter's the damage deposit.

4.4.6 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.

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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.

The lounge was rented once during the month of June.

4.4.7 Exercise Room

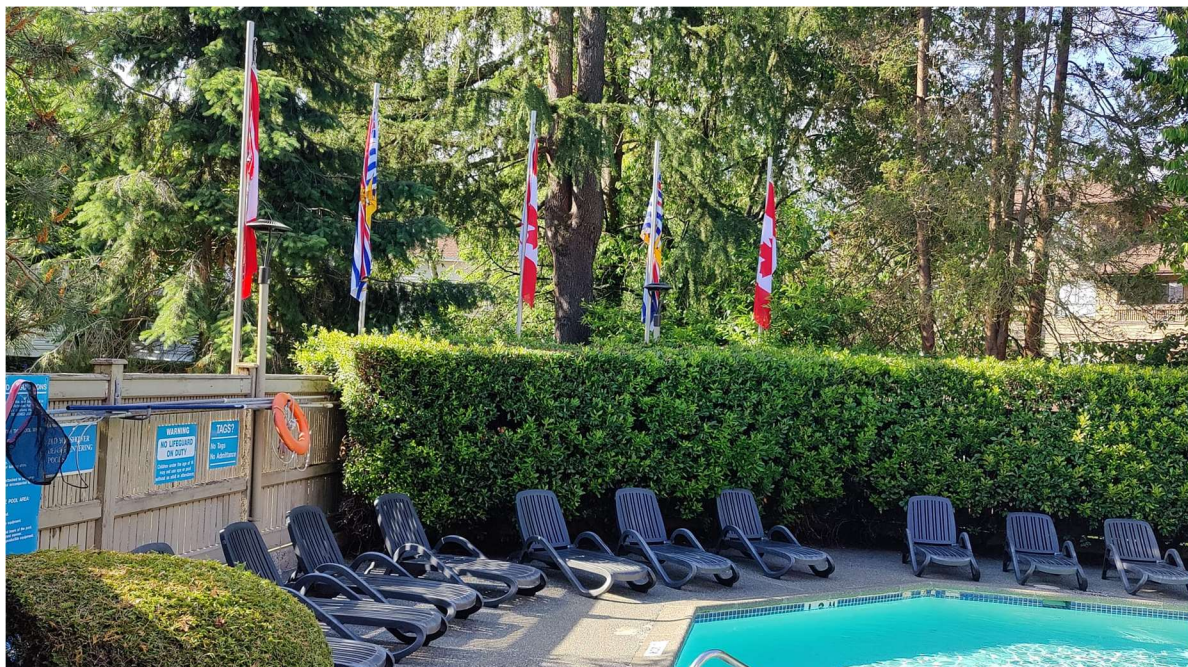
The windows in the exercise room are outdated and prone to frequent damage. Please handle the windows with care, as they are fragile and not very sturdy. Thank you for your understanding and cooperation.

4.4.8 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.

During the inspection, a few additional items were identified that required attention. While these issues did not prevent the pool from opening for the season, they still needed to be addressed. All three items have now been successfully completed: replacing or securing missing and loose tiles inside the pool area; ensuring that pool lounge chairs are kept at least four feet away from the pool edge; and replacing the missing floating weir from the skimmer box.

Finally, Strata Council approved the removal of the spiky bushes along the side of the pool, and Yamato Landscaping has now completed this work.



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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.

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 Roof Inspection Reports

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.

5.1.3 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.

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5.1.4 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.

5.1.5 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

A letter will soon be sent to owners with important information about replacing in-suite smoke detectors that have reached the end of their 10-year life. Most detectors will need to be changed to a new model by an electrician, at no extra cost to owners, as part of the Annual Operating Budget. For suites with an operable fireplace, there is also an option to upgrade from a smoke-only detector to a combination smoke and carbon monoxide detector for a cost of \$35. Please note that suite access will be required for these replacements, separate from the usual annual detector testing. More details will follow in a letter.

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.

<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>

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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.

7.0 CORRESPONDENCE

7.1 *Incoming:*

7.1.1 Hytec System

A correspondence from Hytec System, which helps prevent pinhole leaks and extends the life of our plumbing, has been protecting our building for the past 66 months by creating a valuable internal protective coating. As part of the renewal process, Hytec reviews and updates the system's components and makes important upgrades at their own cost.

Hytec has now offered to renew our VIP AquaPlan contract for another 66 months starting October 15, 2025, at the same monthly cost—with no price increase.

Strata Council has approved the new contract.

7.1.2 Hallway and Dryer Ventilation Cleaning

A quote has been received from the Power Vac Company regarding the ducts in our buildings. After the completion of the roof replacement project, a full cleaning of the building's hallway ventilation system and all related ductwork will be carried out. This work will also include exterior-only cleaning of the dryer ventilation systems and an inspection of the exterior dryer vent grills to

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help ensure they remain clear and in good condition. Please note that no access to individual suites will be required for this work. Further details about the exact date and time will be provided to owners and residents in an email closer to the scheduled service.

7.1.3 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:

7.2.1 Insurance Companies

An ongoing communication with two insurance companies Acera and BFL to gather proposals for the Strata's insurance coverage for the upcoming year.

8.0 COMPLAINTS:

8.1 SL66 (Complaint No. 3)

8.1.1 Details of Complaint: Unwanted boxes found not flattened and in Building B area.

8.1.2 Date Complaint Received: May 17, 2025

8.1.3 Date Strata Lot Notified of Complaint: May 22, 2025

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: June 11, 2025

8.1.6 Date Request for Hearing or Response Received: As yet, no request or response received

8.1.7 Council Decision on Whether Breach Occurred: Council agrees that a breach of the bylaws has occurred.

Strata Council resolution in favor: 5; against: 0

8.1.8 This will be considered the first warning to the owners as the recent cardboard disposal did not comply with the bylaws.

Council vote on decision: In favor 5; against 0

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8.2 *SL71 (Complaint No. 4)*

- 8.2.1** Details of Complaint: Items remain uncollected on the roof deck area, contrary to the guidelines.
- 8.2.2** Date Complaint Received: June 5, 2025
- 8.2.3** Date Strata Lot Notified of Complaint: June 5, 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 25, 2025
- 8.2.6** Date Request for Hearing or Response Received: As yet, no request or response received
- 8.2.7** Council Decision on Whether Breach Occurred: While no specific bylaw has been formally breached in this instance, Strata Council kindly reminds owners of the importance of following Council's instructions, as these are intended to support the smooth operation of the property and the well-being of the entire community.

Strata Council resolution in favor: 5; against: 0

- 8.2.8** This will be treated as a formal warning regarding building maintenance. As the items were promptly removed and there was no cost to the Strata Corporation, no further action will be taken. Thank you for your cooperation in keeping shared areas properly maintained.

Council vote on decision: In favor 5; against 0

8.3 *SL 63 (Complaint No. 5)*

- 8.3.1** Details of Complaint: Items remain uncollected on the roof deck area, contrary to the guidelines.
- 8.3.2** Date Complaint Received: June 5, 2025
- 8.3.3** Date Strata Lot Notified of Complaint: June 6, 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: June 26, 2025
- 8.3.6** Date Request for Hearing or Response Received: As yet, no request or response received
- 8.3.7** Council Decision on Whether Breach Occurred: While no specific bylaw has been formally breached in this instance, Strata Council kindly reminds owners of the importance of following Council's instructions, as these are intended to support the smooth operation of the property and the well-being of the entire community.

Strata Council resolution in favor: 5; against: 0

- 8.3.8** This will be treated as a formal warning regarding building maintenance. As the items were promptly removed and there was no cost to the Strata Corporation, no further action will be taken. Thank you for your cooperation in keeping shared areas properly maintained.

Council vote on decision: In favor 5; against 0

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8.4 SL32 (Complaint No. 6)

- 8.4.1 Details of Complaint:** The owner was found disposing of a plastic bag in the compost container, which is not permitted.
- 8.4.2** Date Complaint Received: June 17, 2025
- 8.4.3** Date Strata Lot Notified of Complaint: June 19, 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: July 9, 2025
- 8.4.6** Date Request for Hearing or Response Received: As yet, no request or response received
- 8.4.7** Council Decision on Whether Breach Occurred: The owner has breached the strata bylaws by placing a plastic bag in the compost bin, despite repeated reminders that plastic bags are prohibited. We kindly ask all owners to ensure prohibited items are not disposed of improperly to avoid unpleasant encounters and potential fines.

Strata Council resolution in favor: 5; against: 0

- 8.4.8** This incident will be treated as a first warning. As the owner has removed the plastic bags and understands that their disposal was prohibited, no further action will be taken at this time.

Council vote on decision: In favor 5; against 0

9.0 FINANCIALS

Age Receivable as of June 30, 2025

SL16 \$4,779.20	SL20 \$5,761.75	SL32 \$2,857.05
SL51 \$5,499.84	SL69 \$5,499.84	SL81 \$2,305.14
SL94 \$8.78		

10.0 MEETING ADJOURNED: 8:46 pm

11.0 Next Strata Council Meeting Wednesday, July 30, 2025.