

Strata Plan NW2050

Strata Council Meeting Minutes

Wednesday, October 29th, 2025

1.0 ATTENDEES

Present

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

Regrets

- Linda McLaren

2.0 CALL TO ORDER: 6:38 PM

3.0 ADOPTION OF MINUTES

Wednesday, September 24, 2025 Strata Council Meeting Minutes were approved by email, with the following correction:

The sentence should read:

Council would like to invite you to visit the Cypress Point website:
<https://cypresspointstrata.github.io/>

Instead of:

Council would like to invite you to visit the Cypress Point website:
<https://cypresspointstrata.github.io/under>

The word "under" appearing after ".io/" was a typo and has been removed.

4.0 COMMITTEE REPORTS

4.1 Social

There are no reports at the moment.

4.2 Grounds and Gardening

4.2.1 Landscaping

During the month of October, regular garden maintenance continued across the property, including lawn mowing, edging, and ongoing weed management. Significant effort was made to clear fallen leaves and debris, ensuring that the grounds remained tidy and safe for residents. Seasonal pruning and trimming of shrubs and smaller plants was carried out. Additional attention was given to cleaning around pathways, garden beds, and common areas.

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Bartlett Tree Experts have scheduled work in the gardens for November 3, 2025, starting at 8:00 AM. The team will be performing tree trimming and general maintenance to ensure the health and safety of the property's landscaping.

To allow the work to proceed safely and efficiently, residents are asked to be cautious when moving around the grounds or entering and exiting the buildings, as workers and equipment will be present. Vehicles parked in the outdoor parking stalls in front of Building B (stalls 5, 6, 7, 8, and 9) should be relocated from 8:00 AM until 2:00 PM. We appreciate your cooperation in keeping the work area clear.

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

During the recent pest control service, seven mice were removed from stations along the courtyard side of the three buildings (Building A – 2, Building B – 2, Building C – 3), and one rat was removed from a station at the front left side of Building A. All traps were refreshed with Detex.

In Building B, based on the reports from the strata, glue boards were placed near the elevators on all floors, from the lower level to the 3rd floor, to monitor for silverfish activity. A visual inspection was carried out, and rodent baits and lures were added or replaced as necessary. Glue traps and monitoring stations were also added or replaced, and all traps and stations were checked, reset, and dated as required.

4.4.2 Plumbing Work in our Buildings

Corona Plumbing and Heating conducted a walk-around of the three buildings to identify repairs that required attention and began addressing them according to their level of urgency.

Corona Plumbing and Heating has completed the work in Building C. They located the riser isolation valves by opening the drywall outside the first-floor suite, found the keys, and closed the opening. This work was approved by Strata Council and is important for performing emergency water shut-offs when needed.

The hose bibs were winterized around the property to protect them from freezing during the colder months.

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While completing a job in Building A, Corona Plumbing located the riser isolation valves for SL09 and SL20. Both sets of valves were original and found to be faulty during recent testing. It has been recommended that the hot and cold-water riser valves be replaced during a planned building-wide water shutdown. This work is scheduled for Thursday, October 30th, following a scheduled water shut-off in Building A.

Regarding water leak in the bathroom ceiling of SL02. On Wednesday, October 29, 2025, Corona Plumbing attended SL02 and made an opening in the bathroom ceiling. They also attended the suite above, SL13, to investigate the source of water. During their inspection, Corona Plumbing decided to examine the lower part of the bathtub in SL13 more closely. This follow-up work has been scheduled for Friday, October 31, to continue investigating the water leak into SL02.

Other Scheduled Maintenance Priorities:

The water ingress issue in Parking Stall 115 remains under investigation. Corona Plumbing has recommended opening the walls connected to the affected piping to examine the problem from the inside. This repair will be scheduled shortly.

To carry out several piping repairs in Building B, a water shut-off will be scheduled. Owners will be notified once Corona Plumbing has finalized the plans.

4.4.3 Parking Lot Signage/Line Painting

This job has been postponed until spring 2026, as the current weather conditions are not suitable for carrying out the project.

4.4.4 Repairs by the electrician

The garden lamp near Building B, which had been continuously on, was repaired. The issue was caused by a faulty photocell.

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 Games Room was requested for use once this month.

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.

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.

Two rentals during the month of September.

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4.4.7 Exercise Room

For the exercise room, we have received two quotes regarding the replacement of the windows and are in the process of obtaining at least two more.

It has been reported that some users of the gym have been leaving the equipment and space untidy, including weights left on the floor and machines not wiped down after use. Please be aware that if a suite is reported for such behavior, there is a possibility that the gym fob for that unit may be suspended. We encourage all users to clean up after themselves to ensure the gym remains safe and pleasant for everyone.

4.4.8 Pool Maintenance

During the last week of the pool season, it was noticed that the pool was losing water. Strata Council is currently in the process of obtaining quotes and engaging a technician to identify the source of the leak and recommend appropriate repairs.

Yamato Landscaping performed the seasonal maintenance and trimming of the pool area.

Corona Plumbing has begun the initial steps to decommission the hot tub.

5.0 NEW BUSINESS

5.1 *Containers for Plastic Bags in the Buildings*

An owner in Building C has generously donated two plastic containers to help collect plastic bags that residents bring down with their food. The purpose of these containers is to allow residents to place their used plastic bags in the containers while disposing of food in the appropriate bins.

We thank you in advance for your cooperation in keeping this system effective and organized.

5.2 *Roof Replacement Project*

Strata Council is pleased to announce that the Roof Replacement Project has been successfully completed after six months. We sincerely thank all residents for your patience, cooperation, and support throughout this period.

Four owners have been issued a notice of lien due to outstanding payment for the Roof Replacement Project. Strata Council recognizes that funding the new roof has required a significant effort from all residents. As such, it is important that those who have not yet paid do so, to ensure that the costs are fairly shared among all owners.

Please find attached a letter for all owners regarding the new roof at Cypress Point. Owners with roof decks will also receive a hard copy. Thank you.

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5.3 *Exterior Drier Ventilation System for 2025*

The exterior dryer ventilation system cleaning is scheduled for Friday, October 31, 2025, as part of regular maintenance. No unit access will be required. Conducted by Power Vac Company.

5.4 *Annual General Meeting for 2025*

The Annual General Meeting has been scheduled for Thursday, November 13, 2025 at 7:00 pm. It will be an in-person meeting in the Lounge. If you are not able to attend the meeting, you may drop off your proxy to the Cypress Point Office by no later than Wednesday, November 12, 2025 before 7:00 pm (which is 24 hours before the Annual General Meeting). You will receive a package in the mail, slipped under your door or under the door mat at least 21 days before the meeting with the information for the Annual General Meeting Thursday, November 13, 2025. Please feel free to email the office: cypresspointnw2050@gmail.com if you have any questions. This year, the NW2050 Strata Council has openings for new members. This is a fantastic opportunity to volunteer for your community and join the Strata Council.

5.4.1 *Roof Final Inspection Reports*

For owners who wish to review the full documentation up to the end of October 2025, reports are available on the Cypress Point website. <https://cypresspointstrata.github.io/>

5.4.2 *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!

6.0 OLD BUSINESS

6.1 *Bylaws*

Strata Council would like to invite you to visit the Cypress Point website for the most recent Strata Bylaws:

<https://cypresspointstrata.github.io/>

[NW2050 Bylaws Dec 04 2023.pdf](#)

If you prefer to have a hard copy of the bylaws, you will be able to print a copy for yourself.

6.2 *Electric Cars*

Any volunteers to work on the electric cars committee?

6.3 *Car Insurance Information*

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

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6.4 *Cardboard Disposing in Building C (7651)*

We would like to thank the owners of Building C for maintaining a more organized and responsible garbage room. It has been better managed and we see an increase of boxes being flattened, this could be by the residents, or by angel volunteers who come around and flatten boxes in order to keep the place in better condition. We hope this continues.

6.5 *Illegal Disposing*

The City of Richmond will fine strata complexes when they find plastic bags have been placed in the compost and/or recycling bins. Extra weight, extra garbage, we will pay for it.

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 such as the ones shown above or loose organic waste should be disposed of in these bins. Thank you for your attention to this matter.

Food waste and kitchen scraps should only be disposed of in the green compost bins - not in the garbage bin. However, food-contaminated wastes, such as styrofoam meat-trays, should be disposed of in the garbage, not the compost or container recycling bins.

We kindly remind all owners and residents 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

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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.

7.0 CORRESPONDENCE

7.1 Incoming:

7.1.1 Renovation Approval for SL26

Strata Council approved the renovations in suite of SL26.

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 SL47 (Complaint No. 27)

8.1.1 Details of Complaint: Ongoing disruptive noises have been reported from the upstairs unit, often occurring late at night and on weekends, affecting the quiet enjoyment and rest of the residents below. A new complaint to the same suite has been submitted.

8.1.2 Date Complaint Received: October 27, 2025

8.1.3 Date Strata Lot Notified of Complaint: October 27, 2025

8.1.4 Date Owner and Landlord Notified of Complaint: October 27, 2025

8.1.5 Deadline Date for Request for Hearing or Response by Strata Lot: November 16, 2025

8.1.6 Date Request for Hearing or Response Received:

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9.0 FINANCIALS

Fund review for the month of September 2025.

	<u>September 2025</u>
Contingency Fund	261,504.54
Re-piping Fund	102,001.76
Exterior Building Fund	4,558.84
Future Remediation Fund	162,138.90
Roof Replacement Levy	27,733.92
Net Income Current Year	88,945.99
Owners' Equity	646,883.95

Age Receivable as of September 30, 2025

SL16 \$199.	SL20 \$6,327.30	
SL51 \$8,098.41	SL69 \$6,489.61	SL81 \$2,888.17

10.0 MEETING ADJOURNED: 8:37 PM

11.0 Next Strata Council Meeting Wednesday, November 26th, 2025