

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

**CYPRESS POINT ABC
Monday, September 23, 2024**

**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 August 30, 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 Special General Meeting for reference.

PURPOSE: The purpose of the meeting is to:

- 1) To provide information on the current condition of our roofs
- 2) To get input from owners about replacing the roofs
- 3) To approve allocation of up to \$10,000 from the Contingency fund for preparation of roof replacement specifications so that real costs can be gathered by competitive tender

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 Monday, September 23, 2024.

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.**

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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 – Gord Farrell and Oliver St Quintin – Strata Council Members
- 6) Presentation on the current condition of the roofs in our buildings
- 7) Discussion
- 8) Special Resolution:
 - A. Approval to allocate up to \$10,000.00 from the Contingency Fund for the preparation of roof replacement specifications and tendering of these specifications.
- 9) Adjournment

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 replacement contract was awarded to the lowest bidder among five reputable roofing companies, based on a detailed scope of work and specifications. The estimated lifespan for the replaced sections was 25 years.

Current Situation

It has now been 25 years since the roof was replaced, and 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. This will require some re-engineering of the underlying roof structure, which would be most cost-effective to carry out as part of the replacement.

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.

To address the whirly-bird problem, Strata Council asked roofing contractor, Roy Dennis Roofing to provide a proposal with estimated costs for replacing the whirly-birds. After an on-site review, Roy Dennis provided a proposal for replacement of the whirly-birds. Because of the replacement cost is significant and the fact that the roof was 25 years old, Roy Dennis recommended that the roof be reviewed by an independent roof inspector before going ahead (because if the whirly-birds were replaced before the roof, they would have to be removed and reinstalled, resulting in wasted costs). Accordingly, Strata Council engaged Phoenix Roof Consultants to do a detailed visual review of the roof and to provide a report of their findings together with recommended actions.

Conclusions and Recommendations from the Report

The full report is available to all owners and was sent July 4th as a supplement to the emailed minutes of the Council meeting of June 26th. However, the conclusions and recommendations taken word for word from the report are the following:

The flat roof membrane installed to the roofs of all three buildings is in poor condition. Numerous buckles and blisters were noted. Some of these buckles and blisters are occurring at seams, which are starting to be forced apart. The blister count may be higher during warm weather as the increase in temperature will cause the blister to expand and lift off the roof deck. Moderate to heavy granule loss was noted in many locations. The membrane surface is cracking and losing granules in most areas. Partially open seams were noted in both the main roof (field ply) as well as the perimeter stripping plies or stripping plies at curbs. All of these items are signs of advanced deterioration. This roof system relies heavily on the skill of the installers. Insufficient heat at the side laps results in seams that appear to be sealed only to have

them open as the membrane ages. Inconsistent asphalt coverage or heating will result in blisters forming over time.

The membrane would have carried a 10 to 15-year limited warranty, and the key word is limited. The warranty is based on manufacturing defects, not wear-life. Manufacturer's will only cover defects resulting in leaks. Buckling, blistering, cracking, and granule loss for example would not be covered, even though we know that these conditions will lead to eventual roof leaks. Not following the manufacturer's installation instructions will void the warranty. All standard SBS warranties are heavily pro-rated which greatly reduces the payout during the warranty period and will only cover the cost of the membrane itself; no payout for removal, disposal, and installation of the new SBS as well as no money for accessories (vents, screws, insulation and flashings). In order to obtain a warranty, the project also needs to be registered with the manufacturer.

We must remember that the term of the warranty is not necessarily related as to how long the membrane will last. In our experience, this roof system when installed to manufacturer's installation instructions will last 20 years with longevity directly related to the quality of the installation.

The concrete tiles on the slope roof are still in fair condition. As they are not subjected to standing water such as we would see on a lower slope roof, the tile surface is still relatively smooth and doesn't appear to be overly worn.

It appears that the Strata Council has been proactive with taking care of the roofs and maintaining them over time, with repair patches and new sealant noted in areas. Care must be taken with repairs however, as it is easy to repair too much of a roof that will soon need replacing.

It is our opinion that the SBS installed to the roofs of all three buildings is failing and should be replaced soon. Ideally, it would all be done at once as there is cost savings for the owners. The project could be done in phases, with Building B done this fall and the remainder in 2025. Council would need to decide if the lower roofs and decks would be replaced at this time as well (which they should be in our opinion). We would suggest the installation of a composite insulation board/base ply with SBS cap sheet. This would also include replacing all vents, drains and flashings. While the roofs may last longer, prolonging the inevitable replacement project comes with the risk of roof leaks and cost increases due to a rise in labour and materials.

For budgetary purposes, please consider the following: The estimated cost to remove all old roofing and install a new 2-ply SBS membrane on the upper flat roofs is between \$2,800,000.00 and \$3,200,000.00 plus GST. These estimates do not include inspection fees, a contingency reserve, or the lower roofs, as the complexity of the decking could significantly increase the total cost. These figures are preliminary and should not be used for fundraising purposes. Please note that this estimate reflects current costs, and material prices are likely to increase before the project begins. Before the pandemic, we typically saw a 3-5% annual increase in costs, whereas 2021 saw an average increase of 35% in roofing material costs. A full set of specifications should be prepared, and the roof replacement should be put out to tender to obtain accurate pricing.

SPECIAL RESOLUTION “A”

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

Whereas, the Strata Council seeks to get definitive costs for replacement of the roof, the following resolution is hereby passed by the Strata Corporation, 'The Owners, Strata Plan NW2050,' on the _____ day of _____, 2024.

.....

BE IT RESOLVED BY A ¾ VOTE RESOLUTION THAT:

The Owners of Strata Plan NW2050 hereby approve the allocation of up to \$10,000.00 from the Contingency Fund for:

- 1) The preparation of roof replacement specifications, including any necessary consulting, asbestos testing, or engineering services required to develop these specifications, and
- 2) Tendering of the specifications to get definitive costs for replacement of the roof

The Common Seal of the Strata Corporation, The Owners, Strata Plan NW2050, was affixed hereto this _____ day of _____, 2024, in the presence of:

Strata Council Member

Strata Council Member

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 Special 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 MONDAY, SEPTEMBER 23, 2024.

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 Special General Meeting of the Owners of Strata Plan NW2050 to be held on September 23, 2024.

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** _____ **2024.**