

# Strata Plan NW2050

## Strata Council Meeting Agenda

Wednesday, February 4, 2026

### 1.0 ATTENDEES

#### Present

- Gordon Farrell
- Oliver St Quintin
- Seng Sengsavahn
- Carole Borthwick
- Linda McLaren
- Audrey Montero

#### Regrets

- Joanne Parkinson

### 2.0 CALL TO ORDER: 6:34 PM

### 3.0 ADOPTION OF MINUTES

Thursday, December 4, 2025 Strata Council Meeting Minutes were approved by email.

### 4.0 COMMITTEE REPORTS

#### 4.1 Social

There are no reports at the moment.

#### 4.2 Grounds and Gardening

##### 4.2.1 Landscaping

During December 2025 and January 2026, we experienced regular rainfall and mild winter conditions, with no snowfall. These conditions allowed Yamato landscaping team to continue routine maintenance. Work during this period included leaf and debris removal, clearing of walkways and drainage areas, light pruning where appropriate, and general garden tidying.

Strata Council has reviewed the recommendations provided by Bartlett Tree Experts and approved the proposed plant health care program for the selected trees on the property. The program includes seasonal soil treatments in the spring, summer, and fall to support tree health, improve vitality, and help protect against drought stress. The total approved cost for the recommended treatments is \$756.00 including tax. The work will be scheduled according to the estimated treatment dates provided by the arborist.

Bartlett Tree Experts will be scheduled to assess the mature tall trees located near Buildings B and C. The purpose of this visit is to evaluate their overall health, identify any potential concerns, and determine whether any pruning or maintenance is required.

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**4.3 Block Watch**

Richmond Block Watch is now on Facebook

Please click on this link [www.facebook.com/richmondblockwatch](http://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**

Seven mice were removed from stations in the front areas of Building C (five in total), as well as from the northwest corner and east side of Building A. Traps were refreshed with Detex bait. Silverfish activity was reported in the common areas of Building B. Minor captures were found on glue boards on the first and third floors, with a higher number of silverfish captured in the hallway between Units 222 and 226. Glue boards were replaced and will be checked at the next service.

**4.4.2 Plumbing Work in our Buildings by Corona Plumbing and Heating**

SL11 reported water in the ceiling of their bathroom. Corona Plumbing and Heating attended the site to investigate and determined that the issue was caused by a failure in the toilet installation in SL222. The contractor for SL22 returned to the unit and confirmed that the problem resulted from a fault in their installation. The necessary repairs to the toilet installation have now been completed by SL22's contractor. The ceiling repairs are still in progress, and the invoice from Corona Plumbing and Heating has been allocated to SL22.

Water to Building B was temporarily shut down to allow for plumbing repairs. The work included replacing the hot and cold laundry riser isolation valves outside SL39 and repairing a section of the hot water main outside SL44. Once the repairs were completed, water service was gradually restored and the system was checked to ensure there were no leaks.

After several months of investigation, Corona Plumbing and Heating proceeded with opening the bathroom wall in SL86 to further examine the source of the water leaking into the parking area near stall 115. During this investigation, the source of the leak was identified at the bathtub within the suite. Corona Plumbing has recommended repair or replacement of the bathtub, as they were able to reproduce a significant amount of water leaking into the parking area from that location. Since the source of the leak is within the strata lot, the related charges will be allocated back to the unit.

Regarding the water leak in the bathroom ceiling of SL02, the area was re-inspected by Corona Plumbing. After further assessment, they confirmed that the source of the leak was within the walls of the suite above, SL13. Once the owners of SL13 complete the necessary repairs, the ceiling in SL02 will be restored. The costs associated with these repairs will be covered through the insurance of SL13.

**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.

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**4.4.4 Repairs and Maintenance**

Attended SL84 to replace a malfunctioning smoke detector that had been causing issues.

**4.4.5 Light Fixtures for Building Address**

The light fixture at the address in Building B has been replaced. We are also arranging new, brighter fixtures for Buildings A and C through Reflected Light.

**4.4.6 Surveillance Cameras**

The new surveillance cameras have now been installed in all three buildings. Cameras are located in the lobby of each building, as well as in the garbage and recycling areas. While the system is not expected to result in perfect compliance, an improvement has already been noted in the disposal of garbage, compost and recycling. Strata Council would like to thank all residents for their efforts in following the proper disposal procedures. Signage will be installed in the lobby and garbage areas to advise residents and visitors of the presence and use of the camera system. The cameras are in place to help maintain the cleanliness, safety, and proper use of the common areas for the benefit of all residents.

**4.4.7 Building C Parking Area Ceiling Insulation**

Strata Council is currently obtaining quotes to address the damaged ceiling insulation in the parking area of Building C. Portions of the existing insulation have been disturbed, likely by squirrels or other rodents, which has resulted in debris falling into the parking stalls and onto residents' vehicles. Several repair options have been proposed, ranging from patching the affected areas to full removal and replacement with more durable insulation materials designed to better resist pest access. Council is reviewing these options to determine the most effective and long-term solution before proceeding with the work.

**4.4.8 First Roof Cleaning Completed After Replacement**

The first roof cleaning following the replacement has now been completed. While a few areas of standing water were observed, the overall condition is much improved compared to before the replacement. The roof drains were also cleaned, as debris had accumulated in them over the past few months.



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**4.4.9 Door Repair Approved**

The repair of the exterior door for SL39 has been reviewed and approved. The work will be scheduled accordingly.

**4.4.10 Hydraulic Door Closer Replaced**

SL03 reported a leak from their hydraulic door closer. The issue was reviewed, and the repair was completed at the beginning of the month.

**Shared Facilities**

**4.4.11 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. 1 request in January for the Games Room.

**4.4.12 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.

Five rentals during the month of December and 3 in January 2026.

**4.4.13 Exercise Room**

Strata Council has approved the replacement of the existing windows in the gym with new vinyl casement-style windows. The work will include the removal and disposal of the current windows, installation of new double-pane, energy-efficient windows with screens, and all materials required for the installation. Any necessary finishing work, such as minor carpentry or painting, will be completed as needed during the project. The total cost for the new gym windows is \$5,330.00, which will be allocated to the Shared Facilities expenses.

Two new pieces of equipment have recently been added to the gym. The first is a multi-function training cage, which allows users to perform a variety of strength exercises such as squats, presses, and pull-ups in a safe and controlled manner. The second addition is a new treadmill, providing residents with another option for cardio workouts. Strata Council is also looking into acquiring an elliptical machine and hopes to add one to the gym in the near future.

The last available camera channel will be allocated to install a camera in the gym. A few issues have been reported, and Strata Council believes this will help protect the equipment and ensure that only authorized users are accessing the facility. This measure is intended to support the proper use, safety, and maintenance of the gym.

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#### **4.4.14 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. This work is scheduled as soon as a technician is available.

After reviewing the pool leak issue and consulting with several companies that specialize in pool leak detection and repair, Strata Council has approved proceeding with Metro Van Pool Repair as the recommended contractor. Their proposal includes replacing the skimmers, main drain, return lines, and associated piping, as well as resurfacing the pool and replacing the tile. Because this work involves a significant expense and affects the shared facilities, the project must be approved by the owners before it can proceed. Strata Council is in the process of notifying the Shared Facilities committee and will be calling a Special General Meeting to present the proposal to the owners for consideration. The intention is for the cost to be funded from the contingency reserve fund; however, this requires approval by a three-quarter vote of the owners. Further details will be provided as the process moves forward.

## **5.0 NEW BUSINESS**

### ***5.1 Gutter Cleaning on Monday, February 9, 2026***

Gutter cleaning was completed from Monday the 9th to Wednesday the 11th in Buildings A, B, and C. All areas were serviced except for one suite where a large number of items were stored on the deck, preventing the workers from safely accessing the gutters. The contractor will return to complete the work once the items have been removed. The additional cost for the return visit will be the responsibility of the affected suite.

### ***5.2 Enterphone Company Maintenance Proposal***

As Building B now has a new enterphone system, the service provider presented a maintenance program that would cover repairs and service for a flat monthly rate. After reviewing the proposal, Strata Council decided not to proceed with the maintenance contract and instead opted to address any service needs on an as-required basis.

### ***5.3 Strata Walk-Through Invitation***

Strata Council is planning a walk-through of the property and would like to invite any interested owners to participate. The purpose of the walk is to identify areas that may require attention and to discuss potential maintenance or improvement items. Owners who would like to take part are welcome to join. Further details regarding the date and time will be provided.

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## **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/>

[https://cypresspointstrata.github.io/index\\_files/Page1347.htm](https://cypresspointstrata.github.io/index_files/Page1347.htm)

If you would like the bylaws in hard copy, you can print a copy at your convenience.

### *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.

## **7.0 CORRESPONDENCE**

### *7.1 Incoming:*

### *7.2 Outgoing:*

Two strata lots that have not paid the special levy for the roof replacement project have been sent formal notices of lien by Clark Wilson LLP. These notices advise the owners that, unless the outstanding amounts are paid by the specified deadline, the strata corporation may proceed with registering a lien against the strata lots, as permitted under the Strata Property Act. Owners are encouraged to address any outstanding balances promptly to avoid additional legal costs and interest charges.

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**8.0 COMPLAINTS:**

**8.1 SL55 (Complaint No. 28)**

- 8.1.1 Details of Complaint:** The owner reported ongoing noise disturbances from the suite above, including running, jumping, loud footsteps, and occasional shouting, occurring both in the evenings and early mornings. The owner noted that the situation has persisted for an extended period and expressed concern that the noise has increased over time.
- 8.1.2 Date Complaint Received:** November 7, 2025
- 8.1.3 Date Strata Lot Notified of Complaint:** November 10, 2025
- 8.1.4 Date Owner and Landlord Notified of Complaint:** N/A
- 8.1.5 Deadline Date for Request for Hearing or Response by Strata Lot:** November 27, 2025
- 8.1.6 Date Request for Hearing or Response Received:** On November 17, 2025 a hearing was requested by SL55.

The owners of SL55 requested a hearing for the month of March 2026.

**8.2 SL05 (Complaint No. 29)**

- 8.2.1 Details of Complaint:** Parked your vehicle in another stall without permission.
- 8.2.2 Date Complaint Received:** December 7, 2025
- 8.2.3 Date Strata Lot Notified of Complaint:** December 9, 2025
- 8.2.4 Date Owner and Landlord Notified of Complaint:** December 9, 2025
- 8.2.5 Deadline Date for Request for Hearing or Response by Strata Lot:** December 30, 2025
- 8.2.6 Date Request for Hearing or Response Received:** December 26, 2025

The resident apologizes and request that it will be treated as a warning.

Strata Council resolution in favor: 5; against: 0

**8.3 SL104 (Complaint No. 30)**

- 8.3.1 Details of Complaint:** Items left in the parking stall area.
- 8.3.2 Date Complaint Received:** January 9, 2026
- 8.3.3 Date Strata Lot Notified of Complaint:** January 9, 2026
- 8.3.4 Date Owner and Landlord Notified of Complaint:** N/A
- 8.3.5 Deadline Date for Request for Hearing or Response by Strata Lot:** January 29, 2026
- 8.3.6 Date Request for Hearing or Response Received:** Removed the items and requested to be treated as a warning.

Strata Council resolution in favor: 5; against: 0

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**8.4 SL76 (Complaint No. 31)**

- 8.4.1 Details of Complaint:** Letting smoke out into the hallway and into neighbor's suite.
- 8.4.2 Date Complaint Received:** January 19, 2026
- 8.4.3 Date Strata Lot Notified of Complaint:** January 20, 2026
- 8.4.4 Date Owner and Landlord Notified of Complaint:** N/A
- 8.4.5 Deadline Date for Request for Hearing or Response by Strata Lot:** February 9, 2026
- 8.4.6 Date Request for Hearing or Response Received:** January 20, 2026.

Apologize and will make changes. No other complaint has been received. Warning  
Strata Council resolution in favor: 5; against: 0

**8.5 SL78 (Complaint No. 32)**

- 8.5.1 Details of Complaint:** Letting smoke out into the hallway and into neighbor's suite.
- 8.5.2 Date Complaint Received:** January 19, 2026
- 8.5.3 Date Strata Lot Notified of Complaint:** January 20, 2026
- 8.5.4 Date Owner and Landlord Notified of Complaint:** January 20, 2026
- 8.5.5 Deadline Date for Request for Hearing or Response by Strata Lot:** February 9, 2026
- 8.5.6 Date Request for Hearing or Response Received:** January 20, 2026.

Apologize and will make changes. No other complaint has been received.  
Strata Council resolution in favor: 5; against: 0

**8.6 SL55 (Complaint No. 33)**

- 8.6.1 Details of Complaint:** The owner reported ongoing noise disturbances from the suite above, including running, jumping, loud footsteps, and occasional shouting, occurring both in the evenings and early mornings. The owner noted that the situation has persisted for an extended period and expressed concern that the noise has increased over time.
- 8.6.2 Date Complaint Received:** January 20, 2026
- 8.6.3 Date Strata Lot Notified of Complaint:** January 20, 2026
- 8.6.4 Date Owner and Landlord Notified of Complaint:** N/A
- 8.6.5 Deadline Date for Request for Hearing or Response by Strata Lot:** February 9, 2026
- 8.6.6 Date Request for Hearing or Response Received:** A hearing was requested by SL55 for the month of March 2026. He is requesting evidence of the noise.

The owners of SL55 will be invited to the next Strata Council meeting to participate in a hearing.

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**8.7 SL24 (Complaint No. 34)**

- 8.7.1 Details of Complaint:** Scooter left in the parking stall area.  
**8.7.2 Date Complaint Received:** January 20, 2026  
**8.7.3 Date Strata Lot Notified of Complaint:** January 20, 2026  
**8.7.4 Date Owner and Landlord Notified of Complaint:** N/A  
**8.7.5 Deadline Date for Request for Hearing or Response by Strata Lot:** February 9, 2026  
**8.7.6 Date Request for Hearing or Response Received:** Apologized and removed the item.

Warning

Strata Council resolution in favor: 5; against: 0

**8.8 SL81 (Complaint No. 35)**

- 8.8.1 Details of Complaint:** Items left in the parking stall area.  
**8.8.2 Date Complaint Received:** January 20, 2026  
**8.8.3 Date Strata Lot Notified of Complaint:** January 20, 2026  
**8.8.4 Date Owner and Landlord Notified of Complaint:** N/A  
**8.8.5 Deadline Date for Request for Hearing or Response by Strata Lot:** February 9, 2026  
**8.8.6 Date Request for Hearing or Response Received:** Removed the items

Warning

Strata Council resolution in favor: 5; against: 0

**8.9 SL55 (Complaint No. 36)**

- 8.9.1 Details of Complaint:** The owner reported ongoing noise disturbances from the suite above, including running, jumping, loud footsteps, and occasional shouting, occurring both in the evenings and early mornings. The owner noted that the situation has persisted for an extended period and expressed concern that the noise has increased over time.  
**8.9.2 Date Complaint Received:** January 28, 2026  
**8.9.3 Date Strata Lot Notified of Complaint:** January 28, 2026  
**8.9.4 Date Owner and Landlord Notified of Complaint:** N/A  
**8.9.5 Deadline Date for Request for Hearing or Response by Strata Lot:** February 17, 2026  
**8.9.6 Date Request for Hearing or Response Received:** A hearing was requested by SL55 for the month of March 2026. He is requesting evidence of the noise.

The owners of SL55 requested a hearing for the month of March 2026.

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**8.10 SL47 (Complaint No. 37)**

- 8.10.1 Details of Complaint:** Disruptive noise was reported from the suite above after 10:00 pm. Lasting at least 30 minutes. The occupants of the suite below were awoken by the noise and were unable to return to sleep for an extended period of time.
- 8.10.2 Date Complaint Received:** January 26, 2026
- 8.10.3 Date Strata Lot Notified of Complaint:** January 28, 2026
- 8.10.4 Date Owner and Landlord Notified of Complaint:** January 28, 2026
- 8.10.5 Deadline Date for Request for Hearing or Response by Strata Lot:** February 17, 2026
- 8.10.6 Date Request for Hearing or Response Received:**
- Situation unresolved and in process.

**9.0 FINANCIALS**

Fund review for the month of December 2025.

December 2025

Contingency Fund	259,080.45
Re-piping Fund	106,551.31
Exterior Building Fund	7,106.30
Future Remediation Fund	86,425.87
Roof Replacement Levy	27,813.76
Net Income Current Year	106,642.11
Net Income Prior Years	<u>61,339.10</u>
Owners' Equity	654,958.90

Age Receivable as of February 2026

SL16 \$199.	SL20 \$280.00
SL51 \$3,627.60	SL69 \$150.00

**10.0 MEETING ADJOURNED: 8:49 PM**