

**STRATA PLAN NW2050, CYPRESS POINT,  
SPECIAL GENERAL MEETING  
MONDAY, SEPTEMBER 23, 2024 AT 7:00 PM  
RICHMOND, B.C. V6Y 1Z3**

In Attendance at the start of the meeting: 39 Strata lots represented in the Meeting:  
15 Strata lots represented by proxy  
 54 Total Strata Lots

1. CALL TO ORDER:

The meeting was called to order at 7:02 PM by Council President, Gordon Farrell.

## 2. CERTIFICATION OF PROXIES

Audrey Montero advised 15 proxies had been certified.

### 3. NOTICE OF QUORUM

The requirement of the NW2050 By-Laws state that one third (35) of the persons entitled to vote (106) in person or by proxy constitutes a quorum. We had 39 owners at the beginning of the Meeting and 15 by proxy for a total of 54 owners eligible to vote, which was a quorum. An owner joined the meeting at 7:06 PM bringing the total present to 55.

#### 4. PROOF OF NOTICE OF MEETING OR WAIVER

Notice of this meeting was sent out on August 30, 2024 to the last known address of each owner via Canada Post. Sent by electronic email to 7 owners, 20 by local mail and 79 hand delivered, thereby giving owners the required notice as per Section 45 Strata Property Act.

## 5. INTRODUCTION OF HEAD TABLE

Council President Gordon Farrell introduced the Strata Council Members, including Oliver St. Quintin, who is both a member of Strata Council and the evening's presenter. All members were in attendance.

Motion: Begin the meeting.

Moved: SL44

Seconded: SL92

Carried unanimously

## 6. PRESENTATION OF THE ROOF REPORT BY OLIVER ST. QUINTIN

A presentation was delivered at the Special General Meeting, highlighting the Strata Council's past experiences and the work being done with our consulting company Phoenix Roof Consultants. The presentation included detailed information about the present condition of the roof, utilizing a slide projector to effectively showcase photos and outline the problems encountered, along with the key areas that require attention and resolution in the proposed roof replacement plans.

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**OLIVER ST QUINTIN**

- Cypress Owner since 1992
- Retired engineer with background in chemical plant construction and project management
- President of Strata Council when roof was replaced in 1999
- Asked to take the lead on current roof replacement, but working at direction of Strata Council as a whole

**BACKGROUND ON 1999 ROOF REPLACEMENT**

- Original roof was tar and gravel – expected life up to 20 years
- Because actual life can be rather variable, there were a number of reports assessing the roof condition
- In 1998 the Strata engaged Intercoast Consultants to do a comprehensive examination of the roof, which included cutting holes to examine the underlining wood structure
- The conclusion was, the roof was at the end of its life and needed to be replaced, but that the underlying wood was in good condition
- Intercoast advised that the best replacement option would be a 2-ply SBS membrane (styrene-butadiene-styrene polymers blended with bitumen) system in place of the tar and gravel, for warrantee and longevity reasons
- The Strata engaged Intercoast to prepare and tender specifications for the replacement based on this recommendation
- Resolution for replacement according to tendered specifications was defeated at a SGM and owners called for different roof replacement options
- Re-specification of other options and retendering
- At the 1998 AGM, the proposal based on the retendered specifications was rejected and the original proposal for an SBS membrane roof was approved
- Part of the reason for this information meeting is to try to avoid the cost of going through the specification and tendering process twice, as happened in 1998
- After approval, catastrophic roof failure on Building A – i.e at 18 years
- Fortunately, because replacement of the roof had just been approved, the Strata was able to proceed immediately, without having to waste money on temporary repairs
- The failure indicated that the report saying the roof had reached the end of its life was right, although it's probably a bit fluky that it predicted the end with such accuracy

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**PHOENIX ROOF CONSULTANTS**

- Roof assessment done to see if it was worthwhile to replace the whirlybird ventilators that are causing problems now, or whether this should be done as part of an overall roof replacement
- Recommended to us by Manager of Roy Dennis Roofing
- Independent company, does not work for roofing contractors
- Due diligence
  - Principal (Ted Neef) worked as roofing installer 10 years and then as a roof consultant for 15 years (from Pheonix website)
  - Ted Neef Registered Roof Observer (RRO) credentials verified with International Institute of Building Enclosure Consultants
  - A+ rating with Better Business Bureau with no recorded complaints
  - Has significant number of other roof replacement projects as reference
  - Has good awareness of work that Engineers must do (answers to questions from Strata)
- Delivered comprehensive roof report at modest cost

**PHOENIX ROOF REPORT**

*Problem Area Photos*



**Improper Overlaps**

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Membrane Cracking



Cracking at Perimeter Stripping



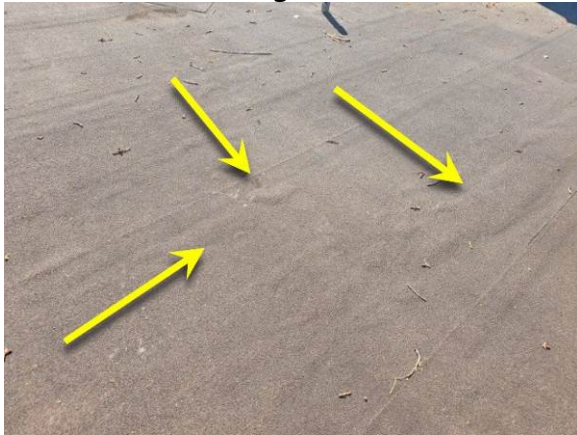
Partially Open Seams



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Membrane Buckling



Membrane Blistering



Membrane Pull-apart

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Membrane Granule Loss



Membrane without Granule Loss



Damaged Whirly Bird  
Show video of whirly bird



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Replacement vent



Skylight Condensation



Failing Skylight Caulking

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Failing Gum Lip Flashing Caulking



Blocked Drain



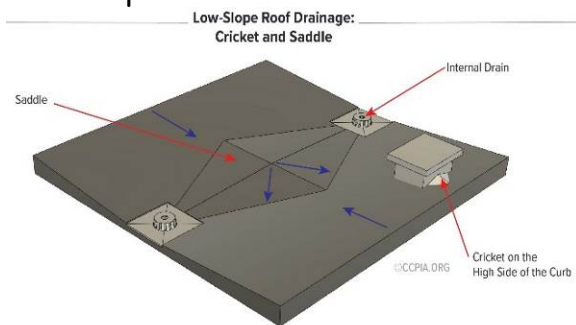
Ponding Owing Lack of Slope



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**Pond Depth**



**Cricket to Promote Water Drainage**



**Cricket Building B**

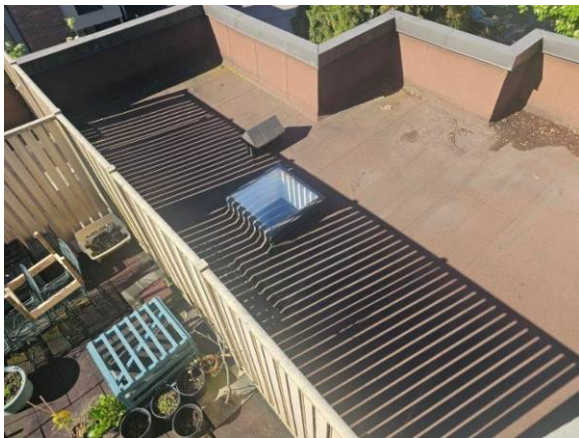
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Low spot cannot drain/leak area

*Estimated cost of replacement*

- Phoenix report \$2.8 – \$3.2 million
- Does not include roof extensions under decks



Roof Extension under Decks

- Don't really know cost until get competitive bids based on specifications and tender.
- Roof decks are “limited common property” – that is, they are reserved for owners' use, but they belong to the Strata Corporation as a whole
- The Strata Corporation is responsible for maintaining all “common property”, including “limited common property”
- For this reason, owners with roof decks are on notice they will be responsible for removing and storing, at their expense, all personal items at a time determined by the Strata Corporation when required for replacement of the roof; owners should consider this before planting any gardens for the summer of 2025

**REPLACEMENT PROCESS**

- Identification of things that need to be fixed

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- Decision on replacement roof type
- Generation of specifications
- List of qualified contractors to ask for bids
- Request for bids on specifications
- Verification that bid responses meet all terms of the specifications
- Recommendation to owners and AGM or SGM to approve funds
- Contract

**7. DIALOG:**

After the presentation, a question-and-answer session took place, allowing owners to seek clarification and express their concerns. This interactive segment facilitated open dialogue and ensured that attendees gained a clear understanding of the project and its implications. Questions about finances came up to which Carole Borthwick, Treasurer, responded:

We have known for years that our roofs would eventually need replacing and have raised strata fees slowly over time in anticipation of it.

For 2024 we will add \$172,400. As of December 31, 2024, there will be approximately \$1,233,136 in the Contingency Reserve Fund.

We need to keep between 10 – 40% of our yearly Operating Budget in the CRF at all times. We estimate that our 2025 Operating Budget will be approximately \$700,000 so for example, we would have to leave \$105,000 if owners choose 15%.

We would, therefore, be able to take \$1,128,136 out of the CRF to pay for the roof.

Until we receive firm quotes from roof contractors, we won't know how much the levy for each owner will be.

**8. SPECIAL RESOLUTION**

**a. RESOLUTION A**

**BE IT RESOLVED BY A  $\frac{3}{4}$  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



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- 2) Tendering of the specifications to get definitive costs for replacement of the roof

Moved: SL44

Seconded: SL17

Carried by majority votes

12. Termination –

The Special General Meeting was terminated at 8:31 PM It was MOVED by (SL44).