

**NOTICE OF
ANNUAL GENERAL MEETING**

**CYPRESS POINT ABC
STRATA PLAN NW 2050
Thursday, November 13, 2025**

**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 October 22, 2025

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 Annual General Meeting for reference.

PURPOSE: The purpose of the meeting is to:

- Approve the Strata budget for 2026
- Consider and vote on special resolutions
- Elect Strata Council members for 2026

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 Thursday, November 13, 2025.

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**.

NOTICE OF

ANNUAL GENERAL MEETING OF THE OWNERS OF STRATA PLAN NW2050

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 – Daryl Foster -Strata Advisor for CHOA, Audrey Montero, Administrator. Motion to elect Daryl Foster to chair the Annual General Meeting.
 - A. Vote to approve the agenda.
 - B. Rules of Order
 - 6) Approval of November 28, 2024, Annual General Meeting Minutes
 - 7) Presidents Report for 2025 (included in AGM Package)
 - 8) Treasurer's Report for 2025 (included in AGM Package)
 - 9) Presentation of the Disposition of the 2025-year end and accumulated funds re Cypress Operating Account surplus/deficit.
 - 10) Presentation and approval of the 2026 Cypress Point ABC and Woodridge Shared Facilities Budgets (As per the agreement, the year-end surpluses / deficits are to be refunded / paid by no later than May 15th of the following year and the budgets issued by November 1st of each year)
 - 11) New Business and Discussions
- Resolutions:
- A. $\frac{3}{4}$ vote to update the strata bylaws.
 - B. $\frac{3}{4}$ vote to approve the purchase and installation of surveillance cameras. Expenditure from contingency reserve funds. Requires the adoption of resolution A, which includes an update of the surveillance bylaws.
 - C. $\frac{3}{4}$ vote to approve an expenditure of up to \$28,000 for the repair of the steps and patio area outside the entrance to the strata lounge. To be funded initially from the contingency reserve fund, with 27% of the total cost to be recovered from the Shared Facilities in accordance with the cost-sharing agreement.
- 12) Election of NW2050 Strata Council for 2026
 - 13) Meeting terminated.

STRATA COUNCIL MEMBERSHIP 2025
CYPRESS POINT ABC
STRATA PLAN NW 2050

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President

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Strata Council Member

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Cypress Point Office
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Richmond, BC V6Y 1Z3
(Mailing address only)

Phone: 604 279 1554
Email: cypresspointnw2050@gmail.com
Administrator: Audrey Montero

Office is located in the lobby of 7511 Minoru Boulevard (Building A)

Cypress Website is: <https://cypresspointstrata.github.io/>
Password for the minutes is their date in numeric form.
e. g. August 17, 2025.pdf is 170825

2025 President's Message

Cypress Point - Strata NW2050

Please be considerate about overcrowding of items stored on balconies and roof-top decks. There is a Cypress Point bylaw created with the purpose of maintaining the safety and integrity of the buildings and their tidy appearance. The Strata will follow the process set out in the Strata Property Act before issuing a monetary fine for an infraction.

Please remember that your balcony and/or roof-top deck are located above your neighbour's suite. A larger roof-top deck is above your neighbour's kitchen, living room or bedroom. Organized and reasonable amounts of well stored items such as patio furniture, small children's toys and anything reasonable are not an issue. Placing screws or screw hooks into the building envelope is not allowed due to potential water ingress into the outside wall through the penetrating hole. Hanging anything from a balcony soffit is not allowed, as it could have the potential to come loose and hit someone below. Resting anything on top of a balcony railing could also hit someone below and is not allowed.

Roof-top decks have very important rainwater drains and dryer vents. These cannot be inadvertently covered over with stuff. This can result in very expensive floods into suites or even fires in the case of blocked or covered dryer vent. If the quantity of stuff on your deck is reasonable, safe (does not impede drains or vents), tidy and does not exceed recommended weight loads (in combination with the addition of a potential snow load), then there is no issue. The Strata is endeavouring to avoid unnecessary and expensive repairs using Strata funds that we all contribute to.

Water leaks that originate in common property areas of the Strata buildings are covered by the Strata insurance. However, if there is damage inside an owner's suite, it will involve the owner's personal insurance provider as well. The two different insurance companies coordinate with each other and decide who will pay the various costs for cleanup and repairs.

Once a water pipe is attached to fixtures inside a suite, it becomes the responsibility of the homeowner's insurance. A suite that has a leaking sink, valve, faucet, toilet, dishwasher or washing machine can cause water damage bills that often exceed \$10,000.00 and can go much, much higher. With no personal insurance an owner will be required to pay this out of their own pocket.

The Strata is required to get the repairs done right away to mitigate further water damage, and to prevent any safety hazards for all surrounding suite owners. The Strata must pay the costs from our contingency fund, which all our owners contribute to. The Strata council is obligated to demand repayment from an owner who has no personal insurance coverage. This could involve legal action and the placement of a lien on the owner's property where the leak originated.

I cannot express enough the importance for you to have personal homeowner's insurance. It provides you with far more protection than just for water damage. In an event such as a building fire, it may provide supporting costs for you to live elsewhere during fire repairs that could take many months. Discuss with your broker to ensure you have proper insurance coverage.

There has been an exponential increase in deliveries to the occupants of our buildings. This comprises of deliveries of food and packages from Amazon or other vendors. There are two outdoor parking stalls that are designated for 20-minute loading zone parking. There are loading zone signs attached to steel posts to make it easier for delivery drivers to locate these parking stalls.

Please be considerate about disposing of your garbage and recycling materials. When your items are incorrectly placed in the wrong bins, the strata can be fined by the garbage and recycling collection agencies. These fines can add up to thousands of dollars over the period of a year. The Strata is endeavouring to avoid unnecessary expenses using Strata funds that we all contribute to.

I would like to thank all the volunteers who donated their time and energy. They make Cypress Point a better community and save all owners of Strata property money. Volunteers make the property safer and look better.

The AGM officially starts at 7:00 PM but arrive about a half hour earlier. This allows the registrar for our meeting the needed time to qualify people's names and strata lot numbers before the meeting begins.

Daryl Foster, a Strata Advisor for CHOA, will be chairing the AGM meeting. If you are unable to attend, this package has a proxy form that can be filled out and given to the Strata Council to be included in the voting at the AGM. Completed proxy forms need to be submitted to the office at least 2 days prior to the AGM meeting.

Gordon Farrell, President - Cypress Point - Strata NW2050

Headline: The Importance of Unit Owners' Personal Insurance**Publication date:** Winter 2014**Publication:** CHOA Journal**Written by:** BFL Canada

What is a unit owner responsible for insuring? When owners are provided with the strata's insurance report, some mistakenly believe the corporation's insurance policy will protect their personal assets in the event of a loss; this is not the case.

Unit owners, whether living in the unit or as an investor, should always make sure their personal assets and liabilities are adequately protected by their own personal insurance policy.

A typical unit owner's policy provides a variety of coverage:

- **Personal Property:** in general terms, this coverage includes all the content items a unit owner brings into the unit or keeps in a storage locker on premises, such as furniture, electronics, clothing, etc.
- **Additional Living Expenses:** this coverage helps unit owners and their families deal with the extra expenses which can often result if the home is uninhabitable due to an insured loss or damage. Whether it is a fire or significant water damage due to no fault of their own, unit owners may have to move out while their unit is being repaired. In the case of an investment unit, this coverage helps pay the owner's rental income loss due to the tenant moving out.
- **Improvements & Betterments:** many unit owners spend considerable money making the unit their own; old carpet is replaced with hardwood flooring, cabinets and counter tops are updated and fixtures modernized to the 21st century. The unit owner's personal insurance policy provides coverage for these items, which are specifically excluded from coverage under all strata corporations' insurance policies.
- **Strata Deductible Assessment:** more and more strata corporations have by-laws in place to facilitate charging back the strata deductible to the unit owner responsible for a loss or damage. Unit owners or their tenants need not be liable in order for the deductible to be passed back, in many cases the mere fact the damage originates in the unit is sufficient to make the assessment valid. Strata deductibles can be as low as \$1,000 and as high as \$500,000. Unit owners need to ensure that the limit on their personal policies is sufficient to cover any strata deductible they may be responsible for (including earthquake).
- **Personal Liability:** at home or pretty much anywhere in the world, unit owners' policies also provide comprehensive protection for claims against them for property damage and bodily injury.

Why get personal insurance? Because not getting it is much too risky and expensive. Protect yourself!

Things to Discuss with your Broker.

Each Unit Owner policy is different; it is imperative that owners ensure the limits of insurance on their Unit Owner policies are sufficient and that there are minimal gaps in coverage between the insurance of the unit owner and that of the Strata Corporation. Take some time to review the terms and conditions of your policy with your insurance broker. Here are some key questions to ask:

1. What is the limit of coverage provided to me for the Improvements and Betterments in my unit? Please note, unit owners are responsible for insuring the improvements they have made to their unit along with the improvements previous owners have made to the unit.
2. If my unit is uninhabitable due to an insured loss, what amount of coverage is provided for the Additional Living Expenses that I incur?

This covers the necessary increase in living expense if you are unable to occupy your unit. Such costs could include hotel accommodation and moving household furniture.

Condominium Home Owners' Association

Serving BC's Strata Owners since 1976

Bulletin: 200-115

3. If the strata suffers a loss that originates from my unit, what amount of coverage does my policy provide if I am charged back the strata's deductible?

Please take a copy of the strata's insurance coverage with you so you can advise your broker of the strata's policy deductibles.

4. If there is damage in my unit, to original strata property (floors, ceilings, walls and NOT improvements and betterments or personal property), and this damage falls below the Strata Corporation's deductible, what amount of coverage does my policy provide to repair this damage?

This coverage varies greatly from insurer to insurer and as we are seeing larger deductibles for strata corporations, this could be a very expensive repair for a unit owner. While an owner may recover financially after a \$3,000 repair if the strata's policy has a \$5,000 water/sewer deductible, being responsible for an \$18,000 repair if the strata's policy has a \$20,000 water/sewer deductible is another story entirely.

5. What is my limit of coverage provided for assessments made necessary by the Strata's Earthquake Deductible?

In the event of an earthquake, the Strata Corporation has a significant deductible; usually 10% - 15% of the insured value.

Please have a discussion with your broker. It is helpful to bring a copy of the strata's insurance policy with you. A copy of the strata's insurance coverage is often provided with your AGM Notice Package.

For more information on CHOA resources and benefits visit www.choa.bc.ca
or contact the office at 1-877-353-2462 or email office@choa.bc.ca.

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2025 Treasurer's Message

Here we are nearing the end of another year, and I am pleased to report that our finances are in very good shape despite paying to replace the roofs on all three buildings. As with any budget, we spent more in some areas due to the increased cost of doing business than we did in others. Fortunately, we spent less on some areas which should result in a healthy surplus in our Contingency Fund at the end of 2025.

We project that we will have a surplus of approximately \$3,345.50 in our Income account, which is typical as we never know how many residents will be moving in and out or how many owners will be charged by-law fines or late fees.

We are anticipating a surplus of approximately \$12,399.60 in our Exterior Maintenance and Repairs as we had to budget \$10,000 for roof repairs and maintenance in case the Roof Replacement Project was voted against.

In Landscaping & Grounds we have a deficit of approximately \$13,500 due mostly to the cost of snow removal last winter. We had complaints from owners that the driveways and sidewalks were not being cleared quickly enough to ensure that they could exit safely from the interior parking and outdoor parking spaces to get where they needed to be going so, we hired a new company who cleared the snow away in a timely manner.

We project a surplus of approximately \$1,385 in Interior Maintenance & Repairs. We spent more for water leaks but not as much on general interior repairs.

It looks like we will have a deficit of approximately \$1500 in Utilities due to increased charges for garbage and recycling. We encourage owners and residents to be careful about what they put into recycling bins.

Our biggest surplus of \$43,823.88 is in our Administration account and is due to much lower strata property insurance premiums. Our Shared Facilities budget will end with a surplus because of the decrease in our strata property insurance premiums.

Our Roof Replacement Project is nearing completion with just a short list of deficiencies which need to be addressed. Once the project is fully complete, we are anticipating an unspent balance of approximately \$75,000 from the \$139,745.20 that was set aside for the 10% Contingency. Thankfully, Flynn found only 1 piece of plywood that had to be replaced because it was cracked. The other items for which the contingency was used were: replacement of the roof top deck membrane for SL63 when we found out it was not replaced during the remediation after the fire, and purchase of some new roof top deck tiles to replace some damaged old ones. All in all, we are very pleased with the outcome.

There are a couple of projects the Council feels should go ahead in 2026. The first is to install additional surveillance cameras in the lobbies and around the recycling and garbage areas at a cost of \$6068 plus tax. The intent of this investment is to try to identify persons causing damage to Strata property or incurring fines for improper recycling and disposal. This expenditure is presented for consideration by the owners as Resolution B of this AGM package.

The other project is to replace the tiles on the stairs and patio area outside the Lounge. These need to be replaced as they keep coming loose, presenting a safety hazard. We have had a couple of quotes and are waiting for at least one more. The estimated cost would be \$28,000 of which our share would be \$20,440 as it is part of Shared Facility. This expenditure is presented for consideration by the owners as Resolution C of this AGM package. Because we expect a net surplus of at least \$45,000, we would like to pay for these projects from the Contingency Fund.

As of August 31, 2025, our Owners' Equity totaled \$816,121.44, by the end of December 2025 the balance should be approximately 869,088.08 and by the end of 2026 the balance should be \$1,041,488.08. With that in mind, I am happy to report that there will be no increase in strata fees for 2026.

I look forward to seeing you at the AGM

Insured: c/o The Owners Of Strata Plan NW2050, Cypress Point
Policy Period: From: August 1, 2025 To: August 1, 2026
Location(s): 7511, 7531, 7651 Minoru Boulevard, Richmond, BC V6Y 1Z3

Effective: August 1, 2025

Description Of Coverages	Limits Of Liability	Deductibles
Property of Every Description – Per Occurrence, Form CMWM-APRIL-2023, Appraisal: Jul 1, 2025, Year of Cycle: 2	\$39,984,300.	\$10,000.
Business Interruption	Not Covered	
All Risks (All Other Losses Deductible)	\$39,984,300.	\$10,000.
Earthquake – (Annual Aggregate)	\$39,984,300.	20%, Minimum \$250,000.
Flood – Annual Aggregate	\$39,984,300.	\$100,000.
Water Damage		\$25,000.
Sewer Backup		\$25,000.
Exterior Glass Breakage - Wood Frame Construction Portions of Building		\$250.
Exterior Glass Breakage - All Other		\$1,000.
Commercial Glass Breakage and Canopy Glass Breakage		\$1,000.
Master Key Coverage and Lock and Key Coverage		\$2,500.
Illegal Drug Activity		\$50,000.
All Losses arising from Vacant Units		\$25,000.
Equipment Breakdown - By-laws Included	\$39,984,300.	\$1,000.
Business Interruption - Loss of Profits (Gross Rentals)	Not Covered	
Included Debris Removal; \$500,000 Water Damage; \$500,000 Ammonia Contamination; \$500,000 Hazardous Substances; \$500,000 Professional Fees; \$100,000 Contingent Business Interruption; \$100,000 Brands And Labels; \$100,000 Fungus Clean Up Or Removal Coverage; \$100,000 Service Interruption; \$250,000 Extra Expense; \$1,000,000 Expediting Expense	Included	
General Liability – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence	\$10,000,000.	*\$1,000.
Products and Completed Operations – Aggregate Limit	\$10,000,000.	
Non-Owned Automobile	\$10,000,000.	
Advertising Injury Liability	\$10,000,000.	
Medical Payments – Each Person	\$50,000.	
Tenants' Legal Liability – Any One Premises	\$500,000.	\$1,000.
Voluntary Compensation Extension – Strata Volunteers Coverage	\$50,000.	
(Weekly Indemnity of 2/3 of Employee's Weekly Wage, but not exceeding \$500/week & set at \$500/week for Volunteer Workers)		
Strata Corporation Directors & Officers Liability - Annual Aggregate - Claims Made	\$5,000,000.	Nil
Discrimination Defense Costs	Included	
Employment Practices Liability	Included	
Broad Form Money & Securities - Loss Inside & Outside Premises, Depositors Forgery, Fraud, Theft, Robbery or Burglary	Not Covered	
Employee Dishonesty, Coverage – Form A – Including Property Manager and Designated Persons	Not Covered	
Pollution Liability – Each Pollution Event, Including Bodily Injury or Property Damage and Clean-up Costs	\$1,000,000.	\$10,000.
Aggregate (Master) Policy Limit	\$5,000,000.	
Terrorism and Sabotage Coverage	\$500,000.	\$2,500
Group Accident & Business Travel (Volunteer Accident Coverage)	\$100,000.	7 Day Waiting Period
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		
Accident Expenses - various up to \$15,000. (please see wording) Dental Expenses \$5,000.		
Intellect Privacy & Data Breach		Nil.
Liability	\$100,000.	
Expense	\$50,000.	
Earthquake Deductible Buy-Down Coverage – Annual Aggregate	Not Covered	

Conditions – Property

- All Risks of direct physical loss or damage to property described at Location(s) of Risk shown above.
- Basis of Loss Settlement – Replacement Cost including by-laws
- Valuation Basis – Stated Amount
- Extended Replacement Cost – Not Covered
- Any Property additions, renovations or installation work will be subject to a limit of 15% of the insured value, with a maximum of \$1,000,000.

Conditions – General Liability

- *\$1,000. Bodily Injury Deductible shall be waived on the first bodily injury loss/claim if there is no prior bodily injury loss within 5 years from the effective date of the coverage term

Notable Exclusions & Endorsements

- See Schedule of Forms
- Property Cyber and Data Endorsement / Property & Equipment Breakdown Communicable Disease Exclusion / Virus, Bacteria or Microorganism Exclusion / Declaration of Emergency Endorsement



Frequently Asked Questions

Q. The Strata Corporation carries insurance, why do I also need a Unit Owners/Tenants Policy?

A. An owner and tenant are responsible for obtaining insurance coverage to cover risks that are not covered by the Strata Corporation's insurance policy.

Q. What does the Strata Corporation insurance include?

A. The intent of the Strata Corporation insurance is to cover the building as originally constructed by the developer.

Q. What is not covered by the Strata Corporation, which I should be insuring under a Unit Owners/Tenants Policy?

A. Your personal contents, any improvement or betterment since the original hand over from the developer, additional living expense to cover your relocation costs after a claim, your own personal liability for lawsuits and deductible assessment/loss assessment.

Q. How do I know whether my policy is for Full Replacement Cost Coverage?

A. Full Replacement Cost is included unless otherwise noted. If Property of Every Description and Equipment Breakdown have the same limits noted, then Full Replacement Cost is in effect.

Q. Why are deductibles increasing?

A. Increasing costs and frequency of claims have led to poor results for insurers in the strata class of business. In response to ongoing financial losses and an analysis of a strata's claims history, insurers are increasing deductibles to new minimum requirements.

Q. What is the definition of Sprinkler Discharge?

A. Sprinkler Discharge means activation, discharge and/or leakage of a sprinkler head, a component of the fire suppression system, unless directly resulting from fire, smoke, heat, or explosion. Sprinkler discharge is a type of water damage for which insurers sometimes require a higher deductible applied due to losses from this peril. If there is not a specific deductible noted for sprinkler discharge, insured losses would fall under the All Other Losses or Water Damage Deductible depending on proximate cause of loss.

Q. What is the definition of Vacant Unit?

A. A unit which is uninhabited at the time of loss, regardless of the presence of furnishings, due to all previous occupants having terminated their residence without intention of lawfully returning and no new occupants having taken up lawful residence.

Q. What is the definition of Illegal Drug?

A. Illegal Drug Activity means any activity relating to either the growing, cultivation, harvesting, manufacturing, distribution or sale of any non-prescription controlled substance or substances enumerated in Schedule (Section 2) of the federal Controlled Drugs and Substances Act Narcotic Control Regulations C.R.C., c 1041 (an amended from time to time), whether or not the Named Insured is aware of such activity. Often, Illegal Drug Activity is excluded entirely from insurance, but coverage is afforded under our policy.

Q. What is the definition of Flood?

A. Flood means tsunami, waves, tides, tidal waves or the rising of, the breaking out or the overflow of any body of water whether natural or manmade. For purpose of strata insurance, owners cannot cause a flood (i.e. this is not a potential strata owner deductible assessment). The Flood deductible would be funded by all owners based upon unit entitlement if assessment was required.

Q. What is the definition of Wildfires of Note?

A. Wildfires of Note means "wildfires which are highly visible or which pose a potential threat to public safety". The Wildfire deductible would be funded by all owners based upon unit entitlement if assessment was required.



Q. What is my portion of the Earthquake deductible?

- A. The earthquake deductible is applied as a percentage of the value of the buildings(s) damaged. The earthquake deductible minimum only applies if the percentage deductible is lower than the minimum stated, which is very rare. For example, a \$10,000,000. building with a 20% deductible, minimum \$250,000, would have a deductible of \$2,000,000. (20% of \$10,000,000. with minimum of \$250,000. irrelevant). Any special assessment to fund the strata earthquake deductible would be based upon unit entitlement. To calculate the average earthquake deductible assessment to each owner, divide the strata earthquake deductible by the number of units. Using above example, if there were 100 units, the average assessment to each owner would be \$20,000. (\$2,000,000. / 100).

Q. What is Deductible Assessment/Loss Assessment?

- A. Most Strata Corporation bylaws allow the Strata Corporation to assess the deductible to the source unit owner. Therefore it is imperative all owners have personal insurance coverage to fund such as assessment in the event the strata loss results from their unit. Owners should carry coverage to the highest potential deductible assessment figure which is typically the water damage deductible or sprinkler discharge deductible, if higher.

Q. What about damage below the Strata Corporation deductible?

- A. While the Strata Property Act requires the Strata Corporation to maintain insurance, the Act does not contain a duty to repair the strata lot. This means that if damage to the Strata Corporation property is below the deductible, all unit owners will typically be responsible for repairing their own units. Moreover, you can be responsible to repair your unit even if the damage is caused by another unit or common property. It is imperative that you have insurance to cover repairs to your unit below the strata deductible, and this coverage is often referred to as Unit Additional Protection under a personal insurance policy.

Q. How do I find Deductible Assessment/Loss Assessment Insurance?

- A. Get in touch with your current personal insurance provider to get this necessary coverage, share the Summary of Coverage document outlining the Strata Deductibles.

Q. My personal insurer cannot match the policy deductibles.

- A. Each personal insurer has different stipulations and limitations. Ask your broker for advice on other potential options. Acera Insurance Services Ltd. is also proud to launch our new Deductible Assessment Buy Up program for unit owners at /deductible-coverage.

Q. What else can I do?

- A. Preventing claims is always best, and not limited to but include that you check and replace your supply lines, know where your water shut off valves are located, consider water leak detectors, perform regular and preventative maintenance, never leave your appliances running while away from home, and consider installing sprinkler cages.

Balance Sheet (Accrual)
CYPRESS POINT - 12 (nw2050)
August 2025

Prepared For:
CYPRESS POINT - 12
7511-7651 Minoru Blvd.
Richmond, BC V6Y 1Z3

Prepared By:
Crossroads Management Ltd.
#215 -7455 - 132nd Street
Surrey BC, V3W 1J8
Phone (778) 578-4445

ASSETS

1010-0000	Petty Cash	500.00
1013-0000	Bank Shares	5.00
1020-0000	Bank - Westminster - Chequing	138,835.39
1025-0000	Bank - Westminster - Contingency	396,664.99
1025-0030	Bank - Exterior Building	3,713.02
1025-0070	Bank - Roofing Fund	4,248.05
1028-0023	Bank - Remediation Project	153,361.46
1028-0024	Bank - Repipe Fund	100,472.37
1200-0000	Prepaid Insurance	11,831.91
1300-0000	Accounts Receivable	4,244.76
1301-0002	A/R - Roof Replacement	23,474.50
TOTAL ASSETS		837,351.45

LIABILITIES

2010-0000	Accounts Payable	17,441.61
2012-2500	Accrued Expenses	2,833.00
2170-0000	Vacation Payable	955.39
2250-0000	Pre-Paid Fees	0.01
TOTAL LIABILITIES		21,230.01

OWNERS EQUITY

RESERVES

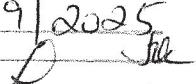
3300-0000	Contingency Fund	345,488.90
3300-0198	Surveillance System Fund	5,000.00
3304-0000	Interest on Contingency	46,176.09
TOTAL RESERVES		396,664.99

3402-3994	REPIPING FUND	
3402-3995	Repipe Fund	204,254.72
3402-3997	Repipe Fund Expenses	-103,782.35
3402-3999	TOTAL REPIPING FUND	100,472.37

3430-0031	ROOF REPLACEMENT LEVY	
3430-0032	Roof Replacement Levy	584,480.76
3430-0034	Roof Replacement Expenses	-655,339.34
3430-0035	Roof Replacement Holdback	98,581.13
3430-0037	ROOF REPLACEMENT TOTAL	27,722.55

3432-0049	EXTERIOR BUILDING	
3432-0050	Exterior Building Fund	144,440.47

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Date: 09/19/2025
Accountant:
Property Manager: 

3432-0052	Exterior Building Expenses	-140,727.45
3432-0054	TOTAL EXTERIOR BUILDING	<u>3,713.02</u>
3432-0064	FUTURE REMEDIATION PROJECT	
3432-0065	Future Remediation Project Income	1,089,110.53
3432-0066	Future Remediation Project Expenses	-935,749.07
3432-0069	TOTAL FUTURE REMEDIATION PROJECT	<u>153,361.46</u>
3500-0000	Net Income - Prior Years	61,339.10
3510-0000	Net Income - Current Year	72,847.95
	TOTAL OWNERS' EQUITY	<u>816,121.44</u>
	TOTAL LIABILITIES AND EQUITY	<u>837,351.45</u>

Budget Comparison (Accrual)
CYPRESS POINT - 12 (nw2050)
August 2025

Prepared For:

CYPRESS POINT - 12
7511-7651 Minoru Blvd.
Richmond, BC V6Y 1Z3

Prepared By:

Crossroads Management Ltd.
#215 -7455 - 132nd Street
Surrey BC, V3W 1J8
Phone (778) 578-4445

		MTD Actual	MTD Budget	\$ Var	YTD Actual	YTD Budget	\$ Var	Annual
INCOME								
4010-0000	Strata Fees	57,426.95	57,426.79	0.16	459,415.60	459,414.32	1.28	689,121.43
4016-0000	Bank Interest Income	536.27	208.33	327.94	3,131.30	1,666.64	1,464.66	2,500.00
4016-0020	Sundry Income	-40.00	166.67	-206.67	480.00	1,333.36	-853.36	2,000.00
4020-0000	Late Fees	685.24	0.00	685.24	784.20	0.00	784.20	0.00
4022-0000	Move in/out	50.00	0.00	50.00	700.00	0.00	700.00	0.00
4026-0500	Recreation Room Rental	0.00	0.00	0.00	50.00	0.00	50.00	0.00
	TOTAL	58,658.46	57,801.79	856.67	464,561.10	462,414.32	2,146.78	693,621.43
4034-3000	Bylaw Fines/Late Fees	100.00	0.00	100.00	150.00	0.00	150.00	0.00
	TOTAL	100.00	0.00	100.00	150.00	0.00	150.00	0.00
OTHER								
4057-0000	Parking	1,025.00	625.00	400.00	5,330.00	5,000.00	330.00	7,500.00
4057-1000	Laundry Income	0.00	66.67	-66.67	591.25	533.36	57.89	800.00
4058-0000	Lockers	720.00	660.00	60.00	5,800.00	5,280.00	520.00	7,920.00
4059-0000	EV Charging	0.00	60.00	-60.00	180.00	480.00	-300.00	720.00
	TOTAL OTHER	1,745.00	1,411.67	333.33	11,901.25	11,293.36	607.89	16,940.00
	TOTAL INCOME	60,503.46	59,213.46	1,290.00	476,612.35	473,707.68	2,904.67	710,561.43
TOWNHOUSE EXPENSES								
6318-0010	Gutter, Drains & Sewers	0.00	191.67	191.67	8,641.48	1,533.36	-7,108.12	2,300.00
6319-0000	Exterior Maintenance	0.00	439.13	439.13	535.76	3,513.04	2,977.28	5,269.60
6319-0050	Chimney Cleaning	0.00	208.33	208.33	0.00	1,666.64	1,666.64	2,500.00
6319-0100	Dryer Vent Cleaning	0.00	266.67	266.67	0.00	2,133.36	2,133.36	3,200.00
6319-0150	Window/Skylight Mtnce	0.00	291.67	291.67	1,370.00	2,333.36	963.36	3,500.00
6319-0200	Exterior Window Washing	0.00	183.33	183.33	0.00	1,466.64	1,466.64	2,200.00
6319-0250	Parkade & Garage Doors	0.00	358.33	358.33	294.00	2,866.64	2,572.64	4,300.00
6319-0300	Signage	0.00	25.00	25.00	0.00	200.00	200.00	300.00
6321-0000	Exterior Painting	0.00	41.67	41.67	0.00	333.36	333.36	500.00
6323-0000	Roof Maintenance	1,158.56	833.33	-325.23	1,672.01	6,666.64	4,994.63	10,000.00
	TOTAL OPERATING EXPNS. - T.H.	1,158.56	2,839.13	1,680.57	12,513.25	22,713.04	10,199.79	34,069.60
COMMON EXPENSES								
LANDSCAPING & GROUNDS								
6415-0000	Landscape Contract	2,833.00	2,833.33	0.33	23,213.50	22,666.64	-546.86	34,000.00
6430-0025	Ground/Garden Supplies	0.00	83.33	83.33	1,034.50	666.64	-367.86	1,000.00
6435-0000	Plant Replacement & Imp-Ground	666.75	416.67	-250.08	950.25	3,333.36	2,383.11	5,000.00
6435-0050	Landscaping Upgrade	0.00	250.00	250.00	0.00	2,000.00	2,000.00	3,000.00
6436-0000	Pest Control	0.00	166.67	166.67	1,670.73	1,333.36	-337.37	2,000.00
6440-0000	Irrigation System	0.00	375.00	375.00	1,311.29	3,000.00	1,688.71	4,500.00
6442-0000	Hydrants	0.00	16.67	16.67	0.00	133.36	133.36	200.00
6446-0050	Parking Lot Maintenance	0.00	250.00	250.00	0.00	2,000.00	2,000.00	3,000.00
6455-0000	Snow Removal	0.00	583.33	583.33	18,921.00	4,666.64	-14,254.36	7,000.00
	TOTAL LANDS. & GROUNDS	3,499.75	4,975.00	1,475.25	47,101.27	39,800.00	-7,301.27	59,700.00
REPAIR & MAINTENANCE- GENERAL								
6510-0017	General Interior Repair	0.00	833.33	833.33	3,750.43	6,666.64	2,916.21	10,000.00
6510-0150	Doors	0.00	250.00	250.00	1,381.80	2,000.00	618.20	3,000.00
6510-0210	R & M - Electrical	0.00	66.67	66.67	2,003.00	533.36	-1,469.64	800.00
6510-0405	Water Leaks - Buildings	7,911.87	750.00	-7,161.87	17,818.78	6,000.00	-11,818.78	9,000.00
6510-0410	R & M - Plumbing	0.00	500.00	500.00	6,419.76	4,000.00	-2,419.76	6,000.00
6510-2025	Hytec Water System	1,175.33	1,250.00	74.67	9,402.64	10,000.00	597.36	15,000.00
6510-4001	Elevator	742.35	1,125.00	382.65	7,356.30	9,000.00	1,643.70	13,500.00
6511-0125	Laundry Machine Replacement	0.00	16.67	16.67	0.00	133.36	133.36	200.00
6521-1000	Fire Equipment Maint.	1,910.00	1,041.67	-868.33	1,910.00	8,333.36	6,423.36	12,500.00
6522-0000	Carpet Cleaning	0.00	41.67	41.67	0.00	333.36	333.36	500.00
6530-1000	Janitorial	1,808.81	1,641.67	-167.14	10,635.76	13,133.36	2,497.60	19,700.00
6535-2150	Locks & Keys	85.56	458.33	372.77	2,020.62	3,666.64	1,646.02	5,500.00
6556-0000	Caretaker/Janitorial	0.00	0.00	0.00	370.43	0.00	-370.43	0.00
6566-0000	Light Bulbs	0.00	41.67	41.67	0.00	333.36	333.36	500.00

	MTD Actual	MTD Budget	\$ Var	YTD Actual	YTD Budget	\$ Var	Annual
TOTAL REPAIR & MAINT.	13,633.92	8,016.68	-5,617.24	63,069.52	64,133.44	1,063.92	96,200.00
UTILITIES							
6576-0000 Electricity	1,228.69	2,083.33	854.64	14,021.38	16,666.64	2,645.26	25,000.00
6578-2000 Garbage & Recycling	4,256.29	3,125.00	-1,131.29	25,982.34	25,000.00	-982.34	37,500.00
6581-0000 Gas	1,214.64	2,083.33	868.69	13,317.02	16,666.64	3,349.62	25,000.00
TOTAL UTILITIES	6,699.62	7,291.66	592.04	53,320.74	58,333.28	5,012.54	87,500.00
RECREATION CENTRE - COMMON							
6710-3000 Shared Facility-Woodridge	585.33	1,597.16	1,011.83	-21,159.25	12,777.28	33,936.53	19,165.88
6710-4000 Shared Facility-Cypress	2,821.58	2,821.58	0.00	22,572.64	22,572.64	0.00	33,858.95
TOTAL OPER. EXPNS-REC. CENTRE	3,406.91	4,418.74	1,011.83	1,413.39	35,349.92	33,936.53	53,024.83
SALARIES & BENEFITS							
6870-0050 Wages - Administrator	2,600.00	2,666.67	66.67	20,262.50	21,333.36	1,070.86	32,000.00
6870-0060 Wages - Assist Administrator	173.37	333.33	159.96	2,171.74	2,666.64	494.90	4,000.00
6870-0075 Wages - Shared Fac Contribution	2,160.00	-720.00	-2,880.00	-2,880.00	-5,760.00	-2,880.00	-8,640.00
6875-0000 Payroll Costs	1,294.05	333.33	-960.72	3,346.07	2,666.64	-679.43	4,000.00
TOTAL SALARIES & PAYROLL COSTS	6,227.42	2,613.33	-3,614.09	22,900.31	20,906.64	-1,993.67	31,360.00
6921-0000 Tel/Fax/Cell - Office	184.00	250.00	66.00	1,863.76	2,000.00	136.24	3,000.00
ADMINISTRATION							
6970-0000 AGM Expenses - Admin.	0.00	50.00	50.00	131.25	400.00	268.75	600.00
6980-0000 Legal Expenses	1,213.94	16.67	-1,197.27	1,213.94	133.36	-1,080.58	200.00
6983-0000 Office Equipment	0.00	20.83	20.83	145.63	166.64	21.01	250.00
6984-0000 Postage and Printing	92.49	50.00	-42.49	467.91	400.00	-67.91	600.00
6984-0050 Office Supplies	0.00	41.67	41.67	0.00	333.36	333.36	500.00
6984-0100 Courier Service	0.00	20.83	20.83	210.52	166.64	-43.88	250.00
6985-0000 Insurance Appraisal	0.00	125.00	125.00	0.00	1,000.00	1,000.00	1,500.00
6990-0000 Insurance Premiums	8,784.17	13,250.00	4,465.83	77,831.17	106,000.00	28,168.83	159,000.00
6993-0000 Professional Fees	0.00	58.33	58.33	723.45	466.64	-256.81	700.00
6994-0000 Dues & Subscriptions	0.00	41.67	41.67	0.00	333.36	333.36	500.00
6995-0001 WorkSafe BC	0.00	12.50	12.50	183.14	100.00	-83.14	150.00
7000-0000 Management Fees	704.75	704.75	0.00	5,638.00	5,638.00	0.00	8,457.00
7025-0000 Bank Charges	13.00	16.67	3.67	104.00	133.36	29.36	200.00
7050-0000 Miscellaneous	0.00	12.50	12.50	-0.13	100.00	100.13	150.00
7051-0000 Statutory Financial Review	0.00	20.83	20.83	0.00	166.64	166.64	250.00
7051-0500 Contingency Transfer	3,950.00	3,950.00	0.00	31,600.00	31,600.00	0.00	47,400.00
7051-0515 Repipe Reserve	1,250.00	1,250.00	0.00	10,000.00	10,000.00	0.00	15,000.00
7051-0520 Exterior Bldg Reserve	833.33	833.33	0.00	6,666.64	6,666.64	0.00	10,000.00
7051-0525 Remediation Reserve	8,333.33	8,333.33	0.00	66,666.64	66,666.64	0.00	100,000.00
TOTAL ADMINISTRATION EXPENSES	25,359.01	29,058.91	3,699.90	203,445.92	232,471.28	29,025.36	348,707.00
TOTAL COMMON EXPENSES	58,826.63	56,374.32	-2,452.31	391,251.15	450,994.56	59,743.41	676,491.83
TOTAL EXPENSES	59,985.19	59,213.45	-771.74	403,764.40	473,707.60	69,943.20	710,561.43
NET INCOME (LOSS)	518.27	0.01	518.26	72,847.95	0.08	72,847.87	0.00

**STRATA PLAN NW 2050
SUMMARY OF RESERVES**

	Jan. 1, 2020 to Dec. 31, 2020	Jan. 1, 2021 to Dec. 31, 2021	Jan. 1, 2022 to Dec. 31, 2022	Jan 1 2023 to Sept 30 2023	Jan 1 2024 to Oct 22 2024	Jan 1 2025 to Sep 30 2025
CONTINGENCY RESERVE FUND						
Contingency Reserve Balance (Beginning of Year)	\$ 353,435.55	\$ 429,413.17	\$ 422,254.36	\$533,244.08	\$591,590.15	\$633,428.94
Transfer to Contingency Reserve (Current Year)	\$ 29,999.97	\$ 33,333.30	\$ 43,450.00	\$35,550.00	\$39,500.00	\$35,550.00
Insurance Expense	\$ (48,151.09)	\$ (46,192.77)				
Flynn Canada - Progress Draw #3 Roofing				(\$17,409)	(\$2,383.50)	(\$291,556.13)
Phoenix Roof Consultants					(\$1,029.00)	(\$10,500.00)
Boiler balance to CRF	\$ (14,488.67)		\$ 51,802.14		\$794.50	\$2,285.10
Carpet Replacement balance to CRF					(\$5,000.00)	\$634.71
CRF contribution to the boiler levy	\$ (937.86)	\$ (13,540.56)			(\$28,846.93)	
Surveillance System Fund					\$5,000.00	\$5,000.00
Transfer remaining Special Levy	\$ 6,107.56					
Transfer remaining Fire Insurance Funds	\$ 8,113.98					
Contingency Reserve Interest & Service charges (est.)	\$ 3,310.81	\$ 1,963.44	\$ 7,977.53	\$20,532.04	\$23,996.04	\$15,272.37
TOTAL CONTINGENCY RESERVES (End of Period)	\$ 337,390.25	\$ 404,976.58	\$ 525,484.09	\$571,917.12	\$623,621.26	\$399,114.99

CRF (PIPING)								
Levy Reserve Balance (Beginning of Period)	\$ 52,606.35	\$ 43,664.12	\$ 46,493.18	\$ 63,006.98	\$ 69,119.29		\$ 88,257.92	
Transfer to Levy Reserve (Current year - from Strata Fees)	\$ 1,800.00	\$ 2,000.00	\$ 13,750.00	\$ 11,250	\$ 12,500.00		\$ 11,250.00	
Roynat Lease								
Corona Plumbing-plumbing repairs	\$ (6,225.28)				-9939.31			
Steve Evans-Bldg B common ceiling pipe	\$ (2,633.50)							
Levy Reserve Interest (est.)	\$ 454.74	\$ 318.39	\$ 1,031.89	\$ 2,824.74	\$ 3,167.21		\$ 2,214.45	
Total CRF Piping	\$ 46,002.31	\$ 45,982.51	\$ 61,275.07	\$ 67,142.41	\$ 84,786.50		\$101,722.37	

CRF (REMEDIATION PROJECT)							
Levy Reserve Balance (Beginning of Period)	\$ 485,576.37	\$ 559,409.76	\$ 377,061.53	172057.87	\$284,700.86	\$402,802.64	
Transfer to Levy Reserve (Special Levy)	\$ 67,500.00	\$ 75,000.00	\$ 91,666.63	74999.97	\$83,333.30	\$74,999.97	
Read Jones Christoffersen-Window Replacement		\$ (35,532.00)					
RDH Building Engineers - Consulting & Depreciation		\$ (11,043.12)					
West Coast Building - Window Replacement		\$ (71,267.02)					
Read Jones Christoffersen-Window Assessment	\$ (11,340.00)						
West Coast Building - Bldg B & C window replacement		\$ (92,086.48)					
West Coast Building - Bldg C & C window replacement		\$ (49,417.33)					
RDH Building Engineers - Consulting		\$ (525.00)					
Read Jones Christoffersen-Window Assessment		\$ (8,820.00)					
West Coast Building - Bldg B & C window replacement		\$ (73,010.00)					
West Coast Building - Bldg B & C window replacement		\$ (9,898.71)					
West Coast Building - #137 replace punch window		\$ (6,146.49)					
Read Jones Christoffersen-Window Assessment		\$ (3,948.00)					
West Coast Building - Holdback release		\$ (47,687.66)					
Holdback Bank charges & interest						(\$77.46)	
Flynn Canada - Progress Draw #2 Roofing							(\$304,268.27)
Phoenix Roof Consultants							(\$21,000.00)
Levy Reserve interest (est.)							
Total CRF Remediation Project	\$ 4,431.12	\$ 4,142.78	\$ 3,514.50	8798	\$13,699.28	\$9,160.45	
	\$ 546,167.49	\$ 520,710.40	\$ 180,703.19	255778.38	\$381,733.44	\$161,604.79	

CRF (Gutter Levy)	
Gutter Levy Fun	57,772.06
Levy Service charges	-45.90
Precision Gutters Ltd	-384.58 <u>54</u>
	<u>54</u> - 1,444.86 <u>54</u>

Carpet Replacement Assessment							
Levy Reserve Balance (Beginning of Period)	\$ 129,999.85	\$ 130,616.69	\$ 56,710.37	449.54	\$599.45		\$631.76
Island Carpet - carpet purchase		\$ (61,796.61)					
Close Carpet Assessment to CRF							
Levy Interest (est.)							(\$634.71)
Total Special levy	\$ 316.12	\$ 810.03	\$ 1,061.72	141.38	\$25.25		\$2.95
	\$ 130,315.97	\$ 69,630.11	\$ 57,772.09	590.92	\$624.70		\$0.00

Boiler Replacement Assessment			
Levy Reserve Balance (Beginning of Period)		\$0.00	\$2,263.73
Close Boiler to CRF		\$40,430.55	(\$2,285.10)
CRF Contribution to Levy		\$28,846.93	
Transfer from Gutter Levy		(\$19,267.57)	
Corona Plumbing-hot water boiler		(\$23,100.00)	
Levy Interest (est.)		\$1,812.40	\$21.37
Total Special levy	-	\$28,722.31	\$0.00

Roof Replacement Levy		
Levy Reserve Balance (Beginning of Period)		\$0.00
Owners Contribution Levy		\$581,025.88
Flynn Canada Progress Draw #1		(\$285,233.13)
Flynn Canada Progress Draw #2		(\$301,405.54)
Phoenix Roof Consultants		(\$38,517.27)
Gordon Farrell - blue tooth lock		(\$179.20)
Roof Replacement holdback acct		\$68,397.73
Levy Interest (est.)		\$3,634.00
Total Roof Replacement Levy		\$27,722.55

OPERATING RESERVES

OPERATING RESERVES
Operating Fund (Beginning of Period)
Projected Operating Surplus (Deficit)
Transfer of Building Levy Fund
Transfer in/out from CRF as per AGM Resolution
Total Operating Reserves (End of Period)

Total Operating Reserve (End of Period)

TOTAL RESERVES

Operating Budget for NW2050 For The Year 2026

Operating Account		YTD 31-Aug-25	Projected to 31-Dec-25	Annual For 2025	Proposed Change For 2026	Explanation
INCOME	Code					
Strata Fees	4010	\$ 459,415.60	\$ 689,121.43	\$ 689,121.43	\$ 689,121.43	
Interest Income	4016	\$ 3,131.30	\$ 3,131.30	\$ 2,500.00	\$ 2,500.00	
Sundry Income	4016-0020	\$ 480.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	keys, fobs, remotes, minutes, oil tray
Move-in/Move-out Fees	4022	\$ 700.00	\$ 800.00			
By-Law Fines/Late Fees	4034-3000	\$ 934.20	\$ 934.20	\$ -	\$ -	
Parking Fees	4057	\$ 5,330.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	
Laundry	4057-1000	\$ 591.25	\$ 700.00	\$ 800.00	\$ 700.00	
Lockers	4058	\$ 5,800.00	\$ 9,000.00	\$ 7,920.00	\$ 9,000.00	
Electrical Vehicle Charging	4059-0000	\$ 180.00	\$ 720.00	\$ 720.00	\$ 720.00	
Miscellaneous		\$ -	\$ -	\$ -	\$ -	
Total Revenues:		\$ 476,562.35	\$ 713,906.93	\$ 710,561.43	\$ 711,541.43	

EXPENSES

EXTERIOR MAINTENANCE & REPAIRS	Code	YTD 31-Aug-25	Projected to 31-Dec-25	Annual For 2025	Proposed Change For 2026	Explanation
Gutters, Drains & Sewers	6318-0010	\$ 8,641.48	\$ 9,000.00	\$ 2,300.00	\$ 5,000.00	Gutters/Out/Inside Drains
Exterior Repairs Mtnce	6319	\$ 535.76	\$ 3,000.00	\$ 5,269.60	\$ 3,500.00	
Bldg Envelope Mtnce	6319-0010	\$ -	\$ -	\$ -	\$ -	Professional Inspection/Repairs 2020
Chimney Cleaning	6319-0050	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	
Dryer Vent Cleaning	6319-0100	\$ -	\$ 1,500.00	\$ 3,200.00	\$ 8,000.00	
Window/Skylight Mtnce	6319-0150	\$ 1,370.00	\$ 1,370.00	\$ 3,500.00	\$ 3,000.00	
Exterior Window Washing	6319-0200	\$ -	\$ -	\$ 2,200.00	\$ 2,500.00	includes skylights
Parkade & Garage Doors	6319-0250	\$ 294.00	\$ 1,500.00	\$ 4,300.00	\$ 4,000.00	
Signage	6319-0300	\$ -	\$ 300.00	\$ 300.00	\$ 500.00	
Painting	6321	\$ -	\$ -	\$ 500.00	\$ 500.00	
Roof Repairs & Mtnce	6323	\$ 1,672.01	\$ 2,500.00	\$ 10,000.00	\$ 4,000.00	See note
Total Ext Mtnce Repairs		\$ 12,513.25	\$ 21,670.00	\$ 34,069.60	\$ 34,000.00	

LANDSCAPING & GROUNDS	Code	YTD 31-Aug-25	Projected to 31-Dec-25	Annual For 2025	Proposed Change 2026	
Landscaping Services	6415	\$ 23,213.50	\$ 34,000.00	\$ 34,000.00	\$ 35,500.00	Monthly Maintenance Service
Ground/Garden Supplies	6430-0025	\$ 1,034.50	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00	
Gardens - Shrubs/Trees	6435	\$ 950.25	\$ 5,000.00	\$ 5,000.00	\$ 12,000.00	Arborist, Tree Removal
Landscape Upgrades	6435-0050	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	
Pest Control	6436	\$ 1,670.73	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	
Irrigation System	6440	\$ 1,311.29	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	
Hydrants	6442	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	Annual Inspection & Maintenance
Parking Lot Mtnce	6446-0050	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	Power Wash Pkde
Snow Removal	6455	\$ 18,921.00	\$ 20,000.00	\$ 7,000.00	\$ 20,000.00	
Total Grounds & Gardens:		\$ 47,101.27	\$ 73,200.00	\$ 59,700.00	\$ 87,700.00	

INTERIOR MAINTENANCE & REPAIRS	Code	YTD 31-Aug-25	Projected to 31-Dec-25	Annual For 2025	Proposed Change For 2026	Explanation
General Interior Repair	6510-0017	\$ 3,750.43	\$ 5,500.00	\$ 10,000.00	\$ 10,000.00	
Doors	6510-0150	\$ 1,381.80	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	
Electrical/Lighting	6510-0210	\$ 2,003.00	\$ 2,500.00	\$ 800.00	\$ 2,165.88	
Water Leaks - Buildings	6510-0405	\$ 17,818.78	\$ 20,000.00	\$ 9,000.00	\$ 10,000.00	toilet leak/hose washer to charged back
Plumbing	6510-0410	\$ 6,419.76	\$ 8,000.00	\$ 6,000.00	\$ 12,000.00	
Hytic Water Mgmt.	6510-2025	\$ 9,402.64	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	New budget on 2020
Elevator Maintenance	6510-4001	\$ 7,356.30	\$ 10,000.00	\$ 13,500.00	\$ 13,500.00	
Laundry Machine Repair	6511-0125	\$ -	\$ -	\$ 200.00	\$ 200.00	
Fire Test & Equip Repair	6521-1000	\$ 1,910.00	\$ 10,000.00	\$ 12,500.00	\$ 10,891.85	
Carpet Cleaning	6522	\$ -	\$ 300.00	\$ 500.00	\$ 500.00	
Janitorial	6530-1000	\$ 10,635.76	\$ 17,015.00	\$ 19,700.00	\$ 19,700.00	
Locks, Keys & Remotes, Enterpho	6535-2150	\$ 2,020.62	\$ 4,000.00	\$ 5,500.00	\$ 5,000.00	
Light Bulbs	6566	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	
Total Interior Maintenance		\$ 62,699.09	\$ 94,815.00	\$ 96,200.00	\$ 102,457.73	

UTILITIES	Code	YTD 31-Aug-25	Projected to 31-Dec-25	Annual For 2025	Proposed Change For 2026	Explanation
BC Hydro Electricity	6576	\$ 14,021.38	\$ 24,000.00	\$ 25,000.00	\$ 25,000.00	
Garbage & Recycle	6578-2000	\$ 25,982.34	\$ 40,000.00	\$ 37,500.00	\$ 42,000.00	
BC Hydro Gas	6581	\$ 13,317.02	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
Total Utilities:		\$ 53,320.74	\$ 89,000.00	\$ 87,500.00	\$ 92,000.00	

RECREATION CENTER	Code	YTD 31-Aug-25	Projected to 31-Dec-25	Annual For 2025	Proposed Change For 2026	Explanation
Shared Facility	6710-3000	\$ 4,682.64	\$ 7,024.00	\$ 19,165.88	\$ 10,000.00	Contribution to Woodridge
Shared Facility	6710-4000	\$ 22,572.64	\$ 33,858.95	\$ 33,858.95	\$ 33,858.95	Contribution to Cypress
Total Shared Facilities		\$ 27,255.28	\$ 40,882.95	\$ 53,024.83	\$ 43,858.95	

Operating Budget for NW2050 For The Year 2026

SALARIES & BENEFITS	Code	YTD	to Dec 31, 2025	For 2025	For 2026
Wages - Administrator	6870-0050	\$ 20,262.50	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00
Temp Admin	6870-0060	\$ 2,171.74	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Payroll - From SF	6875	-2,880.00	-8,640.00	-8,640.00	-8,640.00
Payroll - Expenses	6875	\$ 3,346.07	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Total Salaries		\$ 22,900.31	\$ 31,360.00	\$ 31,360.00	\$ 31,360.00

OFFICE EXPENSES		YTD	to Dec 31, 2025	For 2025	For 2026
Tel / Cell - Office	6921	\$ 1,863.76	\$ 2,300.00	\$ 3,000.00	\$ 2,500.00 Includes High Speed Internet

ADMINISTRATION		YTD	to Dec 31, 2025	For 2025	For 2026
Audit	6965	\$ -	\$ -	\$ -	\$ - Audit
Meetings & Misc	6970	\$ 131.25	\$ 600.00	\$ 600.00	\$ 600.00 AGM Meeting SGM
Legal	6980	\$ 1,213.94	\$ 1,213.94	\$ 200.00	\$ 2,000.00
Office Equipment	6983	\$ 145.63	\$ 145.63	\$ 250.00	\$ 250.00 Monitor/key board
Photos/Postage	6984	\$ 467.91	\$ 500.00	\$ 600.00	\$ 600.00
Office Supplies	6984-0050	\$ -	\$ 600.00	\$ 500.00	\$ 600.00
Courier	6984-0100	\$ 210.52	\$ 400.00	\$ 250.00	\$ 250.00
Insurance Decuctible	6985				
Appraisals (Suncorp)	6985	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
Insurance Expense	6990	\$ 77,831.17	\$ 115,517.41	\$ 159,000.00	\$ 129,000.00
Professional Fees	6993	\$ 723.45	\$ 860.00	\$ 700.00	\$ 400.00 Accounting Services / Payroll, Others
Dues & Subscriptions	6994	\$ -	\$ 500.00	\$ 500.00	\$ 500.00 CHOA
Worksafe BC	6995-0001	\$ 183.14	\$ 183.14	\$ 150.00	\$ 150.00
Financial Management Fees	700-0000	\$ 5,638.00	\$ 8,457.00	\$ 8,457.00	\$ 8,814.75
Bank Admin Fees	7025	\$ 104.00	\$ 156.00	\$ 200.00	\$ 200.00
Miscellaneous	7050	\$ 0.13	\$ 100.00	\$ 150.00	\$ 150.00 Illness, flowers, cards etc
Statutory Fin Review	7051	\$ -	\$ 250.00	\$ 250.00	\$ 250.00
Total Admin Expenses:		\$ 86,648.88	\$ 129,483.12	\$ 173,307.00	\$ 145,264.75
Total Revenue		\$ 476,562.35	\$ 713,906.93	\$ 710,561.43	\$ 711,541.43
Total Operating Expenses		\$ 314,302.58	\$ 482,711.07	\$ 538,161.43	\$ 539,141.43
Balance Before Reserves		\$ 162,259.77	\$ 231,195.86	\$ 172,400.00	\$ 172,400.00
Transf to Contingency Fund	7051-0500	\$ 31,600.00	\$ 47,400.00	\$ 47,400.00	\$ 47,400.00 CRF
Transf to CRF - Repiping	7051-0515	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00 Re-Piping Project
Transf to CRF - Ext. Bldg	7051-0520	\$ 6,666.64	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00 Exterior Building Project
Transf to CRF - Remediation	7051-0525	\$ 66,666.64	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00 Elevator Replacement/Roof replacement
Total Reserves		\$ 114,933.28	\$ 172,400.00	\$ 172,400.00	\$ 172,400.00
NET SURPLUS (DEFICIT)		\$ 47,326.49	\$ 58,795.86	\$ 0.00	\$ 0.00

Shared Facilities Woodridge (SFW)
Final 2025 Operating Budget
December 31st Year-end

GL Code	Description	Actual to Dec 31, 2024	2024 Budget	Approved 2025 Budget
400000	REVENUES			
420000	Contribution - NW1942 Woodridge	9,344.04	9,344	9,344
420500	Contribution - NW1868 Ashford	4,241.04	4,241	4,241
421000	Contribution - NW2090 Cypress D	3,312.96	3,313	3,313
422000	Contribution - NW2050 Cypress	7,023.96	7,024	7,024
422500	Interest Income - Operating	5,437.98	1,000	1,000
441600	Miscellaneous Revenue	-	-	-
443500	Prior Year Surplus transfer to operating	112,922.00	112,922	16,938
499900	TOTAL REVENUES	142,281.98	137,844	41,860
500000	OPERATING EXPENSES			
510000	ADMINISTRATIVE EXPENSES			
511000	Management Fees	2,100.00	2,100	2,100
513000	Duplication / Postage / Courier	63.66	200	200
514200	Insurance Expense	14,271.40	15,500	17,360
529900	TOTAL ADMINISTRATIVE EXPENSE	16,435.06	17,800	19,660
530000	UTILITIES			
531100	Hydro / Electricity	1,137.92	1,500	1,500
539900	TOTAL UTILITIES	1,137.92	1,500	1,500
540000	BUILDING MAINTENANCE			
540800	Janitorial	6,602.28	6,000	6,000
559900	TOTAL BUILDING MAINTENANCE	6,602.28	6,000	6,000
580000	RECREATION CENTRE			
580500	Maintenance / Salaries	9,999.96	10,000	10,000
581500	General Maintenance	1,057.35	1,000	1,000
581650	Pool, Jacuzzi & Sauna	-	-	-
583300	Exercise Equipment	-	500	500
584400	Chemicals	-	-	-
584700	Cleaning / Supplies	-	200	200
589900	TOTAL RECREATION CENTRE	11,057.31	11,700	11,700
582200	POOL MAINTENANCE - ENGINEERING	2,100.00	100,844	3,000
		2,100.00	100,844	3,000
599900	TOTAL OPERATING EXPENSES	37,332.57	137,844	41,860
600000	BALANCE BEFORE RESERVES & OTHER TRANSFERS	104,949.41	-	-
800000	NET OPERATING SURPLUS(DEFICIT)	104,949.41	-	-

Balance Sheet (Accrual)
CYPRESS POINT SHARED FACILITIES - 12 (nw2050sf)
August 2025

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Prepared For: CYPRESS POINT SHARED FACILITIES - 12 Richmond, BC	Prepared By: Crossroads Management Ltd. #215 -7455 - 132nd Street Surrey BC, V3W 1J8 Phone (778) 578-4445
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ASSETS

1020-0000	Bank - Westminster - Chequing	90,186.39
1200-0000	Prepaid Insurance	4,376.18
1300-0000	Accounts Receivable	1.16
	TOTAL ASSETS	94,563.73

LIABILITIES

2010-0000	Accounts Payable	1,701.52
2250-0000	Pre-Paid Fees	55.14
	TOTAL LIABILITIES	1,756.66

OWNERS EQUITY

RESERVES

3500-0000	Net Income - Prior Years	65,002.47
3510-0000	Net Income - Current Year	27,804.60
	TOTAL OWNERS' EQUITY	92,807.07
	TOTAL LIABILITIES AND EQUITY	94,563.73

Budget Comparison (Accrual)
CYPRESS POINT SHARED FACILITIES - 12 (nw2050sf)
August 2025

Prepared For:

CYPRESS POINT SHARED FACILITIES - 12

Richmond, BC

Prepared By:

Crossroads Management Ltd.

#215 -7455 - 132nd Street

Surrey BC, V3W 1J8

Phone (778) 578-4445

		MTD Actual	MTD Budget	\$ Var	YTD Actual	YTD Budget	\$ Var	Annual
INCOME								
4010-1000	Contribution - NW 1868 Ashford	1,703.90	1,703.90	0.00	13,631.20	13,631.20	0.00	20,446.84
4010-2000	Contribution - NW 2050 Cypress ABC	2,821.58	2,821.58	0.00	22,572.64	22,572.64	0.00	33,858.95
4010-3000	Contribution - NW 2090 Cypress D	1,331.02	1,331.02	0.00	10,648.16	10,648.16	0.00	15,972.29
4010-4000	Contribution - NW 1942 Woodridge	3,753.78	3,753.78	0.00	30,030.24	30,030.24	0.00	45,045.32
4016-0000	Bank Interest Income	268.76	11.67	257.09	1,873.01	93.36	1,779.65	140.00
4016-0020	Sundry Income	752.00	0.00	752.00	792.00	0.00	792.00	0.00
4026-0500	Recreation Room Rental	50.00	41.67	8.33	650.00	333.36	316.64	500.00
	TOTAL	10,681.04	9,663.62	1,017.42	80,197.25	77,308.96	2,888.29	115,963.40
OTHER								
4057-0000	Parking	0.00	0.00	0.00	105.00	0.00	105.00	0.00
	TOTAL OTHER	0.00	0.00	0.00	105.00	0.00	105.00	0.00
	TOTAL INCOME	10,681.04	9,663.62	1,017.42	80,302.25	77,308.96	2,993.29	115,963.40
COMMON EXPENSES								
LANDSCAPING & GROUNDS								
6415-0005	Gardening	0.00	83.33	83.33	0.00	666.64	666.64	1,000.00
6436-0000	Pest Control	0.00	25.00	25.00	0.00	200.00	200.00	300.00
	TOTAL LANDS. & GROUNDS	0.00	108.33	108.33	0.00	866.64	866.64	1,300.00
REPAIR & MAINTENANCE- GENERAL								
6510-0000	Repair & Maintenance	17.06	250.00	232.94	99.48	2,000.00	1,900.52	3,000.00
6510-0210	R & M - Electrical	0.00	41.67	41.67	0.00	333.36	333.36	500.00
6510-0405	Water Leaks - Buildings	0.00	41.67	41.67	0.00	333.36	333.36	500.00
6510-0410	R & M - Plumbing	0.00	125.00	125.00	0.00	1,000.00	1,000.00	1,500.00
6535-2150	Locks & Keys	0.00	83.33	83.33	0.00	666.64	666.64	1,000.00
	TOTAL REPAIR & MAINT.	17.06	541.67	524.61	99.48	4,333.36	4,233.88	6,500.00
RECREATION CENTRE - COMMON								
6706-0000	Rec Centre-Mgmt Expense	-2,160.00	720.00	2,880.00	2,880.00	5,760.00	2,880.00	8,640.00
6706-1000	Rec Centre-Mgmt Other	64.13	83.33	19.20	803.26	666.64	-136.62	1,000.00
6710-1050	Recreation Room	140.00	333.33	193.33	560.00	2,666.64	2,106.64	4,000.00
6710-2500	Games Room	0.00	41.67	41.67	0.00	333.36	333.36	500.00
6734-0000	Pool Maintenance	2,493.75	833.33	-1,660.42	6,410.25	6,666.64	256.39	10,000.00
6736-0000	Pool Repairs	543.38	625.00	81.62	1,827.01	5,000.00	3,172.99	7,500.00
6740-0000	Pool Supplies & Chemicals-Rec.	97.71	208.33	110.62	3,683.12	1,666.64	-2,016.48	2,500.00
6742-0000	Pool Permits	0.00	25.00	25.00	133.32	200.00	66.68	300.00
6750-0000	Cleaning Supplies-Rec. Centre	0.00	75.00	75.00	0.00	600.00	600.00	900.00
6764-0000	Electricity - Rec. Centre	84.67	475.00	390.33	1,833.71	3,800.00	1,966.29	5,700.00
6765-0000	Gas - Rec. Centre	0.00	250.00	250.00	315.54	2,000.00	1,684.46	3,000.00
6770-0000	Janitor - Rec Centre	475.00	416.67	-58.33	3,025.00	3,333.36	308.36	5,000.00
	TOTAL OPER. EXPNS-REC. CENTRE	1,738.64	4,086.66	2,348.02	21,471.21	32,693.28	11,222.07	49,040.00
ADMINISTRATION								
6985-0000	Insurance Appraisal	0.00	25.00	25.00	0.00	200.00	200.00	300.00
6990-0000	Insurance Premiums	3,248.94	4,625.00	1,376.06	28,786.82	37,000.00	8,213.18	55,500.00
7000-0000	Management Fees	253.58	253.58	0.00	2,028.64	2,028.64	0.00	3,043.00
7025-0000	Bank Charges	13.00	10.87	-2.13	111.50	86.96	-24.54	130.40
7051-0000	Statutory Financial Review	0.00	12.50	12.50	0.00	100.00	100.00	150.00
	TOTAL ADMINISTRATION EXPENSES	3,515.52	4,926.95	1,411.43	30,926.96	39,415.60	8,488.64	59,123.40
	TOTAL COMMON EXPENSES	5,271.22	9,663.61	4,392.39	52,497.65	77,308.88	24,811.23	115,963.40
	TOTAL EXPENSES	5,271.22	9,663.61	4,392.39	52,497.65	77,308.88	24,811.23	115,963.40
	NET INCOME (LOSS)	5,409.82	0.01	5,409.81	27,804.60	0.08	27,804.52	0.00

Cypress Point Shared Facilities Budget For The Year 2026							
Cypress Point Shared Facilities Account	Code	YTD		Projected to		Budget	Annual
		31-Aug-25	31-Dec-25	From 2025	For 2026		Explanation
REVENUES							
Contribution - NW1868 Ashford	4010-1000	\$ 13,631.20	\$ 20,446.84	\$ 20,446.84	\$ 20,446.84	17.73% x (115,963.40 -500-140)	
Contribution - NW 2050 Cypress ABC	4010-2000	\$ 22,572.64	\$ 33,858.95	\$ 33,858.95	\$ 33,858.95	29.36%	
Contribution - NW2090 Cypress D	4010-3000	\$ 10,648.16	\$ 15,972.29	\$ 15,972.29	\$ 15,972.29	13.85%	
Contribution - NW1942 Woodridge	4010-4000	\$ 30,030.24	\$ 45,045.32	\$ 45,045.32	\$ 45,045.32	39.06%	
Interest Income	4016-0000	\$ 1,873.01	\$ 2,700.00	\$ 140.00	\$ 140.00		
Miscellaneous Income	4016-0020	\$ 792.00	\$ 792.00	\$ -	\$ -		
Recreation Room Rental	4026-0500	\$ 650.00	\$ 900.00	\$ 500.00	\$ 500.00	Pavilion Lounge	
Total Revenues:		\$ 80,197.25	\$ 119,715.40	\$ 115,963.40	\$ 115,963.40		
EXPENSES	Code	YTD		Projected to		Budget	Annual
		31-Aug-25	31-Dec-25	From 2025	For 2026		Explanation
Gardening (pool area)	6415-0005	\$ -	\$ 800.00	\$ 1,000.00	\$ 1,500.00		
Pest Control	6436	\$ -	\$ -	\$ 300.00	\$ 300.00		
General Maintenance	6510	\$ 100.00	\$ 2,000.00	\$ 3,000.00	\$ 6,000.00		
Electrical Repairs	6510-0210	\$ -	\$ 500.00	\$ 500.00	\$ 500.00		
Water Leaks	6510-0405	\$ -	\$ -	\$ 500.00	\$ 500.00		
Plumbing	6510-0410	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00		
Security Service	6510-4070	\$ -	\$ -	\$ -	\$ -		
Locks & Keys	6535-2150	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
Recreation Centre Management Expense	6706	\$ 2,880.00	\$ 8,640.00	\$ 8,640.00	\$ 8,640.00	Admin payroll	
Recreation Centre Management Other	6706-1000	\$ 804.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
Exercise Room	6710-1050	\$ 560.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00		
Games Room	6710-2500	\$ 560.00	\$ 600.00	\$ 500.00	\$ 600.00	Clean up/equip. replacemt.	
Pool Maintenance	6734	\$ 6,410.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		
Pool/Spa Repairs	6736	\$ 1,827.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00		
Pool & Spa Chemicals	6740	\$ 3,684.00	\$ 4,500.00	\$ 2,500.00	\$ 5,000.00		
Pool Permits	6742	\$ 133.00	\$ 300.00	\$ 300.00	\$ 1,543.00		
Cleaning Supplies	6750	\$ -	\$ 900.00	\$ 900.00	\$ 900.00		
Electricity	6764	\$ 1,834.00	\$ 3,700.00	\$ 5,700.00	\$ 5,700.00		
Natural Gas	6765	\$ 316.00	\$ 600.00	\$ 3,000.00	\$ 3,000.00		
Janitorial	6770	\$ 3,025.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Games Room added	
Audit	6965	\$ -	\$ -	\$ -	\$ -		
Insurance Appraisal	6985	\$ -	\$ -	\$ 300.00	\$ 300.00		
Insurance Premiums	6990	\$ 28,786.82	\$ 42,725.56	\$ 55,500.00	\$ 47,500.00		
Financial Management Fees	7000	\$ 2,029.00	\$ 3,043.00	\$ 3,043.00	\$ 3,200.00		
Bank Charges	7025	\$ 112.00	\$ 130.00	\$ 130.40	\$ 130.40		
Statutory Financial Revision	7051	\$ -	\$ 121.80	\$ 150.00	\$ 150.00		
Total Recreation Centre Expenses		\$ 53,060.82	\$ 98,560.36	\$ 115,963.40	\$ 115,963.40		
Total Operating Revenue		\$ 80,197.25	\$ 119,715.40	\$ 115,963.40	\$ 115,963.40		
Total Operating Expenses		\$ 53,060.82	\$ 98,560.36	\$ 115,963.40	\$ 115,963.40		
NET SURPLUS (DEFICIT)		\$ 27,136.43	\$ 21,155.04	\$ -	\$ -		

Annual Operating Fund Cont.	538,161.43	Total Aggregate	<u>9022</u>
Annual CRF Contributions	<u>172,400.00</u>		
Total Strata Fees	<u>689,121.43</u>		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	2026 Monthly Operating Contributions	2026 CRF Contributions	2026 Total Monthly Fees
2	101-7511	83	0.009199734	396.14	132.17	528.31
3	102-7511	95	0.010529816	453.41	151.28	604.69
4	103-7511	82	0.009088894	391.37	130.58	521.95
1	104-7511	97	0.010751496	462.96	154.46	617.42
5	105-7511	73	0.008091332	348.41	116.25	464.66
11	106-7511	85	0.009421414	405.69	135.35	541.04
6	107-7511	83	0.009199734	396.14	132.17	528.31
10	108-7511	85	0.009421414	405.69	135.35	541.04
9	109-7511	88	0.009753935	420.01	140.13	560.14
8	110-7511	84	0.009310574	400.92	133.76	534.68
7	111-7511	90	0.009975615	429.55	143.32	572.87
40	112-7531	90	0.009975615	429.55	143.32	572.87
39	113-7531	63	0.006982931	300.69	100.32	401.01
38	114-7531	88	0.009753935	420.01	140.13	560.14
37	115-7531	84	0.009310574	400.92	133.76	534.68
41	116-7531	84	0.009310574	400.92	133.76	534.68
36	117-7531	84	0.009310574	400.92	133.76	534.68
42	118-7531	73	0.008091332	348.41	116.25	464.66
35	119-7531	90	0.009975615	429.55	143.32	572.87
43	120-7531	82	0.009088894	391.37	130.58	521.95
34	121-7531	84	0.009310574	400.92	133.76	534.68
44	122-7531	109	0.012081578	520.24	173.57	693.81
33	123-7531	63	0.006982931	300.69	100.32	401.01
32	124-7531	88	0.009753935	420.01	140.13	560.14
31	125-7531	64	0.007093771	305.46	101.91	407.37
30	126-7531	90	0.009975615	429.55	143.32	572.87
84	129-7651	87	0.009643095	415.23	138.54	553.77
83	130-7651	83	0.009199734	396.14	132.17	528.31
82	131-7651	92	0.010197295	439.10	146.50	585.60
81	132-7651	71	0.007869652	338.87	113.06	451.93
85	133-7651	106	0.011749058	505.92	168.79	674.71
80	134-7651	86	0.009532254	410.46	136.95	547.41
86	135-7651	82	0.009088894	391.37	130.58	521.95
79	136-7651	84	0.009310574	400.92	133.76	534.68
78	137-7651	88	0.009753935	420.01	140.13	560.14
77	138-7651	85	0.009421414	405.69	135.35	541.04
76	139-7651	90	0.009975615	429.55	143.32	572.87
13	201-7511	83	0.009199734	396.14	132.17	528.31
14	202-7511	95	0.010529816	453.41	151.28	604.69
15	203-7511	82	0.009088894	391.37	130.58	521.95

Annual Operating Fund Cont.	538,161.43	Total Aggregate	9022
Annual CRF Contributions	172,400.00		
Total Strata Fees	<u>689,121.43</u>		

12	204-7511	97	0.010751496	462.96	154.46	617.42
16	205-7511	73	0.008091332	348.41	116.25	464.66
22	206-7511	85	0.009421414	405.69	135.35	541.04
17	207-7511	84	0.009310574	400.92	133.76	534.68
21	208-7511	85	0.009421414	405.69	135.35	541.04
20	209-7511	88	0.009753935	420.01	140.13	560.14
19	210-7511	84	0.009310574	400.92	133.76	534.68
18	211-7511	90	0.009975615	429.55	143.32	572.87
57	212-7531	90	0.009975615	429.55	143.32	572.87
56	213-7531	63	0.006982931	300.69	100.32	401.01
55	214-7531	88	0.009753935	420.01	140.13	560.14
54	215-7531	84	0.009310574	400.92	133.76	534.68
58	216-7531	85	0.009421414	405.69	135.35	541.04
53	217-7531	86	0.009532254	410.46	136.95	547.41
59	218-7531	73	0.008091332	348.41	116.25	464.66
52	219-7531	90	0.009975615	429.55	143.32	572.87
60	220-7531	82	0.009088894	391.37	130.58	521.95
51	221-7531	84	0.009310574	400.92	133.76	534.68
50	222-7531	88	0.009753935	420.01	140.13	560.14
49	223-7531	62	0.00687209	295.91	98.73	394.64
61	224-7531	115	0.012746619	548.87	183.13	732.00
48	225-7531	63	0.006982931	300.69	100.32	401.01
47	226-7531	88	0.009753935	420.01	140.13	560.14
46	227-7531	64	0.007093771	305.46	101.91	407.37
45	228-7531	90	0.009975615	429.55	143.32	572.87
95	229-7651	87	0.009643095	415.23	138.54	553.77
94	230-7651	83	0.009199734	396.14	132.17	528.31
93	231-7651	92	0.010197295	439.10	146.50	585.60
92	232-7651	71	0.007869652	338.87	113.06	451.93
96	233-7651	107	0.011859898	510.69	170.39	681.08
91	234-7651	86	0.009532254	410.46	136.95	547.41
97	235-7651	84	0.009310574	400.92	133.76	534.68
90	236-7651	84	0.009310574	400.92	133.76	534.68
89	237-7651	88	0.009753935	420.01	140.13	560.14
88	238-7651	85	0.009421414	405.69	135.35	541.04
87	239-7651	90	0.009975615	429.55	143.32	572.87
24	301-7511	86	0.009532254	410.46	136.95	547.41
23	302-7511	97	0.010751496	462.96	154.46	617.42
25	303-7511	73	0.008091332	348.41	116.25	464.66
29	304-7511	85	0.009421414	405.69	135.35	541.04
26	305-7511	84	0.009310574	400.92	133.76	534.68
28	306-7511	85	0.009421414	405.69	135.35	541.04
27	307-7511	85	0.009421414	405.69	135.35	541.04
71	312-7531	98	0.010862337	467.73	156.06	623.79
70	313-7531	88	0.009753935	420.01	140.13	560.14

Annual Operating Fund Cont.	538,161.43	Total Aggregate	9022
Annual CRF Contributions	172,400.00		
Total Strata Fees	<u>689,121.43</u>		

69	314-7531	84	0.009310574	400.92	133.76	534.68
72	315-7531	85	0.009421414	405.69	135.35	541.04
68	316-7531	86	0.009532254	410.46	136.95	547.41
73	317-7531	73	0.008091332	348.41	116.25	464.66
67	318-7531	90	0.009975615	429.55	143.32	572.87
74	319-7531	82	0.009088894	391.37	130.58	521.95
66	320-7531	84	0.009310574	400.92	133.76	534.68
65	321-7531	88	0.009753935	420.01	140.13	560.14
64	322-7531	62	0.00687209	295.91	98.73	394.64
75	323-7531	109	0.012081578	520.24	173.57	693.81
63	324-7531	90	0.009975615	429.55	143.32	572.87
62	325-7531	93	0.010308136	443.87	148.09	591.96
104	329-7651	84	0.009310574	400.92	133.76	534.68
103	330-7651	92	0.010197295	439.10	146.50	585.60
102	331-7651	71	0.007869652	338.87	113.06	451.93
105	332-7651	107	0.011859898	510.69	170.39	681.08
101	333-7651	86	0.009532254	410.46	136.95	547.41
106	334-7651	84	0.009310574	400.92	133.76	534.68
100	335-7651	84	0.009310574	400.92	133.76	534.68
99	336-7651	88	0.009753935	420.01	140.13	560.14
98	337-7651	86	0.009532254	410.46	136.95	547.41
Monthly		9022	100%	43,060.29	14,366.66	57426.95
Annual				516,723.48	172,399.92	689,123.40

RESOLUTION “A”

¾ VOTE RESOLUTION OF THE OWNERS, STRATA PLAN NW2050 TO AMEND THE BYLAWS OF THE STRATA CORPORATION

(Section 128, *Bylaw amendment procedures*)

BE IT RESOLVED by a ¾ vote of The Owners, Strata Plan NW 2050 (the “Strata Corporation”) that:

Pursuant to section 128 of the *Strata Property Act* (the “Act”), the bylaws of the Strata Corporation are amended by repealing the existing bylaws and replacing them with those given in Appendix I.

The purpose of the amendment of the bylaws is to:

- (a) Correct some typographical, formatting and placement errors (amended bylaw sections 4.1(i), 4.1(j), 4.23, 4.29, 15.0)
- (b) Address some gaps (amended bylaw sections 1.4(j), 4.20, 4.22, 4.25, 4.28, 22.2)
- (c) Provide additional clarity (amended bylaw sections 2.11, 13.1)
- (d) Correct some inconsistencies with the Strata Property Act (amended bylaw sections 2.4, 2.5, 2.7)
- (e) Give the Strata Council the means to address some situations that have occurred over the last few years (amended bylaw sections 2.5, 2.6, 2.7, 2.11, 4.6, 4.7, 4.10, 4.11, 4.28)
- (f) Update the protection of privacy of data collected by the existing fob-activated door access and surveillance camera systems (amended bylaw sections 15.1 to 15.13)
- (g) Add protection of privacy of data for additional surveillance cameras which are the subject of Resolution B (amended bylaw sections 15.1 to 15.13), and
- (h) Account for inflation by updating amounts that the Strata Council can spend without owner authorization (amended bylaw section 28.3) and amounts of maximum fines (amended bylaw section 30.1)

In Appendix I, amendments or additions to the existing bylaws are shown in red.

Appendix II summarizes some of the reasons for the amendments and additions.

END OF RESOLUTION

APPENDIX I

STRATA PLAN NW2050 BYLAWS

CYPRESS POINT ABC

**7511/7531/7651 MINORU BLVD
RICHMOND, B.C.**

Revised: October 16, 2025

STRATA PLAN NW2050

BYLAWS

INTRODUCTION

The intent of these bylaws is to allow residents to fairly and peacefully enjoy their strata lots and common property, while protecting the personal security of all and the investments of owners.

Because English is not the first language of some residents, as far as possible these bylaws are written in plain English.

- 1.1 These bylaws apply to the Strata Corporation instead of the Standard Bylaws given in the Strata Property Act.
- 1.2 Text in italics is not part of the bylaws, but provides background, explanation of intent or examples to help understand them.
- 1.3 Headings are not part of the bylaws and must not be taken to restrict or change the meaning of any bylaw.
- 1.4 In these bylaws the following words have the meaning shown:
 - (a) Eligible voter: As defined in sections 54 to 58 of the Strata Property Act, but excluding, other than for 80% or unanimous votes, any person against whose strata lot the Strata Corporation is entitled to register a lien.

In most cases, eligible voters are owners who are up to date with their payments to the Strata Corporation. If in doubt, see sections 53 to 58 of the Strata Property Act.

- (b) Occupant: A person, other than an owner or tenant, who occupies a strata lot
- (c) Owner: As defined in the Strata Property Act

In most cases, an owner is the person shown as the owner by the Land Title and Survey Authority of British Columbia.

- (d) Person: A human being, or if required or implied by the Strata Property Act, a corporation having the rights of a person
- (e) Resident: An owner, tenant, or occupant, who resides in a strata lot, including children but excluding visitors
- (f) Shared facilities: The facilities shared with Woodridge, Ashford and Cypress D
- (g) Special general meeting: Any general meeting other than the annual general meeting as required by the Strata Property Act.
- (h) Strata insurance: Insurance as required by section 149 of the Strata Property Act and these bylaws.
- (i) Tenant: As defined in the Strata Property Act

In most case, a tenant is a person who rents all or part of a strata lot and includes a subtenant.

- (j) Visitor: A person let into strata property by a resident or the Strata Corporation but staying for less than 30 days

Visitors include persons such as contractors, employees or realtors.

STRATA PLAN NW2050

BYLAWS

DUTIES OF OWNERS, TENANTS, OCCUPANTS AND VISITORS

2.0 PAYMENT OF STRATA FEES, SPECIAL LEVIES, FINES AND OTHER COSTS

2.1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate.

The payment of the strata fees must be by automated, pre-authorized bank transfer.

2.2 An owner must pay a special levy on or before the date or dates noted in the resolution authorizing the special levy.

2.3 If an owner does not pay strata fees or a special levy as required by bylaw 2.1 or 2.2, an owner must pay interest at a rate of 10% per year compounded annually.

The interest is calculated from the first day the payment is overdue to the date the payment is received.

2.4 An owner must pay any fine imposed by the Strata Corporation under bylaw 30.1 or 31.1.

Where a fine is imposed, it must be paid on or before the first day of the month following the imposition of the fine. The Strata Corporation is authorized to collect unpaid fines in accordance with Bylaw 14.1.

2.5 Any time a resident of an owner's strata lot moves in or out, an owner must pay:

(a) a fee of \$50, and

(b) a deposit of \$500 as a security.

Any costs incurred by the Strata Corporation resulting from the move will be deducted from the security deposit when returning it.

Examples of costs that may be deducted from the security deposit are:

• Costs of repairs to parts of the building damaged by the move

• Costs to remove items abandoned on the common property or improperly disposed of in the garbage or recycling containers

Moving fees will be added to the account for the owner's strata lot and must be paid on or before the first day of the month in which the move occurs. The Strata Corporation is authorized to collect unpaid costs in accordance with Bylaw 14.1.

2.6 A resident may rent a storage locker or additional parking stall, as available.

The resident must pay the rental charge on or before the first day of the month to which the charge relates, or in the case of a rental part way through a month, the first day of the following month. Rentals for part of a month will be prorated.

The payment of the rental fees for these items must be by automated, pre-authorized bank transfer.

2.7 An owner must pay for any cost to the Strata Corporation, including if applicable the deductible under the strata insurance, for repairs arising from actions or inactions as described in bylaw 4.6.

An owner must pay for any cost to the Strata Corporation for clean-up or fines levied against the Strata Corporation that can be traced to a strata lot for incorrect recycling or garbage disposal as described in bylaw 4.11.

STRATA PLAN NW2050

BYLAWS

Where costs to the Strata Corporation are charged to an owner, they must be paid on or before the first day of the month following the imposition of the charge. The Strata Corporation is authorized to collect unpaid costs in accordance with Bylaw 14.1.

2.8 An owner must pay for new or replacement door fobs or garage remotes. The cost to the owner will be the cost paid by the Strata Corporation for these items. Refunds for returned door fobs or garage remotes will be reduced by twenty percent per year from the date of purchase and will not be available after five years.

2.9 Any dishonored payment of an amount owing to the Strata Corporation is a contravention of these bylaws.

Any charges for a dishonored payment by a financial institution will be added to the account for the owner's strata lot and must be paid on or before the first day of the month following the imposition of the charge.

Examples of dishonored payments are NSF (not sufficient funds) cheques or declined automatic pre-authorized payments.

2.10 Upon transfer of title to a strata lot, the new owner becomes responsible for any expenses that may arise related to alterations to the strata lot by a previous owner.

See the bylaws in section 8.0 for additional information relating to responsibilities for alterations.

2.11 Any error by a financial institution, the Strata financial managers, or the Strata Administrator in charging, deducting, collecting or checking that a payment required by these bylaws is made, does not relieve an owner or resident from making the required payment.

3.0 REPAIR AND MAINTENANCE OF PROPERTY BY OWNER

3.1 An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the Strata Corporation under these bylaws.

3.2 An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the Strata Corporation under these bylaws.

Examples of items owners are responsible for and for which owners are liable for damages under bylaw 4.6 if they are not kept in good working condition include:

- patio, deck or balcony drains

3.3 An owner must ensure the repair and maintenance of the owner's strata lot in accordance with bylaw 3.1 and of limited common property in accordance with bylaw 3.2 is carried out promptly and complies with these bylaws and all federal, provincial and municipal laws.

4.0 USE OF PROPERTY

General

4.1 A resident or visitor must not use a strata lot, the common property, common assets or shared facilities for, or in a way that:

- (a) causes a nuisance or hazard to another person
- (b) causes unreasonable noise

STRATA PLAN NW2050

BYLAWS

- (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets, shared facilities or another strata lot
- (d) results in a noticeable increase in traffic through common property
- (e) results in waste or excessive use of common electricity, water, natural gas or garbage disposal
- (f) is illegal
- (g) may increase the risk of fire or the rate of strata insurance
- (h) is contrary to a purpose for which the strata lot, common property or shared facilities are intended as shown expressly or by necessary implication on or by the strata plan
- (i) is contrary to these bylaws, or
- (j) for growing cannabis plants.

For the purposes of bylaw 4.1(b), unreasonable noise includes, but is not limited to, noise that disturbs another resident, caused by:

- (i) any renovation or construction activity carried out without the prior written approval of the Strata Corporation, outside the hours of 8:30 am to 4:30 pm Monday to Friday
- (ii) operation of vacuum cleaners, dishwashers, washers or dryers, outside the hours of 8:00 am to 10:00 pm
- (iii) use of musical instruments, televisions or sound systems, outside the hours of 8:00 am to 10:00 pm, or
- (iv) wind chimes or similar noise-making devices

- 4.2 A resident or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets, shared facilities or those parts of a strata lot which the Strata Corporation must repair and maintain under these bylaws or insure under section 149 of the Act.
- 4.3 A resident or visitor using shared facilities must comply with any rules for use of those facilities, in addition to the requirements of bylaws 4.1 and 4.2.
- 4.4 A resident or visitor under 14 years must not use shared facilities without a person 19 years or older being present.
- 4.5 An owner must ensure all fixtures and installed appliances in the owner's strata lot or that are part of the strata lot's limited common property are kept in a good and safe working condition.

Examples of items owners are responsible for and for which owners are liable for damages under bylaw 4.6 if they are not kept in good working condition include:

- *baseboard heaters and thermostats, to ensure pipes inside a strata lot do not freeze and burst in cold weather*
- *ovens and dryers*
- *dishwashers, washing machines, dryers, ice and water dispensers*
- *toilets, toilet tanks, sinks, bathtubs, showers*
- *any electrical wiring, plumbing, or connection hoses visible or accessible from inside the strata lot related to any of the above*
- *any waterproofing or caulking around any of the above*

STRATA PLAN NW2050

BYLAWS

- *any drains related to any of the above*

4.6 An owner is responsible for any additional costs incurred by the Strata Corporation caused by an act, omission, negligence or carelessness of:

- (a) a resident of or visitor to the owner's strata lot, or
- (b) a pet belonging to a resident in the owner's strata lot

Such additional costs include but are not limited to:

- clean-up or repair of damage to the common property, limited common property, common assets, shared facilities or to any strata lot
- costs for additional visits by contractors or other personnel required because of the lack of access and/or the additional costs of more extensive repairs if caused by the delay in giving access after proper notice has been given
- fines levied against the Strata Corporation for improper garbage disposal or incorrect recycling

4.7 A resident or visitor must not leave or store anything on any part of the common property outside of their strata lot other than:

- Adornments to a strata lot door
- A door mat and shoes at the entrance to a strata lot
- books, magazines and locally delivered newspapers, which may be left neatly on the tables provided in the lobbies
- vehicles parked in accordance with bylaw 4.22 or 4.28
- inside a storage locker rented from the Strata Corporation
- garbage and recyclable materials which are disposed of or recycled strictly in accordance with bylaw 4.11
- as authorized by resolution of the Strata Council and recorded in the Strata Council Minutes.

4.8 A resident or visitor must not throw anything from any window, door, patio, balcony or deck.

Examples are cigarette butts and similar smoking materials.

4.9 A resident or visitor must not allow commercial shopping carts to be brought into the Strata Corporation buildings at any time.

4.10 A resident or visitor must comply with an instruction authorized by resolution of the Strata Council and recorded in the Strata Council Minutes, that is necessary for safety, security, maintenance, administration or equitable sharing of facilities of the Strata Corporation.

Garbage and Recyclable Materials

4.11 In this bylaw:

- Corrugated cardboard means cardboard in three or more layers, where the outer layers generally are smooth, and one or more corrugated (*wavy*) layers are sandwiched in between.
- Non-corrugated cardboard means cardboard which is not corrugated cardboard as described above.
- Clean means not soiled with food.

STRATA PLAN NW2050

BYLAWS

A resident or visitor must put only normally collected household garbage in the bins for garbage.

The following must not be put in the garbage bins:

- (a) items prohibited by the current Metro Vancouver Solid Waste Disposal Regulation Bylaw
- (b) recyclable materials as defined by the current Metro Vancouver Solid Waste Disposal Regulation Bylaw
- (c) white or coloured expanded polystyrene (Styrofoam) blocks
- (d) waste materials from renovations
- (e) furniture or appliances, whether whole or in parts
- (f) the lesser of 30 kg or 75 L of garbage per strata lot per week

Items prohibited in garbage by the Metro Vancouver Solid Waste Disposal Regulation Bylaw include but are not limited to:

- hazardous wastes
- cardboard, both corrugated and non-corrugated
- liquids or sludge
- motor vehicle parts or tires
- mattresses
- propane tanks

Items not collected by the removal contractors must be removed from Strata Property by the person disposing of them. These items must not be left in the garbage rooms, recycling areas, lobbies, hallways, garages, driveways, pathways, or any other part of the Strata Property.

Examples of items not collected by the removal contractors are:

- hazardous wastes
- furniture
- waste materials from renovations
- appliances

A resident or visitor must put only normally collected recyclable materials in the correct recycling bin.

Clean corrugated cardboard must be put in one of the bins for corrugated cardboard in Building A or Building C. Where the corrugated cardboard is in the form of a box or other bulky shape, this must be broken down and flattened before putting it in the bin.

Only food scraps and other compostable materials such as food-soiled paper towels, napkins, paper plates and pizza boxes must be put in one of the green bins for food scraps. Plastic bags of any type, even those marked as "compostable" must not be put in the green bins.

Only recyclable mixed paper, excluding corrugated cardboard, must be put in the bins for mixed paper. Plastic bags of any type must not be put in the bins for mixed paper.

Examples of recyclable mixed papers are:

- newspapers, magazines and books
- clean cardboard, other than corrugated cardboard

STRATA PLAN NW2050

BYLAWS

- cereal boxes and clean pulp-type egg cartons

Only glass jars and bottles, without lids, must be put in one of the bins for glass jars and bottles.

Examples of items that must not be put in the bins for glass jars and bottles include:

- plastic bags of any type
- plates, dishes, cookware, mirrors, drinking glasses, spectacles, whether whole, broken or in parts (these go in the garbage)

Only recyclable containers, excluding glass jars and bottles, must be put in one of the bins for recyclable containers. Recyclable containers must be rinsed before putting them in one of the bins for recyclable containers.

Examples of recyclable containers are:

- tin cans
- tetra pack cartons for milk, juices or similar products
- aluminum pie plates
- plastic jugs, food containers, cups

A resident or visitor must remove from the common grounds any other waste or recyclable materials generated or brought onto the common grounds by them.

Any costs for clean-up or fines levied against the Strata Corporation that can be traced to a strata lot for incorrect recycling or garbage disposal will be charged back to the owner of that strata lot as described in bylaw 2.7.

The amount of a fine collected under this bylaw may be paid to a resident or visitor who enables a person breaching this bylaw to be identified. To avoid conflicts of interest, members of the Strata Council or persons living with them are not eligible to be paid under this bylaw.

Moving In or Out

4.12 When moving in or out, a resident must not allow:

- (a) moving to occur before 8:00 am or after 9:00 pm
- (b) vehicles used for moving to block access to the underground parking, individual parking stalls, or the entrance to or the exit from the complex
- (c) the elevator to be locked out for more than the time to load or unload it

See also 2.5 for moving fees and security deposit.

Safety and Security

- 4.13 A resident or visitor must not obstruct or use for any purpose other than entrance to and exit from the strata lot, the sidewalks, walkways, passages, driveways, lobbies, halls, stairways or entrances of the common property.
- 4.14 A resident or visitor must not prevent or interfere in any way with the proper operation of the in-suite heat and smoke detectors
- 4.15 A resident or visitor must maintain the security of the building at all times, and must not leave or block open any door or garage gate in the common property while unattended.
- 4.16 A resident or visitor must not bring onto the common property or use in their strata lot, any Christmas tree except a fire-resistant CSA-approved artificial tree.

STRATA PLAN NW2050

BYLAWS

- 4.17 A resident or visitor must not smoke or possess any lit smoking materials, or vape or possess any activated vaping device, in the parkades or in any interior portion of the common property.

Protection of Building, Building Envelope and/or Building Appearance

- 4.18 A resident must not allow anything to rest on or hang from, parapet walls, balcony railings or flashings.
- 4.19 A resident must not allow anything to be attached to a window or the portion of common property exterior to the owner's strata lot. In particular, this bylaw prohibits the use of screws, nails or other items that penetrate the building envelope.

Examples of items prohibited by bylaw 4.19 are: antennas, satellite dishes, awnings, air conditioners or supplementary heating units.

- 4.20 A resident must not allow anything to be stored on, used on or seen from, any patio, balcony or roof top deck except for:
- (a) Plants, but not including bamboo plants, or plant containers
 - (b) patio furniture, not including hot tubs or inflatable pools
 - (c) one CSA-approved electric or propane barbecue and accessories
 - (d) from 1st December to 15th January only, seasonal lights

The plants and plant containers allowed by bylaw 4.20(a) must not result in an added load of more than 85 lb/ft² averaged over the area under the containers, or 10 lb/ft² averaged over the entire area of a roof top deck or balcony.

Items allowed by bylaw 4.20 must not damage the surface on which they rest or are used.

The restrictions in this bylaw are to protect the building structure and the external appearance of the building. Bamboo plants are not allowed because the roots can get through container openings and damage the roof membrane.

The added load restrictions are required to avoid overloading the building structure, which under the Building Code at the time of construction, did not include allowance for added dead loads. The strata Corporation has been advised that limiting soil depths in plant containers to 24" will in normal cases limit added dead loads to less than those specified in the bylaw. However, this is only a guideline, and soil depth, containers or plants must be changed if the added loads specified are found to be exceeded.

Other items prohibited for dead load or appearance reasons include: boxes, luggage, bicycles, fences, screens, garbage, laundry, flags or signs.

- 4.21 A resident must ensure that only white or cream solid colour window coverings are visible from the exterior of the owner's strata lot.

Vehicles

- 4.22 Subject to bylaws 4.25 and 4.28, a resident must not park anything on common property except a private passenger vehicle, motorcycle and/or mobility scooter which:
- (a) is parked within a space assigned to the resident
 - (b) is in a mechanically sound and drivable condition

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- (c) is currently and visibly insured, and
- (d) does not visibly leak oil or other automotive fluids

- 4.23 A resident or visitor must not use a parking stall for storage of items other than a vehicle or vehicles as allowed by bylaw 4.22 and/or 4.25.
- 4.24 A resident using a parking stall is solely responsible for clean-up of, and any liability arising from, leakage of oil or other automotive fluids in the parking stall.
- 4.25 With the prior written permission of the council, a resident or visitor may park more than one private passenger vehicle, motorcycle and/or mobility scooter in a designated parking space.
- 4.26 A resident or visitor must not repair or adjust any motor vehicle on common property.
- 4.27 A resident or visitor must not drive any motor vehicle, trailer, boat or other equipment on any part of the common property other than on driveways without the prior written permission of the council.

Visitor Parking

- 4.28 In this bylaw:

- Occasional means no more than all or parts of 30 days in a calendar year
- Overnight means between 1 am and 6 am

Visitor Parking is primarily for occasional parking on the common property of vehicles belonging to visitors.

Vehicles parked on an occasional basis and not overnight do not need to display a Parking Pass.

Vehicles belonging to contractors doing work for the Strata Corporation and not parked overnight also do not need to display a Parking Park.

Any vehicle parked in Visitor Parking overnight must display a valid Parking Pass issued by the Strata Corporation. The Strata Corporation may issue a Parking Pass for up to six consecutive days. This pass may be renewed at the end of issued period up to five times, provided there is space available – that is, no other resident is waiting for Parking Pass for a visitor of theirs.

A resident may not park their vehicle in Visitor Parking at any time, day or night, except in special circumstances as determined by the Strata Corporation. Resident's vehicles parked in Visitor Parking according to this exception must at all times display a valid Parking Pass issued at the discretion of the Strata Corporation.

Washing or cleaning of a parking stall assigned to a resident or an instruction by the Strata Corporation to vacate an assigned stall, is not a special circumstance for the purposes of this bylaw.

Towing of Vehicles

- 4.29 Vehicles parked in breach of bylaw 4.22 or 4.28, including vehicles belonging to residents, may be towed and stored at the owner's expense in accordance with the City of Richmond Vehicle for Hire Regulation.

Section 6.3 of the Vehicle for Hire Regulations, Towing of Vehicles from Private Parking Lots, details the conditions for towing vehicles.

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BYLAWS

Bicycles

- 4.30 A resident or visitor must store bicycles only:
- (a) in the bicycle lockup
 - (b) a storage locker, or
 - (c) within a strata lot as allowed by bylaw 4.31.
- 4.31 With the prior written permission of the council, a resident or visitor may store bicycles within a strata lot, provided:
- (a) all bicycles enter or exit the building from the parking garage entrance, and
 - (b) the owner accepts responsibility for any damage caused by the bicycle to the common property
- 4.32 A resident or visitor must not:
- (a) store anything other than a bicycle in the bicycle lockup
 - (b) wash bicycles anywhere within the strata plan except in the designated car wash area

Pets, Animals and Birds

- 4.33 A resident must not keep any pets in a strata lot other than one or more of the following:
- (a) a reasonable number of fish or other small aquarium animals
 - (b) up to 2 caged birds
 - (c) up to 2 cats
- 4.34 A resident who owns a pet must ensure their pets:
- (a) are leashed or otherwise secured when on the common property or on land that is a common asset
 - (b) do not foul or damage any common property or land that is a common asset, and
 - (c) are not, in the opinion of the council, a nuisance or unreasonably interfere with the use and enjoyment of a strata lot, common property or land that is a common asset
- 4.35 A resident is responsible for any actions by their pets.
- 4.36 Upon request by the Strata Corporation, a resident must remove a pet within 30 days of the request, if it is found to be a nuisance or unreasonably interferes as described by bylaw 4.34(c).
- 4.37 A resident must not allow a visitor to bring pets onto the common property or on land that is a common asset.
- 4.38 A resident or visitor must not feed birds, rodents or other animals from a strata lot or anywhere on the common property or on land that is a common asset.

Shared Facilities

- 4.39 A resident or visitor must not use shared facilities if denied access to those facilities by bylaw 32.1.

Short Term Accommodation

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BYLAWS

- 4.40 A resident must not allow the strata lot to be used for short-term accommodation.

Use of strata lots for short-term accommodation is a concern for security, liability and maintenance reasons. Examples of short-term accommodation prohibited by this bylaw are stays that may be arranged through Airbnb, VRBO or similar websites.

5.0 RENTALS OF STRATA LOTS

- 5.1 Before a tenant moves into a strata lot, the owner must deliver a copy of these bylaws and rules of the Strata Corporation and a “Form K”, Notice of Tenant’s Responsibilities.
- 5.2 Within two weeks of renting a strata lot, the owner must give the Strata Corporation a copy of the “Form K”, Notice of Tenant’s Responsibilities, signed by the tenant.

See also 2.5 for moving fees and security deposit and 4.12 for restrictions on moving in or out.

6.0 SELLING OF STRATA LOTS

- 6.1 When selling a strata lot, the owner must not allow:
- “For Sale” signs to be placed on a strata lot or common property, other than on the frame at the front entrance provided for this purpose
 - lockboxes of any kind to be installed anywhere on the common property
- 6.2 When selling a strata lot, the owner must ensure:
- all showings of the strata lot are by appointment, unless prior written permission is obtained from the Strata Corporation for an open house
 - any prospective purchasers are accompanied by the owner or owner’s realtor while in the strata lot or the buildings of the Strata Corporation
 - the security of the Strata Corporation is not compromised

7.0 INFORM STRATA CORPORATION

- 7.1 Within two weeks of becoming an owner, an owner must inform the Strata Corporation of the owner’s name, strata lot number and mailing address outside the strata plan, if any, and the names of all residents of the strata lot.
- 7.2 An owner must inform the Strata Corporation at least three days before any resident moves in or out of the owner’s strata lot.
- 7.3 An owner must provide a written notice to the Strata Corporation within two weeks of any change in residents of the owner’s strata lot.

See also bylaw 5.1 and 5.2 if a new resident is a tenant.

8.0 ALTERATIONS TO A STRATA LOT

Prohibited Alterations

- 8.1 A resident must not install any garburator, jacuzzi or similar appliance. Any appliance installed in contravention of this bylaw must be removed within 30 days if requested by the Strata Council unless the owner can prove in writing the installation was previously approved by the Strata Corporation.

Alterations Requiring Approval

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BYLAWS

- 8.2 A resident must obtain the written approval of the Strata Corporation before making an alteration to a strata lot that involves any of the following:
- (a) the structure of a building or strata lot
 - (b) the exterior of a building
 - (c) chimneys, stairs, balconies, patios, decks or other things attached to the exterior of a building
 - (d) doors, windows or skylights on the exterior of a building, or that front on the common property
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard
 - (f) common property located within the boundaries of a strata lot
 - (g) installation or removal of a wall or walls, whether structural or not
 - (h) those parts of the strata lot which the Strata Corporation must insure under section 149 of the Act
- *See also 4.18, 4.19 and 4.20 for bylaws relating to protection of the building envelope.*

Information to be Submitted for Approval

- 8.3 For the Strata Corporation to consider an application for approval of alteration to a strata lot, a resident must submit the following in writing to the council:
- (a) the nature of the alteration
 - (b) the location of the alteration
 - (c) the plans for the alteration
 - (d) the licensing and insurance for the persons doing the work
 - (e) an undertaking from the owner to accept responsibility for any loss or damage arising as a result of the alteration at any time, and
 - (f) any other information the council may need to make a decision

Approval Conditions

- 8.4 The Strata Corporation must not unreasonably withhold its approval under bylaw 8.0, but may require as a condition of its approval that the owner agree in writing, to any or all of the following terms and conditions:
- (a) get, and provide to the Strata Council copies of, any required permits
 - (b) carry out the alterations according to the approved plans and any applicable regulations or codes
 - (c) take responsibility for any expenses, loss or damage relating to the alteration.

Examples of expenses, loss or damage relating to an alteration for which owners are responsible include:

- *expenses related to proper handling of hazardous materials such as mould that may be disturbed by alterations*
- *removal of alterations to get access to piping or wiring, if required*
- *replacement of alterations, if the Strata Corporation is required to carry out remediation for some reason*

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BYLAWS

Except in extraordinary circumstances, the council will provide a decision within two weeks of the application for alteration, or, if more information is required, within two weeks of the owner supplying the additional information requested.

- 8.5 An owner must ensure any hard surface floors installed in a strata lot are installed over a high-quality sound-deadening layer. The acoustic underlay must have a rating of at least IIC74 STC73. If, after installation, the hard surface floors cause noise that disturbs another resident, the owner must ensure the travel area of the hard surface is carpeted.

9.0 OBTAIN APPROVAL BEFORE ALTERING COMMON PROPERTY

- 9.1 An owner must obtain the written approval of the Strata Corporation before making an alteration to common property, including limited common property, or common assets.
- 9.2 The Strata Corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

See also 4.18, 4.19 and 4.20 for bylaws relating to protection of the building envelope.

10.0 ALLOW ENTRY TO STRATA LOT

- 10.1 A resident or visitor must allow any person authorized by the Strata Corporation to enter the strata lot in an emergency, without notice, to ensure safety or prevent significant loss or damage.
- 10.2 A resident or visitor must allow a person authorized by the Strata Corporation to enter the strata lot at a reasonable time, on 48 hours' written notice:
- (a) to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the Strata Corporation to repair and maintain under these bylaws or insure under section 149 of the Act
 - (b) to inspect, test and if necessary, repair or replace in-suite heat and smoke detectors
 - (c) to inspect and if necessary clean chimneys
 - (d) to inspect and clean dryer vents, or
 - (e) to verify these bylaws are being complied with
- Inspection, testing and repairs of listed in items (a), (b), (c) and (d) are included in the annual operating budget and do not cost owners extra, as long as access to strata lots is given at the time notified.*
- 10.3 The notice referred to in bylaw 10.2 must include the date and approximate time of entry, and the reason for entry.
- 10.4 If a resident or visitor does not provide access for the purposes specified in bylaw 10.2(b), 10.2(c), 10.2(d), the owner at their own expense must, within 30 days of the original inspection date, provide written proof that applicable inspection, testing, repair or replacement has been performed by an independent, qualified, licensed and insured company.

POWERS AND DUTIES OF STRATA CORPORATION

11.0 ADMINISTRATION OF FINANCES

Part 6 of the Strata Property Act provides details of how the Strata Corporation must administer its finances.

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BYLAWS

12.0 INSURANCE

12.1 The Strata Corporation must insure against:

- (a) major perils, as set out in section 9.1(2) of the Strata Property Regulation, and
- (b) earthquakes

Residents are responsible for getting their own insurance for perils or expenses not covered by the strata insurance. These include:

- *resident's belongings*
- *deductibles under the strata insurance for which they may be responsible*
- *alterations or improvements to their lots*
- *cost of alternate accommodation, if their lot cannot be occupied*

13.0 REPAIR AND MAINTENANCE OF PROPERTY

13.1 The Strata Corporation must repair and maintain all of the following:

- (a) common assets of the Strata Corporation,
- (b) common property that has not been designated as limited common property,
- (c) property that is used by more than one lot or one lot and common property.
- (d) limited common property, but the duty to repair and maintain it is restricted to:
 - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (ii) the following, no matter how often the repair or maintenance ordinarily occurs:
 - (A) the structure of a building,
 - (B) the exterior of a building,
 - (C) chimneys, stairs, balconies, patios, decks and other things attached to the exterior of a building,
 - (D) doors, windows and skylights on the exterior of a building or that front on the common property, and
 - (E) fences, railings and similar structures that enclose patios, balconies and yards
- (e) a strata lot, but the duty to repair and maintain it is restricted to
 - (i) the structure of a building,
 - (ii) the exterior of a building,
 - (iii) chimneys, stairs, balconies, patios, decks and other things attached to the exterior of a building,
 - (iv) doors, windows and skylights on the exterior of a building or that front on the common property, and
 - (v) fences, railings and similar structures that enclose patios, balconies and yards.

The Strata Corporation is not responsible for any lodging or other costs arising, if for any reason a strata lot is or becomes uninhabitable, including where the repairs are the responsibility of and/or carried by the Strata Corporation.

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BYLAWS

Examples of situations where a strata lot is or may be uninhabitable include remediation after a fire or remediation of a mould infestation. Residents are strongly advised to consult with an insurance specialist to ensure they have coverage for such situations.

- 13.2 The Strata Corporation must repair and maintain the shared facilities as agreed and funded by all strata corporations sharing the facilities.

14.0 AUTHORIZATION TO PROCEED

- 14.1 The Strata Corporation may proceed under the Small Claims Act, without further authorization by the owners, to recover costs from an owner or other person.

15.0 SECURITY SYSTEMS

Fob-Activated Door Access System

- 15.1 The Strata Corporation may install and maintain a fob-activated door access system on the common property for the purpose of securing and monitoring common property, including:

- (a) Preventing, recording, investigating and obtaining evidence of any theft, vandalism, nuisance, damage or injury caused by any person, and
- (b) Ensuring compliance with the bylaws relating to security.

- 15.2 The locations of access points are based on advice from crime prevention professionals and include entrance and exit points to and from interior areas of the buildings.

- 15.3 The data from the access system is stored on a dedicated computer, located securely in the site administrator's office.

The computer is password protected and is only to be accessible to persons who have successfully completed a recognized privacy course. The BC Government Freedom of Information and Protection of Privacy Act (FOIPPA) Foundations Course is a recognized privacy course for the purposes of this bylaw.

- 15.4 If there is a complaint or incident, the data from the access system may be viewed by:

- (a) The Police Department
- (b) The Fire Department
- (c) The Strata Administrator
- (d) The Strata Council, or
- (e) A person authorized by Court Order.

- 15.5 If there is a complaint or incident, the Strata Council may retain relevant data for as long as is reasonably necessary. A resolution to this effect must be recorded in the Strata Council Minutes.

If there is no complaint or incident, the system will overwrite the data as space is required.

- 15.6 The Strata Corporation makes no representations or guarantees that any of the access system will be fully operational any time. The Strata Corporation is not responsible to any person for any cost, loss or damage whatsoever related to a failure of the access system, even if this is the result of negligence or lack of maintenance or repair.

- 15.7 Residents or visitors must not do anything to damage or interfere with the access system.

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BYLAWS

Surveillance Camera System

- 15.8 The Strata Corporation may install and maintain a surveillance camera system on the common property for the purpose of securing and monitoring common property, including:
- (a) Being alert to the presence of trespassers
 - (b) Preventing, recording, investigating and obtaining evidence of any theft, vandalism, nuisance, damage or injury caused by any person, and
 - (c) Ensuring compliance with the bylaws relating to security.
- 15.9 The locations of the surveillance cameras are based on advice from crime prevention professionals and may include:
- (a) The common property driveways
 - (b) Entrance and exit points to and from the interior areas of the buildings
 - (c) Building lobbies
 - (d) Building garbage rooms and recycling areas
- 15.10 The data from the surveillance cameras is stored on a dedicated system, located securely in the site administrator's office.
- The system is password protected and is only to be accessible to persons who have successfully completed a recognized privacy course. The BC Government Freedom of Information and Protection of Privacy Act (FOIPPA) Foundations Course is a recognized privacy course for the purposes of this bylaw.
- 15.11 If there is a complaint or incident, the data from the access system may be viewed by:
- (a) The Police Department
 - (b) The Fire Department
 - (c) The Strata Administrator
 - (d) The Strata Council, or
 - (e) A person authorized by Court Order.
- If there is a complaint or incident, the Strata Council may retain applicable data for as long as is reasonably necessary. A resolution to this effect must be recorded in the Strata Council Minutes.
- If there is no complaint or incident, the system will overwrite the data as space is required.
- 15.12 The Strata Corporation makes no representations or guarantees that any of the surveillance cameras will be fully operational any time. The Strata Corporation is not responsible to any person for any cost, loss or damage whatsoever related to a failure of the surveillance cameras, even if this is the result of negligence or lack of maintenance or repair.
- 15.13 Residents or visitors must not do anything to damage or interfere with the surveillance cameras.

COUNCIL

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BYLAWS

16.0 MAKEUP OF COUNCIL

- 16.1 The council must have at least 3 and not more than 7 members.
- 16.2 No person may stand for or remain a member of council if the Strata Corporation is entitled to register a lien against that person's strata lot. A person ceasing to be a council member under this bylaw must immediately return any keys or other items they may have as a result of having been a council member.

17.0 COUNCIL MEMBERS' TERMS

- 17.1 The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.
- 17.2 A person whose term as council member is ending is eligible for re-election.

18.0 REMOVING COUNCIL MEMBER

- 18.1 The Strata Corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.
- 18.2 After removing a council member, the Strata Corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

19.0 REPLACING COUNCIL MEMBER

- 19.1 If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- 19.2 A replacement council member may be appointed from any person eligible to sit on the council.
- 19.3 The council may appoint a council member under this bylaw even if the absence of the member being replaced leaves the council without a quorum.
- 19.4 If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the Strata Corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

20.0 OFFICERS

- 20.1 At the first meeting of the council held after each annual general meeting of the Strata Corporation, the council must elect, from among its members, a president, a vice president, a secretary, a treasurer and a privacy officer.
- 20.2 A person may hold more than one office at a time, other than the offices of president and vice president.
- 20.3 The vice president has the powers and duties of the president:
 - (a) while the president is absent or is unwilling or unable to act
 - (b) if the president is removed, or
 - (c) for the remainder of the president's term if the president ceases to hold office

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BYLAWS

20.4 If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

20.5 The Strata Council may vote to remove an officer.

21.0 CALLING COUNCIL MEETINGS

21.1 Any council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.

21.2 The notice does not have to be in writing.

21.3 A council meeting may be held on less than one week's notice if:

- (a) all council members consent in advance of the meeting, or
- (b) the meeting is required to deal with an emergency situation, and all council members either:
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.

21.4 The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

22.0 QUORUM OF COUNCIL

22.1 A quorum of the council is

- (a) 2, if the council consists of 3 or 4 members,
- (b) 3, if the council consists of 5 or 6 members, and
- (c) 4, if the council consists of 7 members

22.2 In counting to establish a quorum, council members must be present in person or deemed to be present in person according to Bylaw 24.2.

23.0 PERSON TO CHAIR COUNCIL MEETINGS

23.1 Council meetings must be chaired by the president of the council.

23.2 If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.

23.3 If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the council members present at the meeting.

24.0 COUNCIL MEETINGS

24.1 At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.

24.2 If a council meeting is held by electronic means, council members are deemed to be present in person.

24.3 Owners may attend council meetings as observers.

24.4 Despite bylaw 24.3, no observers may attend those portions of council meetings that deal with any of the following:

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- (a) bylaw contravention hearings under section 135 of the Act
 - (b) rental restriction bylaw exemption hearings under section 144 of the Act
 - (c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy
- 24.5 The business of council meetings must be carried out in English unless all council members and any attending non-council owners agree otherwise.
- 24.6 The minutes of council meetings must be prepared and circulated in English unless all owners agree otherwise by unanimous resolution. Where such a resolution is agreed, the resolution is in effect until the next Annual General Meeting.

Minutes may also be circulated in another language, if the council wishes. In this case, the English language version is the official version of the minutes.

25.0 VOTING AT COUNCIL MEETINGS

- 25.1 At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- 25.2 If there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.
- 25.3 Decisions made at a council meeting must be recorded in the council meeting minutes.

26.0 COUNCIL TO INFORM OWNERS OF MINUTES

- 26.1 The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

27.0 DELEGATION OF COUNCIL'S POWERS AND DUTIES

- 27.1 Subject to bylaws 27.2 to 27.4, the council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.
- 27.2 The council may delegate its spending powers or duties, but only by a resolution that
- (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with bylaw 27.3
- 27.3 A delegation of a general authority to make expenditures must
- (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent
- 27.4 The council may not delegate its powers to determine, based on the facts of a particular case,
- (a) whether a person has contravened a bylaw or rule,
 - (b) whether a person should be fined, and the amount of the fine, or
 - (c) whether a person should be denied access to shared facilities

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28.0 SPENDING RESTRICTIONS

- 28.1 A person may not spend the Strata Corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- 28.2 Despite bylaw 28.1, a council member may spend the Strata Corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.
- 28.3 By majority vote, the council may authorize expenditures that have not been approved in the budget or at an annual general meeting or special general meeting, of up to 2% of the approved operating budget for the year.
The council must inform owners of expenditures greater than \$5,000 made according to this bylaw.

29.0 LIMITATION ON LIABILITY OF COUNCIL MEMBER

- 29.1 A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.
- 29.2 Bylaw 29.1 does not affect a council member's liability, as an owner, for a judgment against the Strata Corporation.

ENFORCEMENT OF BYLAWS AND RULES

30.0 MAXIMUM FINE

- 30.1 The Strata Corporation may fine an owner a maximum of:
- (a) \$200 for each contravention of a bylaw, and
(b) \$50 for each contravention of a rule, including rules for the use of shared facilities
Before imposing any fine on an owner for a new contravention of a bylaw, the Strata Corporation must follow the process given in section 135 of the Strata Property Act. This includes the right of an owner to answer to a complaint in a hearing.

31.0 CONTINUING CONTRAVENTION

- 31.1 If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.
Additional fines for a continuing contravention of a bylaw can be imposed on an owner without repeating the process given in section 135 of the Strata Property Act.

32.0 DENIAL OF ACCESS TO SHARED FACILITIES

- 32.1 In addition to or as an alternate to the fine in bylaw 30.1, the Strata Corporation may deny a resident or visitor access to shared facilities for contravention of a rule related to the use of those facilities.

ANNUAL AND SPECIAL GENERAL MEETINGS

33.0 PERSON TO CHAIR MEETING

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BYLAWS

- 33.1 Annual and special general meetings must be chaired by the president of the council.
- 33.2 If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- 33.3 If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

34.0 PARTICIPATION BY OTHER THAN ELIGIBLE VOTERS

- 34.1 Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- 34.2 Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if allowed to do so by the chair of the meeting.
- 34.3 Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

35.0 QUORUM FOR ANNUAL OR SPECIAL GENERAL MEETINGS

- 35.1 The quorum for general meetings is:
 - (a) as specified in section 48 of the Strata Property Act, or
 - (b) the eligible voters present in person or by proxy, fifteen minutes from the time the meeting was called.

36.0 VOTING

- 36.1 At an annual or special general meeting, voting cards must be issued to eligible voters.

As indicated in 1.4(a) of these bylaws, any person against whose strata lot the Strata Corporation is entitled to register a lien is not an eligible voter except on matters requiring an 80% vote or unanimous vote. In this case, the meeting chair may order a precise count by secret ballot or some other method so as to include an otherwise ineligible voter.
- 36.2 At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- 36.3 If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
- 36.4 The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- 36.5 If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.
- 36.6 Despite anything in this bylaw, if requested by an eligible voter, the following must be held by secret ballot:
 - (a) election of council, or
 - (b) resolutions that must be approved by a three-quarter vote, 80% vote or unanimous vote

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37.0 ORDER OF BUSINESS

- 37.1 The order of business at annual and special general meetings is as follows, unless amended by majority vote resolution passed at the meeting:
- (a) certify proxies and corporate representatives and issue voting cards;
 - (b) determine that there is a quorum;
 - (c) elect a person to chair the meeting, if necessary;
 - (d) present to the meeting proof of notice of meeting or waiver of notice;
 - (e) approve the agenda;
 - (f) approve minutes from the last annual or special general meeting;
 - (g) deal with unfinished business;
 - (h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
 - (i) ratify any new rules made by the Strata Corporation under section 125 of the Act;
 - (j) report on strata insurance in accordance with section 154 of the Act, if the meeting is an annual general meeting;
 - (k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
 - (l) deal with new business, including any matters about which notice has been given under section 45 of the Act;
 - (m) elect a council, if the meeting is an annual general meeting;
 - (n) terminate the meeting

VOLUNTARY DISPUTE RESOLUTION

38.0 VOLUNTARY DISPUTE RESOLUTION

- 38.1 A dispute among owners, tenants, the Strata Corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if
- (a) all the parties to the dispute consent, and
 - (b) the dispute involves the Act, the regulations, the bylaws or the rules
- 38.2 A dispute resolution committee consists of
- (a) one owner or tenant of the Strata Corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or
 - (b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.
- 38.3 The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.
- Another possible way of resolving disputes is through the Civil Resolution Tribunal – see <https://civilresolutionbc.ca/> for more details.*

APPENDIX II

Resolution A proposes multiple amendments and additions to our bylaws as shown in red in Appendix I.

More details on any of the proposed changes can be provided on request, but the reasons most likely to be of interest to owners are summarized below, in bylaw order.

Introduction of a Refundable Security Deposit (2.5)

The Strata Corporation has incurred numerous costs related to people moving in or out. These include damage to Emergency Exit signs and costs for removal of items abandoned on the common property or dumping into the garbage and recycling containers. Without a security deposit, the Strata Corporation has no way to recover these costs which then end up being paid by everyone.

Errors by Financial Institutions, Strata Financial Managers, or Strata Corporation (2.11)

Any error by a financial institution, the Strata financial managers, or the Strata Administrator in charging, deducting, collecting or checking that a payment required by the bylaws is made, does not relieve an owner or resident from making the required payment.

Costs Related to Denial of Access to Suites (4.6)

The Strata Corporation has incurred additional costs for repeat contractor visits where suite access has been denied after giving proper notice. This amendment allows such costs to be charged back to the suite owner.

Situations not Covered by the Bylaws (4.10)

It is not possible to write bylaws that cover every imaginable situation. This bylaw gives the Strata Council the power to require things not otherwise covered by the bylaws to be done for safety, security, maintenance, administration or equitable sharing of facilities.

Extensive Rewriting of Garbage Disposal and Recycling Bylaws (4.11)

There are numerous and on-going problems related to garbage disposal and recycling. At times, the problems have resulted in fines being imposed on the Strata Corporation by MetroVancouver. Repeated requests to obey signs, items in the minutes and a voice-activated reminder system have had little to no effect.

Given the failure of other efforts, the Strata Council proposes the rewritten bylaws and the installation of surveillance cameras.

The revision also incentivizes residents other than the Strata Council to identify anyone breaching the garbage disposal or recycling bylaws.

Visitor Parking (4.28)

Visitor parking has been abused by numerous residents and visitors. The proposed bylaws attempt to provide clear and fair policies for use of visitor parking.

Costs if a Suite is Uninhabitable (13.1)

If a suite becomes uninhabitable for any reason (fire, catastrophic water damage, mould or something else), the suite resident is responsible for any alternate lodging cost, even if the Strata Corporation is

responsible for the repairs. Residents should ensure they have appropriate insurance to cover such occurrences.

Installation of Additional Surveillance Cameras/Updating of Privacy Protection Bylaws (15.0)

In addition to problems in the garbage disposal rooms and recycling areas, the Strata has also had problems in the lobbies with:

- broken windows
- people leaving items in the lobbies instead of taking them to the recycling depot or Value Village
- strangers sleeping in the lobbies
- people urinating on the lobby couches

The installation of surveillance cameras is proposed to try to identify the people responsible for these problems, but requires updates to the bylaws related to protection of privacy.

Updating Spending Limits (28.3) and Maximum Fines (30.1)

The limits and fines are updated to account for 25 years of inflation since the Strata Property Act was introduced.

RESOLUTION “B”

**¾ VOTE RESOLUTION OF
THE OWNERS, STRATA PLAN NW2050
TO APPROVE AN EXPENDITURE FROM THE CONTINGENCY RESERVE FUND
FOR THE PURCHASE AND INSTALLATION OF SURVEILLANCE CAMERAS
IN ACCORDANCE WITH RELEVANT SECTIONS OF THE STRATA PROPERTY ACT**

**(Section 82, Acquisition and disposal of personal property by Strata Corporation,
Section 71, Change in use of common property, and
Section 96(b)(i)(B), Expenditures from contingency reserve fund)**

BE IT RESOLVED by a ¾ vote of The Owners, Strata Plan NW 2050 (the “Strata Corporation”) that:

1. Pursuant to section 82 of the *Strata Property Act* (the “Act”), the Strata Corporation is authorized to purchase personal property consisting of surveillance cameras (collectively “the **Surveillance Cameras**”).
2. Pursuant to section 71 of the Act, the Strata Corporation is authorized to install the surveillance cameras in the following locations:
 - (a) Garbage rooms in each building inside the strata plan
 - (b) Recycling areas in each building inside the strata plan, and
 - (c) Lobbies in each building inside the strata plan
3. Pursuant to section 96(b)(i)(B) of the Act, the Strata Corporation is authorized to expend from the contingency reserve fund an amount not to exceed \$7,000 for the purpose of purchasing and installing the new Surveillance Cameras.

END OF RESOLUTION

APPENDIX II

- (1) Existing camera facing entrance and exit driveway.
- (2) Existing camera facing visitor parking area.
- (3) Existing camera facing the swimming pool.
- (4) Existing camera facing entrance to firelane between Cypress Point and Woodridge.
- (5) Proposed camera for Building A lobby.
- (6) Proposed camera for Building A garbage room.
- (7) Proposed camera for Building A recycling bin area.
- (8) Proposed camera for Building B garbage room.
- (9) Proposed camera for Building B recycling bin area.
- (10) Proposed camera for pathway behind Building B.
- (11) Proposed camera for pathway behind Building B.
- (12) Proposed camera for Building C garbage room.
- (13) Proposed camera for Building C recycling bin area.
- (14) Proposed camera for Building B lobby.
- (15) Proposed camera for Building C lobby.



RESOLUTION “C”

¾ VOTE RESOLUTION OF THE OWNERS, STRATA PLAN NW2050 TO APPROVE AN EXPENDITURE FROM THE CONTINGENCY RESERVE FUND AS THE NW2050 CONTRIBUTION TO THE COST OF RETILING THE PAVILION LOUNGE STEPS AND PATIO

**Section 71(b)(ii), Change in use of common property, and
Section 96(b)(i)(B), Expenditures from contingency reserve fund**

BE IT RESOLVED by a ¾ vote of The Owners, Strata Plan NW 2050 (the “Strata Corporation”) that:

1. Pursuant to section 71(b)(ii) of the *Strata Property Act* (the “Act”), the Strata Corporation is authorized to change the appearance of the Pavilion Lounge steps and patio by retiling them as described in the Scope of Work in Appendix III.
2. Pursuant to section 96(b)(i)(B) of the Act, the Strata Corporation is authorized to expend from the contingency reserve fund an amount not to exceed \$28,000 as the NW2050 contribution to the cost of retiling the pavilion lounge steps and patio.

END OF RESOLUTION

COMMENTS

Need to Replace the Tiles

The current tiles used for the Pavilion Lounge steps are not suitable for the wet and freezing conditions experienced during the winter in Richmond. They have had to be repaired repeatedly to keep them safe.

The proposed tiles are suitable for the application from a porosity standpoint (freeze/thaw resistance) as well as having non-slip characteristics when wet. They are also available locally from a supplier in Richmond. They are not terracotta like the existing tiles, which is the reason for seeking the approval in Part 1 of the resolution for the change of appearance.

APPENDIX III

Replacement of Lounge Steps and Patio Tiles

Scope of Work

See photo. Numbers on the photo are references to the numbered Scope of Work items below.

1. Upon acceptance of the quotation to perform the work, provide a layout to:
 - show how the new tiles will be laid and, where necessary, cut,
 - how the surface will be sloped to provide appropriate drainageA preliminary layout is provided in the appendix.
2. Restrict access to the workplace
3. Remove and retain for re-installation, all stair and edge railings (see photo)
[Removal and replacement of electrical conduits and junction boxes is not part of this contract – they be arranged by Cypress with an electrical contractor]
4. Remove all old tiles and grout, including tiles set vertically on one side of the top stairs to the lounge doors (see photo)
5. Scarify or otherwise treat the underlying concrete to obtain a good foundation for laying new tiles and/or concrete
6. Eliminate drains (see photo) and re-slope all surfaces at 1.5% (3/16" per foot) so that water drains away from the lounge towards the pathway past the swimming pool (see preliminary layout)
7. Adjust, build up or cut back steps so that:
 - on each set of steps, the treads and risers are equal
 - the treads can be tiled with one width of 12" tile
8. Dispose legally of wastes generated off-site – NOT in the Strata disposal bins
9. Apply bonding or sealing agents as necessary, so new grout bonds firmly to the prepared concrete
10. Install new tiles according to the agreed layout
11. Seal the grout with durable, long-lasting sealer to prevent water ingress under the tiles
12. Reinstall all railings, drilling holes in tiles and shimming to fit where necessary
13. Make good the vertical section on the side of the stairs where the tiles were removed to match other vertical walls

New Tile Specification

Landstone 2cm Outdoor Porcelain Tile, BST01 Graphite, 12" x 24", 24" x 24" and 12" x 24" Stair Tread (see tile brochure)

Available from BC Brick Supplies Ltd

3100 No 5 Rd, Richmond, BC V6X 2T5

Phone 604-270-1947

Use of On-Site Facilities

Workers will be permitted to use on-site washroom facilities

Acceptance of Quotations

Acceptance of quotation is subject to approval by 75% of the owners in a General Meeting.

The Strata Corporation reserves the right to not accept the lowest or any quotation.

Timing

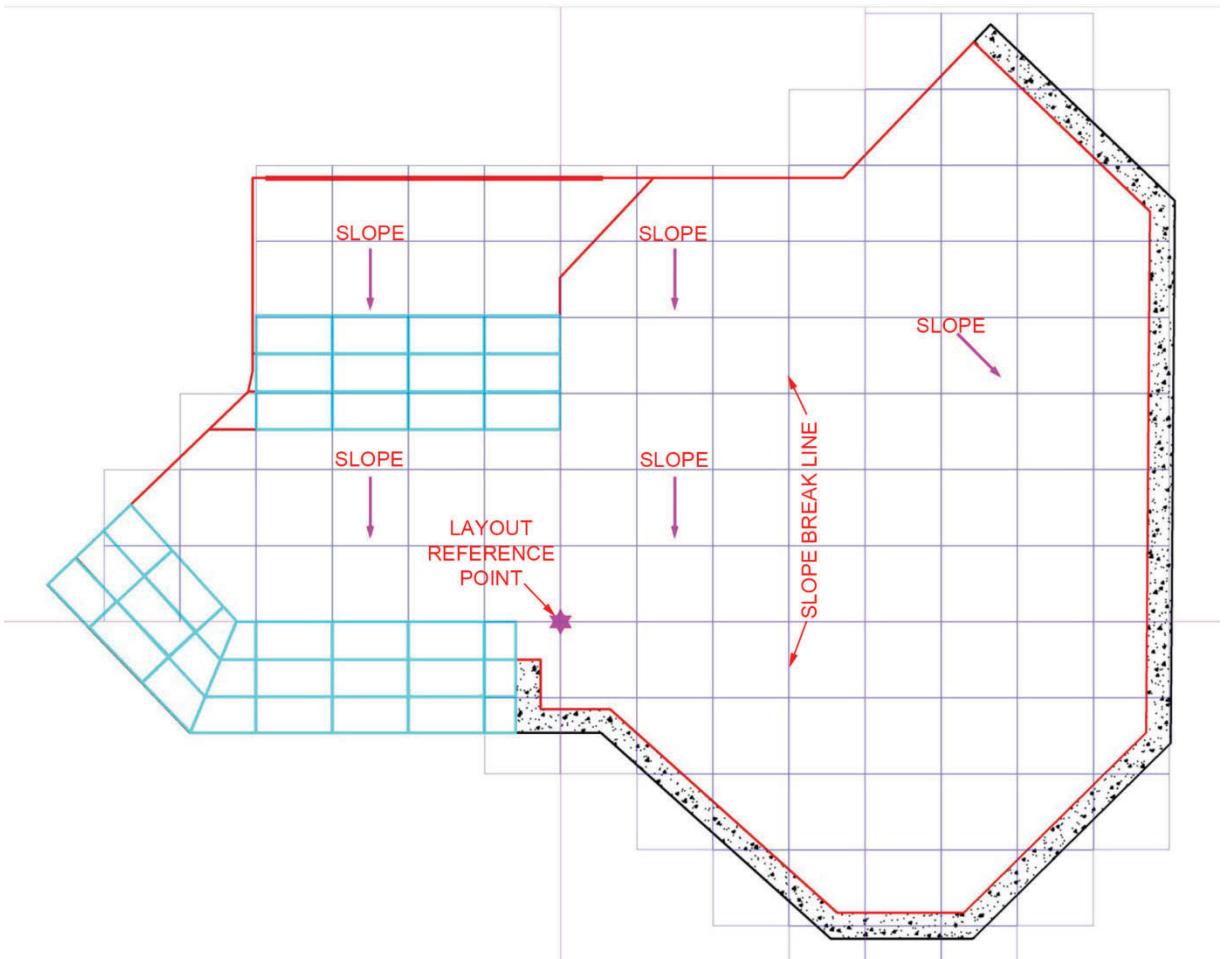
Spring 2026

Other Requirements

Repair should be guaranteed to last at least ten years.

If maintenance of the tiles and/or concrete is required (for example, resealing of grout), provide recommendations as to products to use and frequency of application.

Provide proof of liability and WCB insurance.



Landstone

2cm Outdoor Porcelain Tile



BC BRICK SUPPLIES LTD.
MORE THAN JUST A BRICK STORE



These beautiful porcelain tiles are available in 11 natural stone textures and colours. They are ideal for pedestrian walkways, backyard and rooftop patios. Their anti-slip finish and low water absorption feature make them perfect for outdoor applications. They can be installed on many different foundations such as concrete, pedestals and a gravel/sand base.

BST01 Graphite



BST02 Granite



BST03 Slate Grey



SDS02 Arctic Wind



SLG015G Durban Slate



CMT03 Cemento



Quartz Anthracite



Olivian Black



TRV01 Crema Travertine



TRV02 Blanca Travertine



Basaltina Grigio



Sizes				
	12" x 24"	12" x 24" Stair Tread	24" x 24"	24" x 48"
	300mm x 600mm	300mm x 600mm	600mm x 600mm	600mm x 1200mm
Colours	Granite Graphite Slate Grey	Blanca Travertine Crema Travertine Durban Slate Granite Graphite Slate Grey	Arctic Wind Basaltina Grigio Blanca Travertine Cemento Crema Travertine Durban Slate Granite Graphite Olivian Black Quartz Anthracite Slate Grey	Granite Olivian Black Quartz Anthracite

Technical Specifications

	Water Absorption	iso 10545-3	E ≤ 0.5%
	Breaking Strength	iso 10545-4	≥ 810kg/cm ²
	Modulus of Rupture	iso 10545-4	≥ 8000N
	Abrasion Resistance	iso 10545-6	145mm ³
	Linear Thermal Expansion	iso 10545-8	7x10 ⁻⁶ / °C
	Thermal Shock Resistance	iso 10545-9	resistant
	Slip Resistance (Oil Wet Ramp Test)	din 51130	R11
	Coefficient Of Friction (C.O.F.)	astm c1028	wet/dry ≥ 0.7
	Chemical Resistance	iso 10545-13	resistant
	Stain Resistance	iso 10545-14	
	Frost Resistance	iso 10545-12	resistant



Slate Grey



Graphite



Crema Travertine



Blanca Travertine

Contact Us

For further information, please reach out to us at **604-270-1947**
or visit our showroom at **3100 No 5 Rd, Richmond, BC V6X 2T5**

<https://www.bcbrick.com>



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 Annual General Meeting of the Owners of Strata Plan NW2050 to be held on November 13, 2025

ITEM	IN FAVOR	AGAINST	AT PROXY'S DISCRETION
Special Resolution "A"			
Special Resolution "B"			
Special Resolution "C"			

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** _____ **2025.**

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 Annual 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 WEDNESDAY, NOVEMBER 13, 2025.

CYPRESS POINT RAFFLE

DATE: NOVEMBER 13, 2025

TIME: AT THE END OF THE AGM

PLACE: PAVILION LOUNGE

TICKET: COMPLETE THE FORM BELOW AND AS YOU ENTER DROP IT IN THE RAFFLE BOX PROVIDED AT THE AGM.

RULES: TO BE ELIGIBLE YOU MUST BE IN ATTENDANCE IN PERSON AT THE Annual General Meeting.

RAFFLE BALLOT

NAME: _____

SUITE #: _____