

Cypress Ridge – Strata Plan LMS 4529

SPECIAL GENERAL MEETING MINUTES

WEDNESDAY, FEBRUARY 8, 2023

Held in the Clubhouse 11860 River Road, Surrey, B.C. and Via Zoom

There were 36 Units present either in person or by proxy; 30 Units present, 2 Owners via Zoom and 4 Owners by Proxy. As a quorum requires 17 units to be present, the meeting continued.

GUEST VISIT – ROOF REPLACEMENT PROJECT 2023

Ted Neef of Phoenix Roof Consultants spoke to the Owners regarding the funding proposal for this meeting to replace the sloped roofs in the complex. The presentation included how the request for tendering process (RFQ) was conducted and how the bids were reviewed. The most competitive bid was submitted by Adanac and supported by the Strata Council unanimously. It was stressed that as prices continue to increase for product supplies and labour, the proposal received from Adanac would be expected to increase and delaying the project increased the risk of water leaks and damage to Units. Prices were received in December of 2022 and will be affected by inflation for 2023 and on.

Ted explained that residents must be aware of the disruptions in the complex during this roof project (One road in and one road out) as equipment and disposal bins will be required to be placed where needed which may include visitor parking stalls and/or some private driveways temporarily. Those arrangements will be made with affected residents, and schedule updates will be provided by Phoenix Roof Consultants on a regular basis. *It was strongly noted that interruptions during the project are possible due to weather, but the anticipated timeline for the work to be completed is approximately 45 days.*

An Owner inquired on the quality of the selected roof tiles; Ted explained that the additional \$150,000 quoted for the premium shingle had a similar warranty, and in his experience the warranties provided coincided with the general life expectancy of the roof in general.

An Owner inquired on the cost breakdown of the proposal; please note the following:

Total Project Cost:	\$989,364.60
Contingency Reserve Fund:	<u>(375,000.00)</u>
Total Special Levy from Owners:	\$614,364.60
Davin Fee (1% of Levy):	6,143.65
GST on Davin Fee:	<u>307.80</u>
<u>Total Special Levy:</u>	<u>\$620,815.43</u>
<u>Grand Total of Roofing Project:</u>	<u>\$995,815.43</u>

Once questions were answered, Ted Neef left the meeting.

CALL TO ORDER

The meeting was called to order at 7:09 p.m.

CERTIFY PROXIES

There were four proxies presented (Including one mailed in as a Restricted Proxy).

FILE PROOF OF NOTICE

The notice of the Annual General Meeting dated January 18, 2023, was accepted as being proper notice.

ADOPTION OF THE PREVIOUS GENERAL MEETING MINUTES

MOVED by #28 and **SECONDED** by #23 to adopt the minutes of the previous Annual General Meeting held December 1, 2022.

MOTION CARRIED

ADOPTION OF THE AGENDA

MOVED by #21 and **SECONDED** by #7 to adopt the agenda as presented.

MOTION CARRIED

NEW BUSINESS

¾ VOTE “A”: ROOF REPLACEMENT PROJECT – COMBINED FUNDING

Based on the results of the tendering process for bids from roofing contractors, Council proposes a re-roofing project to be completed by Adanac Roofing and as supported by the roofing consultant, Ted Neef, of Phoenix Roofing Consultants.

This project will include replacement of the complex’s roof, gutters and wood repairs as needed. Council proposes a combined funding option with a Special Levy of the Owners of Cypress Ridge, LMS 4529, and a contribution from the Contingency Reserve Fund. The balance in the CRF as at December 31, 2022 is \$436,735.69. The funds raised include administrative costs with Davin Management as per the Agency Agreement of 1% and a contingency for any unexpected repair costs.

Any unused funds would be allocated as per Section 108(5) and (6) of the Strata Property Act:

(5) If the money collected exceeds the amount required, or for any other reason is not fully used for the purpose set out in the resolution, the strata corporation must pay to each owner of a strata lot the portion of the unused amount of the special levy that is proportional to the contribution made to the special levy in respect of that strata lot.

(6) Despite subsection (5), if no owner is entitled to receive more than \$100 in total under subsection (5), the strata corporation may deposit the excess in the contingency reserve fund.

THEREFORE, BE IT RESOLVED by a ¾ vote of the Owners, Strata Plan LMS 4529, that Strata Plan LMS 4529 **Cypress Ridge**, approve a budget not to exceed \$995,815.43 to be raised by a Special Levy of \$620,815.43 by the Owners and a contribution of \$375,000.00 from the Contingency Reserve Fund. Special Levy “A” payment schedule is attached.

LMS 4529 Bylaw 1 - Payment of Strata Fees

(1) An owner must pay strata fees or special assessments on or before the first day of the month to which the strata fees or special assessments relate.

(2) If an owner is late in paying his or her strata fees or special assessments, the owner will be subject to a fine of \$50.00 for every month the strata fees or special assessments remain unpaid.

It was **MOVED** by #9 and **SECONDED** by #34 to adopt Resolution “A” as presented. The floor was opened for further discussion.

One Owner inquired about some other items in the complex that should be updated such as fencing and landscaping, however Council confirmed that those matters would be addressed at a later date.

An Owner noted that this proposal and roof project appeared to be too rushed; Council reiterated that the roof replacement had been noted in Council meeting minutes for several years, Owners were provided as much information in 2022 as possible in preparation of personal budgeting and to allow Owners time to consult any financing arrangements if needed. In addition, Council members volunteered time to canvass door-to-door to speak with Owners on what to expect for this meeting.

As there were no further questions, the vote was called.

(It was noted that an Owner had left the meeting during Ted's presentation; this brought quorum to 35 Owners present)

There were 29 (Twenty-Nine) Owners in Favour; 6 (Six) Opposed and 0 (Zero) Abstentions.

The $\frac{3}{4}$ threshold of 35 Votes is 27; therefore, the motion was

CARRIED.

Special Levy "A" payment schedule is attached

**TO ALL OWNERS - IMPORTANT INFORMATION REGARDING
THE SPECIAL LEVY PAYMENT**

The Special Levy is due and payable upon passing, however for financial convenience, Council will allow two payments to be submitted to Davin Management on March 15, 2023, and April 15, 2023; final payment **MUST be received by no later than April 15, 2023** to avoid the account being sent to lawyers for collection. A Demand Notice will be issued at a cost to the Owner of \$295.00 plus tax, further non-payment will result in a lien being registered against the Strata Lot at an additional cost to the Owner of \$449.00 plus Tax. Any further costs of pursuing payment through the Civil Resolution Tribunal and/or a Forced Sale Petition will also be the responsibility of the Unit Owner.

Owners that would like to process their Special Levy payment by Preauthorized Debit with Strata Fees can email those payment instructions to Davin Management at nlittle@davinltd.com. Please ensure to note your Strata Plan, LMS 4529, and Unit number.

**All cheques should be payable to LMS 4529 and forwarded to
Davin Management Ltd office - #1 – 10180 153rd Street, Surrey, B.C. V3R 0B5**

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:40 pm.

Monique Garneau
Strata Manager
Extension: 223
mgarneau@davinltd.com



#1 10180 153rd Street
Surrey, BC, V3R 0B5
P: 604-594-5643 F: 604-594-5071
www.davinltd.com

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

SCHEDULE 'A'

APPROVED SPECIAL LEVY FOR REROOFING PROJECT \$ 620,815.43

Unit Number	Unit Entitlement	Factor	APPROVED 2023	Mar 15/23	Apr 15/23
1	239	0.0223	\$ 13,848.18	\$ 6,924.09	\$ 6,924.09
2	240	0.0224	\$ 13,906.12	\$ 6,953.06	\$ 6,953.06
3	240	0.0224	\$ 13,906.12	\$ 6,953.06	\$ 6,953.06
4	239	0.0223	\$ 13,848.18	\$ 6,924.09	\$ 6,924.09
5	237	0.0221	\$ 13,732.29	\$ 6,866.15	\$ 6,866.15
6	239	0.0223	\$ 13,848.18	\$ 6,924.09	\$ 6,924.09
7	240	0.0224	\$ 13,906.12	\$ 6,953.06	\$ 6,953.06
8	240	0.0224	\$ 13,906.12	\$ 6,953.06	\$ 6,953.06
9	239	0.0223	\$ 13,848.18	\$ 6,924.09	\$ 6,924.09
10	237	0.0221	\$ 13,732.29	\$ 6,866.15	\$ 6,866.15
11	226	0.0211	\$ 13,094.93	\$ 6,547.46	\$ 6,547.46
12	226	0.0211	\$ 13,094.93	\$ 6,547.46	\$ 6,547.46
13	226	0.0211	\$ 13,094.93	\$ 6,547.46	\$ 6,547.46
14	226	0.0211	\$ 13,094.93	\$ 6,547.46	\$ 6,547.46
15	225	0.0210	\$ 13,036.98	\$ 6,518.49	\$ 6,518.49
16	226	0.0211	\$ 13,094.93	\$ 6,547.46	\$ 6,547.46
17	226	0.0211	\$ 13,094.93	\$ 6,547.46	\$ 6,547.46
18	226	0.0211	\$ 13,094.93	\$ 6,547.46	\$ 6,547.46
19	226	0.0211	\$ 13,094.93	\$ 6,547.46	\$ 6,547.46
20	225	0.0210	\$ 13,036.98	\$ 6,518.49	\$ 6,518.49
21	188.3	0.0176	\$ 10,910.51	\$ 5,455.25	\$ 5,455.25
22	187.7	0.0175	\$ 10,875.74	\$ 5,437.87	\$ 5,437.87
23	187	0.0175	\$ 10,835.18	\$ 5,417.59	\$ 5,417.59
24	104.8	0.0098	\$ 6,072.34	\$ 3,036.17	\$ 3,036.17
25	110.3	0.0103	\$ 6,391.02	\$ 3,195.51	\$ 3,195.51
26	237	0.0221	\$ 13,732.29	\$ 6,866.15	\$ 6,866.15
27	239	0.0223	\$ 13,848.18	\$ 6,924.09	\$ 6,924.09
28	239	0.0223	\$ 13,848.18	\$ 6,924.09	\$ 6,924.09
29	236	0.0220	\$ 13,674.35	\$ 6,837.17	\$ 6,837.17
31	98	0.0091	\$ 5,678.33	\$ 2,839.17	\$ 2,839.17
32	101	0.0094	\$ 5,852.16	\$ 2,926.08	\$ 2,926.08
33	240	0.0224	\$ 13,906.12	\$ 6,953.06	\$ 6,953.06
34	240	0.0224	\$ 13,906.12	\$ 6,953.06	\$ 6,953.06
35	239	0.0223	\$ 13,848.18	\$ 6,924.09	\$ 6,924.09
36	239.7	0.0224	\$ 13,888.73	\$ 6,944.37	\$ 6,944.37
37	239.6	0.0224	\$ 13,882.94	\$ 6,941.47	\$ 6,941.47
38	239.6	0.0224	\$ 13,882.94	\$ 6,941.47	\$ 6,941.47
39	239	0.0223	\$ 13,848.18	\$ 6,924.09	\$ 6,924.09
40	188.3	0.0176	\$ 10,910.51	\$ 5,455.25	\$ 5,455.25
41	187.8	0.0175	\$ 10,881.54	\$ 5,440.77	\$ 5,440.77
42	187.8	0.0175	\$ 10,881.54	\$ 5,440.77	\$ 5,440.77
43	187.9	0.0175	\$ 10,887.33	\$ 5,443.67	\$ 5,443.67
44	188.3	0.0176	\$ 10,910.51	\$ 5,455.25	\$ 5,455.25
45	187.8	0.0175	\$ 10,881.54	\$ 5,440.77	\$ 5,440.77
46	187.8	0.0175	\$ 10,881.54	\$ 5,440.77	\$ 5,440.77
47	187.9	0.0175	\$ 10,887.33	\$ 5,443.67	\$ 5,443.67
48	238.9	0.0223	\$ 13,842.38	\$ 6,921.19	\$ 6,921.19
49	239.6	0.0224	\$ 13,882.94	\$ 6,941.47	\$ 6,941.47
50	239.6	0.0224	\$ 13,882.94	\$ 6,941.47	\$ 6,941.47
51	239.7	0.0224	\$ 13,888.73	\$ 6,944.37	\$ 6,944.37
	10714.4		\$620,815.43		