

Cypress Ridge – Strata Plan 4529
Minutes of 2025 Council Intro Meeting
Tuesday, March 18, 2025 @ 7:00pm
Clubhouse

In Attendance:

President	Laura Mills
Vice President/Secretary	Andrea Nikas
Treasurer	Jay Sethi
Landscaping	Keith D’Costa
Member	Ivan Morton
Member	Jennifer Gumayagay-Sun

Absent:

Member	Jeremy Wong
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1. Meeting called to order at 7:05pm
2. Minutes of February 18, 2025, Strata Council Meeting were approved.
3. Financial Report
 - a. January 2025 Financials were approved.
 - b. Roof Levy balance – council will present options for the balance later in the year once a full review of property priorities is completed.
 - c. Council will discuss process for levying late fees on outstanding balances at next meeting.
4. Previous Business
 - a. Updates provided and actions reviewed regarding several outstanding property and resident issues. Council continuing to work with the Strata Agent on the list.
 - b. Completed Form K has not been received from a unit owner. Council will request an inspection of the unit.
 - c. Council is reviewing an owner request for heat pump installation. **Note to all owners:** significant changes to a unit must be prior approved by Strata Council.
5. Reports
 - a. Clubhouse – Council obtaining additional painting quotes for the clubhouse. New chairs and tables will be purchased soon.
 - b. Maintenance
 - i. Annual Fire Inspection & Fire Hydrant Inspection – March 20.
 - ii. Gutter Guard spot cleaning – contractor will address urgent areas as soon possible.
 - iii. Roof / Gutter issues – roof consultant and two council members conducting inspection of areas of concern.
 - iv. Fire Panel – council members to update contact list for monitoring company.

- v. Pavers & landscape tie repairs – urgent areas will be addressed soon. Full site will be reviewed in spring.
 - vi. Siding, window, retaining walls and unit garage pads cleaning – Strata Agent to obtain quote from previous contractor.
 - vii. Visitor Parking – Strata Agent to obtain quotes for work in spring.
 - viii. Roof leak and damage to 3 units. Roofing contractor to complete repairs at one unit – Strata Agent to follow up with contractor. Damage by fallen trees – one unit was inspected and deemed not a concern. The other unit, will be inspected.
 - ix. Interior ceiling repairs due to upper deck leak will be completed.
 - x. Unit that planted cedar trees without approval is instructed to remove the trees. **Note to all owners:** Any changes to landscaping on common property must be prior approved by council.
- c. Landscaping – Arborists have noted there are areas where tree roots are causing damage to concrete and/or pavers, while not urgent, certain areas will need to be addressed in the coming years. Council will request quote for solution.

6. New Business

- a. An owner advised of drainage issues beside their unit. Drainage on the entire property has been an ongoing issue and certain areas have been addressed. Council is aware of the outstanding areas and will bring in a drainage consultant to further assess the entire site. **FYI:** Cypress Ridge is situated on top of underground streams and at the time the site was developed, several drainage pipes were installed to assist with managing water drainage.
- b. Damage to front concrete steps – will ask landscapers to repair.
- c. New convex mirror for the bend on the driveway has been ordered.
- d. Spring Site Inspection – Council will conduct a site inspection later in April.
- e. Next Meeting – April 15, 2025 (with Strata Agent)