

Cypress Ridge – LMS 4529
Council Meeting Minutes
April 15, 2025

The Meeting was called to order at 7:01PM – Held in the Clubhouse.

PRESENT

President: Laura Mills
Vice President/Secretary: Andrea Nikas
Member: Ivan Morton
Treasurer: Jay Sethi
Landscaping: Keith D’Costa
Davin Management: Emily Brunner



ABSENT

Member: Jennifer Sun
Member: Jeremy Wong

ADOPTION OF PREVIOUS MEETING MINUTES

The Strata Council approved the minutes from the council meeting held on March 18, 2025.

FINANCIAL REPORT

The Strata Council approved the financials from January-February, as prepared by Davin Management Ltd.

The Strata Council has resolved that, effective immediately, any unit **with outstanding strata fee arrears past 90 days (three months) will receive a formal demand letter**. The letter will require immediate payment of the outstanding fees. If payment is not received, the strata council will proceed with the following actions:

1. The unit will be sent to collections.
2. A lien will be placed on the unit in accordance with the Strata Property Act.

This policy aims to ensure timely payment of strata fees and maintain financial stability for the strata corporation.

BUSINESS ARISING FROM PREVIOUS MINUTES

Clubhouse Interior Painting – This project is being scheduled during the month of April.

Visitor Line Painting – The Strata Council agreed to approve the quote from Precision Line Painting to re-paint all 14 visitor parking stalls.

Fire Hydrant Report & Repairs – Strata Council agreed to table this item until further information has been received from Elite Fire Protection. Elite Fire will revisit to inspect the units that were not accessible (at the expense of each unit owner.)

Gutter Guard & Building Cleaning – The Strata Council agreed to approve the quotes for cleaning of gutter guards, exterior siding, exterior windows, common walkways, stairs and visitor parking areas, provided by Power Plus. Owners will be notified of dates for the window and siding cleaning.

Please note: All residents are required to clean the exterior of their units by May 31, 2025. This includes concrete patio pads, driveway pads, upper decks, deck railings and glass surrounds on decks.

Pavers & Landscape tie repairs – The Strata Council agreed to approve the quote from Healing Hands for urgent repairs in the complex.

Roof Investigation – The Strata Council agreed to obtain a quote to repair tree damage on a unit from a contractor.

Heat Pump Installation – An owner requested approval for installation of a heat pump after the installation was completed. After discussion and review of legion opinion, Strata Council has determined:

- a. The installation constitutes a ‘significant change’ to the strata lot and as such, the installation requires a $\frac{3}{4}$ approval of the owners at a Special General Meeting.
- b. The Special General Meeting will also include a vote on a resolution allowing heat pump installation for any unit following a set of guidelines, yet to be created, and Strata Council approval.
- c. If approved, this installation can be used as a pilot project for creating guidelines for the installation of heat pumps by other units in the complex.
- d. The owner will be notified that they are in breach of certain sections of the Strata Property Act and Cypress Ridge Bylaws.

Owners will be provided notice of the Special General Meeting.

NOTE: Pursuant to the Strata Property Act and Cypress Ridge Bylaws, owners must obtain written approval of the Strata Corporation before making an alteration to a strata lot and strata limited common and strata common property.

NEW BUSINESS

Complex Drainage – The Strata Council has scheduled a drainage specialist to access the complex, scheduled for April 16, 2025.

Damage to front concrete steps – The landscaping contractor will repair the damage to the front concrete steps.

Missing Gutter Guards – The Contractor will install gutter guards to areas that were missed during the original installation.

New Topsoil – New topsoil and grass seed has been placed in certain areas of the complex. Owners that have the new soil and seed around their unit are requested to follow the guidelines below to ensure successful grass growth:

1. Keep the topsoil consistently moist until new grass growth becomes visible.
2. Refrain from walking on the topsoil and seed or allowing pets to access the areas.

Signs in the Complex – The Strata Council would like to remind all unit owners/tenants that the display of signs is prohibited within the complex. This includes, but is not limited to, advertisements, political, notices, or personal displays. Any unauthorized signage will be promptly removed to ensure compliance with this policy.

CORRESPONDENCE

Email received about the water logging in the complex – Drainage specialist was contacted to review this issue.

Email received about dog waste on common property – warning letters were sent to owners.

Email complaint received about gutter issues – the council is working to resolve this issue in the complex.

Email received that during the fire inspections, one of the technicians left his shoes on in their unit. Council contacted the company, which in return apologized for the situation.

There being no further business, the meeting was adjourned at 8:14PM

NEXT MEETINGS

June 10, 7:00pm

Emily Brunner

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