



PLEASE BRING THIS NOTICE TO THE MEETING

Date: June 16, 2025

TO: The Owners, Strata Plan LMS4529 – Cypress Ridge

FROM: Davin Management Ltd.
#1-10180 153rd Street.
Surrey, B.C. V3R 0B5
Telephone 604-594-5643

TAKE NOTICE THAT the Special General Meeting of The Owners, Strata Plan LMS4529 – Cypress Ridge, will be held:

Date : June 16, 2025
Meeting: 7:00PM
Location: Clubhouse Amenity Room

We wish to take this opportunity to remind all owners that **NO OWNER IS ENTITLED TO VOTE AT A GENERAL MEETING UNLESS ALL CONTRIBUTIONS OWING HAVE BEEN PAID IN FULL.** Kindly ensure that your account is up-to-date since no payment can be made at the actual time of the meeting unless in the form of a certified cheque or cash. **Please make cheque payable to "Strata Plan LMS4529".**

All owners are encouraged to attend this meeting in order to vote on the resolution. In order for this meeting to proceed, a quorum of one-third of all owners entitled to vote must be present. If you are unable to attend this meeting, please complete the proxy below and forward it to a representative of your choice who will be attending the meeting, thereby enabling your representative to vote on your behalf.

AGENDA

- 1) Call to Order
- 2) Certify Proxies
- 3) File proof of Notice of Meeting or Waiver of Notice
- 4) Adopt Agenda
- 5) Approve of previous Annual General Meeting Minutes
- 6) Resolution A – Installation of Heat Pumps
- 7) Resolution B – Approval of installation of heat pump to unit 9
- 8) Adjournment

Resolution A – Installation of Heat Pumps

WHEREAS:

- A. The owners wish to pass a bylaw permitting the installation of heat pumps provided certain conditions are met;
- B. S.119(2) of the Strata Property Act permits the strata corporation to pass bylaws pertaining to the use of the common property;
- C. S.128 of the Strata Property Act allows a strata corporation to amend its bylaws by way of a $\frac{3}{4}$ vote;

THEREFORE BE IT RESOLVED BY WAY OF A $\frac{3}{4}$ VOTE OF THE OWNERS THAT:

1. The following be added as Bylaw 32:

(1) For the purposes of this bylaw an “air conditioner” means a mechanical device or system that cools, heats or otherwise regulates the interior temperature of all or part of a strata lot and includes, but is not limited to, a mini split air conditioner, ductless air conditioner, heat pump, window mounted or portable air conditioner (but excludes a furnace).

(2) An owner, tenant or occupant must not install or operate an air conditioner except as permitted by this bylaw.

(3) Window mounted air conditioners are not permitted.

(4) An owner, tenant or occupant may, without permission, operate a portable air conditioner provided that it:

- (a) is housed entirely inside the strata lot;
- (b) is only vented through a window or sliding door using a manufacturer approved vent kit; and
- (c) does not create an unreasonable level of noise when in operation.

(5) An owner or tenant who wishes to install, upgrade, expand or replace an air conditioner (other than a portable air conditioner) must have the prior written permission of the strata corporation to do so.

(6) A person who applies for permission to install, expand or replace an air conditioner must submit the following with their request:

- (a) a scaled and dimensional drawing which shows the proposed interior and exterior locations of the air conditioner and its components along with the exact location of any penetration(s) of the building envelope required to install it;
- (b) information regarding the make and model of the air conditioner to be installed, including its dimensions and the level of noise created when it is in operation;
- (c) the type and style of material which will be used to obscure any portion of the air conditioner which is outside the strata lot (the “Screen Material”); and
- (d) the name, qualifications and experience of the person or firm who will install the air

conditioner.

- (7) An owner, tenant or occupant to whom permission is given to install an air conditioner must comply with the following conditions:
- (a) the air conditioner (including its various components) is installed only in the location(s) and manner approved by the council;
 - (b) the exterior components of the air conditioner are surrounded by Screen Material of the type and style approved by the council (unless waived by council);¹
 - (c) ensure the exterior components and the Screen Material (if any) match the exterior colour scheme of the building;
 - (d) ensure that the external condenser does not leak onto the common property, limited common property or into neighbouring strata lots;
 - (e) all penetrations of the building envelope must be approved by a qualified building envelope consultant and properly sealed to prevent water ingress;
 - (f) the installation of the air conditioner is done by a licensed and qualified contractor with Worksafe coverage and liability insurance who is approved by the strata corporation;
 - (g) all necessary permits and licences are obtained (and copies provided to the strata corporation);
 - (h) the sound level of the outdoor component when in operation must not exceed 65 dB measured at 2 meters from the component;
 - (i) must not allow piping or wiring to be installed in the ceiling of the strata lot or through the attic above;
 - (j) ensure that any directions given by the strata corporation (both before and after installation) regarding the installation are complied with;
 - (k) the owner of the strata lot enters into a written agreement (the “AC Agreement”) with the strata corporation which provides that they (and all future owners):
 - (i) be responsible for the repair and maintenance of the entire air conditioner (including the outdoor component and any conduit), the pad and the Screen Material (if any);
 - (ii) be responsible for any and all repair and maintenance expenses incurred by the strata corporation as a result (directly or indirectly) of the installation and operation of the air conditioner;
 - (iii) pay for the costs of any inspection carried out by the strata corporation to confirm the air conditioner is properly installed and maintained;
 - (iv) be responsible for all costs related to the temporary removal and replacement of the air conditioner in order to allow for work by the strata corporation to be carried out;
 - (v) release the strata corporation, its council member, contractors and agents from all claims, damages, expenses, costs and other liability that may arise from damage caused by them to the air conditioner or the Screen Material;
 - (vi) shall indemnify and save harmless the strata corporation from any claims, demands, damages, judgments, expenses, deductibles, costs and obligations of any kind whatsoever arising from or related (directly or indirectly) to the installation and operation of the air conditioner; and
 - (vii) will routinely inspect and service the air conditioner.²

¹ **Screen Installation Conditions** – If a screen is required, its necessity depends on the unit’s location and its public visibility. The final decision rests with the Strata Council, which will specify requirements during installation approval.

² **Inspection Responsibility** – According to section 7(K)vii, the owner is responsible for ensuring the unit operates properly to prevent risks to personal property, limited common property or common property.

(8) The terms and requirements of an AC Agreement signed by the owner of a strata lot shall be binding on the subsequent owner(s) of the strata lot and they shall be obligated to fulfil its terms and conditions.

(9) Notwithstanding subsection(7)(f), if the noise emitted by an air conditioner unreasonably disturbs the owners, tenant or occupants of a neighbouring strata lot, the owner of the strata lot to which the air conditioner is connected must take steps as directed by the strata corporation reduce the noise. Where the owner fails to do so, the strata corporation may take such steps and charge the costs back to the owner.

(10) In addition to any provision in the AC Agreement, where the installation or operation of an air conditioner (portable or fixed) causes damage to the common property or a portion of the strata lot for which the strata corporation is responsible to repair or maintain, the strata corporation may charge the costs of repairing such damage to the owner of the strata lot in which the air conditioner is located.

(11) A person must not remove an air conditioner (other than a portable one) without the prior written permission of the strata corporation.

(12) Where a person removes an air conditioner (other than a portable one) and does not replace it, they must repair any damage (including sealing any penetrations of the building envelope) arising from or caused by the installation or the removal and otherwise restore the common property.

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³ **Insurance Obligation** – The owner must insure the unit against loss or damage, whether affecting personal property, limited common property, or shared common property.

Resolution B – Approval of installation of heat pump to unit 9

WHEREAS:

- A. Unit 9 has installed a heat pump (the “Heat Pump”);
- B. The Heat Pump was vented through the exterior wall facing the backyard;
- C. The exterior of the building is designated as common property;
- D. The Heat Pump changes the appearance and use of the exterior common property overall;
- E. Section 71 of the Strata Property Act requires approval by way of the $\frac{3}{4}$ vote where a significant change is made to the use or appearance of the common property (which would include the limited common property);

THEREFORE BE IT RESOLVED BY $\frac{3}{4}$ VOTE OF THE OWNERS THAT:

1. Approval is given for the Heat Pump.

Cypress Ridge – Strata Plan LMS 4529

**Annual General Meeting Minutes
Thursday, January 16, 2025 - Via Zoom**

CALL TO ORDER

The meeting was called to order at 7:06 PM.

There were 13 owners present in person and 11 proxies presented at the time of call to order, for a total vote count of 24.

Leah Booth from Davin Management was present to chair the meeting on behalf of the Strata Council President.

CERTIFY PROXIES

The eleven proxies presented were deemed valid.

FILE PROOF OF NOTICE

The notice of the Annual General Meeting dated December 19th, 2024 was accepted as being proper notice.

ADOPTION OF THE PREVIOUS GENERAL MEETING MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the previous Annual General Meeting held December 11th, 2023. The vote was called by a show of hands: **MOTION CARRIED - ALL IN FAVOUR**

ADOPTION OF THE AGENDA

It was **MOVED** and **SECONDED** to amend the agenda to remove Resolution A, as the Strata Property Act no longer permits a Strata Corporation to defer completing a Deprecation Report. The vote was called by a show of hands: **MOTION CARRIED - ALL IN FAVOUR**

The treasurer requested to further amend the agenda to include a resolution to vote to terminate Davin Management and to allow installation of air conditioners. The Strata Agent explained these resolutions could not be added at this time, as voting on them would require notice in accordance with the Strata Property Act. It was suggested that the Strata Council call a Special General Meeting following the Annual General Meeting to vote on these matters.

It was **MOVED** and **SECONDED** to approve the amended agenda and to proceed with the meeting. The vote was called by a show of hands: **MOTION CARRIED – 23 IN FAVOUR – 1 NOT IN FAVOUR**

The vote count increased to 25 after an owner entered the meeting at 7:18PM.

INSURANCE REPORT – IMPORTANT INFORMATION

The Strata Agent reviewed the insurance summary of coverages that was enclosed with the notice package. The insurance policy was renewed with BFL on October 31st and is effective for one year.

** A reminder that individual owners are responsible for obtaining insurance coverage for the contents of their units which should contain coverage for “Strata Deductible Insurance” for insurance claim deductibles, as well as any improvements owners have made to their strata lot beyond those that would have been provided by the developer when the base unit was purchased.*

An owner inquired about whether the premium increased. The Treasurer confirmed that it had minimally decreased.

An owner left the meeting, and the vote count decreased to 24.

ADOPTION OF THE PROPOSED BUDGET

The Strata Agent and Treasurer reviewed some issues with the proposed budget, it was noted that it was identical to last years and did not account for any increased operating expenses that were over budget at the end of 2024. The Treasurer suggested that the fees decrease. An owner did not agree with this approach. An owner inquired about proposing a new budget by calling a Special General Meeting. The Strata Agent suggested that if the owners were comfortable with no fee increase, the budget could be amended by reallocating funds appropriately. The budget was reviewed line item by line item with the owners and changes were made to reallocate funds accommodate for increased and decreased expenses.

It was **MOVED** and **SECONDED** to adopt the amended proposed budget. The poll was released to vote on the amended proposed operating budget, the vote was called: **22 IN FAVOUR – 1 NOT IN FAVOUR – 1 ABSTENTION – MOTION CARRIED – ALL IN FAVOUR**

NEW BUSINESS

The Treasurer advised that the Strata Council has obtained proposals from other strata management companies as they do not feel the level of service, they received from Davin Management specifically over the last 12 months was adequate. An owner suggested asking Davin Management for a new proposal with a new agent for the council to compare and consider the other proposals received.

Leah Booth apologized on behalf of the Davin Management for the poor level of service that the Strata Council and owners felt they received.

An owner inquired about the requirement for completing an Electrical Planning Report. The Strata Agent advised that this is an important tool for the Strata Council to obtain to utilize in making decisions for electrical upgrade requests, such as installing Electric Vehicle chargers and air conditioning systems.

ELECTION OF STRATA COUNCIL

In accordance with the Strata Property Act, at each Annual General Meeting all members of Council must retire from office and the Strata Corporation must elect a new Council. The Act allows for the election of a minimum of 3 to a maximum of 7 Owners to serve on Council. The following nominations and/or volunteers were received.

Laura Mills Unit 21
Jaideep Sethi Unit 9
Andrea Nikas Unit 23

Ivan Morton Unit 28
Keith D’Costa Unit 34

Jennifer Sun Unit 49
Jeremey Wong Unit 44

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:39 pm.

Leah Booth
Strata Agent
Lbooth@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.

PROXY AUTHORIZATION

The undersigned owner of Strata Corporation LMS 4529, Cypress Ridge, hereby appoints _____ or failing him/her _____ as the proxy of the undersigned to attend and vote at a Special General Meeting to be held June 16, 2025 at 7pm and at any adjournment thereof, in the same manner, to the same extent and with the same powers as if the undersigned were present at the said meeting or any adjournment thereof. Discretionary authority is conferred on the proxy with respect to such proposals or matters, which may properly come before the meetings and at any adjournment thereof. **THE UNDERSIGNED** acknowledges receipt of the information circular for the Meeting and hereby revokes any proxy previously given.

Date _____ Unit # _____ Signature _____