

Cypress Ridge – LMS 4529
Council Meeting Minutes
January 22, 2026

The Meeting was called to order at 7:06PM– Held via Zoom.

PRESENT

President:	Keith D’Costa
Vice President:	Laura Mills
Treasurer:	Jay Sethi
Member:	Jennifer Sun
Member:	Jeremy Wong
Davin Management:	Emily Brunner



ABSENT

Member:	Ivan Morton
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ADOPTION OF PREVIOUS MEETING MINUTES

The Strata Council approved the minutes from the council meeting held on September 17, 2025.

FINANCIAL REPORT

The Strata Council agreed to adopt the financial statements from August – November 2025, as prepared by Davin Management Ltd.

BUSINESS ARISING FROM PREVIOUS MINUTES

ICBC Claim – The Strata Council agreed to send a letter to notify the unit that caused damage to a neighbouring unit’s garage door, that they will be cancelling the ICBC claim and requesting confirmation of private payment of the garage door, as there has been no movement with ICBC in over 5 months. The council agreed to request quotes for the garage door repairs.

Maple Tree – The Strata Council agreed to obtain a second quote for comparison before moving forward with the quote and advice from Bartlett Tree Experts.

Agency Agreement – The Strata Council agreed to sign the updated agency agreement with Davin Management Ltd.

Council Positions – The Strata Council assigned positions for the 2026 year, positions are as follows:

Keith – President, Clubhouse, Landscaping
Laura – Vice President
Jay – Treasurer
Jen – Secretary
Ivan – Member
Jeremy – Member

Electrical Planning Report and Depreciation Report – The Strata Council confirmed that both inspections have been completed and the reports should be received within the next 12-15 weeks.

NEW BUSINESS

Balcony deck posts – The Strata Council agreed to schedule a walkthrough to assess the balcony deck posts.

Parking Enforcement – The Strata Council would like to remind owners to respect the visitor parking bylaws, the Strata Council will be monitoring this closely, as they have noticed an increase in the misuse of the visitor parking stalls.

Drainage flushing – The Strata Council agreed to obtain quotes for drainage on the property.

Website Maintenance - The Strata Council discussed the website and privacy, confirming that unit owners' information will not be available to the public.

Fire Monitoring – The Strata Council agreed to update the fire monitoring contact information.

Exterior lights – The Strata Council agreed to schedule a walkthrough of the complex to assess the bollards.

Fencing – The Strata Council agreed to begin obtaining quotes for fence replacement in the complex.

Air Conditioning/Heat Pump – The Strata Council discussed the possibility of having an information session for owners regarding the possibility of having air conditioners/heat pumps as an option in individual units if desired. This item was put to a vote and a majority of council voted no. Objections were raised regarding discussing this item in the presence of a council member in default, noting that this created a conflict of interest under the Strata Property Act.

Reminders – The Strata Council would like to remind all owners that all festive lights and seasonal decorations must be removed by January 31, 2026.

The council would also like to remind residents to adhere to the bylaws regarding pet ownership. Please ensure that you clean up after your pets at all times, as the outdoor spaces are shared and enjoyed by everyone in the complex.

Thank you for your cooperation and for helping maintain a clean and respectful community environment.

CORRESPONDENCE

An owner emailed with an alteration request to replace countertops in the kitchen. The council reviewed the request and approved the alteration.

An owner emailed in with a complaint that pet owners have not been cleaning up after their pets in the main areas around the stairs and grass area next to the parking lot. The Council reviewed this email and made a note in the minutes to remind owners to be respectful of others and the common property.

An owner emailed with reports of seeing rodents on the property. The council reviewed the email and noted that there is monthly pest control in place.

An owner emailed in with concerns of a real estate listing regarding false information within one of the units in the complex. The council reviewed the email and listing and reached out to the owner to have the corrections made.

There being no further business, the meeting was adjourned at 8:01PM

NEXT MEETINGS

The meetings booked with the Strata Agent are as follows: March 5, May 7, September 3, October 15.

Emily Brunner

Strata Agent

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