



#208 – 1046 Austin Avenue, Coquitlam, BC V3K 3P3  
Tel: 604-931-8666 Fax: 604-931-8686 email: danny@peakmail.ca

# STRATA COUNCIL MEETING MINUTES

## STRATA PLAN LMS 1443: SALTSPRING

**Date Held:** Tuesday, January 12, 2016

**Location:** Unit #306 @ 6745 Station Hill Court, Burnaby, B.C.

---

In Attendance:	Steve Davis, Unit #306	Council President & Treasurer
	Gayla Shulhan, Unit #112	Council Member
	Shirley Birtwistle, Unit #101	Council Member
	Tammy Simpson, Unit #106	Council Member

And: Danny Samson, Property Manager – Peak Property Management Inc.

---

**1. Call to Order**

The meeting was called to order at 6:45 pm by Steve Davis (#306), Council President, and seconded by Shirley Birtwistle (#101), Council Member.

**2. Meeting with Owner**

The Strata Council met with an owner who raised concerns about another owner feeding birds and other animals both on and off the property. An additional concern was raised about owners violating the pet by-laws, and not cleaning up after their pets while on common or limited common property. It was agreed that a final warning letter would be sent to the appropriate owner, confirming that additional complaints received would result in immediate fines.

**IMPORTANT REMINDERS TO ALL OWNERS:**

***All Owners should be “cleaning up” after their pets, while on common and limited common property, at all times. In addition, pets are to be kept on leash at all times. Owners are reminded of the following By-laws:***

***By-law #5.6 – A resident or visitor must not permit a loose or unleashed Permitted Pet at any time on the common property or on land that is a common asset. A Permitted Pet found loose on common property or land that is a common asset shall be delivered to the municipal pound at the cost of the strata lot owner.***

***By-law #5.10 – A pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.***

***By-law #5.13 - A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.***



#208 – 1046 Austin Avenue, Coquitlam, BC V3K 3P3  
Tel: 604-931-8666 Fax: 604-931-8686 email: danny@peakmail.ca

**3. Approval of Agenda – January 12, 2016**

The following item was added to the Agenda:

7. (e) 4<sup>th</sup> Floor Noise Complaints;

It was then moved, and seconded, to approve the Agenda as distributed. (#101 / #306)

**4. Adoption of the Minutes from the October 26, 2015 Strata Council Meeting**

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of October 26, 2015 as revised via e-mail. (#306 / #101) **MOTION CARRIED**

**ATTENTION TO ALL OWNERS: All Owners should be involved in reading their Strata Council Meeting Minutes. Many reminders and updates, important to Owners, and also the complex, are provided in the minutes.**

**In addition, it is always beneficial to review the complex's By-laws from time-to-time. It is important to understand and abide by the by-laws at all times.**

**The By-laws can be found on our website:**

**<http://members.shaw.ca/lms1443/Bylaws/by-laws%20&%20rules.pdf>**

**5. Financial Report**

(a) Financial Statements: 3-month period ending November 30, 2015: After careful review and discussion, the Financial Statements for the months of September – November, have been accepted as circulated. (#306 / #106) **MOTION CARRIED**

(b) Accounts Payables: All invoices have been approved for payment at this time.

(c) Accounts Receivables: Council was pleased to report that there are no owners owing monies to the Strata Corporation.

**6. Garden Committee**

The following items were discussed:

- It was confirmed that the removal of some dead trees around the complex has been completed by Bartlett Tree Experts;
- The upgrades to the planters would be reviewed as there are exposed roots.

**ATTENTION TO ALL OWNERS/OCCUPANTS:**

**Please be reminded that it is each Owner's responsibility to ensure that their balconies are clean at all times. Owners should be maintaining its cleanliness throughout the year, including the washing of the floor.**

**In addition, any Owner who requires paint for their balconies, are asked to contact Council through e-mail – [lms1443@shaw.ca](mailto:lms1443@shaw.ca).**



#208 – 1046 Austin Avenue, Coquitlam, BC V3K 3P3  
Tel: 604-931-8666 Fax: 604-931-8686 email: danny@peakmail.ca

---

**7. Business Arising from Minutes**

- (a) Gutter Issues: Council requested Management to schedule a site meeting in the coming weeks to review the condition of the gutter system, including the downspouts and any necessary repairs.
- (b) Fence Maintenance: Council confirmed that this work would resume in the Spring, as the weather permits.
- (c) Organic Waste Program: This item has been tabled to the next Strata Council Meeting. However, it was agreed that a request would be put forth to have a representative from Waste Management attend the Annual General Meeting to present further information about this program, and answer questions from the Ownership.
- (d) Annual Fire Inspections: It was confirmed that the initial inspections have been completed by Voltech Fire Protection. As a result, a deficiencies quotation was forwarded to Council for their review and approval. After discussions, it was moved, seconded and carried unanimously to approve the quotation as received. (#306 / #112) **MOTION CARRIED**
- (e) 4<sup>th</sup> Floor Strata Lot Noise Complaints: Council reviewed a number of complaints received from owners, concerning the amount of noise from a 4<sup>th</sup> floor unit. It was agreed that a final warning letter would be sent to the appropriate owner, confirming that additional complaints received would result in immediate fines.

**8. New Business**

- (a) Burnaby Fire Department: Council mentioned that a fire crew attended the building on Dec. 15<sup>th</sup> due to an owner's concerns about the safety devices/system. During the site visit, the following items were addressed:
  - Completion of a Fire Safety Plan – Council instructed Management to obtain 2 -3 proposals for this plan.
  - Vault Cylinder Repairs – Council requested that a service call be placed with Action Lock & Security for the necessary repairs.
- (b) Voltech Fire Protection – quotation for compressor replacement: During the Annual Fire Inspections, Voltech recommended installing a larger compressor in the sprinkler room due to the amount of time needed to "pump up" the system. After discussion amongst the Council Members, and review of the proposal, it was unanimously agreed to proceed with the work. (#106 / #101) **MOTION CARRIED**
- (c) Storage Locker Room – issue with lighting: This item has been completed by the cleaners.
- (d) Loose Tiles at Front Gazebo: This item has also been completed, with no further issues being reported.
- (e) Window Repairs: It has been reported that a few owner's windows have lost their dual-pane seal. In the next few months we will schedule an inspection of windows and determine which suites require repairs. At that time, we'll get quotes for the repairs and assess the viability of making such repairs.



#208 – 1046 Austin Avenue, Coquitlam, BC V3K 3P3  
Tel: 604-931-8666 Fax: 604-931-8686 email: [danny@peakmail.ca](mailto:danny@peakmail.ca)

**Owners/Occupants are reminded to remove any Christmas lights as soon as possible as per By-Law #44.13:**

***A resident who installs Christmas lights must install them after December 1st of the year approaching Christmas and must remove them before January 15th of the year following Christmas.***

**9. Correspondence**

All correspondence has been received and considered by Council. Responses will be communicated either through e-mail or by a mailed letter from Management.

**Owners/Occupants are reminded to forward any concerns and/or suggestions, in writing, to:**

***PEAK PROPERTY MANAGEMENT INC. c/o LMS 1443: Saltspring  
Letters can be submitted or mailed to: Unit #208 – 1046 Austin Avenue,  
Coquitlam, BC, V3K-3P3, or through e-mail at [danny@peakmail.ca](mailto:danny@peakmail.ca).***

**10. Next Meeting Date**

The next meeting date has been scheduled for **Wednesday, February 24, 2016**, starting at 6:30 pm. The meeting will be held in Unit #306.

**11. Termination**

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 8:51 pm. (#306 / #101) **MOTION CARRIED**

**IMPORTANT NOTICE TO OWNERS/OCCUPANTS:**

***In the event of a snowfall, there is salt available at the building for owner-volunteers to help spread throughout the complex.***

***Owners are reminded that the “grey bin” is for glass only, and that other garbage or recyclable items should not be placed in this bin, as the removal company will not take the bin away and will lead to additional costs.***

**Owners and/or Occupants are reminded to report all repairs and deficiencies that may lead to a potential Insurance Claim to Management for evaluation and review.**

***Owners are reminded that all emergencies should be reported directly to Peak Property Management Inc., by calling 604-931-8666. During office hours (9:00 am – 5:00 pm), Owners are asked to contact the Front Desk Receptionist (by pressing 0), should the Property Manager, Danny Samson, not be available. During non-office hours (5:00 pm – 9:00 am), Owners are asked to connect with the emergency answering service (by pressing 1), who will directly contact the Property Manager.***



Hello SaltSpring Owners:

It has been over 5 years since we updated our records for Owners and Emergency Contact Information. Please complete THE ATTACHED FORM to assist Strata Council in case of an emergency OR IF a Council member needs to contact you, the occupants of your suite, or your emergency contact person.

There is also a PDF-fillable form version on our website. If you would prefer to use that go to

<http://members.shaw.ca/lms1443> then click on the **Peak Property Forms**, then [Owner Information](#)

*or if your reading this on your computer just click the links above*

We have added pets to the form in case there is a requirement to also assist your pets in the case of an emergency.

There is also a section regarding “Garage door openers”. In order to prevent any unauthorized entry into our parking lot, we need to ensure that we have a complete record of each Owner’s door opener codes. This will take some coordination to complete, as outlined below:

To get a complete record, your Council will select a weekend in the near future (and post the dates and times in advance) when each resident can bring all their garage door openers to the garage where we can complete a simple test to ascertain the code that is assigned to each opener. Once we have tested all the openers, we can ensure that only openers that are currently held by residents are enabled for entry. We will then deactivate any codes that are in the system, but are not connected to any openers held by residents. This will increase the security level for our garage and building.

Once the dates are announced, it is important for you to bring ALL your garage door openers you plan on using, so we can record the code. Once this activity is completed, any codes that were not recorded will be deactivated.

Please go ahead and fill out the attached form and forward to [lms1443@shaw.ca](mailto:lms1443@shaw.ca). We will keep you posted as to the garage door opener testing dates and we can fill in that information onto the form at that time.

Thank you for your cooperation and helping to keep this building a safe and secure place to live.

Strata Council lms1443





**PEAK**  
PROPERTY MANAGEMENT INC.  
Professional Management, Real Estate Sales & Mortgages

## **OWNER INFORMATION AND EMERGENCY CONTACT FORM**

In order to maintain complete and up-to-date files, please fill in the following information and return it at your earliest convenience to

#306 - Steve Davis, #101- Shirley Birtwistle, #106 - Tammy Simpson, #112 - Gayla Shulhan

Or email to [lms1443@shaw.ca](mailto:lms1443@shaw.ca)

### **Owner Information**

Strata Plan: **lms1443** Strata Lot Number: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Strata Address: **6745 Station Hill Court, Burnaby, B.C. V3N 4Z4**

Name of Owner(s): \_\_\_\_\_

Names of other Residents: \_\_\_\_\_

### **Owner Telephone Numbers**

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Emergency Contact(s)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

### **Residents' Vehicle(s) Information**

Parking Stall: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

Parking Stall: \_\_\_\_\_ Vehicle Make: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

Garage Openers: \_\_\_\_\_ Locker Number: \_\_\_\_\_ Buzzer Number: \_\_\_\_\_

### **Residents' Pet(s) Information**

Pet Name: \_\_\_\_\_ Pet Breed: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Pet Breed: \_\_\_\_\_

I hereby give Peak Property Management Inc. permission to collect, and use my personal information for the purpose of supplying all Real Estate related services including the management, sales banking and/or financing purposes.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

#208 – 1046 Austin Avenue • Coquitlam, B.C. • V3K 3P3

Office Hours: Monday – Friday, 9:00 am - 5:00 pm • Office: (604) 931-8666 • Fax: (604) 931-8686

Emergencies: (604) 931-8666 (24 Hrs) • E-mail: [danny\\_peak@telus.net](mailto:danny_peak@telus.net)