



#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, February 24, 2016

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

In Attendance:	Steve Davis, Unit #306	Council President & Treasurer
	Shirley Birtwistle, Unit #101	Council Member
	Tammy Simpson, Unit #106	Council Member
Regrets:	Gayla Shulhan, Unit #112	Council Member
And:	Danny Samson, Property Manager – Peak Property Management Inc.	

1. Call to Order

The meeting was called to order at 6:40 pm by Shirley Birtwistle (#101), Council Member, and seconded by Steve Davis (#306), Council President.

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.

2. Approval of Agenda – February 24, 2016

The following items were added to the Agenda:

- 7. (c) “Library” area;
- 7. (d) Speeding at Neighboring Complex;

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



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3. Adoption of the Minutes from the January 12, 2016 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of January 12, 2016, as circulated. (#101 / #306) **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>

4. Financial Report

(a) Financial Statements: 2-month period ending January 31, 2016: After careful review and discussion, the Financial Statements for the months of December 2015 – January 2016, have been accepted as circulated. (#101 / #306) **MOTION CARRIED**

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

(c) Accounts Receivables: Council reviewed the current report, and instructed Management to follow-up accordingly, including issuing warning & final demand letters, and fines against those owners currently in arrears.

5. Garden Committee

The Strata Council wanted to send a "special thanks" to Council member, Gayla Shulhan, for planting the beautiful flowers at the front of the complex.

6. Business Arising from Minutes

(a) Gutter Maintenance: Council reviewed a proposal received from North Shore Home Services (formerly Acrotech Cleaning Systems), which is the same company that previously completed the cleaning. It was then moved, seconded and carried unanimously to approve the proposal as received, and to schedule the work accordingly. (#101 / #106) **MOTION CARRIED**

(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.

(d) Annual Fire Inspections – deficiencies: It was confirmed that re-inspections have been completed, but that there were still a number of units that did not provide access. Council will be forwarded a list of the missed suites to Management, who will then confirm the fire protection company, Voltech.

Council confirmed that the compressor in the Sprinkler Room was replaced with a larger unit.



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- (e) **Burnaby Fire Department:** Council provided an update on the fire safety order implemented by the City of Burnaby Fire Inspector:
- Completion of a Fire Safety Plan – Council approved the completion of this item through Vanco Fire Protection, and has updated the City's Fire Chief.
 - Vault Cylinder Repairs – This item was completed by Action Lock & Security.

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.

7. New Business

- (a) **Irrigation System Start-up:** A quotation for this service was received from University Sprinklers. It was agreed that Council would not proceed with the quote, and that the start-up would be completed by the Strata Council in the coming weeks. The necessary service call will be placed if repairs are required.
- (b) **2016 – 2017 Proposed Operating Budget:** The Strata Council and Management discussed options for the proposed operating budget, based on the expenses incurred in the previous fiscal year, and anticipated increases.

Further details and confirmation will be provided in the Annual General Meeting Notice Package, which will be distributed to each Owner. This will also include the Agenda for the meeting and any proposed resolutions.

- (b) **"Library" Area:** Council would like to remind Owners/Occupants that this area is for books, CD's, and DVD's only. Council expressed their frustrations, as some people are using this area as a "dumping ground". In addition, Council requests that all CD's and DVD's are replaced back within their cases.
- (c) **Speeding at Neighboring Complex:** It was mentioned that several drivers from the neighboring complex, have been driving their vehicles at excessive speeds. Council directed Management to communicate with the management company of the neighboring complex, and express Council's concerns.

**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.**



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8. 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.

9. Next Meeting Date

The next meeting date, which will be the Annual General Meeting of the Ownership, has been tentatively scheduled for **Tuesday, April 05, 2016**, with registration starting at 6:30 pm. The meeting location, which is also tentative, will be at Taylor Park Elementary School.

Further details will be provided to the entire Ownership by way of the Annual General Meeting Notice Package. Owners should expect this in the coming weeks.

10. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 7:59 pm. (#101 / #106) **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.