

## MINUTES OF THE ANNUAL GENERAL MEETING STRATA PLAN LMS 1443: SALTSPRING

**Date Held:** Tuesday, April 05, 2016

**Location:** Taylor Park Elementary School – Library @ 7590 Mission Avenue,  
Burnaby, B.C.

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In Attendance: Twenty Four (24) Strata Lots represented:

- Eighteen (18) in person
- Six (6) by proxy

In addition: Danny Samson, Property Manager - Peak Property Management Inc.

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**1. Call to Order**

As quorum had been achieved, the meeting was called to order at 7:01 pm by Danny Samson, Property Manager, who also acted as the Chairperson for the meeting.

**2. Calling of Roll / Certification of Proxies / Confirmation of Quorum**

It was confirmed that there are 54 strata lots, with all 54 owners being eligible to vote. Owners representing at least 18 strata lots were required to constitute a quorum. Quorum was achieved through the certification of proxies, and those owners present. 24 Owners were registered (18 Owners being present, and 6 by proxy).

**3. Proof of Notice of Meeting / Approval of Agenda**

The Chairperson established that the Proof of Notice document, which certifies that the notices of the meeting was prepared and distributed, was in accordance with the provisions of the Strata Property Act. It was moved by Unit #107, and seconded by Unit #301. **MOTION CARRIED**

**4. Adoption of the Minutes of the Annual General Meeting held on March 31, 2015**

It was moved by Unit #206, seconded by Unit #301, and carried unanimously that the Minutes of the previous Annual General Meeting held on March 31, 2015 be adopted as circulated. There were no indications for business arising from those Minutes. **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.***

### 5. **President's / Council's Report**

On behalf of the Strata Council for Strata Plan LMS 1443: Saltspring, Council Member, Shirley Birtwistle, presented the report for the 2015 – 2016 fiscal year to the Ownership. A copy of the report is attached.

### 6. **Adoption of the Financial Statements for the Year Ending January 31, 2016**

The year-ending Financial Statements for the 2015 – 2016 fiscal year were included in the A.G.M. Package for the Owner's review and adoption. It was noted that the Strata Corporation ended the fiscal year in a Net Income position at \$34,630.00, with the Contingency Reserve Fund (C.R.F.) balance at \$91,396.77 (the Ownership continued to contribute \$20,000 towards the C.R.F. for the fiscal year).

After a brief "questions and answers" period with the Ownership, it was moved (#301), seconded (#103), and carried unanimously to approve the February 01, 2015 – January 31, 2016 year-end financial statements.

### 7. **Report on Insurance Coverage**

The Insurance Cover Note for SP LMS 1443: Saltspring was included in the A.G.M. Package for all Owners to review. According to the most recent appraisal completed, the current replacement value of the building is indicated at \$11,100,000. This represents a slight increase (\$371,500) from last year. The policy premium amount totaled \$28,165, which was \$1,674 less than last year. This amount included a savings of \$2,997 as a result of a "Claims Free Reward". The coverage continues from Dec. 31, 2015 – Dec. 31, 2016, and is being provided by HUB International Coastal Insurance Brokers (604-269-1000).

The following (common) insurance deductibles are noted:

- Water Damage – no change at \$5,000;
- Sewer Back-up – no change at \$5,000;
- Flood Damage – no change at \$10,000;

The Ownership is reminded that the Strata Corporation's insurance coverage does not include any improvements or betterments, completed either by the current or previous owners/occupants, within their strata lot. Each individual owner is encouraged to ensure that they have adequate homeowner insurance to cover these improvements and betterments, and also their personal content. Owners may contact danny@peakmail.ca for further details.

#### **IMPORTANT NOTICE TO ALL OWNERS/OCCUPANTS:**

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

***Owners and/or Occupants are also reminded that all emergencies should be reported directly to Peak Property Management Inc., by calling 604-931-8666.***

### 8. ¾ VOTE RESOLUTION #1 – 2015 – 2016 NET INCOME ALLOCATION

*BE IT RESOLVED THAT THE OWNERS, STRATA PLAN LMS 1443, in accordance with the Strata Property Act, hereby vote and agree that the balance of funds from the 2015 – 2016 fiscal year be used towards the 2016 – 2017 Operating Budget (for the period of Feb. 01, 2016 – Jan. 31, 2017).*

**24 Votes in Favour  
0 Opposed  
0 Abstained  
MOTION CARRIED**

### 9. Review and Approval of the 2016 – 2017 Operating Budget

The Owners discussed the proposal for the 2016 – 2017 Operating Budget. It was agreed that Council would present the Owners with a 0% increase from the previous fiscal year completed.

It was moved by Unit #306, and seconded by Unit #101 to adopt the “Proposed Operating Budget – 0% Increase” for the fiscal period of February 01, 2016 – January 31, 2017.

**22 Votes in Favour  
1 Opposed  
1 Abstained  
MOTION CARRIED**

#### **REMINDER NOTICE TO THE OWNERS, LMS 1443: SALTSRING:**

***Owners / Occupants should be inspecting their shut-off valves, water hoses and pipes on a consistent basis. These items wear down over the course of time, and may result in a significant leak causing excessive damage to the building. This will reduce the event of an emergency, and the likeliness of a major repair and/or insurance claim.***

***General Maintenance is the responsibility of each Owner and should not be overlooked.***

### 10. Discussions

The floor was open to the Ownership for discussion and questions about the building. The following items were addressed:

1. Depreciation Report – An Owner inquired on whether or not Ownership can meet with Council to discuss the Depreciation Report. Council will discuss this request and notify the Ownership accordingly.
2. Fence Project – An Owner offered their assistance with the fence project, in which Council accepted. The fence repairs/maintenance will continue as the weather allows.
3. Tree Replacement – Owners were informed that the Landscapers have been contracted to replace the cedar, and will be completed in the coming weeks.

4. Dryer Vent Cleaning – An Owner inquired about the dryer vent cleaning. Council confirmed that this was completed about 2 – 3 years ago. At that time, the cleaners confirmed that this project should be completed every 3 – 5 years. Therefore, the next dryer vent cleaning will be completed in another 2 – 3 years.
5. Flicker Birds – An owner complained about the amount of noise from the roof top, despite an “owl” being placed in the area. Council confirmed that other options would be looked into, and welcomed suggestions from the Ownership.

**REMINDER NOTICE TO THE OWNERS, LMS 1443: SALTSPRING:**

***Please submit any concerns, requests, etc., in writing, to your Property Manager at:***

***Strata Plan LMS 1443: Saltspring  
c/o Peak Property Management Inc.  
#208 – 1046 Austin Avenue  
Coquitlam, B.C. V3K-3P3***

***Or through e-mail at: [danny@peakmail.ca](mailto:danny@peakmail.ca)***

**11. Election of 2016 – 2017 Strata Council**

The following Owners were nominated, and accepted, for the 2016 - 2017 Strata Council for Strata Plan LMS 1443:

Steve Davis, Unit #306  
Shirley Birtwistle, Unit #101  
Gayla Shulhan, Unit #112  
Tammy Simpson, Unit #106  
Sandra Stefanich, Unit #206

**12. Termination**

As there was no further business to discuss, it was moved by Unit #311 and seconded by Unit #301 to terminate the meeting at 8:07 pm. **MOTION CARRIED**

**REMINDER NOTICE TO THE OWNERS, LMS 1443: SALTSPRING:**

***Owners and/or Occupants are also 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/Occupants 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/Occupants are asked to connect with the emergency answering service (by dialing 604-931-8666, and then pressing 1), who will directly contact the Property Manager.***