

STRATA COUNCIL MEETING MINUTES

STRATA PLAN LMS 1443: SALTSPRING

Date Held: Tuesday, June 07, 2016

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

In Attendance:	Steve Davis, Unit #306	Council Member
	Gayla Shulhan, Unit #112	Council Member
	Tammy Simpson, Unit #106	Council Member
	Sandra Stefanich, Unit #206	Council Member
Regrets:	Shirley Birtwistle, Unit #101	Council Member
And:	Danny Samson, Property Manager – Peak Property Management Inc.	

1. Call to Order

The meeting was called to order at 6:48 pm by Steve Davis (#306), Council Member, and seconded by Tammy Simpson (#106), Council Member.

IMPORTANT BY-LAW REMINDERS:

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. Election of Officers

The following positions for the 2016 – 2017 fiscal year are:

Steve Davis, Unit #306	Council President & Treasurer
Gayla Shulhan, Unit #112	Council Member
Shirley Birtwistle, Unit #107	Council Member
Tammy Simpson, Unit #106	Council Member
Sandra Stefanich, Unit #206	Council Member

3. Approval of Agenda – June 07, 2016

The following items were added to the Agenda:

7. (g) *Depreciation Report*;

It was then moved, and seconded, to approve the Agenda as distributed. (#106 / #306)

4. Adoption of the Minutes from the February 24, 2016 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of February 24, 2016, as circulated. (#306 / #206) **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 April 30, 2016: After careful review and discussion, the Financial Statements for the months of February – April 2016, have been accepted as circulated. (#101 / #306) **MOTION CARRIED**

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

Council requested that Management review the year-to-date expenses concerning the garage gate, and confirm that all invoices have been paid to date.

(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.

In addition, Council reviewed an owner's request to reverse previously applied move-out and move-in charges. After some discussion, it was moved, seconded and carried unanimously to reverse the charges as requested. (#206 / #106) **MOTION CARRIED**

(d) Janitorial Contract: Management informed Council that Kiwi Building Maintenance will be slightly increasing their monthly fees effective August 01st. As there has been no increase for over 5 years, Council had no issues with this service charge increase.

6. Garden Committee

The following items were discussed:

- The landscaping improvements have been completed by Bartlett Tree Experts;
- Consideration to change landscaping companies next year.
 - Council directed Management to obtain 2 – 3 proposals.

7. Business Arising from Minutes

- (a) Gutter Maintenance: Management was directed to confirm the scheduled cleaning with North Shore Home Services (formerly Acrotech Cleaning Systems). Owners will be advised of the confirmed date.
- (b) Fence Maintenance: Council requested that a site meeting take place with ESS Contracting to review the condition of the fences and obtain a quote to complete the project.
- (c) Organic Waste Program: After Council's discussion, it was unanimously agreed to proceed with this program through the City of Burnaby. (#206 / #306).

Council agreed to make the necessary arrangements with the City of Burnaby, and obtain the bins, and any information pamphlets (which will be forwarded to the Ownership). In addition, Council will be holding an "Information Session" on August 16th to answer any questions. The meeting will take place from 6:30 – 8:00 pm, and it will be held in the Main Lobby.

- (d) Annual Fire Inspections: Council expressed their dissatisfaction with this year's inspections that were conducted by Voltech Fire Protection. As a result, Council requested that Management obtain 2 – 3 proposals for next years' service.

In addition, Council expressed their frustrations with the number of owners who did not provide the necessary access to their units. As the inspections are mandatory and required by the City of Burnaby, Council will be considering issuing charge-backs and immediate fines, without warning, for those owners who fail to provide access in the future.

- (e) Fire Safety Plan: A site meeting took place between Vanco Fire Protection and Council, to obtain the necessary information for the building. The information will be compiled into a report/plan, which will be forwarded to the City for approval. Once the plan is approved, Council agreed that it would be placed in a fire safety plan box in the Main Lobby.

During the site walk-about, Council also discussed the possibility of having the fire panel monitored. Vanco Fire Protection confirmed that they do provide this service and would be sending a quote to Council, for review and consideration.

- (f) Speeding at Neighbouring Complex: Management confirmed that both verbal and written communications took place with the Management Company of the complex located at 7345 Sandborne Avenue. Council confirmed that there have been no further complaints reported.
- (g) Depreciation Report: Council confirmed that a site meeting was completed with Suncorp Valuations, and that the 1st draft of the report is to be expected in the next 3 – 4 months.

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.

8. New Business

- (a) Noise Issues with Flicker Birds: Council confirmed that this issue has been addressed, and is no longer an issue.

**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.**

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.

10. Next Meeting Date

The next meeting date has been scheduled for **Tuesday, August 09, 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 8:13 pm. (#306 / #106) **MOTION CARRIED**

IMPORTANT REMINDERS TO OWNERS/OCCUPANTS:

By-law #40.2 – A resident must provide notice to the strata corporation of all moving arrangements at least 48 hours before the moving date. All moves must take place between 9:00 a.m. and 6:00 p.m., Monday through Friday; and 10:00 a.m. to 5:00 p.m., on Saturdays, Sundays and statutory holidays.

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.

PEAK

Property Management Inc

#208 – 1046 Austin Avenue, Coquitlam, BC V3K 3P3

Tel: 604-931-8666 Fax: 604-931-8686 email: danny@peakmail.ca

Your strata council is currently working with the city of Burnaby to submit a formal Fire Safety Plan. Included in this plan is a list of all residents who may require special assistance to exit the building in the event of a fire. If you feel that you or someone living in your suite requires assistance to evacuate the building, please respond with the following information **NO LATER THAN AUGUST 15, 2016** to LMS1443@shaw.ca or complete the required information and give this page of the Strata Minutes to a Council Member.

Name: _____

Phone: _____

Disability: _____

Floor/Suite: _____

Assistant #1: _____

Assistant #2: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____