

STRATA PLAN LMS 1443: **SALTSPRING**

IMPORTANT NOTICE

RE: SPARE UNIT KEY FOR EMERGENCIES

YOU CAN PREVENT DISASTER.

We recently had an incident that very nearly resulted in a fire. It was averted in time, by Council breaking into a suite. The situation could have been rectified a lot more easily if Council had a key to the suite. Please let this serve as a reminder for us all, that there can be dire issues that may be out of your control where a Council Member should be able to gain access to your suite.

Please ensure that you have provided a spare key and emergency contact information to your Council. Owners may forward this directly to any of the Council Members. All spare keys are stored in a lock-box, which is secured inside a locked room, where only a limited number of people have access.

Keys will only be used in the event that the building's safety is at risk, or if someone's personal safety, and well-being is at risk. If you have already provided a key and emergency information form, "thank you". The safety of this building is up to all of us. Let us work together to keep this a great, and safe, place to live.

***THANK YOU FOR YOUR ATTENTION AND SUPPORT AT THE
"SALTSPRING".***

The Strata Council of the "Saltspring"
E-mail: lms1443@shaw.ca

STRATA COUNCIL MEETING MINUTES

STRATA PLAN LMS 1443: SALTSPRING

Date Held: Tuesday, August 09, 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
	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 6:39 pm by Shirley Birtwistle (#101), 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. Approval of Agenda – August 09, 2016

It was moved, seconded, and carried unanimously to approve the Agenda as received.
(#101 / #206)

MOTION CARRIED

3. Adoption of the Minutes from the June 07, 2016 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of June 07, 2016, as circulated. (#206 / #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 June 30, 2016: After careful review and discussion, the Financial Statements for the months of May – June 2016, have been accepted as circulated. (#306 / #101) **MOTION CARRIED**
- (b) Accounts Payables: All invoices have been approved for payment at this time, with the exception of an invoice received from Canadian Pest Control. Council expressed concerns with the service provided and requested that Management forward the concerns for the service technician to address,
- (c) Accounts Receivables: It was confirmed that there are no owners owing strata maintenance fees at this time.

5. Garden Committee

The following items were discussed:

- Consideration to change landscaping companies next year.
 - 3 proposals were received from Bur-Han Services, Terra Firma Lawn and Garden Services, and Logical Landscape Maintenance;
 - Council will review the proposals and will further discuss at the next Strata Council Meeting. This item has been tabled.
- Site Meeting with the current landscapers, West Coast Horticultural Services to address:
 - A sprinkler line that has been damaged 3 times;
 - Council's dissatisfaction with the grass-cutting;
 - The decrease in the overall level of service;
 - Weeds throughout the complex, within the lawns;
 - The amount of time spent at the property during their service visits.

6. Business Arising from Minutes

- (a) Gutter Maintenance: Council confirmed that this project has been completed by North Shore Home Services.

IMPORTANT NOTE: Owners are advised that it was reported that there were many peanut shells in the gutter system, which could have led to "clogging", and resulting in water ingress issues. Owners/Residents are reminded to please not feed any of the wildlife/animals on, or around, the property.

- (b) Fence Maintenance: This item is on-going as Council continues to complete the necessary work with ESS Contracting.

Council would like to send a special "Thank You" to Steve Davis, for his efforts and time.

- (c) Organic Waste Program: Council confirmed that an application has been submitted to the City of Burnaby for the implementation of this program, which has been approved. Further information will be provided to the Ownership during the “Information Session” Meeting.
- (d) Fire Safety Plan: Council would like to remind the Ownership to please submit their completed Notices to Council, so that the information can be relayed to Vanco Fire Protection and included in the plan.
- (e) Fire Alarm Monitoring: This item has been tabled to the next Strata Council Meeting.
- (f) Depreciation Report: This item is in progress, as Council awaits the first draft of the report from Suncorp Valuations.

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) Water Ingress Issues: Council reported that has been some recent issues with water ingress from the patio door area of a first floor unit. As a result, Council agreed that the exterior drainage lines would be inspected and camera-scoped by Able Drains to ensure that there are no damaged areas or areas that are blocked.

In addition, Council confirmed that ESS Contracting would re-seal the threshold areas, and inspect the areas for any other possible access points.

- (b) Wasp’s Nest: This item has been completed by Canadian Pest Control, but the area still requires cleaning. Management to follow-up.
- (c) Precision Door & Gate: A quotation was received for the repairs to the “pickets” along the top section of the garage gate. Council unanimously approved, via e-mail, for the work to be completed. It was confirmed that the work would be completed in the coming days.

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.***

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 has been scheduled for **Tuesday, October 04, 2016**, starting at 6:30 pm. The meeting will be held in Unit #306.

10. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 7:43 pm. (#101 / #206) **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.