

# STRATA COUNCIL MEETING MINUTES

## STRATA PLAN LMS 1443: SALTSPRING

**Date Held:** Tuesday, October 04, 2016

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

In Attendance:	Steve Davis, Unit #306	Council President
	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 6:35 pm by Shirley Birtwistle (#101), Council Member, and seconded by Steve Davis (#306), Council President.

#### **IMPORTANT BY-LAW REMINDERS:**

*With the Holiday Season fast approaching, please take note of the following:*

***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.***

***By-law #44.14 – Live Christmas trees are prohibited***

***With the winter season coming soon, Owners/Occupants are reminded that all water hoses must be disconnected from the exterior tap and drained completely, and all exterior water shut-off valves need to be turned off.***

***Owners requiring assistance are asked to contact Council through e-mail – [lms1443@shaw.ca](mailto:lms1443@shaw.ca).***

### 2. Approval of Agenda – October 04, 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 August 09, 2016 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of August 09, 2016, as circulated. (#101 / #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 to 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 August 31, 2016: After careful review and discussion, the Financial Statements for the months of July – August 2016, have been accepted as circulated. (#306 / #106) **MOTION CARRIED**
- (b) Accounts Payables: All invoices have been approved for payment at this time, with the exception of an invoice received from Suncorp Valuations. Council requested that payment not be provided until the revised draft of the Depreciation Report has been completed.
- (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:

- To continue with the landscaping services as provided by West Coast Horticulture Services Ltd.; direction from the committee to place the fallen leaves at the front of the property, in the garden beds to provide more nutrients to the soil; obtain a quote for pre-composted bark mulch that will spread underneath all of the bushes in the front beds;
- Unanimous approval to complete the following:
  - Weed control throughout the property; Note: we will be using a non-toxic and natural-based weed control, so there is no concern for your pets.
  - Top dress and over-seed front lawn areas;
- One of our owners donated many perennials for the front gardens that have now been planted by the garden committee. Thus, we agreed not to proceed with having West Coast Horticulture purchase any new plants for this area. Thank you for the donations and for volunteering your time!
- Agreement to proceed with the winterization of the sprinkler system.

#### 6. Business Arising from Minutes

- (a) Fence Maintenance: It was confirmed that this item was nearly completed, with the new gates left to be installed. This project will be completed in the coming weeks, as weather permits. Thanks to Steve for repairing all the fences. Thanks to all the volunteers for coming out and painting the fence in August – many hands made the work go very quickly.
- (b) Organic Waste Program: Council confirmed that this program is now in place, and that no significant issues have been reported. Council would like to remind the Ownership that “pizza boxes” may be recycled in the organics tote. Please remember to wrap your food waste in newspaper or paper bags before depositing into the bin.

- (c) Other Recycling: Reminder to ensure that all boxes are broken down before placing into the paper waste bins.
- (d) Fire Safety Plan: This item has been completed by Vanco Fire Protection and Council Member, Steve Davis has installed the plan in the main foyer of the building.
- (e) Fire Alarm Monitoring: This item has been tabled to the next Strata Council Meeting.
- (f) Depreciation Report: It was confirmed that the 1<sup>st</sup> draft of the report was received from Suncorp Valuations, and that the Strata Council provided their review and assessment of the report. It was agreed that several revisions/changes would be forwarded to Suncorp Valuations, as the changes are necessary and information incorrect.

Council will then review the 2<sup>nd</sup> draft once received.

- (g) Exterior Drainage Inspection: Council confirmed that the inspections were completed by Able Drains (to 100 feet), and that no issues were found. There were no damaged areas reported and no issues with roots/plant-life.

## 7. New Business

- (a) Addition of Renovations “Indemnity Agreement” to By-laws: It was agreed that the current Agreement would be proposed as a By-law Addition at the next General Meeting.
- (b) Garage Gate Breakdown: Council confirmed that an emergency service call was placed to Precision Door & Gate (as the gate was stuck in the closed position), and that the repairs have been completed.

*Owners are reminded that the garage gate is not a “pedestrian door”, and that it should not be used by “owners-on-foot” as an exit/entry into the parkade. The garage gate should only be used for vehicles or for items that are too large to be carried through the pedestrian door. Council would like to bring this to each Owners’ attention, as the excessive use will lead to increased service calls and major components needing to be replaced.*

- (c) 2016 Annual Fire Inspections: It was confirmed that the annual inspections are due in November. As Council expressed their previous dissatisfaction with Voltech Fire Protection, a quote was obtained from Vanco Fire Protection (the same company that completed the Fire Safety Plan). After some discussion, it was moved, seconded, and carried unanimously, to approve the quote from Vanco Fire Protection. (#106 / #306) **MOTION CARRIED**

**Owners are reminded that access to your unit is mandatory, and must be provided during the time of inspections. The inspection of each unit is a mandatory requirement of the City of Burnaby. Failure to comply may result in any applicable charge-backs and fines.**

- (d) Timer for Exterior Lights: The cleaners of the building reported that the timer was not functioning properly. The timer for exterior lights has been repaired. The timer for the lobby lights will be replaced by Council.

**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.

**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:**  
**[lms1443@shaw.ca](mailto:lms1443@shaw.ca) or [danny@peakmail.ca](mailto:danny@peakmail.ca).**

**9. Next Meeting Date**

The next meeting date has been scheduled for **Tuesday, December 13, 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 9:02 pm. (#306 / #206) **MOTION CARRIED**

**IMPORTANT REMINDERS TO OWNERS/OCCUPANTS:**

**RE: SPARE UNIT KEY FOR EMERGENCIES**

***If you have not yet provided a spare key for your suite to the council please do so as soon as possible. All spare keys are stored in a lock-box, in a secured locked room, where only a limited number of people have access. The key will only be used in the event of an emergency, where either the building or someone's personal safety is at risk.***

***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.***