

# STRATA COUNCIL MEETING MINUTES

## STRATA PLAN LMS 1443: SALTSPRING

**Date Held:** Tuesday, December 13, 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

Regrets:	Shirley Birtwistle, Unit #101	Council Member
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And:	Danny Samson, Property Manager – Peak Property Management Inc.
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### 1. Call to Order

The meeting was called to order at 6:38 pm by Sandra Stefanich (#206), 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 – Tuesday, December 13, 2016

The following items were added to the Agenda:

- 7. (c) Front Door Enter-phone Panel;
- 7. (d) Christmas Decorations;
- 7. (e) 4<sup>th</sup> Floor Corner Units;

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

**3. Adoption of the Minutes from the October 04, 2016 Strata Council Meeting**

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of October 04, 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>***

**4. Financial Report**

(a) Financial Statements: 1-month period ending September 30, 2016: After careful review and discussion, the Financial Statements for the month of September 2016, has been accepted as circulated. (#306 / #206) **MOTION CARRIED**

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

(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:

- Quote from Bartlett Tree Experts – Council unanimously agreed to proceed with the fungicide treatment and fertilizer. (#306 / #106) **MOTION CARRIED**
- Addition of Compost – Council unanimously agreed to complete this work as a community project. (#306 / #206) **MOTION CARRIED**
- Weed Control for the Lawns – The Committee will continue to look for options, and/or alternative solutions. In the meantime, the landscapers will continue with the lime, power raking, aeration, fertilization, top-dressing and re-seeding.

**6. Business Arising from Minutes**

(a) Fence Maintenance: It was confirmed that this item has been completed.

(b) Fire Alarm Monitoring: This item has been tabled to the next Strata Council Meeting.

(c) Depreciation Report: Suncorp Valuations provided their response to Council's questions/concerns pertaining to the 1<sup>st</sup> draft. It was agreed that Council would accept the response received, and to have Suncorp Valuations proceed with the 2<sup>nd</sup> draft. This item is ongoing.

(d) Annual Fire Inspections: Thank you to all owners for providing access to their apartments for the inspection. We had 96% compliance. A deficiencies quotation, as received from Vanco Fire Protection, was reviewed by Council. It was agreed that some of the items would be

scheduled for completion. Management will obtain a revised quotation based on the work approved by Council, and a service date will be coordinated thereafter.

## 7. New Business

- (a) Snow Removal: Council confirmed that this item is being organized through ESS Contracting on an “on-call” basis. Council would like to thank those Volunteers for their efforts in assisting with the shoveling and salting around the building.
- (b) Insurance Policy Renewal: This item has been tabled for review and approval via e-mail
- (c) Front Door Enter-phone Panel: It was reported that Owners have experienced recent issues with the main enter-phone panel, which may also be affecting mail delivery. As a result, Council instructed Management to place a service call to the enter-phone service company to trouble-shoot the system. (NOTE: it was confirmed that the parkade enter-phone panel is operating normally).
- (d) Christmas Decorations: The Strata Council would like to thank Shirley, David and Merrill for decorating the front entranceway. *THANK YOU VERY MUCH.*
- (e) 4<sup>th</sup> Floor Corner Units: The appropriate Owners are asked to keep their kitchen taps “dripping” during extreme cold weather (consistently -10 degrees Celsius or below), as the lines may freeze and rupture. Keeping the water “dripping” will create some flow, which prevents freezing.

## 8. Correspondence

- (a) It has been reported that there are mice and rats living near the building. Please ensure you are not leaving anything outside that may attract them. The council will investigate various methods of extermination.

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, questions, 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).**

**Currently, many owners are contacting council members personally.  
Please remember that council members are not paid for their work, and are not  
expected to be on call. Council members do their best to support all  
residents, but it is strictly volunteer work.**

## 9. Next Meeting Date

The next meeting date has been scheduled for **Tuesday, February 21, 2017**, 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 7:41 pm. (#306 / #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.***