

STRATA COUNCIL MEETING MINUTES STRATA PLAN LMS 1443: SALTSPRING

Date Held: Tuesday, February 28, 2017

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 6:37 pm by Steve Davis (#306), Council President, and seconded by Sandra Stefanich (#206), 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, February 28, 2017

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.

(#206 / #306)

MOTION CARRIED

3. Adoption of the Minutes from the Tuesday, December 13, 2016 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of December 13, 2016, as circulated. (#306 / #112)

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: 4-month period ending January 31, 2017: After careful review and discussion, the Financial Statements for the months of October 2016 – January 2017, have been accepted as circulated. (#306 / #206) **MOTION CARRIED**

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

(c) Accounts Receivables: Council reviewed the current report, and instructed Management to follow-up accordingly, including issuing warning & final demand letters, against those owners currently in arrears.

5. 2017 – 2018 Proposed Operating Budget & Annual General Meeting Review

Council and Management reviewed and discussed this item, in preparation of the upcoming Annual General Meeting. Council reviewed possible budget options and any proposed resolutions. The details and proposals of the meeting will be confirmed by way of the A.G.M. Notice Package, which will also confirm the date and time of the meeting.

6. Garden Committee

The following items were discussed:

- Council will contact the landscapers and request for time lines for the grass care.
- Recent service has been completed by Bartlett Tree Experts (tree spraying with fungicide).

7. Business Arising from Minutes

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

(b) Depreciation Report: Suncorp Valuations provided a second draft, for Council's review and approval. It was noted that there were still some errors in the report that needed to be updated or revised. Council prepared a list of these issues and requested that they be forwarded and corrected by Suncorp Valuations.

(c) Annual Fire Inspections: Vanco Fire Protection completed the deficiencies work on Feb. 07th. However, it was confirmed that 1 unit was not accessed, and that 1 more site visit will be required. Management to coordinate accordingly, and forward the completed fire inspection report to Council thereafter.

(d) Snow Removal: It was moved, seconded and carried unanimously to proceed with the purchase of a snow blower. (#101 / #206) **MOTION CARRIED**

- (e) Enter-phone Replacement: Council reviewed and discussed 4 proposals received from Action Integrated Security Solutions, Viscount Communications, Blue Mountain Technologies and Westcoast Communications. It was then unanimously agreed to proceed with the proposal, as received from Action Security. (#101 / #106) **MOTION CARRIED**

In addition, and because of the above-noted approval, Council also unanimously approved the installation of a new telephone line through SHAW, along with a 5-year term.
(#101 / #106) **MOTION CARRIED**

Owners are advised that the installation of the new enter-phone system will take place once Action Security has the necessary components, and the telephone line installed.

8. New Business

- (a) City of Burnaby – fire inspections: It was noted that Council recently completed a fire inspection of the building with a City of Burnaby fire inspector, and that some deficiencies were found. Council has since completed the deficiencies.

It was also mentioned that the fire inspector recorded several items in the parkade that needed to be immediately removed. Owners are reminded that personal items are not to be left/stored in your parking stall, and that this violation is not only subject to a fine by the Strata Corporation, but from the City of Burnaby.

- (b) Irrigation System Start-up: This item will be completed by Council in the coming weeks. University Sprinklers will address any issues, or repairs required.
- (c) Visitor's Parking: There was a break-in recently in the Visitor's parking lot. Please be reminded that this is not a secure place to park your car overnight. If your car is broken into, please contact the RCMP immediately, and send an e-mail to lms1443@shaw.ca. Please note that there is no action that your Strata Council can take to rectify the issue.
- (d) Novus Services: Council unanimously agreed to not proceed with this cable and internet option at this time.
- (e) City of Burnaby – solid waste and recycling collection changes: It was announced that the City is in the process of making changes to their collection services, which may result in changes to the current collection days. Council to follow-up accordingly.
- (f) Hardship Rentals Review: Council directed Management to review the terms of the hardship rentals, and to provide an update on the status of each.

**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 or 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, which will be the Annual General Meeting of the Owners, has been scheduled for **Tuesday, April 04, 2017**, with registration starting at 6:30 pm. The meeting will be held in the library at Taylor Park Elementary School.

11. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 8:36 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.