

STRATA COUNCIL MEETING MINUTES

STRATA PLAN LMS 1443: SALTSPRING

Date Held: Wednesday, June 07, 2017

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
	Arlene Mussato, Unit #301	Council Member

And: Danny Samson, Property Manager – Peak Property Management Inc.

1. Call to Order

The meeting was called to order at 6:34 pm by Steve Davis (#306), Council Member, 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. Addition of Council Member & Election of Officers

It was unanimously agreed to add Shirley Birtwistle, Unit #101, to the 2017 – 2018 Strata Council effective immediately. The following positions for the 2017 – 2018 fiscal year are:

Steve Davis, Unit #306	Council President & Treasurer
Gayla Shulhan, Unit #112	Council Secretary
Tammy Simpson, Unit #106	Council Member
Sandra Stefanich, Unit #206	Council Member
Arlene Mussato, Unit #301	Council Member
Shirley Birtwistle, Unit #101	Council Member

3. Approval of Agenda – Wednesday, June 07, 2017

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

(#306 / #206)

MOTION CARRIED

4. Adoption of the Minutes from the Tuesday, February 28, 2017 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of February 28, 2017, 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://lms1443.ca/bylaws.html>

5. Financial Report

(a) Financial Statements: 3-month period ending April 30, 2017: After careful review and discussion, the Financial Statements for the months of February – April 2017, have been accepted as circulated. (#306 / #101)

MOTION CARRIED

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

Council instructed Management to issue charge-backs for the related costs in the re-inspection of 2 strata lots related to the mandatory completion of the Annual Fire Inspections.

(c) Accounts Receivables: Council reviewed the current A/R Report, where it was reported that there are no outstanding balances at this time.

6. Garden Committee

The following items were discussed:

- Sprinklers will be repaired on Tuesday, June 13th. After the repairs, the sprinklers will be set to come on early mornings on Tuesdays and Thursdays, as per Burnaby Water Restrictions. We may need to supplement this watering later on just for the flower beds.

ATTENTION ALL FIRST FLOOR OWNERS:

Please ensure that your outdoor water taps are turned on so the landscapers and council members have access to water from all areas of the building to keep the lawns and flower beds in good condition.

Owners are reminded that if they have any flower beds outside their suite within the fenced area, that they are responsible for keeping them in good order and weed free. Lawns at the front of the building, have been reseeded and top dressed;

- Garden Boxes, at the front of the building require some work, in which Council and Volunteers will be completing.

7. Business Arising from Minutes

- (a) Fire Alarm Monitoring: Council unanimously agreed to not proceed with the monitoring at this time. This may be considered for the next fiscal year.
- (b) Depreciation Report: It was moved, seconded, and carried unanimously to accept the most recent draft, as received from Suncorp Valuations, as the “Final” version of the Depreciation Report. (#306 / #206) **MOTION CARRIED**

Owners may request a copy of the depreciation report from danny@peakmail.ca. Please request a “soft copy” as there is an expense with sending out a “hard copy”. It is important for all Owners to review the details of the report. Please note that this report is a guideline only. Council will continue to make repairs and improvements to the building on an as-needed basis.

- (c) Enter-phone Replacement: Council confirmed that this project is currently being completed by Action Integrated Security Solutions, and is about 95% done. Council will continue to provide the Ownership with updates, as need be.

Council would also like to thank Steve Davis for managing this project. It was a lengthy process and Steve spent many hours trouble shooting issues with Action Lock and researching possible solutions in order to get this up and running.

- (d) Irrigation System: Council confirmed that University Sprinklers would be completing some repairs to the system on June 13.

8. New Business

- (a) Social Media: A presentation was completed by an owner requesting permission to start up a couple of social media accounts for the building, focusing on the following:
- Reasons for establishing social media: engagement; pointing people to the website;
 - Creating a “Saltspring” Instagram account to post photos of building, events, things around the building;
 - Creating a “Saltspring” Facebook page to post social events;
 - Creating a “MailChimp” account as an e-mail manager.

Council agreed to allow the formation of Instagram and Facebook accounts for the Saltspring Social Committee. These tools will **not** be used for official Strata Council business. The Social Committee (separate from the Strata Council) will be responsible for maintaining and monitoring these social media accounts. The council encourages participation from all owners in the social committee. **Please see the Appendix at the end of the minutes for more info.** At this time, the Council will not be opening a MailChimp account, but will keep that as an option for future communications.

- (b) Lobby Improvements: This item has been tabled to the next Strata Council Meeting.
- (c) New “Rules” for the “Saltspring”: Owners are advised to review the attached “Rules”, as the addition of Rule 8 “Service Level Guidelines” will be talking effect immediately. This rule was put in place to establish better communication & expectations between owners and council with regards to special building access. In the past, we have received last minute requests for access to the telecom room for cable or telephony needs. Your council will try to meet all requests, but we do not have an onsite building manager so sometimes the requested date/time cannot be met and will need to be changed.

- (d) Driveway Repairs: Council and Management reviewed the current condition of the driveway, and noted the areas of concern. Management was instructed to obtain 2 – 3 quotations, and options, for the necessary repairs/replacement.
- (e) Siding & Window Cleaning: Council requested Management to obtain 2 – 3 proposals for the exterior cleaning. Proposal requests have been forwarded to Gorilla Property Services, Black Tie Property Services and Knightsbridge Enterprises.
- (f) Parkade Cleaning and Re-painting of Lines/Numbers: Management will be obtaining 2 – 3 quotes for this item.
- (g) Paving Stones: It was confirmed that the paving stones at the front of the building, would be replaced by Council in the coming weeks.
- (h) Boiler Room Repairs: A Site Meeting took place between Council and Webir Automations. Management will follow-up to obtain the related quote.
- (i) Window Replacements: Owners are requested to report any “foggy” windows to lms1443@shaw.ca. Council will then compile a list of deficiencies, and quotes will be obtained thereafter for the required work.
- (j) LMS 1443 Website – “Frequently Asked Questions (FAQ’s)”: Council will be updating this portion of the website in the near future. The Saltspring website is: <http://lms1443.ca>

**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 has been scheduled for **Tuesday, August 22, 2017**, 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 8:27 pm. (#101 / #306) **MOTION CARRIED**

IMPORTANT REMINDERS TO OWNERS/OCCUPANTS:

Residents are asked to please ensure that the Strata Corporation's "wagon" is kept in a clean and empty condition after each use. This wagon is for the strata community to use, and common courtesy should be exercised at all times. In addition, any required repairs should be completed, or reported to the Strata Council, immediately.

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.

Appendix: Letter received regarding the Saltspring Social Media Committee

Hello Saltspring Residents!

I'm Brandon and I am in unit 306! I want to launch a Saltspring Social Committee for our residents to connect on a couple of social media platforms. I think this will be a great way to engage with people within our building and our community. My goal is that this social committee will offer a safe place for people to be social, network and learn about our building.

I would like to find a couple of other residents (2 others, more are welcome! Really there is no cap on members.) who want to tackle this project on. My vision for this committee is to build a Facebook and Instagram groups. We can utilize these platforms to promote events in our community and around our building.

If we are feeling ambitious, then I would like to plan 1 event a year for residents in the Saltspring. One idea I have is to have a paint night this summer in our building somewhere. I have some ideas on how to make this work.

So here is what I think would be required:

- Interest in having fun and thinking outside the box.
- Brainstorming for good campaigns.
- 1 to 2 hours a month to meet, virtually and/or in person.

Let's do this! Contact me at stoyoma@shaw.ca or phone/text me at 604-908-4412 for more information.

Your neighbor,
Brandon in 306

RULES & REGULATIONS OF SALTSPRING STRATA PLAN LMS 1443

Updated: June 2017

1. GENERAL

- (a) An owner/resident shall not, without prior written Strata Council approval, do any act, or permit any act to be done, to alter, or permit to be altered, his or her strata lot or any common property in any manner which would alter the exterior appearance of the strata lot or common property. This includes, but is not limited to, placement of, or alterations or additions to awnings, blinds, drapes, door coverings, fences, enclosures, shelving, racks, hooks, etc.
- (b) No owner/resident shall use, or permit or suffer anyone to use, his or her strata lot or the common area for any purpose of an illegal or improper nature, or in any manner that may be injurious to the reputation of the strata complex. No owner/resident shall do anything or permit anything to be done on a strata lot or on the common property which would tend to increase the risk of fire or the cost of fire insurance or any other insurance premiums, or which would invalidate any existing insurance policy.
- (c) If a council member misses three consecutive meetings, that member will be disqualified as a council member.

2. PATIOS & BALCONIES

- (a) Plans for patio extensions to be forwarded to Council for approval. The plan is to include dimensions and pattern.
- (b) No owner/resident is permitted to store any items on the balcony railings, this includes plants, plant pots, and any other items the strata council deems to be unsafe.

3. DAMAGE TO BUILDING

If any owner/resident, or his or her employees, agents, invitees or tenants, damages the exterior of any building, any common area, or any shrubs, trees, garden areas or lawns etc. within the strata complex, such damage will be repaired at the expense of such owner/resident.

4. GARBAGE

All garbage must be drained, well wrapped and securely tied in plastic bags before being placed in the garbage receptacles. Any garbage material other than ordinary household garbage must be removed by the owner/resident at his or her own expense. All boxes are to be broken down before placement in the receptacles.

5. PARKING

(all owners should be aware that the secured parking area is common property as noted on the Strata Plan registered with the Land Titles Office)

- (a) Renting of parking stalls assigned to owners may not exceed \$25.00 per month and must be approved by the Strata Council
- (b) Units assigned 2 stalls:
 - 1) owners that only have one car must allow for their 2nd spot to be rented at an amount not exceeding \$25.00 per month
 - 2) if the owners acquire a second vehicle or if the unit is being sold the 2nd stall assigned to their unit will revert back to that owner

6. RENTAL OF COMMON PROPERTY

- (a) An owner/resident shall not rent common property assigned to them without prior written Strata Council approval.
 - 1) If a rental is approved by Strata Council, no owner may charge a rental fee which is deemed to be unreasonable or non-customary.

7. FINES

All infringements of these Rules and Regulations are to be reported to the Management Company or to a member of the Strata Council LMS1443. The enforcement procedure is as follows:

- a) The Strata Council, or the Management Company on behalf of the Strata Council, will give a written warning upon the first occurrence of a form of infringement.
- b) If the infringement continues after written warning, or if it is not the first occurrence of that form of infringement, the Strata Council will assess a \$25.00 fine to be added to and form part of the month's assessment and collected from the owner.
- c) At any time, the Strata Council may apply remedies available to it as set forth in the Strata Property Act.

8. SERVICE LEVEL GUIDELINES

- a) *An Owner/Resident is required to forward a written request for access into any common room or area. These rooms/areas include, but are not limited to the cable/enter-phone/electrical room, mechanical rooms and roof. Owners/Residents must provide at least 4 days' notification for any written request.*
 - b) *An Owner/Resident is required to forward a written request for any move-in's or move-out's. Owners/Residents must provide at least 1 weeks' notification for any written request, and will also be responsible for providing a reminder 3 days' prior.*
- 9. Any and all violations of the Rules and Regulations on the part of an owner, his or her employees, agents, invitees, or tenants are subject to the fines referenced in the Strata Property Act.
 - 10. These Rules and Regulations may be amended, extended, or added to by the Strata Council whenever they deem it necessary. Any such amendments, extensions, or additions will take effect and be binding upon each owner/resident upon a copy of such amendments, extensions, or additions being delivered to the strata lot of such owner/resident.
 - 11. All inquiries with respect to these Rules and Regulations should be made in writing and forwarded to the Management Company, who will forward such inquiries to the Strata Council.