

STRATA COUNCIL MEETING MINUTES

STRATA PLAN LMS 1443: SALTSPRING

Date Held: Tuesday, August 22, 2017

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

In Attendance:	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

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

1. Call to Order

The meeting was called to order at 6:31 pm by Steve Davis (#306), Council President, and seconded by Sandra Stefanich (#206), Council Member.

IMPORTANT BY-LAW REMINDERS REGARDING FLOOR RENOVATIONS:

By-law #9.5 – An owner must ensure that the hours of work are restricted to 8:00 a.m. to 5:00 p.m., Monday through Friday, and 10:00 a.m. to 5:00 p.m., Saturdays, Sundays and statutory holidays. To perform renovations/alterations on statutory holidays, an owner must apply for permission in writing to the council at least five business days before the holiday date.

Indemnity Agreement #3 – Residents located above, below and on both sides of your suite must be advised in advance of the proposed renovation as to the dates and times of the work being done.

Indemnity Agreement - Flooring Underlayment:

1. Owners replacing floors with less resilient coverings than the builder installed original coverings will install floor underlay with the highest IIC (Impact Insulation Class) and ΔIIC (improvement in IIC) rating

Please be aware that we live in a wood-frame building and as such noise does carry between floors. Please tread lightly on your floors or lay down mats to prevent disturbing your neighbours.

2. Addition of Council Member

It was unanimously agreed to add Marie Stevens, Unit #107, to the 2017 – 2018 Strata Council effective immediately, and for the remainder of the fiscal year.

3. Approval of Agenda – Tuesday, August 22, 2017

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

(#301 / #101)

MOTION CARRIED

4. Adoption of the Minutes from the Wednesday, June 07, 2017 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of June 07, 2017, 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 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 July 31, 2017: After careful review and discussion, the Financial Statements for the months of May – July 2017, have been accepted as circulated. (#306 / #301)

MOTION CARRIED

(b) Accounts Payables: All invoices have been approved for payment at this time, with the exception of an invoice received from West Coast Horticultural Services. Council agreed that this invoice would be reviewed with the landscapers, as the work was not satisfactorily completed.

(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. It was also noted that two Owners are currently in arrears because of charge-backs being recently issued.

6. Garden Committee

The following items were discussed:

(a) Garden & Landscaping:

- Pruning – Council will reach out to Bartlett Tree Experts for a quote on pruning the large Maple trees on the front and North-side of the building, as well as one or two of the smaller Maple trees closer to the building.

(b) University Sprinklers:

- Council agreed to approve a \$450 expenditure to move three of the sprinklers, at the rear of the building, to be flush against the fence (and the same height) and to rotate 360 degrees. This will prevent the sprinklers from blowing full force onto the fence.

- This work will be coordinated with the winterization of the irrigation system in late September or October.
- (c) Vegetable Gardening Rules:
 - Council is considering establishing some Rules for those Owners that are using the vegetable gardens in order to keep the gardens better maintained.
 - Council has agreed to contribute up to \$200 per year to maintain these gardens. Any expense greater than \$200 will have to be reviewed by those owners using the gardens. This expenditure would include items such as lumber (to maintain the structures), hoses, hose reels, nozzles, etc. It is not to be used for soil, seeds or any other amendments the gardeners make to their individual plots.
- (d) Lawn Issues:
 - West Coast Horticulture Services was asked to top-dress and re-seed the front lawns, including the following:
 1. Lime application
 2. Moss Control
 3. Aeration
 4. Power raking
 5. Top dress and over seed front lawn areas.
 - Council agreed that the landscapers did a very poor job and as a result, there are now many patches of brown soil. Council agreed to meet with West Coast Horticultural Services to review these areas and discuss suggestions on how to resolve the issues. As per item #5.(b) Council has not authorized payment of the related invoice until the issue is resolved to Council's satisfaction.

7. **Business Arising from Minutes**

- (a) Social Media: As no response has been received from the Ownership, Council will not be moving forward with any social media options, and considers this item "closed".
- (b) Enter-phone Replacement: Council confirmed that this project is now complete and that the new panels are functioning as expected.
- (c) Lobby Improvements: Council agreed to table this item for consideration closer to the end of the fiscal year. It was agreed that if the improvements are not completed this fiscal year, a budget would be set aside for the following fiscal year.
- (d) Driveway Repairs: This item has been tabled to the next Strata Council Meeting.
- (e) Exterior Cleaning: Proposals were received from Gorilla Property Services, Black Tie Property Services, Knightsbridge Enterprises and North Shore Home Services. After Council's review and comparison, it was moved, seconded and carried unanimously to approve the proposal received from Black Tie Services.
(#301 / #206)

MOTION CARRIED

Council instructed Management to request for the following schedule:

- Gutter Cleaning – to be completed in November;
 - Siding & Windows – to be completed in April 2018.
- (f) Parkade Cleaning & Re-painting of Lines/Numbers: This item has been tabled for approval via e-mail, as Council is expecting to receive a 3rd quote by tomorrow. Thus far, quotes have been received from ESS Contracting, Black & White Line Painting and Knightsbridge Enterprises (for the parkade cleaning only).

When the service provider has been selected, and a service date is known, the Ownership will be notified. The work can only take place when the garage is completely empty of all vehicles. Your Council will give you as much as advanced notice as possible to make arrangements for your vehicles during the day the painting is to take place.

- (g) Boiler Room Repairs: It was confirmed that this item has been completed by Webir Automations, and that 12 linear feet of piping was replaced. Council expressed their satisfaction of the work completed.
- (h) Window Replacements: Two Owners reported issues with their windows. Management confirmed that a service call was placed to Action Glass. However, the Owners have yet to be contacted. Management was asked to follow-up accordingly.

8. New Business

- (a) Registered By-laws: As per the Ownership's approval at the previous Annual General Meeting, please find a copy of the registered By-law additions and amendments.
- (b) Hydro Electrical Box "Wrapping": Council agreed that due to the significant cost in having this item completed, other options would be investigated and considered.
- (c) Boiler Replacement: Council reported that the boiler has reached the end of its useful life and requires replacement. Webir investigated, and confirmed that replacement was necessary. Two proposals were received for a like-to-like replacement, and for an upgraded replacement to a 2-boiler system. It was agreed, via e-mail, to proceed with the upgraded option.

Council confirmed that the approximate delivery date is 3 – 4 weeks, and that Webir will confirm the replacement date closer to when delivery is expected. Owners will be notified in advance of the replacement and any scheduled water shutdown.

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.

**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.**

10. Next Meeting Date

The next meeting date has been scheduled for Wednesday, October 18, 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 8:15 pm. (#306 / #101) **MOTION CARRIED**

IMPORTANT REMINDERS TO OWNERS/OCCUPANTS:

Owners are reminded that all garbage, and/or recyclable items, should be properly disposed of, and not left outside of the appropriate bins/containers.

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.

1. CONTACT: (Name, address, phone number)

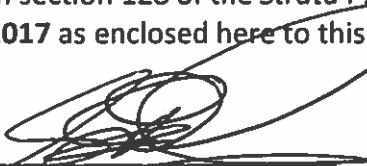
2. IDENTIFICATION OF ATTACHED STRATA PROPERTY ACT FORM OR OTHER SUPPORTING DOCUMENT:

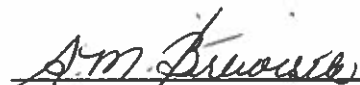
LTO Document Reference:

**Strata Property Act
FORM I
AMENDMENT TO BYLAWS**

(Section 128)

The Owners of Strata Plan **LMS 1443** certify that the following or attached amendment to the bylaws of the strata corporation were approved by a $\frac{3}{4}$ vote resolutions passed in accordance with section 128 of the *Strata Property Act* at an annual or special general meeting held on **April 4, 2017** as enclosed here to this form.



Signature of Council Member

Signature of Second Council Member

BYLAW ADDITIONS

Obtain Approval Before Altering a Strata Lot

- 7.1 (i)** A Strata Lot Owner shall not change the type of flooring without prior written consent from the Strata Council.

Marketing Activities by Owners and Occupants

- 36.2** Realtor lockboxes shall NOT be attached to any part of the exterior of the building, any railing or anywhere located on common property or limited common property.

Rentals

- 42.6** No Residential Strata Lot shall be occupied under a residential tenancy lease, contract, or license arrangement for transient, hotel, or commercial purposes. An Owner must not use, or permit to be used, a Residential Strata Lot except as a private Residential dwelling home and specifically a Residential Strata Lot is not to be used or occupied for transient, commercial or hotel purposes under a contract, license agreement or any other form of agreement for transient, short-term rentals or short-term occupancy or accommodation of any kind, commercial hotel or hotel-like accommodation, boarding house, house letting, a bed breakfast or for any other short-term accommodations, including without limitation, short-term accommodation advertised under the names "VRBO", "Airbnb", "Home Away" or monikers advertising, by newspaper, Craigslist, internet or otherwise, short-term occupancy or accommodation of any kind.

Miscellaneous

- 44.17** 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.

BYLAW AMENDMENTS

Obtain Approval Before Altering a Strata Lot

- 7.3** An Owner intending to apply to the Strata Corporation for permission to alter a Strata Lot submit, in writing, detailed plans and written description of the intended alteration, and MUST sign the indemnity agreement, as per the attached schedules.

Miscellaneous

- 44.5** A Resident or Visitor must not use Common Property electrical outlets with the exception of parking area outlets used while vacuuming a vehicle.
No Common Property electrical outlets may be used for charging electrical vehicles.