



# STRATA COUNCIL MEETING MINUTES

## STRATA PLAN LMS 1443: SALTSPRING

**Date Held:** Wednesday, November 09, 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
	Arlene Mussato, Unit #301	Council Member
	Shirley Birtwistle, Unit #101	Council Member
Regrets:	Sandra Stefanich, Unit #206	Council Member
And:	Danny Samson, Property Manager – Quay Pacific Property Management Ltd.	

### 1. Call to Order

The meeting was called to order at 6:36 pm by Shirley Birtwistle (#101), Council Member, and seconded by Tammy Simpson (#106), Council Member.

#### **IMPORTANT BY-LAW REMINDERS REGARDING ON-SITE PARKING:**

***By-law #39.9 – A resident or visitor must not use any parking area as a work area for carpentry, renovations, repairs or work on vehicles involving any automotive fluids or paints, motor tune ups or mechanical repairs.***

***39.10 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 10 km/hour.***

***39.11 Upon entering or exiting the secured parking area, the driver must wait for the overhead door to close completely.***

***39.15 Only one motor vehicle per parking stall can be parked in the garage area. Nothing may be placed, stored in, or suspended from the garage area, without the prior written approval of the council.***

### 2. Approval of Agenda – Wednesday, November 09, 2017

It was moved, seconded, and carried unanimously to approve the Agenda as distributed. (#101 / #301)

**MOTION CARRIED**

### 3. Adoption of the Minutes from the Tuesday, August 22, 2017 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of August 22, 2017, as circulated. (#101 / #301)

**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>***

#### **4. Financial Report**

(a) Financial Statements: 2-month period ending September 30, 2017: After careful review and discussion, the Financial Statements for the months of August – September 2017, have been accepted as circulated. (#306 / #301) **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. It was noted that two Owners are currently in arrears.

#### **5. Garden Committee**

The following items were discussed:

(a) Quote from Bartlett Tree Experts:

- It was moved, seconded, and carried unanimously to approve the tree and shrub pruning around the complex. (#101 / #301) **MOTION CARRIED**
- Council agreed to complete the work in January / February 2018.

(b) Request from an Owner to add Cedar Boxes to her yard (limited common property):

- Council reviewed the plans presented and agreed to approve the request.

#### **6. Business Arising from Minutes**

(a) Lobby Improvements: This item has been tabled to the next Strata Council Meeting, and will be considered as a budget item for the next fiscal year.

(b) Driveway Repairs: This item has also been tabled to the next Strata Council Meeting, for consideration of completion in the 2018 – 2019 fiscal year.

(c) Exterior Cleaning: Council will be reviewing additional quotes for this project, as it was previously agreed to split the work (gutter cleaning – Nov. 2017; siding/windows – Apr. 2018). Unfortunately, the approved contractor confirmed that the project cannot be split up, and must be completed at the same time. This will be further discussed via e-mail.

(d) Parkade Cleaning & Re-Painting of Lines/Numbers: This item is tabled to Spring 2018.

(e) Window Replacements: It was confirmed that Action Glass will be replacing the failed windows in 2 units, in the coming weeks.



- (f) Hydro Electrical Box “Wrapping”: Council confirmed that this is a closed item and will not be considered for completion.
- (g) Boiler Replacement Project: It was confirmed that this item has been completed by Webir Automations, to Council’s satisfaction and that no further issues have been reported.

## 7. **New Business**

- (a) Illegal Rental of a Strata Lot: It was confirmed that a \$500 fine was levied against a strata lot owner for the illegal rental of their unit as per our Strata By-laws. Management and Council are following up on this matter.
- (b) Annual Fire Inspections: This year’s inspections will be completed by Vanco Fire Protection on Nov. 10<sup>th</sup>. Notices have been posted accordingly.
- (c) Drain Cleaning Project: Council reported that a proposal for this project will be received from Webir Automations in the coming days. It was then moved, seconded, and carried unanimously to provide approval via e-mail, and to immediately commence with the cleaning project. (#301 / #106) **MOTION CARRIED**
- (d) 1<sup>st</sup> Floor Strata Lot – repairs: It was unanimously agreed to proceed with the repairs to the patio door area, as quoted by Next Level Caulking (#101 / #106) **MOTION CARRIED**
- (e) Crane Toilet Tanks: Council would like to inform all Owners that the original “Crane” toilets are defective and subject to sudden cracking, leading to water damage. Owners are requested to inspect each toilet and replace any “Crane” toilets with new toilets. Owners may e-mail [lms1443@shaw.ca](mailto:lms1443@shaw.ca) for additional information or questions.
- (f) Smoking Marijuana: Council confirmed that a new By-law, prohibiting the smoking of marijuana on Saltspring property, will be proposed at the next Annual General Meeting, for the Ownership to vote.
- (g) Snow Blower: Council confirmed that a snow blower has been purchased for the complex, and will be scheduling an “information” session for those owners interested in using it.
- (h) Snow Shovels: It was moved, seconded, and carried unanimously to approve the purchase of 2 – 3 new shovels. (#101 / #301) **MOTION CARRIED**
- (i) Snow Salt: Council confirmed that the building supply is very low, and approved the purchase of additional bags. (#306 / #106) **MOTION CARRIED**

***SNOW REMOVAL: Any help that owners can provide with snow removal is greatly appreciated.***

***When the snow comes, supplies of salt and shovels will be made available.***

- (j) Procedures for Access to Common Rooms: Owners are reminded of the following Rule:
  - 8. 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.*



## Quay Pacific Property Management Ltd.

535 Front Street, New Westminster, B.C., V3L 1A4

Phone: (604) 521-0876

[www.quaypacific.com](http://www.quaypacific.com)

Owners/Residents are advised that failure to forward a written request, with at least 4 days' notification, will result in access not being provided. Owners may forward their request, in writing, to [lms1443@shaw.ca](mailto:lms1443@shaw.ca).

- (k) Christmas Lights & Trees: As the winter season is upon us, Owners/Residents are reminded of the following By-laws:

- #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.*
- #44.14 *Live Christmas trees are prohibited.*

### 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:**

**QUAY PACIFIC PROPERTY MANAGEMENT LTD. c/o LMS 1443: SaltSpring**

**Letters can be submitted or mailed to:**

**535 Front Street, New Westminster, B.C. V3L 1A4,**

**or through e-mail at: [lms1443@shaw.ca](mailto:lms1443@shaw.ca) or: [danny@quaypacific.com](mailto:danny@quaypacific.com)**

### 9. Next Meeting Date

The next meeting date has been scheduled for **Tuesday, January 16, 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 7:53 pm. (#101 / #301) **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 Quay Pacific Property Management Ltd., by calling 604-521-0876. 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.***