



STRATA COUNCIL MEETING MINUTES

STRATA PLAN LMS 1443: SALTSPRING

Date Held: Tuesday, January 16, 2018

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
	Marie Stevens, Unit #107	Council Member
And:	Danny Samson, Property Manager – Quay Pacific Property Management Ltd.	

1. Call to Order

The meeting was called to order at 6:32 pm by Steve Davis (#306), Council President, and seconded by Arlene Mussato (#301), 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 Δ IIC (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 neighbors.

2. Resignation of Council Member

It was announced that effective immediately, Sandra Stefanich (#206), would be resigning from her position on Council. The Strata Council will not be appointing a replacement Council Member at this time.



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3. Approval of Agenda – Tuesday, January 16, 2018

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.
(#306 / #101)

MOTION CARRIED

4. Adoption of the Minutes from the Wednesday, November 09, 2017 Strata Council Meeting

The following announcement was to be included in Minutes (after the meeting was “called to order”):

- *The addition of a new Strata Council Member, Marie Stevens (#107), effective immediately.*

It was then moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of November 09, 2017, as circulated. (#306 / #101)

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: 2-month period ending November 30, 2017: After careful review and discussion, the Financial Statements for the months of October – November 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 also noted that 1 Owner is currently in arrears.

- (d) Janitorial Contract: It was reported that the cleaning company, Kiwi Building Maintenance, will be increasing their monthly service fees by 10%, effective Jan. 01st.

6. Garden Committee

The committee noted that there is no business to report at this time.

7. Business Arising from Minutes

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

- (b) Driveway Repairs: This item has been tabled to the next Council Meeting (which will be the Budget Meeting), and will be considered as a budget item for the next fiscal year.



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- (c) Exterior Cleaning: This item has been tabled to the next Council Meeting (which will be the Budget Meeting), and will be considered as a budget item for the next fiscal year.
- (d) Parkade Cleaning & Re-Painting of Lines/Numbers: This item has been tabled to the next Council Meeting (which will be the Budget Meeting), and will be considered as a budget item for the next fiscal year.
- (e) Annual Fire Inspections – deficiencies: Council announced that this item would be further reviewed and approved via e-mail. It was agreed that Council President, Steve Davis, will review the costs and possibly complete some of the replacement work.
- (f) Drain Cleaning Project: Proposals were received from SWR Drain Service, Latham's, and Pacific West Mechanical. After Council's comparison and review, it was moved, seconded and carried unanimously to approve the proposal received from Latham's. Management was instructed to provide written approval and proceed with the scheduling.
(#301 / #101) **MOTION CARRIED**

8. New Business

- (a) First Floor Strata Lot & Common Hallway – pinhole water leak: Council is awaiting the scheduling of plumbing repairs (pipe replacement) to a 1st floor area of the building. The work is to be completed by Webir Automations. Once the plumbing work is completed, the necessary drywall repairs will be scheduled.
- (b) Wood Divider Repairs: Council reported that there are 3 areas in which the wooden partitions between balconies, need to be repaired. It was agreed that the necessary work will be completed by Council in the Spring.
- (c) Owners' Emergency Keys: ***Council would like to remind Owners that it is strongly recommended that Owners forward a copy of their front/unit door key to the Strata Council for emergency purposes.***
- (d) By-law Revisions: Council discussed some possible By-law revisions/additions to be presented at the Annual General Meeting (A.G.M.), including increasing the fine amount for by-law infractions, and the non-smoking of marijuana.

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:**

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 or: danny@quaypacific.com



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10. Next Meeting Date

The next meeting date, which will be the Budget/A.G.M. Preparation Meeting has been scheduled for **Tuesday, February 27, 2018**, 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 7:57 pm. (#306 / #106) **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.