



# STRATA COUNCIL MEETING MINUTES

## STRATA PLAN LMS 1443: SALTSPRING

**Date Held:** Tuesday, February 27, 2018

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

In Attendance:	Steve Davis, Unit #306 Gayla Shulhan, Unit #112 Tammy Simpson, Unit #106 Arlene Mussato, Unit #301 Shirley Birtwistle, Unit #101 Marie Stevens, Unit #107	Council President & Treasurer Council Secretary Council Member Council Member Council Member 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.

#### **THANK YOU!**

*To all residents that participated in the snow removal of the sidewalks and parking lot ramp, thank you. The new snow blower was put to the test, and we had plenty of salt to keep the ice away. Your efforts were very much appreciated!*

#### **IMPORTANT BY-LAW REMINDERS**

**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.**

**5.14 Pets are not to be tied outside or left on a balcony unattended or allowed to create enough noise to be considered a nuisance.**

**5.15 A resident contravening any of bylaws 5.1 to 5.7 (inclusive) or 5.10 to 5.14 (inclusive) will be subject to a \$25.00 fine.**

### 2. Approval of Agenda – Tuesday, February 27, 2018

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, January 16, 2018 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of January 16, 2018, as circulated. (#301 / #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>***

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

- (a) Financial Statements: 2-month period ending January 31, 2018: After careful review and discussion, the Financial Statements for the months of December 2017 – January 2018, 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 the issuing of warning & final demand letters, against those owners currently in arrears. It was noted that 2 Owners are currently in arrears.

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

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

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

- (a) Lobby Improvements: Council intends on completing the improvements this year and has budgeted for the related expense. The work will commence once the weather gets better.
- (b) Driveway Repairs: Council agreed that this item may be proposed as a special assessment at a future General Meeting and has not included the project as part of the 2018 – 2019 proposed operating budgets. Council will also consider other options.
- (c) Exterior Cleaning: It was moved, seconded, and carried unanimously to approve the proposal received from Knightsbridge Property Services, and to commence with the exterior building, inaccessible window, and gutter cleaning. (#306 / #301) **MOTION CARRIED**  
Date of the work is still to be determined and owners will be notified in advance of the work.
- (d) Parkade Cleaning & Re-Painting of Lines/Numbers: This item has been tabled to a Council meeting later in the year.
- (e) Annual Fire Inspections – deficiencies: Council will be completing the smoke alarm and heat sensor replacements as listed in Vanco Fire Protection's annual inspection report and agreed to defer any remaining inspections until the fall. Council will be purchasing the new smoke alarms and heat sensors and will be scheduling the work with each owner in which access is necessary.
- (f) Drain Cleaning Project: This project was completed by Latham's on Feb. 19 – 20. Council would like to highlight the following items in efforts of reducing service calls and related expenses:



## Quay Pacific Property Management Ltd.

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

Phone: (604) 521-0876

www.quaypacific.com

- **Owners should not be pouring grease/oil, rice and other small (or big!) food scraps into the kitchen drains.**
- **Owners are asked to please refrain from using the garburators as a food disposal unit, and to use the organic recycling containers.**

(g) First Floor Strata Lot & Common Hallway – pinhole water leak: Council confirmed that the plumbing repairs have been completed by Webir Automations and that ESS Contracting has commenced with the interior repairs.

(h) First Floor Hallway – drywall repairs: The Council will also take on repairing the drywall where a pipe was repaired later this year.

### 7. New Business

(a) 2018 – 2019 Proposed Operating Budget: Council reviewed and discussed this item, in preparation of the upcoming Annual General Meeting. Council reviewed possible budget options, each expense account and the monies allocated.

(b) 2018 Annual General Meeting (AGM) Review: The AGM has been scheduled for Tuesday, April 10, 2018. Further details will be provided to the Ownership by way of the AGM Notice Package, which will confirm the date, time and location of the meeting, along with the Agenda, and proposed resolutions.

### 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, which will be the Annual General Meeting of the Ownership has been scheduled for **Tuesday, April 10, 2018**, with registration starting at 6:30 pm. The meeting will be held at Taylor Park Elementary School.

### 10. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 7:55 pm. (#101 / #301) **MOTION CARRIED**



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### **IMPORTANT REMINDERS TO OWNERS/OCCUPANTS:**

***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.***

### **WASTE DISPOSAL**

***FOOD WASTE: Owners are reminded that all food waste from your kitchen should be disposed of in the small green bin in the garbage room.***

***Please wrap your scraps in newspaper, paper bags, or paper towel, to make it easier to empty into the removal trucks.***

***Do not place any plastic bags in this bin, even if the manufacturer claims they are compostable.***

***GLASS RECYCLING: There is a separate container for glass items. Please try not to break the glass as you deposit it into the container, and make sure to remove the lids. The lids are to be placed into the other container bin.***

***GARBAGE: Only true garbage can go into the big Green box bins. The city has begun to inspect the garbage that is placed in these bins. If we are found to have recyclable materials in these bins, such as electronics, cardboard, glass, food, then we may receive fines from the city or they may refuse pickup. The city has already refused pickup of our recycling containers when they have been found to contain non-permissible items, such as Styrofoam.***

***Please do your part in recycling responsibly.***