



# STRATA COUNCIL MEETING MINUTES

## STRATA PLAN LMS 1443: SALTSPRING

**Date Held:** Wednesday, June 20, 2018

**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
	Arlene Mussato, Unit #301	Council Member
	Shirley Birtwistle, Unit #101	Council Member
	Marie Stevens, Unit #107	Council Member
	Corey Forrieter, Unit #111	Council Member

**And:** Danny Samson, Property Manager – Quay Pacific Property Management Ltd.

### 1. Call to Order

The meeting was called to order at 6:30 pm by Steve Davis (#306), Council Member, 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 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 neighbors.***

### 2. Resignation & Appointment of Council Member / Election of Officers

It was announced that effective immediately, Gayla Shulhan, would be resigning from her position on Council, and that Angus Luk-Ramsay (#102) would be appointed as her replacement.



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*Council would like to send a special "Thank You" message to Gayla for her numerous years serving on Council, and for volunteering her time and efforts.*

In addition, there was an error in the previous Annual General Meeting (AGM) minutes, where it was reported that Sandra Stefanich, Owner of #206, would be a Strata Council Member for the 2018 – 2019 fiscal year. Sandra will not be serving on Council this fiscal year, and Management apologizes for the error.

*The correct Owner, and Member of the 2018 – 2019 Strata Council, is Shirley Birtwistle, #101.*

Therefore, the following positions have been assigned for the 2018 – 2019 fiscal year:

Steve Davis, Unit #306	Council President & Treasurer
Marie Stevens, Unit #107	Council Secretary
Tammy Simpson, Unit #106	Council Member-at-Large
Arlene Mussato, Unit #301	Council Member-at-Large
Shirley Birtwistle, Unit #101	Council Member-at-Large
Corey Forrieter, Unit #111	Council Member-at-Large
Angus Luk-Ramsay, #102	Council Member-at-Large

### 3. **Approval of Agenda – Wednesday, June 20, 2018**

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

(#306 / #301)

**MOTION CARRIED**

### 4. **Adoption of the Minutes from the Tuesday, February 27, 2018 Strata Council Meeting**

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of February 27, 2018, as circulated. (#306 / #107)

**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 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 March 31, 2018: This item has been tabled to the next Strata Council Meeting for approval.

(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 also noted that 1 Owner is currently in arrears.



## 6. Garden Committee

The following items were reported:

- Irrigation System: As per Burnaby's by-laws, the irrigation system has been set to come on twice a week, on the mornings of Thursday and Sunday. We have made some adjustments to the system to try to provide more water to the front flower beds. If you see any plants in distress due to lack of water, please notify council, or take it upon yourself to water the plants if you can. It's a big job over the summer to keep the garden watered, so if you can help, that would be great.
- Lawns: Some of the lawns were top dressed and reseeded this year and seem to be making a comeback. Fertilization will be done several times throughout the year. The aeration of the lawns is scheduled for this fall.
- If you find your lawns are not getting enough water, please let council know. By Burnaby by-law we are only allowed to water twice a week, so please do not do any additional watering.
- Flower beds within the fenced areas: Please note that any flower gardens inside your fenced areas are your responsibility to maintain. If you do not wish to do so, it is your responsibility to turn the beds back into grass, so they can be mowed and maintained by the landscaping company.
- Front cement flower bed has been reworked. It'll take a couple of years for the new shrubs to really establish themselves, and in the meantime, they'll be supplemented with annuals.
- Trees: One of the large maples on the north side of the building has died and will be removed this summer.
- We continue to spray the chestnut trees annually to prevent fungus, which has worked well for the last few years, and the chestnuts are much healthier. We have moved to a bi-annual fertilization program.

## 7. Business Arising from Minutes

- (a) Lobby Improvements: This item has been tabled to the Fall 2018 Strata Council Meeting.
- (b) Driveway Repairs: This item has been tabled to the next Strata Council Meeting.
- (c) Exterior Cleaning: It was confirmed that the cleaning was completed at the end of March by Knightsbridge Property Services. There were no major issues to report, and the invoice has been paid in full.
- (d) First Floor Common Hallway – pinhole water leak: Council is awaiting the proposal for the necessary work to replace a section of piping, from Webir Automations. Management was directed to follow-up accordingly. An access panel will be installed once the permanent plumbing repairs have been completed.
- (e) Statutory Right of Way: An agreement was forwarded to the Strata Council for a Statutory Right of Way executed by BC Hydro and Telus. It was unanimously agreed to approve the agreement via e-mail.

## 8. New Business

- (a) Common Area Carpet Cleaning: Quotes for this item were received from AAA Miracle Carpet Cleaning and Citrus-O. It was unanimously approved to proceed with the work through Citrus-O.  
**MOTION CARRIED**
- (b) 3<sup>rd</sup> Floor Strata Lot – water ingress: An Owner reported water leaking into their unit from the window area. Helios Waterproofing inspected the area and provided their quote for the necessary repairs. It was agreed to table this item for further discussion/approval via e-mail.



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(c) Insurance Appraisal Renewal Program: A 3-year appraisal program renewal proposal, received from Normac Appraisals, was forwarded to Council for review and approval. This item was tabled for further review via e-mail.

(d) Plastic Grocery Bags in the City Compost: Council reported that this item continues to be an on-going issue despite additional signage being posted. Council requests that all Owners use the waste and recycling bins/totes as instructed to avoid fines from the City or non-pickup.

*Owners are reminded to not place plastic grocery bags in the organics bins. Plastic bags are not allowed in this bin and "compostable" plastic bags are also not permitted by the City of Burnaby. "Contaminated" bins will not be emptied by the service provider.*

(e) Use of Laundry after 11:00 pm: Owners are reminded of the hours of "quiet enjoyment" between 10:00 pm – 7:00 am, every day. During this time frame, Owners should not be using their washing machine or dryer. Please be respectful of your neighbors at all times.

### 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](mailto:lms1443@shaw.ca) or: [danny@quaypacific.com](mailto:danny@quaypacific.com)**

### 10. Next Meeting Date

The next meeting date has been scheduled for Wednesday, August 15<sup>th</sup>, starting at 6:30 pm. The meeting will be held in #306.

### 11. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 7:51 pm. (#306 / #101)

**MOTION CARRIED**

**Quay Pacific Property Management Ltd.**

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**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.***