



# STRATA COUNCIL MEETING MINUTES

## STRATA PLAN LMS 1443: SALTSPRING

**Date Held:** Wednesday, February 06, 2019

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

In Attendance:	Steve Davis, Unit #306 Marie Stevens, Unit #107 Tammy Simpson, Unit #106 Shirley Birtwistle, Unit #101 Arlene Mussato, Unit #301 Angus Luk-Ramsay, #102 Corey Forrieter, Unit #111	Council President & Treasurer Council Secretary Council Member-at-Large Council Member-at-Large Council Member-at-Large Council Member-at-Large Council Member-at-Large
And:	Danny Samson, Property Manager – Quay Pacific Property Management Ltd.	

### 1. Call to Order

The meeting was called to order at 6:33 pm by Steve Davis (#306), Council President, and seconded by Marie Stevens (#107), Council Secretary.

#### **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. Approval of Agenda – Wednesday, February 06, 2019

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.  
 (#306 / #102)

**MOTION CARRIED**



3. **Adoption of the Minutes from the Tuesday, December 11, 2018 Strata Council Meeting**  
It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of December 11, 2018, as circulated. (#301 / #306) **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>**

4. **Financial Report**

- (a) Financial Statements: 1-month period ending November 30, 2018: After careful review and discussion, the Financial Statements for the month of November 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 noted 1 owner currently owing monies to the Strata Corporation. Council instructed Management to continue with the collection process.

5. **Garden Committee**

The following maintenance items were discussed and reviewed by Council:

- Fertilize, top-dress, roll and re-seed lawn areas (March); est. cost - \$500.00;
- Full load of bark mulch to be spread throughout the property as necessary (March/April) - \$300.00;
- Top-dressing of garden beds (March/April) - \$500.00

It was then moved, seconded and carried unanimously to proceed with the above-mentioned items. (#306 / #102) **MOTION CARRIED**

6. **Business Arising from Minutes**

- (a) Driveway Repairs: This item has been tabled to the Spring of 2019.
- (b) Novus Entertainment: There are no updates to announce at this time.
- (c) Garbage & Recycling: Council would like to inform the "Saltspring" Ownership that proper disposal of waste material and recyclables, continues to be an issue for the building. It is important that each resident understand the City of Burnaby By-laws on how to properly dispose of garbage and recycle – <https://www.burnaby.ca/City-Services/Garbage---Recycling.html>.

Notices have been posted throughout the building and elevator, as additional reminders



- (d) Annual Fire Inspections – deficiencies: Council unanimously agreed to proceed with the deficiencies reported by Vanco Fire, via e-mail. Management to follow-up on the proposed date for the mandatory work, and Notices will be posted/distributed thereafter.
- (e) Insurance Renewal: It was confirmed that the insurance policy renewal was completed through HUB Coastal International, as they reduced their original premium amount based on a proposal received from a competing company. The policy continues to Dec. 31, 2019.

## 7. New Business

- (a) Owner Complaints / Concerns: Owners are reminded that all complaints, concerns, requests, etc. are to be forwarded, via e-mail, to [lms1443@shaw.ca](mailto:lms1443@shaw.ca). Emergencies should be reported directly to the property management company by calling 604-521-0876.

Recently, the Strata Council, has been approached by residents during all hours of the day (and night) for non-emergency reasons, and in an abusive manner. Owners are reminded that Council Members are volunteers and should always be treated with respect and courtesy. While Strata Council members have no issues being approached by owners, they do not want to be abused or unnecessarily disturbed.

This issue will be presented and further discussed at the upcoming Annual General Meeting, so that Council can answer any questions from the Ownership.

- (b) Webir Automations: Recent service calls were placed to the plumbing contractor for 2 first floor strata lots – to clear/inspect both exterior patio drains where water continues to pool and where 1 drain may be slightly high, and above the pavers.
- (c) 4<sup>th</sup> Floor Strata Lot – en-suite toilet back-up: Council reported that an owner was currently experiencing issues with their toilet backing up, and instructed Management to proceed with a service call through Lathams. (#306 / #301) **MOTION CARRIED**

**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)**

## 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.

## 9. Next Meeting Date

The next meeting date has been tentatively scheduled for Wednesday, March 20, 2019, starting at 6:30 pm. The meeting will be held in #306.

**10. Termination**

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 7:19 pm. (#101 / #102)

**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.***