



## Quay Pacific Property Management Ltd.

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

Phone: (604) 521-0876

www.quaypacific.com

# STRATA COUNCIL MEETING MINUTES STRATA PLAN LMS 1443: SALTSPRING

**Date Held:** Wednesday, March 20, 2019

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

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

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## 1. Call to Order

The meeting was called to order at 6:57 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 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, March 20, 2019

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.  
(#101 / #107)

**MOTION CARRIED**



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3. **Adoption of the Minutes from the Wednesday, February 06, 2019 Strata Council Meeting**  
It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of February 06, 2019, 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>**

4. **Financial Report**

- (a) Financial Statements: 2-month period ending January 31, 2019: After careful review and discussion, the Financial Statements for the months of December 2018 and January 2019, have been accepted as circulated. (#306 / #101) **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 by Council:

- West Coast Horticultural Services Ltd. (the same service provider as last year) has resumed their monthly maintenance of the complex.
- A quote from Bartlett Tree Experts for the treatment of the chestnut trees at the back of the property, which included soil sampling. It was moved, seconded and carried unanimously to approve the quote as received. (#101 / #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. However, it was confirmed that the installation could take up to a year to schedule.
- (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



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- (d) Annual Fire Inspections – deficiencies: Vanco Fire has scheduled the deficiency work on March 28<sup>th</sup>. Notices will be posted/distributed accordingly.

### 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) Telus PureFibre Network: It was moved, seconded and carried unanimously to proceed with the installation, as proposed. Council Member, Corey Forrieter, agreed to act as the Site Contact/Liaison for Telus. (#107 / #301) **MOTION CARRIED**
- (c) Depreciation Report Update: It was noted that the 3-year mandatory update for the report is due in May 2020. Management was asked to obtain a quote for the update and table this item for discussion via e-mail.
- (d) Annual General Meeting & 2019 – 2020 Proposed Operating Budget Review: Council discussed the proposed operating budget for the upcoming fiscal year, including each expense account and allocated amount.

Council and Management also discussed the Agenda for the upcoming meeting, along with any proposed Resolutions and Discussion items. Council also agreed to schedule the AGM in mid-to-late April. Further details and a copy of the finalized Agenda will be distributed to the Ownership by way of the AGM Notice Package, and in accordance with the Strata Property Act.

**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.



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### 9. Next Meeting Date

The next meeting date, which will be the Annual General Meeting (AGM) of the Ownership, has been tentatively scheduled for mid-to-late April. Further information and details will be provided to the Ownership by way of the AGM Notice Package.

### 10. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 8:13 pm. (#106 / #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.***

## What Goes in the Green Bin?



Meat, bones



Bread, dough, pasta, grains



Egg and dairy



Coffee grounds, filters & tea  
(loose & bags)



Plate scrapings



Fruits & vegetables



Pizza boxes & napkins



Fish, seafood & shells



Yard trimmings/house plants

## What does NOT go in the Green Bin?



**PLASTIC BAGS, INCLUDING COMPOSTABLE BAGS  
ARE NOT ALLOWED IN THE GREEN BIN**



Plastic bags or compostable plastics (bio-bags)



Wire, twist ties, or rubber bands



Grease or liquids



Animal waste, kitty litter  
or diapers



Garbage



Dirt, rocks/sod

## Wrap Your Scraps! YES

To reduce odour and to keep your kitchen container and your complex Green Bin clean, wrap your scraps using one of the following paper products:

- newspaper/paper towel
- paper bags (e.g. mushroom bags)
- cereal or cracker boxes
- pizza boxes

