



MINUTES OF THE ANNUAL GENERAL MEETING STRATA PLAN LMS 1443: SALTSPRING

Date Held: Monday, May 06, 2019

Location: Taylor Park School – Library @ 7590 Mission Ave., Burnaby, B.C.

In Attendance: Twenty-two (22) Strata Lots represented:

- Sixteen (16) in person
- Six (6) by proxy

In addition: Danny Samson, Property Manager – Quay Pacific Property Mgmt. Ltd.

1. Call to Order

As quorum had been achieved, the meeting was called to order at 7:00 pm by Danny Samson, Property Manager, who also acted as the Chairperson for the meeting.

2. Calling of Roll / Certification of Proxies / Confirmation of Quorum

It was confirmed that there are 54 strata lots, with all 54 owners being eligible to vote. Owners representing at least 18 strata lots were required to constitute a quorum. Quorum was achieved through the certification of proxies, and those owners present. 22 Owners were registered (16 Owners being present, and 6 by proxy).

3. Proof of Notice of Meeting / Approval of Agenda

The Chairperson established that the Proof of Notice document, which certifies that the notices of the meeting was prepared and distributed, was in accordance with the provisions of the Strata Property Act. It was moved by Unit #311 and seconded by Unit #107. **MOTION CARRIED**

It was also moved, seconded, and carried unanimously to approve the Agenda as distributed. (#311 / #405) **MOTION CARRIED**

4. Adoption of the Minutes of the Annual General Meeting held on April 10, 2018

It was moved by Unit #107, seconded by Unit #308, and carried unanimously that the Minutes of the previous Annual General Meeting held on April 10, 2018 be adopted as circulated. There were no indications for business arising from those Minutes. **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.



Quay Pacific Property Management Ltd.

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

Office: 604-521-0876 / Fax: 604-525-1299

www.quaypacific.com

5. Council's Report

On behalf of the Strata Council for Strata Plan LMS 1443: Saltspring, Council Member, Shirley Birtwistle, presented the report for the 2018 – 2019 fiscal year to the Ownership. A copy of the report is attached.

6. Report on Insurance Coverage

The Insurance Cover Note for SP LMS 1443: Saltspring was included in the A.G.M. Package for all Owners to review. According to the most recent appraisal completed by Normac Appraisals, the current replacement value of the building is indicated at \$13,000,000. This represents an increase (\$1,002,000) from last year. The policy premium amount totaled \$29,150, which is \$2,665 less than last year. The coverage continues from Dec. 31, 2018 – Dec. 31, 2019 and is being provided by HUB International Coastal Insurance Brokers (604-269-1000).

The following (common) insurance deductibles are noted:

- Water Damage – no change at \$5,000;
- Sewer Back-up – no change at \$5,000;
- Flood Damage – no change at \$10,000;

The Ownership is reminded that the Strata Corporation's insurance coverage does not include any improvements or betterments, completed either by the current or previous owners/occupants, within their strata lot. Each individual owner is encouraged to ensure that they have adequate homeowner insurance to cover these improvements and betterments, and their personal content. Owners may contact manager.saltspring@quaypacific.com for further details.

IMPORTANT NOTICE TO ALL OWNERS/OCCUPANTS:

Owners and/or Occupants are reminded to report all repairs and deficiencies leading to a potential Insurance Claim to Management for evaluation and review.

Owners and/or Occupants are also reminded that all emergencies should be reported directly to Quay Pacific Property Management, by calling 604-521-0876.

7. Adoption of the Financial Statements for the Year Ending January 31, 2019

The year-ending Financial Statements for the 2018 – 2019 fiscal year were included in the A.G.M. Package for the Owner's review and adoption. It was noted that the Strata Corporation ended the fiscal year in a Net Income position at \$18,187.64, with the Contingency Reserve Fund (C.R.F.) balance at \$143,207.86 (which includes the Ownership's annual contribution of \$10,000 for the fiscal year).

After a brief "questions and answers" period with the Ownership, it was moved (#107), seconded (#410), and carried unanimously to approve the February 01, 2018 – January 31, 2019 year-end financial statements.



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8. Review and Approval of the 2019 – 2020 Operating Budget

The Owners discussed the proposal for the 2019 – 2020 Operating Budget. It was agreed that Council would present the Owners with a 0% increase from the previous fiscal year completed.

It was moved by Unit #107 and seconded by Unit #311 to adopt the “Proposed Operating Budget – 0% Increase” for the fiscal period of February 01, 2019 – January 31, 2020.

**22 Votes in Favor
0 Opposed
0 Abstained
MOTION CARRIED**

9. ¾ VOTE RESOLUTION #1 – 2018 – 2019 NET INCOME ALLOCATION

BE IT RESOLVED THAT THE OWNERS, STRATA PLAN LMS 1443, in accordance with the Strata Property Act, hereby vote and agree that the balance of funds from the 2018 – 2019 fiscal year be used towards the 2019 – 2020 Operating Budget (for the period of Feb. 01, 2019 – Jan. 31, 2020).

After some discussion, the resolution was put to a vote.
(Moved: #107 / Seconded: #311).

**22 Votes in Favor
0 Opposed
0 Abstained
MOTION CARRIED**

10. Election of 2019 – 2020 Strata Council

The following Owners were nominated, and accepted, for the 2019 – 2020 Strata Council for Strata Plan LMS 1443:

Steve Davis, Unit #306
Tammy Simpson, Unit #106
Shirley Birtwistle, #101
Arlene Mussato, Unit #301
Angus Luk-Ramsay, #102
Corey Forrieter, Unit #111

REMINDER NOTICE TO THE OWNERS, LMS 1443: SALTSPRING:

Owners / Occupants should be inspecting their shut-off valves, water hoses and pipes on a consistent basis. These items wear down over the course of time and may result in a significant leak causing excessive damage to the building. This will reduce the event of an emergency, and the likeliness of a major repair and/or insurance claim.

General Maintenance is the responsibility of each Owner and should not be overlooked.



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11. Discussions

The floor was open to the Ownership for discussion and questions about the building. The following items were discussed, and will be a part of the Agenda for the next Council Meeting:

1. 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>.

It was mentioned that this is an on-going issue and that residents continue to not break-down cardboard boxes and place plastic bags in the organics bin. It was suggested that additional “larger” signs be placed at each receptacle and to have them displayed in multiple languages. Another suggestion was to install security cameras in the area.

Residents are also asked to not dump any unwanted items in the library/book area.

2. Communication/Action with the Strata Council Members – An elected Council Member reminded the Ownership that Council Members are volunteers and perform extra tasks for the maintenance of the building when they have extra time or are required to do so for a given situation. The Ownership was asked to be considerate of each Council Member at all times, and to respect their privacy and “down-time”. Please have common sense.

As noted in the previous Strata Council Meeting minutes:

- “Owners are reminded that all complaints, concerns, requests, etc. are to be forwarded, via e-mail, to 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.”

REMINDER NOTICE TO THE OWNERS, LMS 1443: SALTSPRING:

Please submit any concerns, requests, etc., in writing, to your Property Manager at:

***Strata Plan LMS 1443: Saltspring
c/o Quay Pacific Property Management Ltd.
535 Front Street
New Westminster, B.C. V3L 1A4***

Or through e-mail at: lms1443@shaw.ca; or: manager.saltspring@quaypacific.com

3. Smoking – An Owner requested that the smoking By-law be revised and proposed that a general meeting be called to present the resolution to the Ownership. The proposal would be for “no smoking.” An elected Council Member agreed and assured the Owner that this item would be on the Agenda for the next Strata Council Meeting.



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It was also suggested that the Owners initiate a 20% Requisition for the calling of a Special General Meeting in order to present the By-law revision sooner than later.

Currently, the By-law reads as follows:

- #44.1 *A resident or visitor must not smoke on common property.*

12. Termination

As there was no further business to discuss, it was moved by Unit #102 and seconded by Unit #405, to terminate the meeting at 8:16 pm. **MOTION CARRIED**

REMINDER NOTICE TO THE OWNERS, LMS 1443: SALTSPRING:

Owners and/or Occupants are also 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/Occupants 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/Occupants are asked to connect with the emergency answering service (by dialing 604-521-0876, and then pressing 1), who will directly contact the Property Manager.