



Quay Pacific Property Management Ltd.

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

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

www.quaypacific.com

STRATA COUNCIL MEETING MINUTES STRATA PLAN LMS 1443: SALTSPRING

Date Held: Thursday, July 11, 2019

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

In Attendance:	Steve Davis, Unit #306	Council Member
	Tammy Simpson, Unit #106	Council Member
	Shirley Birtwistle, Unit #101	Council Member
	Arlene Mussato, Unit #301	Council Member
	Angus Luk-Ramsay, #102	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 6:57 pm by Steve Davis (#306), Council President, and seconded by Arlene Mussato (#301), Council Member.

2. Election of Officers

The following positions have been assigned for the 2019 – 2020 fiscal year:

Steve Davis, Unit #306	Council President & Treasurer
Corey Forrieter, Unit #111	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
Angus Luk-Ramsay, #102	Council Member-at-Large

3. Approval of Agenda – Thursday, July 11, 2019

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

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. Adoption of the Minutes from the Wednesday, March 20, 2019 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of March 20, 2019, as circulated. (#301 / #101)

MOTION CARRIED



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5. Financial Report

- (a) Financial Statements: 4-month period ending May 31, 2019: After careful review and discussion, the Financial Statements for the months of February – May 2019, have been accepted as circulated. (#306 / #101) **MOTION CARRIED**
- (b) Accounts Payables: 1 invoice was approved for payment by Council, 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.

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.

6. Garden Committee

The following maintenance items were discussed by Council:

- There are some trees “tagged” with pink ribbon that will be reviewed over the course of the year. Some trees have been pruned but there are still additional trees that have yet to be completed.
- The committee will arrange for Bartlett Tree Experts to complete an assessment of the trees throughout the complex.

7. Business Arising from Minutes

- (a) Driveway Repairs: Council confirmed that a proposal was received from Grantson Construction, and that a proposal is forthcoming from Enviro-Paving, for Council’s review and comparison.
- (b) Telus PureFibre Network – update: Council confirmed that the installations have been completed but discussed concerns that several owners had with the level of service and marketing tactics proceeding the work. Council agreed to address these concerns directly with Telus.



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- (c) Annual Fire Inspections – deficiencies: Management confirmed that arrangements will be made between Vanco Fire and a strata lot owner to complete the last deficiency from this year's inspection. The necessary work will be charged back against the owner.

8. New Business

- (a) Canada Post Parcel Locker: Council agreed, via e-mail, to proceed with the installation of a parcel locker, and requested Management to follow-up on the install location and service date.
- (b) Smoking By-law Revision: Council agreed that an informal survey will be sent to the Ownership in hopes of generating more feedback about the possible revision to this By-law. The survey will be sent via e-mail and hard copies will be made available to those Owners not active via e-mail.
- (c) Depreciation Report: It was confirmed that a proposal for the 3-year update was received from Suncorp Valuations and that its completion will be proposed to the Ownership at a future General Meeting, by way of a $\frac{3}{4}$ Vote Resolution.
- (d) Elevator Maintenance Contract: Council instructed Management to obtain a copy of the current service agreement for their review and discussion. This item has been tabled to the next Strata Council Meeting.

**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 or: manager.saltspring@quaypacific.com

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.

10. Next Meeting Date

The next meeting date has been scheduled for Wednesday, September 25, 2019, 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 8:32 pm. (#102 / #301) **MOTION CARRIED**



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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.