



STRATA COUNCIL MEETING MINUTES

STRATA PLAN LMS 1443: SALTSPRING

Date Held: Thursday, October 10, 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
	Angus Luk-Ramsay, #102	Council Member
	Corey Forrieter, Unit #111	Council Member
Regrets:	Arlene Mussato, Unit #301	Council Member
And:	Danny Samson, Property Manager – Quay Pacific Property Management Ltd.	

1. Call to Order

The meeting was called to order at 6:37 pm by Steve Davis (#306), Council President, and seconded by Shirley Birtwistle (#101), Council Member.

2. Approval of Agenda – Thursday, October 10, 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>

3. Adoption of the Minutes from the Thursday, July 11, 2019 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of July 11, 2019, as circulated. (#306 / #106)

MOTION CARRIED

4. Financial Report

(a) Financial Statements: 3-month period ending August 31, 2019: After careful review and discussion, the Financial Statements for the months of June – August 2019, have been accepted as circulated. (#306 / #101)

MOTION CARRIED

(b) Accounts Payables: 1 invoice was approved for payment by Council, at this time.



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- (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 Δ IIC (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.

5. Garden Committee

The following maintenance items were discussed by Council:

- Irrigation System Winterization – this item has been completed by University Sprinklers;
- Repairs to Irrigation Line – this item was also completed by University Sprinklers;
- Soil Fertilization – Bartlett Tree Experts completed the necessary work on Sept. 13th.

6. Business Arising from Minutes

- (a) Driveway Repairs: Council agreed that a proposal from Enviro-Paving will no longer be considered as there are no guarantees with their recycled rubber product. This item has been tabled to the next Council Meeting for further review and discussion.
- (b) Telus PureFibre Network – update: Council confirmed that there have been no further issues to report and considers this item closed.
- (c) Annual Fire Inspections – deficiencies: It was reported that there were 3 units that were not accessed by Vanco Fire Protection. Arrangements will be made for a 3rd visit and those applicable owners will be issued charge-backs for failing to provide access previously.
- (d) Canada Post – parcel locker installation: This item has been completed.
- (e) Smoking By-law Revision: Council agreed to post an informal survey for Owners to sign and will consider proposing a by-law revision at the next Annual General Meeting based on the response received from the Ownership.



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- (f) Elevator Maintenance Contract: Council reviewed the existing agreement with Richmond Elevator along with proposed renewal terms based on a 7, 10, and 15-year period. After Council's discussion, it was unanimously agreed to continue the agreement as is, and to not commit to a multi-year renewal.

As a result of the Strata Corporation's long-standing relationship with Richmond Elevator, Council accepted their offer to reduce the monthly service fees by \$16 effective Oct. 01st.

7. New Business

- (a) Fire Alarm Panel Replacement: On Sept. 13th, it was reported that the building's fire alarm panel was beeping and not re-setting. Vanco Fire immediately attended and determined that the panel was non-functioning and required replacement.

Proposals for replacement were then received from Vanco Fire and West Coast Fire. Council unanimously agreed via e-mail, to proceed with the replacement through Vanco Fire, and the work was completed on Sept. 23rd.

- (b) 3rd Floor Strata Lot – water ingress issue: Council reviewed correspondence from an owner, and their assigned insurance representative, concerning a water ingress issue that occurred last year. It was brought to Council's attention that the incident should have been handled by the Strata Corporation, despite the insurer's confirming coverage for the individual owner.

Council unanimously agreed that any related costs would not be paid by the Strata Corporation unless the insurance representative was able to provide a reasonable explanation of what transpired and why coverage for the owner has since changed.

UPDATE: The owner's insurance company has confirmed that the individual claim will move forward, as originally approved, and that the Strata Corporation will not be required to file a claim under the Strata's policy (or pay for the related expenses).

- (c) Gutter Cleaning: Council instructed Management to obtain 3 proposals for the necessary cleaning, along with each contractor's service rates for the completion of any repairs and deficiencies.

IMPORTANT NOTE: Owners are asked to please immediately report any gutter issues to Management/Council by e-mailing: lms1443@shaw.ca.

**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

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 has been scheduled for Wednesday, January 15, 2020, 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 8:20 pm. (#306 / #102) **MOTION CARRIED**

IMPORTANT REMINDERS TO OWNERS/OCCUPANTS:

Owners/Residents are reminded to please ensure that the garage gate completely closes when entering or exiting the building, and to also ensure that individuals are not following behind them. Please note the following By-law:

#39.11 Upon entering or exiting the secured parking area, the driver must wait for the overhead door to close completely.

1st Floor Strata Lot Owners are also reminded to please inspect their patio drains as leaves are continuing to fall and accumulate. Please ensure that the drains are not plugged and report any issues immediately to lms1443@shaw.ca.

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.