



STRATA COUNCIL MEETING MINUTES

STRATA PLAN LMS 1443: SALTSPRING

Date Held: Wednesday, February 26, 2020

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

In Attendance:	Steve Davis, Unit #306	Council President & Treasurer
	Corey Forrieter, Unit #111	Council Secretary
	Tammy Simpson, Unit #106	Council Member
	Shirley Birtwistle, Unit #101	Council Member
	Angus Luk-Ramsay, #102	Council Member
	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 6:33 pm by Steve Davis (#306), Council President, and seconded by Angus Luk-Ramsay (#102), Council Member.

2. Approval of Agenda – Wednesday, February 26, 2020

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.
(#306 / #301)

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, October 10, 2019 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of October 10, 2019, as circulated. (#101 / #306)

MOTION CARRIED

4. Financial Report

(a) Financial Statements: 5-month period ending January 31, 2020: After careful review and discussion, the Financial Statements for the months of September 2019 – January 2020, have been accepted as circulated. (#306 / #301)

MOTION CARRIED

(b) Accounts Payables: There were no invoices to review and approve 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:

- Bartlett Tree Expert – quote for soil care & fertilization, pest management and tree & shrub work – this item was approved by Council via e-mail and awaiting scheduling.
- Improvements to the Community Garden area – the Committee will be presenting a proposal, with budget figures, to Council for consideration.

IMPORTANT BY-LAW REMINDERS REGARDING FLOOR RENOVATIONS:

Owners who would like to use space in the Community Garden are asked to e-mail Council Member, Angus, directly at: angusramsay9@gmail.com.

6. Business Arising from Minutes

- (a) Driveway Repairs: This item is on-going as an Owner has volunteered to obtain details on the project, including the scope of work and estimates. This item has been tabled to the next Strata Council Meeting.
- (b) Smoking By-law Revision: Council agreed to review the wording of the proposed amendment to be presented at the upcoming Annual General Meeting (AGM). This item will be further discussed via e-mail, with the final proposed by-law amendment to be included in the AGM Notice Package for the Ownership to review and consider.



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- (c) Exterior Cleaning: Council reviewed quotes received for the gutter cleaning around the complex and agreed to accept the quote received from Knightsbridge Property Services. However, it was discussed to also include the building and inaccessible window cleaning, as it is due this year. Council then instructed Management to request for a revised quote, to include the other cleaning items.

7. New Business

- (a) Insurance Renewal: It was confirmed that the insurance policy was renewed by HUB International Coastal Insurance Brokers on Dec. 31, 2019 for another year. Please find attached a copy of the Summary of Coverages.

Council would like to note that due to the timing of the renewal date, the premium amount did not significantly increase, but is forecasted to do so by Dec. 31, 2020. In addition, Owners are advised of the increases to the deductible amounts:

- All Property, All Risks - \$10,000 (increase from \$1,000);
- Water Damage - \$10,000 (increase from \$5,000);
- Back-up of Sewers or Drains - \$10,000 (increase from \$5,000);

Owners are reminded to update their personal homeowner's policy and ensure that the above-mentioned deductible amounts are covered.

- (b) Exterior Wood Repairs: As the work to be completed was previously approved by Council, Management was instructed to follow-up with Wainui Construction and confirm the project schedule. Owners will be notified accordingly to arrange for access.
- (c) Dryer Vent Maintenance: Council would like to remind the Ownership that their individual dryer lint traps should be consistently cleaned on a regular basis to avoid any build-up that could lead to a fire. Cleaning the lint trap also helps with the performance of the dryer.

Council will consider completing the overall cleaning of the building's dryer vents next year.

- (d) 1st Floor Strata Lot – water ingress issue: An Owner reported an issue with water pooling in their patio area, which lead to water leaking into their unit. As a result, Council instructed Management to schedule an inspection and/or water testing through Wainui Construction, with a scope of work and quote for repair to be submitted thereafter.
- (e) Concerns from Janitorial Company: Council discussed some recent concerns brought forward by Kiwi Building Maintenance, with regards to carpet cleaning and touch-up painting. Council will monitor these concerns and agreed to consider action next year.

As per the "Saltspring" By-laws, Owners/Residents are reminded to not leave personal items in the common hallway, outside of their unit, for any reason. In addition, Owners/Residents should not "drag" dirt into the building, and if they do, should immediately clean-up after themselves. The above-noted by-law infractions should immediately be reported to Council and Management at: lms1443@shaw.ca.

- (f) 2020 – 2021 Proposed Operating Budget and Annual General Meeting Review: Council discussed the proposed operating budget, including each expense account and allocated amount, taking into consideration any upcoming maintenance work and forecasted increases (utilities, insurance, etc.) for the 2020 – 2021 fiscal year.



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Council and Management also discussed the Agenda for the upcoming meeting, along with any proposed Resolutions and Discussion items. Council confirmed that the AGM will be held on Thursday, April 02, 2020 at Taylor Park Elementary (same location as last year).

Further details and a copy of the finalized Agenda will be distributed to the Ownership by way of the AGM Notice Package, in accordance with the Strata Property Act.

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.

**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. Next Meeting Date

The next meeting date, which will be the Annual General Meeting (AGM) of the Ownership, has been scheduled on April 02, 2020, with registration starting at 6:30 pm. The meeting will be held at Taylor Park Elementary (7590 Mission Ave., Burnaby), which is the same location as last year.

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 8:41 pm. (#301 / #306) **MOTION CARRIED**



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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](tel: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.