



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: Wednesday, July 29, 2020

Held Via: "Zoom" Online Meetings

In Attendance:	Steve Davis, Unit #306	Council Member
	Corey Forrieter, Unit #111	Council Member
	Tammy Simpson, Unit #106	Council Member
	Shirley Birtwistle, Unit #101	Council Member
	Arlene Mussato, Unit #301	Council Member
	Gayla Shulhan, Unit #112	Council Member
Regrets:	Angus Luk-Ramsay, #102	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 Member, and seconded by Arlene Mussato (#301), Council Member.

2. Election of Officers

The following positions have been assigned for the 2020 – 2021 fiscal year:

Steve Davis, Unit #306	Council President & Treasurer
Corey Forrieter, Unit #111	Council Secretary
Angus Luk-Ramsay, #102	Council Member – landscaping
Arlene Mussato, Unit #301	Council Member – site contact
Tammy Simpson, Unit #106	Council Member-at-Large
Shirley Birtwistle, Unit #101	Council Member-at-Large
Gayla Shulhan, Unit #112	Council Member-at-Large

3. Approval of Agenda – Wednesday, July 29, 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>



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4. **Adoption of the Minutes from the Wednesday, February 26, 2020 Strata Council Meeting**
It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of February 26, 2020, as circulated. (#306 / #301) **MOTION CARRIED**

5. **Financial Report**

- (a) Financial Statements: 5-month period ending June 30, 2020: After careful review and discussion, the Financial Statements for the months of February 2020 – June 2020, have been accepted as circulated. (#306 / #301) **MOTION CARRIED**
- (b) Accounts Payables: There were no invoices to review and approve 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:

- Sprinkler System – the system is operational and has been turned on as of mid-July. The timer has been set for 4:00 am on Thursdays and Sundays.
- Garden is healthy, with no concerns to report.

7. **Business Arising from Minutes**

- (a) Driveway Repairs: This item has been tabled for further discussion during the Budget/Annual General Meeting preparation meeting.
- (b) Smoking By-law Revision: This item has also been tabled for further consideration during the Budget/Annual General Meeting preparation meeting.



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- (c) Exterior Cleaning: It was moved, seconded, and carried unanimously to approve the revised quotation as received from Knightsbridge Property Services, and to proceed with the cleaning at the earliest opportunity. (#306 / #112) **MOTION CARRIED**

UPDATE: This project has been scheduled for completion on Aug. 31st – Sept. 04th. Notices will be posted and circulated to the Ownership accordingly.

- (d) Wainui Construction: Council instructed Management to follow-up with the contractor and request that the approved work (exterior wood repairs and 1st floor strata lot water ingress repairs) be completed as soon as possible. Failing that, Management was asked to have the work completed through another contractor.

UPDATE: The exterior wood repair work is scheduled to start on Aug. 18th. The appropriate Owners have been notified.

INFORMATION FOR OWNERS/RESIDENTS
RE: DIRECTION FOR THE DISPOSAL OF LARGE ITEMS:

When Owners/Residents need to dispose of appliances or furniture, please ensure you take these steps:

- 1) Phone the City of Burnaby and confirm that they will pick up your used item.***
- 2) Follow their instructions on how to package & where to place the item(s) for pickup.***
- 3) Attach a note to the item stating that these goods are for Burnaby City pick-up and write the date of contact on the note.***
- 4) Neatly stack the items as directed by the city. If the chain fence is in the way, temporarily move it to one side until the items have been picked up.***

8. New Business

- (a) Pest Control Service Agreement Proposal: Council reviewed a proposal received from Atlas Pest Control, as several complaints have been received concerning rodents and insects. As a result, Atlas Pest Control provided 2 service options – “exterior coverage only” or “exterior and interior coverage”. After some discussion, Council unanimously agreed to approve the “exterior coverage only” option, and to pre-pay service for the entire year, thus saving 1 months’ worth of service fees. (#301 / #106) **MOTION CARRIED**

- (b) Notice Holders: Council confirmed that notice holders have been installed at the building. Owners/Residents are advised that the holders are for strata-use only, unless otherwise authorized, in writing, by Council.

- (c) Fire Safety Plan – update: Council confirmed that this item has been completed.

- (d) Common Area Painting: Council reviewed a proposal received from Vancouver Painting Company for the complete re-painting of the common area hallways, baseboards & ceilings, the front side of all individual unit, common stairway & storage room doors, and the elevator doors & frames. It was then moved, seconded, and carried unanimously to tentatively approve the proposal, pending the Strata Corporation’s financial position in November/December. It was agreed that Council would accept the quote if the Strata Corporation is in a significant surplus position. (#306 / #301) **MOTION CARRIED**



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- (e) Parking Stalls: Owners/Residents are reminded that nothing can be stored/left in your assigned parking stall, and are asked to immediately remove any personal items, garbage, recyclables, etc. Not only is this a violation of Saltspring's By-laws, but it is also a violation of the City of Burnaby By-laws.

By-law #39.15 states: "Only one motor vehicle per parking stall can be parked in the garage area. Nothing may be placed, stored in, or suspended from the garage area, without the prior written approval of the council."

Council has provided a deadline of August 21, 2020 for Owners/Residents to remove any items from their parking stalls. Failure to comply will result in fines. In addition, any costs associated with removing those items will be charged back to the appropriate Owner.

- (f) Items in Common Area Hallways: Owners/Residents are reminded that personal items cannot be left/stored in the common area hallways of the building.
*By-law #44.2 states: "A resident or visitor must not hinder or restrict sidewalks, entrances, exits, **halls**, passageways, stairways and other parts of the common property. Hindrance and restriction include the keeping of personal items and garbage."*

Please ensure that the common area hallways are kept clear of personal items at all times.

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.

**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

10. Next Meeting Date

The next meeting date has been scheduled for Wednesday, September 23, 2020 starting at 6:30 pm, and will be held via "Zoom" online meetings.

11. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 7:53 pm. (#306 / #301) **MOTION CARRIED**



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IMPORTANT REMINDERS TO OWNERS/OCCUPANTS:

Please remember to wrap your food waste before placing it into the food disposal container. Otherwise it creates quite a mess and the city cannot completely empty the bin.

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.

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.