



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, September 23, 2020

Held Via: "Zoom" Online Meetings

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

2. Approval of Agenda – Wednesday, September 23, 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 Wednesday, July 29, 2020 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of July 29, 2020, as circulated. (#306 / #101)

MOTION CARRIED

4. Financial Report

(a) Financial Statements: 1-month period ending July 31, 2020: After careful review and discussion, the Financial Statements for the month of July 2020, has been accepted as circulated. (#306 / #301)

MOTION CARRIED



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- (b) Accounts Payables: Council agreed to withhold payment of an invoice received from Action Security pending the details of a 2nd recent service call, for the same issue.
- (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.

5. Garden Committee

The following maintenance items were discussed by Council:

- Irrigation Sprinkler System – it was moved, seconded, and carried unanimously to proceed with the system winterization through University Sprinklers.

6. Business Arising from Minutes

- (a) Exterior Cleaning: It was confirmed that Knightsbridge Property Services completed the cleaning from Aug. 31st – Sept. 04th. Council noted that there was 1 area in which 2 windows were not cleaned and directed Management to forward the deficiencies and pictures to the contractor. As a result, Council unanimously agreed to not issue payment until the deficiencies are completed.
- (b) Wainui Construction: It was confirmed that the exterior work, related to the caps and fascia, has been completed by the contractor. However, there was still 1 dividing wall between 2 fourth floor strata lots that required a return visit, in which the work is also weather dependent. Wainui Construction will coordinate with Council accordingly.
- (c) Atlas Pest Control: Council confirmed that since the commencement of the pest control maintenance agreement, the activity involving rodents has significantly decreased. Council will continue to monitor the activity and instructed Management to follow-up on the monthly maintenance reports.



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- (d) Common Area Painting: This item has been tabled to the next Strata Council Meeting.

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.***

7. **New Business**

- (a) 2021 Landscaping Maintenance Proposals: This item has been tabled to the next Strata Council Meeting as Council awaits a 3rd proposal from Premier Landscaping. Thus far, proposals have been received from E.A. Landscaping and Natures Outfitters.

- (b) 2020 Annual Fire Inspections: It was confirmed that this year's inspections have been scheduled on Oct. 19th, and will be completed by Vanco Fire Protection, which is the same contractor as last year. Notices have been posted accordingly.

Owners/Residents are reminded that access into each unit is mandatory. Please ensure that access is arranged either through a neighbor or Council Member, should you be unavailable on Oct. 19th. Failure to comply may result in fines and the charge-back of any re-inspection costs.

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 has been scheduled for Tuesday, November 10, 2020 starting at 6:30 pm, and will be held via "Zoom" online meetings.



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10. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 7:58 pm. (#306 / #301)

MOTION CARRIED

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. 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.