



STRATA COUNCIL MEETING MINUTES

STRATA PLAN LMS 1443: SALTSPRING

Date Held: Tuesday, November 10, 2020

Held Via: "Zoom" Online Meetings

In Attendance:	Steve Davis, Unit #306 Corey Forrieter, Unit #111 Arlene Mussato, Unit #301 Angus Luk-Ramsay, #102 Gayla Shulhan, Unit #112 Shirley Birtwistle, Unit #101 Tammy Simpson, Unit #106	Council President & Treasurer Council Secretary Council Member – site contact Council Member – landscaping Council Member – landscaping Council Member-at-Large 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 6:31 pm by Steve Davis (#306), Council President, and seconded by Shirley Birtwistle (#101), Council Member.

2. Approval of Agenda – Tuesday, November 10, 2020

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.
 (#301 / #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 Wednesday, September 23, 2020 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of September 23, 2020, as circulated. (#101 / #301)

MOTION CARRIED

4. Financial Report

(a) Financial Statements: 2-month period ending September 30, 2020: After careful review and discussion, the Financial Statements for the months of August – September 2020, have been accepted as circulated. (#306 / #301)

MOTION CARRIED

(b) Accounts Payables: There were no invoices to review for payment at this time.



- (c) Accounts Receivables: Council reviewed the current report and noted 2 owners 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:

- Bartlett Tree Experts – scheduled to attend on Nov. 24th to perform tree pruning throughout the complex.
- Site Meeting with West Coast Horticulture – this meeting took place on Friday, where the landscaping liaison discussed quotes for upgrades throughout the property and projects for next year.

6. Business Arising from Minutes

- (a) Exterior Cleaning: Council confirmed that this project has been completed, with all deficiencies addressed.

- (b) Repairs & Maintenance: Council discussed the following items:

- Wainui Construction – It was noted that the exterior wood replacement/repair work is on-going, as Council awaits further quotes. **Owners are asked to please inspect their balcony areas and report any issues to lms1443@shaw.ca.**
- Action Security – Council confirmed that repairs to the garbage room door closure and the enter-phone panel in Visitor's Parking have been completed.

- (c) Common Area Painting: This item has been tabled to the Strata Council "Budget" Meeting.

- (d) 2021 Landscaping Maintenance Proposals: Council reviewed proposals received from Premier Landscaping, E.A. Landscaping and Natures Outfitters.



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

After consideration of the annual increases proposed and comparing the details of each proposal, it was moved, seconded, and carried unanimously to continue service through West Coast Horticulture for the 2021 year. (#112 / #101) **MOTION CARRIED**

- (e) 2020 Annual Fire Inspections: 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 place the items as directed by the city on the boulevard on Sandborne Ave. by our driveway.***

7. New Business

- (a) Insurance: As requested by the Strata Corporation's insurers, HUB International, Council instructed Management to obtain a quote for the necessary "height clearance" signage for the entry area into the parkade. Council to consider and discuss via e-mail.

In addition, Management reminded Council that the current policy expires on Dec. 31st. Updates will be forwarded to Council once received and it is expected that the renewal proposal will be received 2 – 4 weeks prior to expiry.

- (b) Sprinkler System Winterization: This item was completed by University Sprinklers on Oct. 05th, with no deficiencies to report.
- (c) Electrical Charging Stations: Council is currently reviewing the possibility of installing charging areas in the parkade. This item has been tabled to the next Council Meeting, as Council continues discussions via e-mail.
- (d) Fence Replacement: Council requested Management to obtain 2 – 3 quotes for this project, for consideration in the next fiscal year.

**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



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

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.

9. Next Meeting Date

The next meeting date has been scheduled for Monday, January 18, 2021 starting at 6:30 pm, and will be held via "Zoom" online meetings.

10. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 8:28 pm. (#306 / #301) **MOTION CARRIED**

IMPORTANT REMINDERS TO OWNERS/OCCUPANTS:

OWNERS/RESIDENTS ARE REMINDED TO CLEAN-UP AFTER THEMSELVES AT ALL TIMES, AND TO NOT TRACK DIRT INTO THE BUILDING. COUNCIL HAS ALSO NOTICED AN INCREASED AMOUNT OF DIRT IN THE COMMON AREA HALLWAYS DUE TO RENOVATIONS. ALL CONTRACTORS SHOULD BE MADE AWARE OF THE "SALTSPRING" BY-LAWS AND IMMEDIATELY CLEAN-UP ANY MESS CREATED IN THE COMMON AREAS OF THE BUILDING (HALLWAYS, LOBBY, PARKADE, ETC.).

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.