



MINUTES OF THE ANNUAL GENERAL MEETING STRATA PLAN LMS 1443 – SALTSPRING

Date Held: Tuesday, February 23, 2021

Location: 6745 Station Hill Court, Burnaby, B.C. V3N 4Z4

Held Via: “Zoom” Online Meetings

In Attendance: Twenty-two (22) Strata Lots represented:

- Eleven (11) in person
- Eleven (11) by proxy

In addition: Danny Samson, Property Manager – Quay Pacific Property Mgmt. Ltd.

Due to the COVID-19 pandemic and the government restrictions on gatherings, the meeting was conducted online, via “Zoom”. Owners were able to observe the meeting.

1. Call to Order

As referenced in Section 19 of the Strata Property Act, the meeting was called to order at **6:30 pm** by the Council President, Steve Davis.

2. Registration / Certification of Proxies

Prior to the start of the meeting, the roll was called and in accordance with the requirements of Section 56 of the Strata Property Act (SPA) of British Columbia, all proxies were certified. In accordance with Section 48 of the SPA, eligible voters holding one-third (1/3) of the Strata Corporation's votes, present in person or by proxy, constitutes a quorum. Quorum for this meeting is **18**.

Upon registration there were **11** eligible voters represented in person, and **11** eligible voters represented by proxy, for a total of **22** eligible voters.

3. Electing a Chairperson of the Meeting

As per the “Saltspring's” By-law #30 (1), Steve Davis, Council President, chaired the Annual General Meeting. The Strata Agent, Danny Samson, facilitated the meeting, with no objections.

4. Proof of Notice of Meeting

Section 45 of the Strata Property Act states the Strata Corporation must give at least two weeks' written notice of an Annual General Meeting, specifying the date, time, place, and nature of the business. Section 61 (3) states the notice given by post is deemed to have been given 4 days after it has been mailed.

The notices of the meeting were mailed to each owner on or before **February 02, 2021**, which is in accordance with the timeframe set out in the Act. The meeting was deemed competent to proceed as all requirements had been met.



Quay Pacific Property Management Ltd.

535 Front Street, New Westminster, B.C., V3L 1A4

Office: 604-521-0876 / Fax: 604-525-1299

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5. Approval of Agenda

It was carried unanimously by the Ownership to adopt the Agenda as presented in the A.G.M. Notice Package.

**22 Votes in FAVOUR
0 Opposed
0 Abstained
MOTION CARRIED**

6. Adoption of the Minutes of the previous Annual General Meeting held on June 23, 2020

An Owner noted a minor correction with the previous AGM Minutes:

- "In Attendance – Thirty-two (31) Strata Lots represented."

Should be:

- "In Attendance – **Thirty-one** (31) Strata Lots represented."

It was then carried unanimously, that the Minutes of the previous Annual General Meeting held on June 23, 2020 be adopted as amended. There were no other indications for business arising from those Minutes.

**22 Votes in FAVOUR
0 Opposed
0 Abstained
MOTION CARRIED**

ATTENTION TO ALL OWNERS:

All Owners should be involved in reading their Strata Council Meeting Minutes. Many reminders and updates important to the Owners of Strata Plan LMS 1443: "Saltspring", and also the complex, are provided in the minutes.

7. Council Report

Please find a copy of the report attached.

8. Report on Insurance Coverage

A copy of the "Saltspring's" insurance summary report was included in the AGM Notice Package. The current replacement value of the property was indicated at \$14,303,000, with the premium amount being \$42,574 – both amounts representing increases from the prior period.

The coverage period continues from Dec. 31, 2020 – Dec. 31, 2021 and is obtained through HUB International (604-269-1000). The Strata Corporation's common insurance deductibles are noted:

- All Risk – \$50,000 (increased from \$10,000);
- Water Damage – \$50,000 (increased from \$10,000);
- Sewer Back-up – \$50,000 (increased from \$10,000);
- Flood Damage – \$50,000 (increased from \$10,000);
- Earthquake – 10% (no change)

IMPORTANT: It is recommended that Owners forward the provided **Strata Corporation Summary of Coverage** document to their own insurance provider and have the insurance provider review their **HOMEOWNER INSURANCE POLICY** against the Strata Corporation's insurance policy:



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- (i) To ensure that the deductible assessment coverage on their **HOMEOWNER POLICY** is sufficient for the deductibles shown on the Strata Corporation's insurance policy, in the event that the unit owner is responsible for any of the deductibles on the strata corporation insurance policy.
- (ii) To ensure that the deductible assessment coverage on their **HOMEOWNER POLICY** includes the **EARTHQUAKE DEDUCTIBLE** shown on the attached policy.

Owners are also reminded to obtain their own personal insurance coverage for 'betterments' and **major improvements** within their strata lots, such as upgrading of appliances, fixtures, floor coverings, hardwood floors, etc. as well as coverage for **personal contents** and **third-party liability coverage**. Individual homeowners or tenant insurance coverage is strongly recommended and suggested. **Displacement coverage** would also assist owners and tenants who may have to move out of their suites during a major loss. **Loss of rental coverage** is recommended for those Owners who have permission to rent their strata lots.

Owners may contact manager.saltspring@quaypacific.com for further details.

IMPORTANT NOTICE TO ALL OWNERS/OCCUPANTS:

Owners and/or Occupants are reminded to report all repairs and deficiencies leading to a potential Insurance Claim to Management for evaluation and review.

Owners and/or Occupants are also reminded that all emergencies should be reported directly to Quay Pacific Property Management, by calling 604-521-0876.

During office hours (9:00 am – 5:00 pm), Owners/Occupants 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/Occupants are asked to connect with the emergency answering service (by dialing 604-521-0876, and then pressing 1), who will directly contact the Property Manager.

9. RESOLUTION #1: MAJORITY VOTE – Presentation and Adoption of the Proposed Operating Budget for the Fiscal Year Ending January 31, 2022

The Facilitator of the meeting, Danny Samson, read aloud:

"THEREFORE BE IT RESOLVED, by a majority vote of the Owners of Strata Plan LMS 1443: "Saltspring", present either in person or by Proxy, at the Annual General Meeting held February 23, 2021, that approval be given to adopt the proposed Budget in the amount of **\$220,210.30** and the Strata Fee Schedule in the amount – **\$174,124.56** for the fiscal year ending **January 31, 2022.**"

The results of the votes were then announced.

**21 Votes in Favor
1 Opposed
0 Abstained
MOTION CARRIED**



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10. RESOLUTION #2: ¾ VOTE – 2020 - 2021 Net Surplus Allocation

The Facilitator of the meeting, Danny Samson, read aloud:

“THEREFORE BE IT RESOLVED, by a ¾ vote of the Owners of Strata Plan LMS 1443: “Saltspring”, present either in person or by Proxy, at the Annual General Meeting held February 23, 2021, that approval be given to allocate the 2020 – 2021 Net Surplus, to the 2021 – 2022 Operating Budget (for the period of Feb. 01, 2021 – Jan. 31, 2022).”

The results of the votes were then announced.

**22 Votes in FAVOUR
0 Opposed
0 Abstained
MOTION CARRIED**

11. RESOLUTION #3: ¾ VOTE – By-law #44.1 Revision – Smoking

The Facilitator of the meeting, Danny Samson, read aloud:

“THEREFORE BE IT RESOLVED, by a ¾ vote of the Owners of Strata Plan LMS 1443: “Saltspring”, present either in person or by Proxy, at the Annual General Meeting held February 23, 2021, to amend the section of the By-law #44. “Miscellaneous” by repealing subsection 1 and replacing it with the following:

- **44.1 A resident or visitor must not smoke on common property or on any limited common property, including balconies and patios, or anywhere on or within Strata Plan LMS 1443: Saltspring, including in a strata lot.”**

The results of the votes were then announced.

**15 Votes in FAVOUR
5 Opposed
2 Abstained
MOTION CARRIED**

12. RESOLUTION #4: ¾ VOTE – Depreciation Report Waiver

The Facilitator of the meeting, Danny Samson, read aloud:

“THEREFORE BE IT RESOLVED, by a ¾ vote of the Owners of Strata Plan LMS 1443: “Saltspring”, present either in person or by Proxy, at the Annual General Meeting held February 23, 2021, to waive the requirement to obtain a Depreciation Report, indicated under Section 94 of the Strata Property Act, for a period of not longer than 18 months.”

The results of the votes were then announced.

**22 Votes in FAVOUR
0 Opposed
0 Abstained
MOTION CARRIED**

13. Election of 2021 – 2022 Strata Council

As per Section 25 of the Strata Property Act, eligible voters who are present in person or by proxy at the Annual General Meeting, must elect a Strata Council. By-law #12.1 indicates that: “The council must have at least 3 and not more than 7 members.”



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The following Owners expressed their interest in being elected to the "Saltspring's" Strata Council for the 2021 – 2022 fiscal year, and were included as a nominee on the Proxy form:

Steve Davis, #306

Arlene Mussato, #301

Angus Luk-Ramsay, #102

Gayla Shulhan, #112

Shirley Birtwistle, #101

Dmitry Shapovalov, #305

David Semail, #411

To be elected to the Strata Council, the nominee must receive a majority vote. A total of 22 votes were cast for the election of each Strata Council Member: 11 in person and 11 by proxy. To be elected to the Strata Council, the nominee must receive more than 50% of the Ownerships' votes.

The following Owners were elected, by majority vote, to the Strata Council for the fiscal year ending Jan. 31, 2022:

Steve Davis, #306

Arlene Mussato, #301

Angus Luk-Ramsay, #102

Gayla Shulhan, #112

Shirley Birtwistle, #101

Dmitry Shapovalov, #305

David Semail, #411

14. Termination

As there was no further business to discuss, the meeting was terminated at 7:10 pm.

REMINDER NOTICE:

Please submit any concerns, requests, etc., in writing, to your Property Manager at:

Strata Plan LMS 1443: "Saltspring"

c/o Quay Pacific Property Management Ltd.

535 Front Street, New Westminster, B.C. V3L 1A4

Or through e-mail at: manager.saltspring@quaypacific.com

Minutes Provided by:

Quay Pacific Property Management Ltd.

535 Front Street, New Westminster, B.C. V3L 1A4

Phone: 604-521-0876 Fax: 604-525-1299

Danny Samson, Strata Agent | manager.saltspring@quaypacific.com

Saltspring Council Report for 2020

Council would like to thank all owners and residents for continuing to keep the Saltspring a safe place from the Covid-19 virus. As this pandemic continues, we all appreciate the space we can each provide to one another such as by limiting the number of people in the elevator, garbage/recycling room, mailbox area, entrances, hallways, etc. Thank you all for continuing to wear masks inside the common areas of our building.

The AGM last year was delayed a bit as we all tried to figure out how to live with this pandemic. We're back on track this year.

Some of the activities around the building over the last year (not in any particular order):

1. Siding, windows, gutters cleaned and repaired where necessary;
2. Minor repairs made to some wood pieces on several balconies;
3. Repairs made to a ground floor suite for some water damage;
4. Fire panel replaced and wall repaired;
5. Other minor wall and ceiling repairs throughout the common areas;
6. Quotes gathered and investigation into other Landscaping alternatives;
7. Pruning of all Maples and Chestnuts surrounding the building;
8. Installation of new Height Sign to the entrance of the underground parking lot;
9. Regular Fire Safety Inspection of all suites and common areas;
10. Lovely Holiday decorations in the main foyer (thanks as always to Shirley, David, Merrill);
11. New recycling bin in the garbage room for light bulbs (thanks to Dmitry for leading this and taking care of these recyclables);
12. Investigations have begun into electric vehicle charging stations.

There have been quite a few in-suite renovations taking place this year. We appreciate whatever you can do to keep the noise to a minimum as well as keeping all common areas clean while your renovations take place. It's in everyone's best interest to pick up after ourselves, our guests and contractors. In addition, the security of our building is everyone's responsibility, so please do not prop doors open without active supervision.

Thank you.

LMS1443 - Saltspring
Approved Operating Budget
For the Year Ending
January 31, 2022

SCHEDULE A

OLD GL	NEW GL	REVENUE	Approved Budget 1/31/2021	Actual 12/31/2020	APPROVED Budget (0%) 1/31/2022
5110-00	4100	Strata Fees	174,124.56	159,613.89	174,124.56
5310-00	4310	Bank account interest	400.00	471.93	400.00
5520-00	4520	Fines	-	-	-
5530-00	4530	Move in / out charges	200.00	300.00	200.00
5540-00	4540	Keys Recoveries	-	21.00	-
5900-00	4900	Surplus Carryover	37,964.07	34,800.37	45,485.74
		TOTAL REVENUE	212,688.63	195,207.19	220,210.30
		CONTRACT MAINTENANCE			
6110-00	5100	Elevator Maintenance	4,000.00	3,737.25	5,000.00
6160-00	5110	HVAC/Mechanical/Generator	1,000.00	-	600.00
6142-00	5120	Irrigation	1,000.00	257.25	1,000.00
6180-00	5130	Janitorial	7,560.00	7,020.88	7,700.00
6140-00	5140	Landscaping	16,700.00	15,303.75	17,200.00
6143-00	5142	Landscape Upgrades & Supplies	4,000.00	2,052.75	4,000.00
6150-00	5160	Pest Control	200.00	866.25	1,100.00
6192-00	5180	Snow Removal	200.00	147.70	200.00
		REPAIRS AND REPLACEMENTS			
6670-00	6080	Locks, keys and doors	900.00	1,192.70	1,500.00
6650-00	6100	Electrical	1,000.00	170.60	1,000.00
	6120	Fence Repairs	-	-	25,611.16
6672-00	6140	Garage Door	1,000.00	1,104.08	1,200.00
6203-00	6150	Gutter Cleaning	10,000.00	11,019.75	-
	6200	Common Area Painting	-	-	17,922.45
6660-00	6220	Plumbing	4,000.00	1,377.61	3,000.00
6610-00	6230	Repairs & Maintenance	10,298.23	13,956.53	9,321.29
6706-00	6240	Geotechnical Upgrades	5,000.00	-	4,000.00
6342-00	6260	Repairs & Maintenance (Suite)	3,000.00	-	3,000.00
6690-00	6270	Supplies	1,000.00	622.56	1,000.00
		SAFETY AND SECURITY			
	6530	Enterphone	-	-	1,000.00
6850-00	6570	Fire Safety Inspections	2,500.00	1,424.33	2,500.00
6860-00	6590	Security Services	500.00	-	500.00
		UTILITIES			
7340-00	7050	Cable	250.00	221.21	250.00
7310-00	7100	Electricity	13,500.00	11,029.93	13,500.00
7315-00	7250	Garbage Removal	1,200.00	763.84	1,200.00
7320-00	7400	Gas	24,200.00	21,492.56	24,200.00
		PROFESSIONAL FEES			
9130-00	9110	Accounting and Audit	600.00	-	600.00
9128-00	9130	Depreciation Report	-	-	-
9120-00	9150	Legal	700.00	-	700.00
9255-00	9160	Permits and Licenses	400.00	-	400.00
9110-00	9170	Management Fees	15,205.40	13,532.31	15,205.40
		ADMINISTRATIVE EXPENSES			
9250-00	9220	Bank Service charges	25.00	-	25.00
9115-00	9240	Strata Council Honorariums	500.00	-	500.00
9510-00	9260	Insurance	70,000.00	31,588.75	42,575.00
9514-00	9290	Insurance Appraisal	-	-	700.00
9260-00	9310	Miscellaneous Expense	500.00	283.63	500.00
9261-00	9350	Postage/Copies/Office	250.00	1,244.58	1,500.00
9205-00	N/A	Office expenses	1,500.00	144.02	N/A
		TOTAL OPERATING EXPENSES	202,688.63	140,554.82	210,210.30
		RESERVE FUNDS			
9710-00	9920	Funding to Contingency Reserve	10,000.00	9,166.63	10,000.00
		TOTAL EXPENSES	212,688.63	149,721.45	220,210.30
		Projected Surplus / (Deficit)	-	45,485.74	-

Statement of Retained Earnings

APPROVED

Retained Earnings, end of prior year	February 1, 2020	\$	63,940.76
Current year surplus / deficit	January 31, 2021	\$	41,773.51
Adjustments / Prior Year Expense	January 31, 2021	\$	-
Surplus used for last budget year	January 31, 2021	\$	(37,964.07)
Retained Earnings, end of current year	January 31, 2021	\$	67,750.20
New year surplus / deficit	January 31, 2022	\$	-
Surplus used for new budget year	January 31, 2022	\$	(45,485.74)
Retained Earnings, end of new year	January 31, 2022	\$	22,264.46

Projection for the New Year:

Opening Operating Cash	February 1, 2021	\$	120,834.40
Closing Operating Cash	January 31, 2022	\$	116,399.64
Opening CRF Cash	February 1, 2021	\$	167,273.18
Closing CRF Cash	January 31, 2022	\$	177,273.18

LMS1443 - Saltspring
Approved Strata Fee Schedule

SCHEDULE B

For the Year Ending January 31, 2022

Please be advised the below fees take effect on the first day of the fiscal year as noted below. Pre-authorized payments will be continued automatically. Owners who pay by cheque are requested to send in new post dated cheques for the upcoming fiscal year, dated the first of each month, through to the 2nd month following the end of the upcoming fiscal year, to provide interim payment through next year's AGM holding period.

FEE COMMENCEMENT DATE:

February 1, 2021

- Operating Expenses	\$ 164,124.56
- CRF	10,000.00
- Total Strata Fees	<u>\$ 174,124.56</u>

S/L	Unit #	U/E	Operating	CRF	Monthly Fees	Annual Fees
1	101	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
7	102	84	\$ 279.80	\$ 17.05	\$ 296.85	\$ 3,562.20
2	103	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
6	104	51	\$ 169.88	\$ 10.35	\$ 180.23	\$ 2,162.76
3	105	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
4	106	67	\$ 223.18	\$ 13.60	\$ 236.78	\$ 2,841.36
5	107	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
8	108	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
14	109	64	\$ 213.18	\$ 12.99	\$ 226.17	\$ 2,714.04
9	110	51	\$ 169.88	\$ 10.35	\$ 180.23	\$ 2,162.76
13	111	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
10	112	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
11	113	67	\$ 223.18	\$ 13.60	\$ 236.78	\$ 2,841.36
12	114	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
15	201	64	\$ 213.18	\$ 12.99	\$ 226.17	\$ 2,714.04
21	202	84	\$ 279.80	\$ 17.05	\$ 296.85	\$ 3,562.20
16	203	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
20	204	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
17	205	96	\$ 319.78	\$ 19.48	\$ 339.26	\$ 4,071.12
18	206	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
19	207	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
22	208	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
28	209	64	\$ 213.18	\$ 12.99	\$ 226.17	\$ 2,714.04
23	210	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
27	211	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
24	212	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
25	213	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
26	214	96	\$ 319.78	\$ 19.48	\$ 339.26	\$ 4,071.12
29	301	83	\$ 276.47	\$ 16.85	\$ 293.32	\$ 3,519.84
35	302	84	\$ 279.80	\$ 17.05	\$ 296.85	\$ 3,562.20
30	303	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
34	304	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
31	305	96	\$ 319.78	\$ 19.48	\$ 339.26	\$ 4,071.12
32	306	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
33	307	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
36	308	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
42	309	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
37	310	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
41	311	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40

LMS1443 - Saltspring
Approved Strata Fee Schedule
For the Year Ending January 31, 2022

SCHEDULE B

Please be advised the below fees take effect on the first day of the fiscal year as noted below. Pre-authorized payments will be continued automatically. Owners who pay by cheque are requested to send in new post dated cheques for the upcoming fiscal year, dated the first of each month, through to the 2nd month following the end of the upcoming fiscal year, to provide interim payment through next year's AGM holding period.

FEE COMMENCEMENT DATE:

February 1, 2021

- Operating Expenses	\$ 164,124.56
- CRF	10,000.00
- Total Strata Fees	<u>\$ 174,124.56</u>

S/L	Unit #	U/E	Operating	CRF	Monthly Fees	Annual Fees
38	312	96	\$ 319.78	\$ 19.48	\$ 339.26	\$ 4,071.12
39	313	67	\$ 223.18	\$ 13.60	\$ 236.78	\$ 2,841.36
40	314	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
43	401	83	\$ 276.47	\$ 16.85	\$ 293.32	\$ 3,519.84
48	402	84	\$ 279.80	\$ 17.05	\$ 296.85	\$ 3,562.20
44	403	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
47	404	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
45	405	99	\$ 329.77	\$ 20.09	\$ 349.86	\$ 4,198.32
46	406	99	\$ 329.77	\$ 20.09	\$ 349.86	\$ 4,198.32
49	407	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
54	408	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
50	409	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
53	410	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
51	411	99	\$ 329.77	\$ 20.09	\$ 349.86	\$ 4,198.32
52	412	99	\$ 329.77	\$ 20.09	\$ 349.86	\$ 4,198.32
		4,106	\$ 13,677.00	\$ 833.34	\$ 14,510.34	\$ 174,124.08