



## 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: Tuesday, April 13, 2021

Held Via: "Zoom" Online Meetings

In Attendance:	Steve Davis, Unit #306	Council Member
	Arlene Mussato, Unit #301	Council Member
	Angus Luk-Ramsay, #102	Council Member
	Gayla Shulhan, Unit #112	Council Member
	Shirley Birtwistle, Unit #101	Council Member
	Dmitry Shapovalov, #305	Council Member
	David Semail, #411	Council Member

And: Danny Samson, Property Manager – Quay Pacific Property Management Ltd.

## 1. Call to Order

The meeting was called to order at 6:35 pm by Steve Davis (#306), Council Member, and seconded by Dmitry Shapovalov (#305), Council Member.

## 2. Election of Officers

The following positions have been assigned for the 2021 – 2022 fiscal year:

Steve Davis, Unit #306	Council President & Treasurer
Dmitry Shapovalov, #305	Council Secretary
Angus Luk-Ramsay, #102	Council Member – landscaping
Gayla Shulhan, Unit #112	Council Member – landscaping
Arlene Mussato, Unit #301	Council Member – site contact
Shirley Birtwistle, Unit #101	Council Member-at-Large
David Semail, #411	Council Member-at-Large

## 3. Approval of Agenda – Tuesday, April 13, 2021

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.  
(#301 / #112)

**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 Monday, January 18, 2021 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of January 18, 2021, as circulated. (#102 / #305) **MOTION CARRIED**

#### 5. Financial Report

- (a) Financial Statements: 3-month period ending February 28, 2021: After careful review and discussion, the Financial Statements for the months of December 2020 – February 2021, have been accepted as circulated. (#306 / #301) **MOTION CARRIED**

Council requested for confirmation of the final Net Surplus amount for the 2020 – 2021 fiscal year. This amount will be used towards the current operating budget, as approved by the Ownership at the previous Annual General Meeting. Management to confirm accordingly.

- (b) Accounts Payables: Council agreed to further discuss the payment of an invoice received from Action Security, via e-mail. As a result, Management was instructed not to issue payment 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 and issue the appropriate arrears letter.

#### **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  $\Delta$ 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.***

#### 6. Garden Committee

The following maintenance items were discussed by Council:

- Topsoil: Council purchased some topsoil and placed in the garden-beds throughout the complex. It was noted that additional topsoil is required for the lawns.
- Irrigation System: The start-up of the system has not yet been coordinated with University Sprinklers. Council to arrange accordingly.



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- Purchase of Shed: As a result of a cart that was recently stolen, Council unanimously agreed to proceed with the purchase of a shed with a lock, to secure equipment and tools. (#112 / #102) **MOTION CARRIED**

### 7. Business Arising from Minutes

- (a) Balcony Repairs & Maintenance: Council requests that Owners e-mail any concerns or repair requests to [lms1443@shaw.ca](mailto:lms1443@shaw.ca), so they can be brought to the attention of the complex's handyman contractor. This includes any exterior wood deficiencies.

Council is currently compiling a list of repair work, which will then be forwarded to the contractor so that a quote can be prepared and submitted for Council's consideration.

- (b) Electrical Charging Stations: A Site Meeting has been scheduled for Tuesday, Apr. 20<sup>th</sup> in the parkade. This will provide Owners the opportunity to share their opinion and provide their feedback on a potential installation project.
- (c) Fence Replacement Project: As per the approval provided by the Ownership at the previous Annual General Meeting (AGM), Council will be scheduling the fence replacement in the coming weeks. Council unanimously agreed to accept the proposal from Wainui Construction, and instructed Management to provide formal, written approval to commence with the project. (#102 / #112) **MOTION CARRIED**

The Ownership will be updated as information is received and as the project commences.

- (d) Indemnity (Alterations) Agreement: Council agreed that no revisions are necessary and that the document would remain as is.

### **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.***

### 8. New Business

- (a) By-law Revision: As approved at the previous Annual General Meeting, please find attached a copy of the registered By-law, and include as part of the document package for Strata Plan LMS 1443: "Saltspring".
- (b) Parkade Fans – belt replacement: It was noted that the fan belts require replacement, and that Council will complete the necessary work (approved via e-mail). The parts have been ordered and received, and the work will take place this week.



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- (c) Regular Cleaning of Food Waste/Organics Bin: Council discussed creating a monthly schedule for the cleaning of this bin, and also instructed Management to obtain a quote from the janitorial contractor. Council also considered utilizing the service provided by Happy Bin Cleaning. This item has been tabled for further discussion via e-mail.
- (d) Pest Control Agreement: It was moved, seconded, and carried unanimously to terminate the service agreement with Atlas Pest Control at the conclusion of the 1-year term (Aug. 05, 2021). Management to follow-up in writing. (#306 / #305) **MOTION CARRIED**
- (e) "No Dumping" signage: As a result of on-going concerns with illegal dumping and littering, Council unanimously agreed to purchase the necessary signage for placement throughout the property. (#101 / #102) **MOTION CARRIED**

**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](mailto:lms1443@shaw.ca) or: [manager.saltspring@quaypacific.com](mailto:manager.saltspring@quaypacific.com)**

### 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.

*Council received an e-mail from an Owner who confirmed that there were "homeless people" sleeping in the visitor's area of the parkade. Owners are asked to be aware of their surroundings when in the parkade, and immediately report any illegal activity to the Burnaby RCMP. In addition, Owners should also wait for the parkade gate to completely close when entering/exiting the complex, as strangers may try to follow into the secure area.*

An Owner requested that Council purchase and replace the "pick-up after your pet" signage at the complex. Council unanimously agreed and will proceed with the purchase of 10 new signs.

(#101 / #102)

**MOTION CARRIED**

### 10. Next Meeting Date

The next meeting date has been scheduled for Tuesday, June 01, 2021 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 8:18 pm. (#102 / #301)

**MOTION CARRIED**



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**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.**

**1<sup>st</sup> 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](mailto: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.**

1. Contact

**QUAY PACIFIC PROPERTY MANAGEMENT LTD.**  
**535 Front Street**  
**New Westminster BC V3L 1A4**  
**604-521-0876**

2. Identification of Attached Strata Property Act Form or Other Supporting Document

Application Type

LTO Document Reference

**Form-I Amendment to Bylaws**

3. Description of Land

PID/Plan Number

Legal Description

**LMS1443**

**THE OWNERS, STRATA PLAN LMS1443**

**Electronic Signature**

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

**Marnie Gunther**  
**IWXEF7**

Digitally signed by  
Marnie Gunther IWxEF7  
Date: 2021-03-03  
11:49:59 -08:00

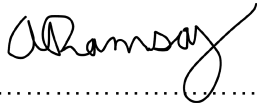
*Strata Property Act*  
**Form I**  
**AMENDMENT TO BYLAWS**  
*(Section 128)*

The Owners, Strata Plan LMS1443 - Saltspring certify that the attached amendments to the bylaws of the Strata Corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an Annual or Special General meeting held on February 23, 2021.

*[New bylaws and amendments attached]*



.....  
Signature of Council Member



.....  
Signature of Second Council Member

**RESOLUTION # 3 – ¾ VOTE – Bylaw Revision - #44.1 Miscellaneous**

**THEREFORE, BE IT RESOLVED** by a ¾ vote of the Owners of Strata Plan LMS1443: "Saltspring", present either in person or by Proxy, at the Annual General Meeting held on February 23, 2021, to amend the section of the Bylaw #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 LMS1443: Saltspring, including a strata lot."*