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# STRATA COUNCIL MEETING MINUTES

## STRATA PLAN LMS 1443: SALTSPRING

**Date Held:** Tuesday, July 20, 2021

**Held Via:** "Zoom" Online Meetings

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In Attendance:

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

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

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**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 – Tuesday, July 20, 2021**

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.  
(#306 / #101)

**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: <https://lms1443.ca/bylaws.html>***

**3. Adoption of the Minutes from the Tuesday, June 01, 2021 Strata Council Meeting**

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of June 01, 2021, as circulated. (#101 / #305)

**MOTION CARRIED**

**4. Financial Report**

(a) Financial Statements: 1-month period ending May 31, 2021: After careful review and discussion, the Financial Statements for the month of May 2021, have been accepted as circulated. (#306 / #102)

**MOTION CARRIED**

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



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- (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 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:

- Private Gardens: Council expressed concerns with the lack of maintenance of specific yards in which improvements have been made by a previous owner. In these situations, Council has been faced with issues over the responsibility of maintenance. As a result, Council unanimously agreed to have Indemnity Agreements completed for current Owners who have completed improvements to their yard areas so that the responsibility of maintenance can be transferred to future Owners (and not be the burden of the Strata Corporation). This will also be implemented for any approved requests moving forward.
- Garden Tool Lock-up: this item has been tabled to the next Strata Council Meeting.

## 6. **Business Arising from Minutes**

- (a) Repairs & Maintenance: Council requests that Owners e-mail any concerns or repair requests to [ims1443@shaw.ca](mailto:ims1443@shaw.ca), so they can be brought to the attention of the complex's handyman contractor. This includes any exterior wood deficiencies.

In addition to a quote from Wainui Construction, Council has instructed Management to obtain at least 1 more quote for balcony repairs, as reported by individual Owners.

- (b) Electrical Charging Stations: This item is on-going as proposals are forthcoming. It was confirmed that 2 contractors have reviewed the building, with a proposal already received from Brilliant Lighting Solutions.



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- (c) Fence Replacement Project: This item is also on-going as the painting is on-going and near completion. Council will arrange for a walk-about and will forward any issues to the contractor, Wainui Construction.
- (d) City of Burnaby – recycling & garbage service: Council is satisfied with the recent changes and have no concerns to report.

***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.  
604-294-7972***
- 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 Avenue EAST of our driveway.***

**7. New Business**

- (a) Common Area Lighting Upgrades: This item has been tabled to the next Strata Council Meeting, as Council investigates options.

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

**9. Next Meeting Date**

The next meeting date has been scheduled for Tuesday, September 21, 2021 starting at 6:30 pm, and will be held via “Zoom” online meetings.

**10. Termination**



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As there was no further business to discuss, it was moved and seconded to terminate the meeting at 8:08 pm. (#102 / #101) **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.**

**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.**