



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, September 21, 2021

Held Via: "Zoom" Online Meetings

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.	

1. Call to Order

The meeting was called to order at 6:34 pm by Steve Davis (#306), Council President, and seconded by Shirley Birtwistle (#101), Council Member.

2. Approval of Agenda – Tuesday, September 21, 2021

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.
(#101 / #411)

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, July 20, 2021 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of July 20, 2021, as circulated. (#301 / #101)

MOTION CARRIED

4. Financial Report

(a) Financial Statements: 2-month period ending July 31, 2021: After careful review and discussion, the Financial Statements for the months of June – July 2021, have been accepted as circulated. (#306 / #301)

MOTION CARRIED



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- (b) Accounts Payables: Council instructed Management to withhold payment of an invoice received from Webir Automations and request for clarification of the details/charges. This item will be further discussed via e-mail.
- (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 Δ 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.

5. Garden Committee

The following maintenance items were discussed by Council:

- Irrigation System Shutdown: The annual winterization has been scheduled on Oct. 14th and will be completed by University Sprinklers.
- Specific areas throughout the property were re-seeded.
- **Please keep pets and people off front lawns while the new seed establishes.**
- Pest Control Bait Stations – Council requested that Management follow-up with Atlas Pest Control and pick-up any remaining bait stations placed throughout the complex.

Reminder to all First Floor Owners: Please turn off the water source to the outdoor taps so they do not freeze over winter. This applies to all first-floor suites except the two studio suites, which do not have this capability.

6. Business Arising from Minutes

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

Council will be finalizing the list of balcony deficiencies and instructed Management to obtain 2 – 3 quotes for the necessary work.



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- (b) Foggy Windows? Please inform Council if you have any windows that may have lost their double pane seals and are foggy.
- (c) Electrical Charging Stations: This item is on-going and has been tabled to the next meeting.
- (d) Fence Replacement Project: The white fence repairs and painting as well as the patio border repairs have been completed by Wainui Construction, with no further deficiencies to report. The parkade entrance fence replacement has been postponed to 2022, due to higher than expected lumber cost.
- (e) Common Area Lighting Upgrades: Council unanimously agreed that this item will no longer be considered, due to the significant costs, and considers this item "closed".

INFORMATION FOR OWNERS/RESIDENTS
RE: DIRECTION FOR THE DISPOSAL OF LARGE ITEMS:

*When Owners/Residents need to dispose of unwanted appliances and/or furniture,
please ensure you take the following steps:*

- 1) Phone the City of Burnaby at 604-294-7972 and confirm that they will pick up your used item(s).***
- 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) 2021 Annual Fire Inspections: The annual inspections have been scheduled on Oct. 05th and will be completed by Vanco Fire Protection (the same contractor as in previous years). Notices have been posted throughout the building and distributed to the LMS 1443 E-mail List. Owners are reminded that access into each unit is mandatory.
- (b) Plumbing/Mechanical Contractor: Due to recent concerns with Webir Automations, Council considered having a new contractor service "Saltspring". However, after some discussions, it was agreed that Council will continue using Webir Automations and will continue to monitor their service and charges moving forward.

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:**



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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 23, 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 8:12 pm. (#101 / #102) **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](tel: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.



Owner Information



Date

Strata Plan

lms1443

Unit Number

Unit Number

Strata Lot

Address

6745 Station Hill Court

Address Line 1

Burnaby

City

British Columbia

State / Province / Region

V3N 4Z4

Postal / Zip Code

Owner Contact Information

Name of Owner

First

Last

Home Phone

Cell Phone

Work Phone

Email

Strata Minutes
Emailed?

☐ Yes ☐ No

Strata Minutes Hard
Copy?

☐ Yes ☐ No

Name of Owner

First

Last

Home Phone

Cell Phone

Work Phone

Email

Strata Minutes
Emailed?

☐ Yes ☐ No

Strata Minutes Hard
Copy?

☐ Yes ☐ No

Name of other Residents

First

Last

Home Phone**Cell Phone****Work Phone****Email****Locker & Enterphone Information****Locker Number****Buzz Number****Residents' Vehicle(s), Parking and Fob Information****Stall #****Vehicle Make****Year**

Vehicle Year

Color**License Plate****Stall Occupied?**☐ Yes ☐ No**If your assigned parking is occupied by another owner, please indicate.**

Unit Number

Stall #**Vehicle Make****Year**

Vehicle Year

Color**License Plate****Stall Occupied?**☐ Yes ☐ No**If your assigned parking is occupied by another owner, please indicate.**

Unit Number

Garage Openers**Does your Garage Door Opener Operate the Front Door?**☐ Yes ☐ No**Number of Fobs****Emergency Contact Information****Name**

First

Relationship

Last

Address

Address Line 1

City

State / Province / Region

Postal / Zip Code

Home Phone**Cell Phone****Work Phone****Emergency Contact information #2****Name**

First

Relationship

Last

Address

Address Line 1

City

State / Province / Region

Postal / Zip Code

Home Phone**Cell Phone****Work Phone****Residents' Pet(s) Information****Pet Name****Pet Breed****Pet Name****Pet Breed**

I hereby give Quay Pacific Property Management Ltd. Permission to collect, and use my personal information for the purpose of supplying all Real Estate related services including the management, sales banking and/or financing purposes.

***Quay Pacific Property Management Ltd.
#206-9440 202nd St., Langley, BC
V1M 4A6***

Phone: (604) 604-371-2208