



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, November 23, 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 6:32 pm by Steve Davis (#306), Council President, and seconded by Shirley Birtwistle (#101), Council Member.

2. Approval of Agenda – Tuesday, November 23, 2021

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.
(#306 / #305)

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, September 21, 2021 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of September 21, 2021, as circulated. (#306 / #101)

MOTION CARRIED

4. Financial Report

(a) Financial Statements: 2-month period ending September 30, 2021: After careful review and discussion, the Financial Statements for the months of August – September 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 on the number of labour hours. In addition, it was confirmed that a credit on account has been issued by Action Security due to an incorrect work order.

Council also noted that the monthly janitorial service, provided by Kiwi Building Maintenance, has increased from \$600 to \$700 per month.

- (c) Accounts Receivables: Council reviewed the current A/R Report and noted there are no owners currently owing monies to the Strata Corporation.

IMPORTANT BY-LAW REMINDER REGARDING NOISE:

In a wood-frame building like The Saltspring, noises can easily travel between suites. Council would like to remind all owners and residents to do their utmost to not disturb "the quiet enjoyment of others".

5. Garden Committee

The following maintenance items were discussed by Council:

- Quote from Bartlett Tree Experts – Council unanimously agreed not to approve the quote for soil care & fertilization, and also pest management treatment, recently received. Instead of having this work done annually, we'll move to a bi-annual treatment schedule.

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 discussed the following items:

- 1st Floor Strata Lot – patio drainage concerns: Council unanimously agreed not to approve a quote, received from Wainui Construction, and to monitor the area for the time being. Council will follow-up and communicate with the Owner directly.
 - Another quote has been requested for some deficiencies on another patio.
 - NW Patio Post Replacement – approved quote: Council confirmed that the work was recently completed but not to their satisfaction. Council requested that Wainui Construction return to the property to assess the completed work.
- (b) Balcony Repairs & Maintenance: Council has finalized the list of balcony deficiencies and instructed Management to obtain 2 – 3 quotes for the necessary work. This item has been tabled to the next Strata Council Meeting.
- (c) Window (Foggy) Concerns: Please inform Council if you have any windows that may have lost their double pane seals and are foggy.
- (d) Electrical Charging Stations: This item is on-going and has been tabled to the next meeting.
- (e) 2021 Annual Fire Inspections: Council reviewed the inspection report and deficiencies quote stemming from the recent annual inspections conducted by Vanco Fire Protection. After some discussion and agreement to exclude 2 items, it was moved, seconded, and carried unanimously to approve the quote. (#301 / #411) **MOTION CARRIED**



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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) Gas Fireplace Maintenance Service: Council confirmed that the scheduled service was completed on Nov. 22nd, by Vanox Fireplace.
- (b) Insurance Policy Renewal: It was noted that the current policy expires on Dec. 31st and that further discussions would take place via e-mail. A renewal proposal is forthcoming from the current service provider, HUB International Insurance.
- (c) Parkade Drain Stack Cleaning: Council instructed Management to obtain a quote for the drain stack cleaning through Webir Automations. This item has been tabled to the next Council Meeting.

**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

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 Tuesday, February 01, 2022 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 8:54 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.

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 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), contact the Front Desk Receptionist (by pressing 0), if the Property Manager, Danny Samson, is not be available.

During non-office hours (5:00 pm – 9:00 am), connect with the emergency answering service (by pressing 1), who will directly contact the Property Manager.