



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: Monday, February 07, 2022

Held Via: "Zoom" Online Meetings

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

2. Meeting with Owners of a Strata Lot

A meeting took place with Council to discuss the existing rental by-law, and consideration for its amendment to allow rentals at the upcoming Annual General Meeting. The Strata Council will not be bringing forward a by-law amendment to the upcoming AGM. This meeting took place from 6:32 – 6:47 pm.

3. Approval of Agenda – Monday, February 07, 2022

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.
(#411 / #301)

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>

4. Adoption of the Minutes from the Tuesday, November 23, 2021 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of November 23, 2021, as circulated. (#305 / #306)

MOTION CARRIED



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5. Financial Report

- (a) Financial Statements: 3-month period ending December 31, 2021: After careful review and discussion, the Financial Statements for the months of October – December 2021, have been accepted as circulated. (#306 / #305) **MOTION CARRIED**
- (b) Accounts Payables: Council reviewed an invoice from Wainui Construction and 2 invoices from Webir Automations. After some discussion, it was moved, seconded, and carried unanimously to approve payment of all 3 invoices. **MOTION CARRIED**
- (c) Accounts Receivables: Council reviewed the current A/R Report and noted there was 1 owner currently owing monies to the Strata Corporation. A reminder letter and statement will be issued to the appropriate Owner in the coming days.

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".

6. 2022 Annual General Meeting (AGM) and Proposed Operating Budget Review

The following items were discussed:

- 2022 – 2023 Proposed Operating Budget – Council unanimously approved the draft budget reflecting a 0% increase. This will be reflected in the AGM Notice Package for the Ownership to review and vote;
- Resolutions & Agenda – Council finalized both items and instructed Management to proceed with the preparation of the AGM Notice Package.
- Date: The AGM has been scheduled on Tuesday, April 05th and will be held via "Zoom" online meetings.

7. Garden Committee

The following maintenance items were discussed by Council:

- Tree Pruning – it was confirmed that the Landscapers have commenced with pruning throughout the property.

8. 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.

Council discussed the following items:

- 1st Floor Strata Lot – patio repairs: Council conditionally agreed to proceed with the proposed work. The costs will be included in the proposed operating budget for the upcoming fiscal year, for the Ownership to consider at the upcoming AGM.
- Fencing Around Parking Ramp: Council discussed an updated proposal received from Wainui Construction and agreed to propose its approval at the upcoming AGM, as an expenditure from the Contingency Reserve Fund (CRF).



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- (b) Balcony Repairs & Maintenance: Council reviewed a quote received from Wainui Construction, for the repairs to 3 balconies. It was noted that 1 balcony requires extensive repairs. Council then agreed that the necessary work would be proposed to the Ownership at the upcoming AGM, as an expenditure from the CRF.
 - (c) Window (Foggy) Concerns: It was confirmed that 2 strata lot Owners reported concerns and that Acton Glass would be contacted to provide their quote for replacement. This item has been tabled for discussion via e-mail.
 - (d) Electrical Charging Stations: This item is on-going and has been tabled to the next meeting.
 - (e) 2021 Annual Fire Inspections: Council confirmed that the deficiencies were completed by Vanco Fire Protection on Jan. 05th with no further issues to report.
 - (f) Insurance Policy Renewal: Council reviewed 2 proposals received from HUB International and BFL Canada, and unanimously agreed to change providers and approve the renewal proposal offered by BFL Canada, via e-mail. A copy of the "Saltspring's" insurance summary report is included in these Minutes and has also been distributed to the Ownership via e-mail.

The current replacement value of the property was indicated at \$15,900,000 (a \$1,597,000 increase from last year), with the premium amount being \$49,875, which also represents an increase from the prior insurance period.

The coverage period continues from Dec. 31, 2021 – Dec. 31, 2022 and is obtained through BFL Canada (604-669-9600). The Strata Corporation's common insurance deductibles are as follows:

- All Risk – \$10,000 (decreased from \$50,000);
- Water Damage – \$25,000 (decreased from \$50,000);
- Sewer Back-up – \$25,000 (decreased from \$50,000);
- Flood Damage – \$50,000 (no change);
- Earthquake – 10%, minimum \$100,000 (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:

- 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.



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- (g) Parkade Drain Stack Cleaning: Council received a proposal from Latham's (the contractor that previously completed the cleaning) and is awaiting a proposal from Webir Automations, for review and comparison. Council agreed that the cost for the cleaning would be included in the 2022 – 2023 proposed budget for the Owners to approve at the upcoming AGM.

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.*

9. New Business

There were no items to discuss.

10. 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 or: manager.saltspring@quaypacific.com

11. Next Meeting Date

The next meeting date, which will be the Annual General Meeting of the Ownership, has been scheduled on Tuesday, April 05, 2022, with registration starting at 6:00 pm. The meeting will be held via "Zoom" online meetings and confirmation/further details will be provided to the Owners by way of the AGM Notice Package.

12. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 8:19 pm. (#306 / #102) **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.

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](tel: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.



**Strata
PROTECT**

SUMMARY OF COVERAGES

Named Insured	The Owners, Strata Plan LMS1443, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
Project Name	SALTSPRING
Property Manager	Quay Pacific Property Management Ltd.
Policy Period	December 31, 2021 to December 31, 2022
Policy Number	BFL04LMS1443
Insured Location(s)	6745 Station Hill Court, Burnaby, BC V3N 4Z4

INSURING AGREEMENT



PROPERTY (Appraisal Date: December 31, 2021)

	DEDUCTIBLE	LIMIT
All Property, Blanket By-Laws.		\$15,900,000
110% Extended Replacement Cost (Fire Only)		\$17,490,000
Property Extensions - Annually Aggregated		\$5,000,000
Lock & Key	\$2,500	Included
Additional Living Expenses - \$50,000 Per Unit		Included
All Risks	\$10,000	
Sewer Backup	\$25,000	
Water Damage	\$25,000	
Earthquake (Annual Aggregate)	10% (minimum \$100,000)	100% of the Policy Limit
Flood (Annual Aggregate)	\$50,000	100% of the Policy Limit
Gross Rentals, 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered



CRIME

	DEDUCTIBLE	LIMIT
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000



COMMERCIAL GENERAL LIABILITY

	DEDUCTIBLE	LIMIT
Bodily Injury & Property Damage	\$1,000	\$30,000,000
Non-Owned Automobile	\$1,000	\$30,000,000
Infectious Agent or Communicable Disease Exclusion - With Limited Exceptions		
Total Pollution Exclusion		



CONDOMINIUM DIRECTORS & OFFICERS LIABILITY

	DEDUCTIBLE	LIMIT
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	\$75,000
Cyber Liability	Nil	\$75,000

INSURING AGREEMENT



BLANKET GLASS - Includes Lobby Glass

	DEDUCTIBLE	LIMIT
Residential	\$100	Blanket
Commercial	\$250	
Canopy	\$1,000	



EQUIPMENT BREAKDOWN

	DEDUCTIBLE	LIMIT
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$15,900,000
- Deductible Waiver Endorsement with respect to losses exceeding \$25,000		
Extra Expense – 100% available in first month	24 Hour Waiting Period	\$1,000,000
- Additional Living Expenses Endorsement - Per Unit		\$25,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered



POLLUTION LIABILITY

	DEDUCTIBLE	LIMIT
Each Event	\$25,000	\$1,000,000
Aggregate Policy Limit		\$5,000,000



VOLUNTEER ACCIDENT

	DEDUCTIBLE	LIMIT
Maximum Limit of Loss	See Policy Wordings	\$1,000,000



LEGAL EXPENSES

	DEDUCTIBLE	LIMIT
Each Event	Nil	\$1,000,000
Annual Aggregate.		\$5,000,000
Retro Cover Endorsement		



TERRORISM

	DEDUCTIBLE	LIMIT
Per Occurrence.	\$1,000	\$500,000
Annual Aggregate		\$500,000

Loss Payable

All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.