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# MINUTES OF THE ANNUAL GENERAL MEETING STRATA PLAN LMS 1443 – SALTSPRING

**Date Held:** Tuesday, April 05, 2022

**Location:** 6745 Station Hill Court, Burnaby, B.C. V3N 4Z4

**Held Via:** “Zoom” Online Meetings

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In Attendance: Twenty-one (21) Strata Lots represented:

- Thirteen (13) in person
- Eight (8) by proxy

In addition: Danny Samson, Property Manager – Quay Pacific Property Mgmt. Ltd.

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*Due to the COVID-19 pandemic and the government restrictions on gatherings, the meeting was conducted online, via “Zoom”. Owners were able to observe the meeting.*

**1. Call to Order**

As referenced in Section 19 of the Strata Property Act, the meeting was called to order at **6:30 pm** by the Council President, Steve Davis.

**2. Registration / Certification of Proxies**

Prior to the start of the meeting, the roll was called and in accordance with the requirements of Section 56 of the Strata Property Act (SPA) of British Columbia, all proxies were certified. In accordance with Section 48 of the SPA, eligible voters holding one-third (1/3) of the Strata Corporation’s votes, present in person or by proxy, constitutes a quorum. Quorum for this meeting is **18**.

Upon registration there were **13** eligible voters represented in person, and **8** eligible voters represented by proxy, for a total of **21** eligible voters.

**3. Electing a Chairperson of the Meeting**

As per the “Saltspring’s” By-law #30 (1), Steve Davis, Council President, chaired the Annual General Meeting. The Strata Agent, Danny Samson, facilitated the meeting, with no objections.

**4. Proof of Notice of Meeting**

Section 45 of the Strata Property Act states the Strata Corporation must give at least two weeks’ written notice of an Annual General Meeting, specifying the date, time, place, and nature of the business. Section 61 (3) states the notice given by post is deemed to have been given 4 days after it has been mailed.

The notices of the meeting were mailed to each owner on or before **March 15, 2022**, which is in accordance with the timeframe set out in the Act. The meeting was deemed competent to proceed as all requirements had been met.



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5. **Approval of Agenda**

It was carried unanimously by the Ownership to adopt the Agenda as presented in the A.G.M. Notice Package.

**21 Votes in FAVOUR  
0 Opposed  
0 Abstained  
MOTION CARRIED**

6. **Adoption of the Minutes of the previous Annual General Meeting held on February 23, 2021**

It was carried unanimously, that the Minutes of the previous Annual General Meeting held on February 23, 2021 be adopted as amended. There were no other indications for business arising from those Minutes.

**21 Votes in FAVOUR  
0 Opposed  
0 Abstained  
MOTION CARRIED**

**ATTENTION TO ALL OWNERS:**

***All Owners should be involved in reading their Strata Council Meeting Minutes. Many reminders and updates important to the Owners of Strata Plan LMS 1443: "Saltspring", and also the complex, are provided in the minutes.***

7. **Council Report**

Please find a copy of the report attached.

8. **Report on Insurance Coverage**

A copy of the "Saltspring's" insurance summary report was included in the AGM Notice Package. The current replacement value of the property was indicated at \$15,900,000, with the premium amount being \$49,875 – both amounts representing increases from the prior 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 noted:

- 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.



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- (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](mailto:manager.saltspring@quaypacific.com) for further details.

### **IMPORTANT NOTICE TO ALL OWNERS/OCCUPANTS:**

*Owners and/or Occupants are reminded to report all repairs and deficiencies leading to a potential Insurance Claim to Management for evaluation and review.*

*Owners and/or Occupants are also reminded that all emergencies should be reported directly to Quay Pacific Property Management, by calling 604-521-0876.*

*During office hours (9:00 am – 5:00 pm), Owners/Occupants 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/Occupants are asked to connect with the emergency answering service (by dialing 604-521-0876, and then pressing 1), who will directly contact the Property Manager.*

9. **RESOLUTION #1: MAJORITY VOTE – Presentation and Adoption of the Proposed Operating Budget for the Fiscal Year Ending January 31, 2023**

The Facilitator of the meeting, Danny Samson, read aloud:

**"THEREFORE BE IT RESOLVED**, by a majority vote of the Owners of Strata Plan LMS 1443: "Saltspring", present either in person or by Proxy, at the Annual General Meeting held **April 05, 2022**, that approval be given to adopt the proposed Budget in the amount of **\$201,049.64** and the Strata Fee Schedule in the amount – **\$174,124.56** for the fiscal year ending **January 31, 2023.**"

The results of the votes were then announced.

**21 Votes in Favor  
0 Opposed  
0 Abstained  
MOTION CARRIED**

10. **RESOLUTION #2: ¾ VOTE – 2021 - 2022 Net Surplus Allocation**

The Facilitator of the meeting, Danny Samson, read aloud:

**"THEREFORE BE IT RESOLVED**, by a ¾ vote of the Owners of Strata Plan LMS 1443: "Saltspring", present either in person or by Proxy, at the Annual General Meeting held **April 05,**



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**2022**, that approval be given to allocate the 2021 – 2022 Net Surplus, to the 2022 – 2023 Operating Budget (for the period of Feb. 01, 2022 – Jan. 31, 2023)."

The results of the votes were then announced.

**21 Votes in FAVOUR  
0 Opposed  
0 Abstained  
MOTION CARRIED**

**11. RESOLUTION #3: ¾ VOTE – Depreciation Report Waiver**

The Facilitator of the meeting, Danny Samson, read aloud:

**"THEREFORE BE IT RESOLVED**, by a ¾ vote of the Owners of Strata Plan LMS 1443: "Saltspring", present either in person or by Proxy, at the Annual General Meeting held **April 05, 2022**, to waive the requirement to obtain a Depreciation Report, indicated under Section 94 of the Strata Property Act, for a period of not longer than 18 months."

The results of the votes were then announced.

**18 Votes in FAVOUR  
3 Opposed  
0 Abstained  
MOTION CARRIED**

**12. RESOLUTION #4: ¾ VOTE – Contingency Reserve Fund Expenditure – Repairs to Specific Balconies and Fence Around Parkade Ramp**

The Facilitator of the meeting, Danny Samson, read aloud:

**"THEREFORE BE IT RESOLVED**, by a ¾ vote of the Owners of Strata Plan LMS 1443: "Saltspring", present either in person or by Proxy, at the Annual General Meeting held **April 05, 2022**, and in accordance with the Strata Property Act, hereby vote and agree to perform repairs to specific balconies and the fence around the parkade ramp, at a total cost not to exceed \$30,000.00, of which will be paid for by a withdrawal from the Contingency Reserve Fund."

The results of the votes were then announced.

**20 Votes in FAVOUR  
1 Opposed  
0 Abstained  
MOTION CARRIED**

**13. Election of 2022 – 2023 Strata Council**

As per Section 25 of the Strata Property Act, eligible voters who are present in person or by proxy at the Annual General Meeting, must elect a Strata Council. By-law #12.1 indicates that: "The council must have at least 3 and not more than 7 members."

The following Owners expressed their interest in being elected to the "Saltspring's" Strata Council for the 2022 – 2023 fiscal year, and were included as a nominee on the Proxy form:

Steve Davis, #306  
Arlene Mussato, #301  
Angus Luk-Ramsay, #102  
Gayla Shulhan, #112  
David Semail, #411



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To be elected to the Strata Council, the nominee must receive a majority vote. A total of 21 votes were cast for the election of each Strata Council Member: 13 in person and 8 by proxy. To be elected to the Strata Council, the nominee must receive more than 50% of the Ownerships' votes.

The following Owners were elected, by majority vote, to the Strata Council for the fiscal year ending Jan. 31, 2023:

**Steve Davis, #306**  
**Arlene Mussato, #301**  
**Angus Luk-Ramsay, #102**  
**Gayla Shulhan, #112**  
**David Semail, #411**

#### **14. Termination**

As there was no further business to discuss, the meeting was terminated at 7:06 pm.

#### **REMINDER NOTICE:**

***Please submit any concerns, requests, etc., in writing, to your Property Manager at:***  
***Strata Plan LMS 1443: "Saltspring"***

***c/o Quay Pacific Property Management Ltd.***  
***535 Front Street, New Westminster, B.C. V3L 1A4***

***Or through e-mail at: [manager.saltspring@quaypacific.com](mailto:manager.saltspring@quaypacific.com)***

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Minutes Provided by:

**Quay Pacific Property Management Ltd.**

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Phone: 604-521-0876 Fax: 604-525-1299

Danny Samson, Senior Strata Agent | [manager.saltspring@quaypacific.com](mailto:manager.saltspring@quaypacific.com)

## **Saltspring Council Report for 2021**

Accomplishments for the year 2021:

1. Hallways and doors were painted.
2. Patio borders were replaced where necessary, as well as reverting some areas back to original landscaping design.
3. Fences were repaired and repainted all around the building.
4. Patio post was replaced along the back of the building as it had rotted out at the base.
5. Annual Fire Inspections took place as normal, with 100% of suites being inspected on the scheduled date. Necessary repairs for smoke detectors and alarms have since been completed.
6. Gas Fireplace Maintenance was scheduled for owners who wished to partake. Note: the maintenance of the gas fireplaces is up to each individual owner. The organization of the inspections / maintenance was handled by David this year.
7. Parkade Fans – belts replaced under the direction of Steve.
8. Garbage / Recycling changes – the city of Burnaby changed its fee structure, so we have opted to have more recycling bins and only one large garbage dumpster. Thank you to all owners who recycle responsibly by ensuring as much material is diverted from the dumpster as possible, and placing their recycling materials in the proper bins.
9. Snow Removal – we had a big dump of snow over the Christmas holiday. Thank you to all owners who participated in keeping the sidewalks and parkade ramp clear of snow: Jim, Clarke, Gayla, Thierry – and anyone else that helped out.
10. Halloween Decorations & Pumpkin carving contest – thanks to Lise for decorating the front lobby. It was much appreciated. And, thanks to everyone who participated in our first pumpkin carving contest! It was fun to see people's creativity.
11. Christmas Decorations – thanks again to Shirley, David and Merrell for the awesome lobby decorations in December. And thanks to Scott for putting up the lights around the gazebo in the front. It makes it much easier to see the Saltspring sign from the street, and they were very festive in December.

Some intentions for 2022 (besides regular maintenance items):

1. Drain stack cleaning;
2. Fence repairs around the parkade ramp;
3. Patio & balcony repairs where necessary;
4. Foggy window replacements;
5. Hallway carpet cleaning;
6. Gutter and Window cleaning.

Thank you.

**LMS1443 - SaltSpring**  
**Approved Operating Budget**

**SCHEDULE A**

**For the Year Ending**  
**January 31, 2023**

		Approved Budget 31-Jan-22	Actual 31-Jan-22	Approved Budget (0%) 31-Jan-23
<b>NEW GL</b>	<b>REVENUE</b>			
4100	Strata Fees	174,124.56	174,124.08	174,124.56
4310	Bank account interest	400.00	330.92	350.00
4520	Fines	-	-	-
4530	Move in / out charges	200.00	300.00	200.00
4540	Keys Recoveries	-	141.00	-
4900	Surplus Carryover	40,991.46	40,991.46	26,375.08
	<b>TOTAL REVENUE</b>	<b>215,716.02</b>	<b>215,887.46</b>	<b>201,049.64</b>
	<b>CONTRACT MAINTENANCE</b>			
5100	Elevator Maintenance	5,000.00	4,636.85	4,500.00
5110	HVAC/Mechanical/Generator	600.00	73.77	500.00
5120	Irrigation	1,000.00	260.40	700.00
5130	Janitorial	7,700.00	7,848.75	8,820.00
5140	Landscaping	17,200.00	17,199.00	17,200.00
5142	Landscape Upgrades & Supplies	4,000.00	731.85	3,000.00
5160	Pest Control	1,100.00	154.85	250.00
5180	Snow Removal	200.00	-	1,000.00
	<b>REPAIRS AND REPLACEMENTS</b>			
6080	Locks, keys and doors	1,500.00	64.05	1,000.00
6100	Electrical	1,000.00	-	1,000.00
6120	Fence Repairs	21,116.88	20,245.05	-
6140	Garage Door	1,200.00	382.29	1,200.00
6150	Gutter Cleaning	-	-	12,000.00
6200	Common Area Painting	17,922.45	18,127.20	-
6220	Plumbing	3,000.00	930.81	6,500.00
6230	Repairs & Maintenance	9,321.29	1,575.84	5,824.24
6240	Geotechnical Upgrades	4,000.00	-	6,000.00
6260	Repairs & Maintenance (Suite)	3,000.00	-	3,000.00
6270	Supplies	1,000.00	558.25	1,000.00
	<b>SAFETY AND SECURITY</b>			
6530	Enterphone	1,000.00	324.45	750.00
6570	Fire Safety Inspections	2,500.00	1,645.00	3,750.00
6590	Security Services	500.00	-	500.00
	<b>UTILITIES</b>			
7050	Cable	250.00	246.99	250.00
7100	Electricity	13,500.00	10,294.94	12,000.00
7250	Garbage Removal	1,200.00	590.55	2,700.00
7400	Gas	24,200.00	31,362.52	28,000.00
	<b>PROFESSIONAL FEES</b>			
9110	Accounting and Audit	600.00	907.20	600.00
9150	Legal	700.00	-	700.00
9160	Permits and Licenses	400.00	-	400.00
9170	Management Fees	15,205.40	15,205.43	15,205.40
	<b>ADMINISTRATIVE EXPENSES</b>			
9220	Bank Service charges	25.00	-	25.00
9240	Strata Council Honorariums	500.00	-	500.00
9260	Insurance	42,575.00	43,200.03	49,875.00
9290	Insurance Appraisal	700.00	682.50	-
9310	Miscellaneous Expense	500.00	566.45	500.00
9350	Postage/Copies/Office	1,500.00	1,697.36	1,800.00
	<b>TOTAL OPERATING EXPENSES</b>	<b>205,716.02</b>	<b>179,512.38</b>	<b>191,049.64</b>
	<b>RESERVE FUNDS</b>			
9920	Funding to Contingency Reserve	10,000.00	10,000.00	10,000.00
	<b>TOTAL EXPENSES</b>	<b>215,716.02</b>	<b>189,512.38</b>	<b>201,049.64</b>
	<b>Projected Surplus / (Deficit)</b>	<b>-</b>	<b>26,375.08</b>	<b>-</b>

**Statement of Retained Earnings****Approved**

Retained Earnings, end of prior year	January 31, 2021	\$ 66,968.15
Current year surplus / deficit	January 31, 2022	\$ 26,375.08
Adjustments / Prior Year Expense	January 31, 2022	\$ -
Surplus used for last budget year	January 31, 2022	\$ (40,991.46)
Retained Earnings, end of current year	January 31, 2022	<u>\$ 52,351.77</u>
New year surplus / deficit	January 31, 2023	\$ -
Surplus used for new budget year	January 31, 2023	\$ (26,375.08)
Retained Earnings, end of new year	January 31, 2023	<u>\$ 25,976.69</u>

**Projection for the New Year:**

Opening Operating Cash	February 1, 2022	\$ 63,879.93
Closing Operating Cash	January 31, 2023	\$ 52,351.77
Opening CRF Cash	February 1, 2022	\$ 132,312.11
Closing CRF Cash	January 31, 2023	\$ 188,030.86

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**LMS1443 - Saltspring**  
**Approved Strata Fee Schedule**

**SCHEDULE B**

**For the Year Ending January 31, 2023**

*Please be advised the below fees take effect on the first day of the fiscal year as noted below. Pre-authorized payments will be continued automatically. Owners who pay by cheque are requested to send in new post dated cheques for the upcoming fiscal year, dated the first of each month, through to the 2nd month following the end of the upcoming fiscal year, to provide interim payment through next year's AGM holding period.*

**FEE COMMENCEMENT DATE:**

**February 1, 2022**

- Operating Expenses	<b>\$ 164,124.56</b>
- CRF	<b>10,000.00</b>
- Total Strata Fees	<b><u>\$ 174,124.56</u></b>

S/L	Unit #	U/E	Operating	CRF	Monthly Fees	Annual Fees
1	101	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
7	102	84	\$ 279.80	\$ 17.05	\$ 296.85	\$ 3,562.20
2	103	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
6	104	51	\$ 169.88	\$ 10.35	\$ 180.23	\$ 2,162.76
3	105	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
4	106	67	\$ 223.18	\$ 13.60	\$ 236.78	\$ 2,841.36
5	107	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
8	108	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
14	109	64	\$ 213.18	\$ 12.99	\$ 226.17	\$ 2,714.04
9	110	51	\$ 169.88	\$ 10.35	\$ 180.23	\$ 2,162.76
13	111	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
10	112	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
11	113	67	\$ 223.18	\$ 13.60	\$ 236.78	\$ 2,841.36
12	114	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
15	201	64	\$ 213.18	\$ 12.99	\$ 226.17	\$ 2,714.04
21	202	84	\$ 279.80	\$ 17.05	\$ 296.85	\$ 3,562.20
16	203	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
20	204	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
17	205	96	\$ 319.78	\$ 19.48	\$ 339.26	\$ 4,071.12
18	206	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
19	207	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
22	208	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
28	209	64	\$ 213.18	\$ 12.99	\$ 226.17	\$ 2,714.04
23	210	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
27	211	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
24	212	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
25	213	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
26	214	96	\$ 319.78	\$ 19.48	\$ 339.26	\$ 4,071.12
29	301	83	\$ 276.47	\$ 16.85	\$ 293.32	\$ 3,519.84
35	302	84	\$ 279.80	\$ 17.05	\$ 296.85	\$ 3,562.20
30	303	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
34	304	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
31	305	96	\$ 319.78	\$ 19.48	\$ 339.26	\$ 4,071.12
32	306	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
33	307	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
36	308	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
42	309	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
37	310	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
41	311	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40

**LMS1443 - Saltspring**  
**Approved Strata Fee Schedule**

**SCHEDULE B**

**For the Year Ending January 31, 2023**

*Please be advised the below fees take effect on the first day of the fiscal year as noted below. Pre-authorized payments will be continued automatically. Owners who pay by cheque are requested to send in new post dated cheques for the upcoming fiscal year, dated the first of each month, through to the 2nd month following the end of the upcoming fiscal year, to provide interim payment through next year's AGM holding period.*

**FEE COMMENCEMENT DATE:**

**February 1, 2022**

- Operating Expenses	<b>\$ 164,124.56</b>
- CRF	<b>10,000.00</b>
- Total Strata Fees	<b><u>\$ 174,124.56</u></b>

S/L	Unit #	U/E	Operating	CRF	Monthly Fees	Annual Fees
38	312	96	\$ 319.78	\$ 19.48	\$ 339.26	\$ 4,071.12
39	313	67	\$ 223.18	\$ 13.60	\$ 236.78	\$ 2,841.36
40	314	95	\$ 316.44	\$ 19.28	\$ 335.72	\$ 4,028.64
43	401	83	\$ 276.47	\$ 16.85	\$ 293.32	\$ 3,519.84
48	402	84	\$ 279.80	\$ 17.05	\$ 296.85	\$ 3,562.20
44	403	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
47	404	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
45	405	99	\$ 329.77	\$ 20.09	\$ 349.86	\$ 4,198.32
46	406	99	\$ 329.77	\$ 20.09	\$ 349.86	\$ 4,198.32
49	407	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
54	408	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
50	409	66	\$ 219.85	\$ 13.40	\$ 233.25	\$ 2,799.00
53	410	65	\$ 216.51	\$ 13.19	\$ 229.70	\$ 2,756.40
51	411	99	\$ 329.77	\$ 20.09	\$ 349.86	\$ 4,198.32
52	412	99	\$ 329.77	\$ 20.09	\$ 349.86	\$ 4,198.32
		4,106	\$ 13,677.00	\$ 833.34	\$ 14,510.34	\$ 174,124.08