



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, June 27, 2022
Held Via: "Zoom" Online Meetings

In Attendance:	Gayla Shulhan, #112	Council Member
	Arlene Mussato, #301	Council Member
	David Semail, #411	Council Member
Regrets:	Steve Davis, #306	Council Member
	Angus Luk-Ramsay, #102	Council Member
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 Arlene Mussato (#301), Council Member, and seconded by Gayla Shulhan (#112), Council Member.

2. Election of Officers

The following positions were announced:

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

3. Approval of Agenda – Monday, June 27, 2022

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.
(#112 / #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, review the complex's By-laws periodically. 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 Monday, February 07, 2022 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of February 07, 2022, as circulated. (#112 / #301)

MOTION CARRIED



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5. Financial Report

(a) Financial Statements: 4-month period ending April 30, 2022: After careful review and discussion, the Financial Statements for the months of January – April 2022, have been accepted as circulated. (#112 / #301) **MOTION CARRIED**

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

(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. Garden Committee

Council discussed the following maintenance items:

- University Sprinklers have completed the start-up of the sprinkler system. Council noted that "Zone 1" may need to be adjusted. Council to follow-up.
 - Allowable watering times are Sundays, from 5 – 7 am.
- Flower beds may be watered any day, from 5 – 9 am, and is currently set to run every 2 days. A committee member will be contacting University Sprinklers for options on secondary watering options.
- Burnaby by-laws can be found here: <https://www.burnaby.ca/services-and-payments/water-and-sewers/watering-restrictions>
- Indemnity Agreements – Council instructed Management to forward copies of the agreement to each Owner who has completed upgrades to their yard area (limited common property). Owners will be responsible for completing and returning the forms to Management, for filing in the appropriate Owner's file, for future use and reference.

7. 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: it was noted that this item was completed by Wainui Construction.
- Fencing Around Parking Ramp: this item was tabled to the next Council Meeting.

(b) Balcony Repairs & Maintenance: As the Ownership approved the related Resolution at the previous Annual General Meeting, it was moved, seconded, and carried unanimously to approve the proposal received from Wainui Construction. **MOTION CARRIED**

Council instructed Management to provide formal approval and confirm the work schedule with the contractor.



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- (c) Window (Foggy) Concerns: Council reviewed 2 quotes received from Action Glass and unanimously agreed to proceed with the replacement. **MOTION CARRIED**
- (d) Electrical Charging Stations: This item is on-going and has been tabled to the next meeting.
- (e) Parkade Drain Stack Cleaning: This item has been tabled for discussion via e-mail, as Council awaits 1 – 2 additional proposals, for review and comparison. Thus far, proposals have been received from Ainsworth (formerly Lathams) and Daryl Evans Mechanical.

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.***

8. New Business

- (a) Plumbing & Mechanical Contractor: This item has been tabled to the next Council Meeting.
- (b) Food Waste Bins – cleaning/maintenance concerns: Council instructed Management to obtain a quote from Happy Bin Cleaning, for the monthly cleaning.
- (c) 3rd Floor Strata Lot – water leak: It was noted that the repairs are in progress and nearly completed. Once the job is complete, and invoice paid, Council agreed that a charge-back would be issued against the source unit.
- Council requested Management to follow-up with the 4th floor Strata Lot Owner and confirm if the plumbing repairs have been completed.
- (d) Bartlett Tree Experts: Council reviewed a quote from the arborist, for “soil care & fertilization” and “pest management”, and unanimously agreed not to proceed at this time.
- (e) Exterior Cleaning: Council reviewed 3 proposals for the gutter, siding, and window cleaning of the building (as received from Knightsbridge Property Services, Sky’s The Limit Washing, and Jordan Douglas Exterior Cleaning). Council conditionally provided their approval to proceed with Knightsbridge Property Services, and instructed Management to request for an updated proposal to include only the front entranceway as part of the building clean.

UPDATE: Knightsbridge will be onsite August 15-17 to clean all inaccessible windows and the front entranceway. Please ensure that you have nothing in the way of the work crew as they move around the building. Suggest to take down umbrellas and move furniture under cover.



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- (f) Common Area Carpet Cleaning: Management was directed to obtain 2 – 3 proposals for this years' service.
- (g) Boiler Repairs: Council confirmed that the necessary part has been ordered and will be installed as soon as it is received. Thanks to Steve for taking care of this.
- (h) Saltspring Library: Thank you to Heather for cleaning up and re-organizing the library, located in the Parkade exit to the Visitor's parking area. Please ensure that you only leave books & DVD's in this area. This is not a dumping ground for extra stuff, like some pictures that showed up there recently. If they're yours, please remove them.

9. 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

***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.***

10. Next Meeting Date

The next meeting date has been scheduled for Monday, August 22, 2022 starting at 6:30 pm, and will be held via "Zoom" online meetings.

11. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 7:44 pm. (#112 / #301)

MOTION CARRIED

IMPORTANT REMINDERS TO OWNERS/OCCUPANTS:

CLEAN-UP AFTER YOURSELVES AND YOUR PETS AT ALL TIMES.

DO NOT TRACK DIRT INTO THE BUILDING.

***Ensure that the GARAGE GATE completely closes when entering or exiting the building,
and ensure that individuals are not following you in.***

***RECYCLING: pay attention to ensure you're placing your recycling materials into the
proper bin. Glass bin = NO LIDS. Paper bin = NO FOOD boxes like pizza (they go into
food waste bin). Food waste: wrapped up.***