



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, August 29, 2022

Held Via: "Zoom" Online Meetings

In Attendance:	Steve Davis, #306 Gayla Shulhan, #112 Arlene Mussato, #301 David Semail, #411	Council President & Treasurer Council Member – landscaping Council Member – site contact Council Member-at-Large
Regrets:	Angus Luk-Ramsay, #102	Council Member – landscaping
And:	Danny Samson, Property Manager – Quay Pacific Property Management Ltd.	

1. Call to Order

The meeting was called to order at 6:30 pm by Steve Davis (#306), Council President, and seconded by Arlene Mussato (#301), Council Member.

2. Approval of Agenda – Monday, August 29, 2022

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

3. Adoption of the Minutes from the Monday, June 27, 2022 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of June 27, 2022, as circulated. (#306 / #301)

MOTION CARRIED

4. Financial Report

(a) **Financial Statements:** 2-month period ending June 30, 2022: After careful review and discussion, the Financial Statements for the months of May – June 2022, have been accepted as circulated. (#306 / #301)

MOTION CARRIED

(b) **Accounts Payables:** An invoice from Knightsbridge Property Services (re: window cleaning project) was reviewed by the Strata Council and approved for payment. There was 1 deficiency noted which will be addressed when the gutter cleaning is completed.



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- (c) Accounts Receivables: Council reviewed the current A/R Report and noted there were 2 owner currently owing monies to the Strata Corporation (overdue maintenance fees and a recently issued owner charge-back). A reminder letter and statement will be issued to the appropriate Owners.

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**

Council discussed the following maintenance items:

- University Sprinklers – quote for repairs: It was moved, seconded, and carried unanimously to proceed with the repair work as outlined by the sprinkler contractor. (#112 / #301) **MOTION CARRIED**
- Indemnity Agreements – Management confirmed that e-mails have been sent to the appropriate Owners. Completed Indemnity Agreements will be forwarded to Council, as received, and included in the Owner's file for future use and reference.

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.

Council discussed the fencing around the parking ramp and agreed that this item will be further reviewed in the next fiscal year and completed at that time.

- (b) Balcony Repairs & Maintenance: Wainui Construction has tentatively scheduled the approved work to start during the week of Sept. 12th and will confirm the date(s) directly with the appropriate Owner.
- (c) Window (Foggy) Concerns: Council confirmed that the window replacements at 2 units have been completed by Action Glass, with no deficiencies to report.
- (d) Electrical Charging Stations: This item is on-going and has been tabled to the next meeting.
- (e) Parkade Drain Stack Cleaning: Council confirmed that this project has been completed by Daryl Evans Mechanical. Unfortunately, a crack in the piping occurred that resulted in interior suite damages to 2 units. The affected owners have contacted their insurance companies to arrange for the necessary repairs.
- (f) Plumbing & Mechanical Contractor: Council unanimously agreed to continue service through Webir Automations. This is now a closed item.
- (g) Food Waste Bins – cleaning/maintenance concerns: It was unanimously agreed, via e-mail, to approve the service proposal received from Happy Bin Cleaning effective immediately. In addition, the City of Burnaby will be providing residents with "kitchen catcher" countertop bins



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to help residents keep kitchen waste, like food scraps, bones, and food-soiled paper, out of the garbage, and into your green bins.

- (h) 3rd Floor Strata Lot – water leak: Council requested Management to follow-up with the 4th floor Strata Lot Owner and confirm if the plumbing repairs have been completed.
- (i) Exterior Cleaning: Council confirmed that the cleaning project has been completed by Knightsbridge Property Services and noted that the gutter cleaning has been scheduled in November.
- (j) Common Area Carpet Cleaning: Council received quotes from Alpha Carpet Cleaning, Citrus-O, and Williams Carpet Cleaning; and unanimously agreed via e-mail to proceed with Alpha Carpet Cleaning. The approved cleaning was completed on Aug. 12th with no deficiencies to report.

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) Interior Unit Repairs – Strata vs. Owner Responsibility: It can sometimes be confusing when a repair is required as to who is responsible to arrange the repairs and to pay for the repairs. We'd like to establish some guidelines, but each case is unique and may sometimes veer from these guidelines.

Your strata corporation is responsible for taking appropriate action to stop damage from occurring once it has been reported. For example, if water is leaking into your apartment, then the property manager will arrange for a tradesperson to come in and find the source and stop the problem.

As a homeowner, you are responsible for contacting your insurance agency and making a claim and coordinating the repairs to your suite, once the root cause has been rectified.

If the root cause of the issue was because of another owner's faulty appliance, plumbing, renovations, or negligence, then any monies that the strata corporation has spent to stop further damage will be charged back to that owner.

The insurance adjusters involved will likely contact each other to work out who is responsible for paying any deductibles.



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- (b) Front Lobby Improvements: Council has agreed to replace the furniture in this area due to the existing furniture being broken and dated. Owners/Residents, who have suggestions for the Front Lobby area, are asked to send an e-mail and pictures to ims1443@shaw.ca. Council will discuss and confirm the budget amount accordingly.

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:

535 Front Street, New Westminster, B.C. V3L 1A4,

or through e-mail at: ims1443@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.

9. Next Meeting Date

The next meeting date has been tentatively scheduled for late October, starting at 6:30 pm, and will be held via "Zoom" online meetings. Council to confirm the date via e-mail.

10. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 7:55 pm. (#411 / #306) **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.**