



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, October 18, 2022

Held Via: "Zoom" Online Meetings

In Attendance:	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
And:	Danny Samson, Property Manager – Quay Pacific Property Management Ltd.	

1. Call to Order

The meeting was called to order at 6:31 pm by Gayla Shulhan (#112), Council Member, and seconded by Steve Davis (#306), Council President.

2. Approval of Agenda – Tuesday, October 18, 2022

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.
(#112 / #411)

MOTION CARRIED

3. Adoption of the Minutes from the Monday, August 29, 2022 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of August 29, 2022, as circulated. (#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>

4. Financial Report

(a) Financial Statements: 2-month period ending August 31, 2022: This item has been tabled for approval at the next Strata Council Meeting.

(b) Accounts Payables: An invoice from University Sprinklers (re: irrigation system repairs) was reviewed by the Strata Council and approved for payment.



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- (c) Accounts Receivables: Council reviewed the current A/R Report and noted there are 2 owners currently owing monies to the Strata Corporation (current months' strata maintenance fees and a previously 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 – the winterization of the irrigation system was scheduled for completion on Oct. 27th.
- Purchase of Soil – it was moved, seconded, and carried unanimously to approve a budget of \$500 for the purchase of soil to be placed at targeted locations throughout the complex. (#301 / #306) **MOTION CARRIED**
- Indemnity Agreements: Council instructed Management to follow-up with those Owners who have yet to submit their completed form confirming the alterations previously completed to their yard areas (limited common property).
- Tree health – through email conversation, Council agreed to engage Bartlett Trees in 2023 for fertilization and spray to improve the health of the many chestnut trees on the property.

IMPORTANT REMINDER FOR FIRST FLOOR OWNERS & RESIDENTS:

***Please ensure that all patio drains are clear of debris and leaves.
Before the outside temperature drops to below zero, please shut off the water to your outside tap, and keep the tap slightly open.
It's a good practice to disconnect any hoses and drain them too.***

6. Business Arising from Minutes

- (a) Balcony Repairs & Maintenance: It was confirmed that Wainui Construction has completed a majority of the project and will be returning within the next 1 – 2 weeks to complete the approved scope of work.

UPDATE: The approved work has been completed and the related report and invoice is currently being reviewed by the Strata Council.

- (b) Gutter Cleaning: Knightsbridge Property Services has scheduled this cleaning project between November 01 – 03. Notices will be posted/distributed accordingly.
- (c) Front Lobby Improvements: Council has agreed to replace the furniture in this area due to the existing furniture being broken and dated.



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Owners/Residents, who have suggestions for the Front Lobby area, are asked to send an e-mail and pictures to lms1443@shaw.ca by November 15th. Council will review accordingly thereafter.

- (d) Interior Unit Repairs – Strata vs. Owner Responsibility: Due to several recent issues where strata units have had some water damage, a review of the restoration policies was conducted. After careful review of the BC Strata Property Act, plus documents provided by insurance companies and the Condominium Home Owners Association, Council has drafted a letter outlining the responsibilities for repairs within strata units. Please see the attached letter from the “Saltspring” Strata Council.

7. New Business

- (a) 2022 Annual Fire Inspections: After review of this year’s inspection quote, it was moved, seconded, and carried unanimously to proceed with service through Vanco Fire Protection (same service company as previous years). (#112 / #301) **MOTION CARRIED**
- (b) Items Stored in Parkade: Owners/Residents are reminded of the following:
- **By-law #39.15:**
“Only one motor vehicle per parking stall can be parked in the garage area. Nothing may be placed, stored in, or suspended from the garage area, without the prior written approval of the council.

Recently, Council has witnessed several personal items being stored/left in assigned parking stalls, which is a violation of the “Saltspring” By-laws and also the City of Burnaby By-laws.

Owners/Residents have been provided with a deadline of December 01st to remove these items and clean up their stalls.

Owners who fail to comply with Council’s request, may be fined, and any charges associated with the necessary clean-up, and any fines that may be levied by the City of Burnaby, will be charged to the appropriate strata lot account.

- (c) Break-in on Sept. 18th: Council discussed the recent break-in in which a service call to Action Security was necessary for repairs to the elevator lobby door. Action Security immediately attended to the service request and replaced the electrical strike on the door. Council will be investigating if any further security measures can be taken to avoid a future occurrence. No theft was reported other than a couple of small items from “the library”.
- (d) Overall communications: It has been noted that there has been inconsistent responsiveness to owner’s issues. Some queries are responded to quickly, others take longer, or no response at all. Council is working with our Property Manager to provide more consistent responses. Most queries should receive a response within a week from the Property Manager. If you have an emergency, please PHONE the Property Manager. All Council positions are volunteer: we do our best to address your concerns in a timely manner.
- Please note that we have online forms if you require: <http://lms1443.ca/forms.html>
 - i. Update to Entryphone
 - ii. Replacement / New Fobs
 - iii. Owner Information & Emergency Contact
 - iv. Indemnity Agreement for any renovations (inside and out)
 - v. Flooring request



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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: 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.

9. Next Meeting Date

The next meeting date has been tentatively scheduled for Tuesday, January 10, 2023, starting at 6:30 pm, and will be held via “Zoom” online meetings.

10. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 8:30 pm. (#306 / #102) **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.

NO SMOKING: This is a non-smoking building. By-law 44.1: A resident or visitor must not smoke on common property or on any limited common property, including balconies and patios, or anywhere on or within Strata Plan LMS1443: Saltspring, including a strata lot.

The purpose of this letter is to formally advise Saltspring Owners of the policy concerning the responsibility for water damage costs, as outlined by the BC Strata Property Act.

As per CHOA (Condominium Home Owners' Association of British Columbia), Bulletin 200-131: "in all cases where a strata lot suffers damage and there is no involvement by the strata corporation's insurer, the responsibility for repair is determined by the bylaws of the strata corporation which in most cases will require the owner to repair and maintain the interior of their strata lot."

Typical Water Damage Scenarios

Water damage can stem from a multitude of sources such as: sink overflows, loose washer fittings, toilet leaks/tank breaks and plumbing water supply hose leaks, roof leaks, window leaks, common property plumbing leaks, outdoor drainage plugged.

General Actions:

Regardless of the source of the leak or where the damage occurs, if you detect a water leak, please do the following:

- 1) Owner reports the damage to our Property Manager and to the Strata Council
- 2) Strata Corporation will conduct the root cause analysis and damage control
- 3) Owner contacts own insurance company for assessment to their suite's repairs
- 4) Owner is responsible for repairs inside their suite
- 5) Strata Corporation is responsible for repairs to all common areas

Repair costs:

If the damage is OVER the strata corporation's insurance deductible, then the strata corporation insurance will pay for the repairs. If an owner is deemed responsible for those damages, the repairs will be charged back to that owner or their insurer.

(Note: as of Sept 2022, we do not know of any damages that were OVER the deductible.)

If the damage is UNDER the strata corporation's insurance deductible, then the owner's insurance will pay for the repairs. If the damage was caused by another owner, then the insurance companies will work out the responsibility and payments together.