



## 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, September 12, 2023

**Held Via:** "Zoom" Online Meetings

In Attendance:	Steve Davis, #306	Council President & Treasurer
	Gayla Shulhan, #112	Council Vice-President – landscaping
	Angus Luk-Ramsay, #102	Council Member – landscaping
	Arlene Mussato, #301	Council Member – site contact
	David Semail, #411	Council Member-at-Large
	Scott Vere, #407	Council Member-at-Large
	Dmitry Shapovalov, #305	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 6:33 pm by Steve Davis (#306), Council President, and seconded by Scott Vere (#407), Council Member.

## 2. Approval of Agenda – Tuesday, September 12, 2023

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.  
(#306 / #112)

**MOTION CARRIED**

## 3. Adoption of the Minutes from the Tuesday, June 06, 2023 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of June 06, 2023, as circulated. (#112 / #407)

**MOTION CARRIED**

### **ATTENTION TO ALL OWNERS:**

***All Owners should be involved in reading their Council Meeting Minutes. Many reminders and updates, important to Owners, 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: 3-month period ending July 31, 2023: After careful review and discussion, the Financial Statements for the months of May – July 2023, have been accepted as circulated. (#306 / #305)

**MOTION CARRIED**



## 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

- 
- (b) Accounts Payables: Council reviewed and unanimously approved payment of an invoice received from Action Security for the supply of common area keys.
- (c) Accounts Receivables: Council reviewed the current A/R Report and noted there are 4 owners currently owing monies to the Strata Corporation (for strata maintenance fees and a previously issued owner charge-back). Council instructed Management to issue by-law infraction letters to those Owners in arrears and also to those Owners who continuously pay their monthly maintenance fees late.

### 5. Garden Committee

The following items were discussed:

- Irrigation System Shut-down – the system will be shut-down on Oct. 24th by University Sprinklers.
- Front Cement beds – additional work has been done to improve the health of these beds.

#### **IMPORTANT REMINDER FOR ALL OWNERS & RESIDENTS:**

***Non-Smoking 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.***

### 6. Business Arising from Minutes

- (a) Repairs & Maintenance: Council confirmed that there are no items to report at this time.
- (b) Items Stored in Parking Stall: 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."*

Council will continue to monitor this item and issue by-law infraction letters as required.

- (c) Dryer Vent Cleaning: Council agreed to table this item to the Spring of 2024, as a recent inspection was conducted by Council, where the vents were found to be very clean.
- (d) Security Camera System: Council agreed to re-consider this item in the Fall of 2023, ahead of the preparation meeting for the next Annual General Meeting
- (e) Fireplace Maintenance: A reminder to the Ownership that Council has arranged for Vanox Fireplace to perform individual discounted inspections and cleanings on October 02, 2023. All spots are taken (see last page for unit #s and times). If you did not sign up but would like to have your fireplace serviced, please contact Vanox or another vendor for support.
- (f) Depreciation Report: Council unanimously agreed not to consider the completion of a report this year and considers this item closed. A ¾ Vote Resolution will be presented to the Ownership at the next Annual General Meeting to defer the requirement to complete.



## 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](http://www.quaypacific.com)

- (g) Fire Safety Plan: It was noted that this item needs to be updated with current information for the building and residents. Council will review and update the report accordingly.

**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".***

- (h) Exterior Painting of the Building's Wood Trim: This item has been tabled to the next Council Meeting, as Management was instructed to obtain 2 – 3 proposals for this project.
- (i) New Elevator Protection Pads: This item has been tabled to further discussion via e-mail, as Council awaits the quote from Richmond Elevator.

### 7. New Business

- (a) Garbage & Recycling Concerns: Council would like to note the following:
- When the green GARBAGE BIN is NOT in the regular room, take your garbage out to the visitor's area and place it in the garbage bin. PLEASE DO NOT LEAVE IT ON THE FLOOR.
  - FOOD WASTE BINS are only for FOOD and the PAPER you wrap it in. NO PLASTICS OF ANY KIND, including biodegradable plastic bags! Please continue to wrap your food in paper or cardboard.
  - BOXES: take your boxes apart and make them as small as possible when you put them in the bins.
  - GLASS: take off all lids. Lids can be placed in the blue container bins. Only Glass in the Grey Glass bin.
- (b) Boiler Room – water leak: It was confirmed that the repairs to the irrigation line were completed by Council with no further issues to report.
- (c) Bike Room: Council will be re-organizing this room to accommodate bikes and other large storage items. Owners will be asked to label their bikes, and abandoned bikes will be removed and donated. More information will be sent on this subject in October.

### 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/Residents may 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, BC V3L 1A4,**

**Or via email: [lms1443@shaw.ca](mailto:lms1443@shaw.ca) or [manager.saltspring@quaypacific.com](mailto:manager.saltspring@quaypacific.com)**



## 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

### 9. Next Meeting Date

The next meeting date has been tentatively scheduled on Wednesday, Nov. 08<sup>th</sup> 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 7:56 pm. (#411 / #306) **MOTION CARRIED**

#### **IMPORTANT INFORMATION:**

***Owners are reminded that 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), Owners 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 are asked to connect with the emergency answering service (by pressing 1), they will directly contact the Property Manager.***