



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: Wednesday, November 08, 2023

Held Via: "Zoom" Online Meetings

In Attendance:	Steve Davis, #306 Gayla Shulhan, #112 Arlene Mussato, #301 David Semail, #411 Dmitry Shapovalov, #305	Council President & Treasurer Council Vice-President – landscaping Council Member – site contact Council Member-at-Large Council Member-at-Large
Regrets:	Angus Luk-Ramsay, #102 Scott Vere, #407	Council Member – landscaping 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 6:32 pm by Steve Davis (#306), Council President, and seconded by Gayla Shulhan (#112), Council Vice-President.

2. Approval of Agenda – Wednesday, November 08, 2023

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

MOTION CARRIED

3. Adoption of the Minutes from the Tuesday, September 12, 2023 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of Sept. 12, 2023, as circulated. (#112 / #306)

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: 2-month period ending September 30, 2023: After careful review and discussion, the Financial Statements for the months of August – September 2023, have been accepted as circulated. (#306 / #301)

MOTION CARRIED



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- (b) Accounts Payables: Council reviewed and unanimously approved payment of an invoice received from University Sprinklers for the winterization of the irrigation system.
- (c) Accounts Receivables: Council reviewed the current A/R Report and noted there are 3 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:

- University Sprinklers – the winterization of the irrigation system has been completed. It was noted that the water line from the building/boiler room to the exterior of the building requires replacement. Property Management will request a quote from University Sprinklers for this work to be done before system start-up.
- Front Lawn Improvements – Council acknowledges that the front lawns are in bad condition. With the watering restrictions in the summer and the amount of dog/people traffic, the improvement efforts in the past have not been successful. This item has been tabled to future meeting.

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."
- (c) Fire Safety Plan: This item is on-going as Council continues to review and update the existing plan. It was also noted that Council is looking for owner-volunteers who would like to act as a "Fire Safety Director" for the building. Owners, who are interested, are asked to send an e-mail to lms1443@shaw.ca. Duties include being familiar with the Fire Safety Plan, the various equipment throughout the building, liaising with the fire department when necessary and conducting fire drills as per the plan.



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- (d) Exterior Painting of the Building's Wood Trim: Council instructed Management to forward a proposal request to the previous Contractor who performed the interior painting of the building – Vancouver Painting Company – and schedule a Site Meeting.

Management will continue to source 1 – 2 additional proposals for Council's review and comparison.

- (e) New Elevator Protection Pads: This item has been completed as Council confirmed that the new pads have been received from Richmond Elevator.
- (f) Bike Room: Council will be re-organizing these rooms to accommodate bikes and other large storage items. Owners are asked to label their bikes by November 30, 2023. Abandoned bikes will be removed and donated.

UPDATE: A Notice was circulated to the Ownership on November 13th, with a deadline of November 30th, for Owners/Residents to label their bike(s).

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".

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) Insurance Policy Renewal: It was noted that the current policy expires on Dec. 31, 2023. In preparation of the policy review and renewal, Council scheduled a "Zoom" meeting with the Client Executive Vice-President of BFL Canada to discuss the upcoming renewal proposal. This has been tentatively scheduled on Tuesday, Dec. 05th.
- (c) Community Fire Prevention (formerly Vanco Fire): Council discussed the following items:
- 2023 Annual Fire Inspections – it was unanimously agreed that the mandatory inspections be completed in March 2024 (it is typically completed in December) to accommodate warmer weather and Owners being away/busy schedules.
 - Sprinkler Repairs – Council noted that the approved repairs have been completed.
 - Recent Invoices to Approve for Payment – this item has been tabled for review/approval via e-mail as Council awaits a revised invoice/credit note.



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- (d) General Winterization Reminder: Owners/Residents are reminded to clean-up any leaves/debris around their patio or balcony drains, and ensure there is no obstruction preventing water from draining.

In addition, Owners/Residents are asked to turn off the water shut-off valves for any exterior water taps, to prevent any pipes freezing over the winter. Owners may e-mail lms1443@shaw.ca for any questions or assistance.

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 or manager.saltspring@quaypacific.com

9. Next Meeting Date

The next meeting date has been tentatively scheduled on Tuesday, January 16, 2024 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 7:36 pm. (#301 / #305) ***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](tel: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.