



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, January 16, 2024

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
	Dmitry Shapovalov, #305	Council Member-at-Large

Regrets:	Scott Vere, #407	Council Member-at-Large
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And:	Danny Samson, Property Manager – Quay Pacific Property Management Ltd.
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1. Call to Order

The meeting was called to order at 6:33 pm by Steve Davis (#306), Council President, and seconded by Arlene Mussato (#301), Council Member.

2. Approval of Agenda – Tuesday, January 16, 2024

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.

(#301 / #305)

MOTION CARRIED

3. Adoption of the Minutes from the Wednesday, November 08, 2023 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of Nov. 08, 2023, as circulated. (#112 / #301)

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



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- (a) Financial Statements: 3-month period ending December 31, 2023: After careful review and discussion, the Financial Statements for the months of October – December 2023, have been accepted as circulated. (#306 / #305) **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 are 2 owners currently owing monies to the Strata Corporation (for strata maintenance fees and a previously issued owner charge-back). A reminder letter and statement will be issued to the appropriate Owners.

5. Garden Committee

The following items were discussed:

- Council is investigating some improvements to the back garden areas. Awaiting some quotes to decide if we will proceed.

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) Exterior Painting of the Building's Wood Trim: This item has been tabled to further discussion via e-mail, as proposals have yet to be received from Remdal Painting and ProStar Painting.

UPDATE: 3 proposals have now been received from Vancouver Painting Company, ProStar Painting, and Remdal Painting. Council will review and compare the proposals for further discussion at the next Strata Council Meeting.

- (d) Bike Room: Council confirmed that 12 – 13 bikes have been donated to Our Community Bikes. Bike racks will be installed in the bike room. Once that is complete, we'll investigate other storage opportunities in that room.

- (e) Insurance Policy Renewal: Management confirmed that the insurance policy was renewed through BFL Canada (604-669-9600), via e-mail, and following an online meeting with an assigned representative with BFL Canada. A copy of the "Saltspring's" insurance summary report is included in these Minutes.



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The current replacement value of the property was indicated at \$18,649,000 (a \$1,318,000 increase from last year), with the premium amount being \$58,704 (which also represents an increase of \$8,829 from the prior insurance period).

The coverage period continues from Dec. 31, 2023 – Dec. 31, 2024. The Strata Corporation's common insurance deductibles are as follows:

- All Risk – \$10,000 (no change);
- Water Damage – \$25,000 (no change);
- Sewer Back-up – \$25,000 (no change);
- Flood Damage – \$25,000 (no change);
- Earthquake – 15%, min. \$250,000 (no change).

IMPORTANT: It is recommended that Owners forward the provided **Strata Corporation Summary of Coverage** document to their own insurance provider and have the insurance provider review their **HOMEOWNER INSURANCE POLICY** against the Strata Corporation's insurance policy:

- i. To ensure that the deductible assessment coverage on their **HOMEOWNER POLICY** is sufficient for the deductibles shown on the Strata Corporation's insurance policy, in the event that the unit owner is responsible for any of the deductibles on the strata corporation insurance policy.
- ii. To ensure that the deductible assessment coverage on their **HOMEOWNER POLICY** includes the **EARTHQUAKE DEDUCTIBLE** shown on the attached policy.

Owners are also reminded to obtain their own personal insurance coverage for '**betterments**' and **major improvements** within their strata lots, such as upgrading of appliances, fixtures, floor coverings, hardwood floors, etc. as well as coverage for **personal contents** and **third-party liability coverage**. Individual homeowners or tenant insurance coverage is strongly recommended and suggested. **Displacement coverage** would also assist owners and tenants who may have to move out of their suites during a major loss. **Loss of rental coverage** is recommended for those Owners who have permission to rent their strata lots.

Owners may contact manager.saltspring@quaypacific.com for further details.

- (f) Items for the Upcoming AGM Preparation/Budget Review Meeting: Council noted the following items in anticipation of the next Strata Council Meeting:
- 2024 – 2025 Proposed Operating Budget;
 - Special Resolutions;
 - Installation of a new Security Camera System;
 - Exterior Painting Project (see item #6.c.).

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) Voluntary Dispute Resolution: A Resolution Hearing was arranged with 2 Owners on January 15th, to discuss on-going noise complaints. A dispute resolution committee was assigned and



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consisted of the Property Manager as the mediator, and the Council President as the chairperson.

At the conclusion of the meeting, all parties agreed that the noise complaints have been resolved and that both owners would continue to maintain a level of respect and courtesy for each other moving forward.

- (b) Webir Automations – quote to replace a section of the irrigation line: Council agreed to table this item and consider the quote at the next meeting.
- (c) Snow Removal Services: It was confirmed that there is no service agreement in place with Westcoast Horticultural Services (landscapers) and that the necessary snow removal and maintenance will be completed by owner-volunteers of the “Saltspring.”
- (d) Exterior Cleaning: Management was instructed to obtain at least 3 proposals for the gutter, inaccessible window, and siding cleaning of the building. Council agreed to complete this project in the Spring, and include the necessary costs in the proposed budget for the 2024 – 2025 fiscal year.
- (e) Removal of Council Member: As per the “Saltspring’s” By-law #16.1, it was moved, and seconded, to remove Owner, Scott Vere, from his position on the Strata Council effective immediately. **MOTION CARRIED**
- (f) 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, March 05, 2024 starting at 6:30 pm, and will be held via “Zoom” online meetings.

10. Termination



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As there was no further business to discuss, it was moved and seconded to terminate the meeting at 8:05 pm. (#306 / #411) **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.



BFL CANADA Risk and Insurance Services Inc.
1177 West Hastings Street, Suite 200
Vancouver, British Columbia, V6E 2K3

Tel.: 604-669-9600
Fax: 604-683-9316
Toll Free: 1-866-669-9602



**Strata
PROTECT**

SUMMARY OF COVERAGES

Named Insured	The Owners, Strata Plan LMS1443, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
Project Name	SALTSPRING
Property Manager	Quay Pacific Property Management Ltd.
Policy Period	December 31, 2023 to December 31, 2024
Policy Number	BFL04LMS1443
Insured Location(s)	6745 Station Hill Court, Burnaby, BC V3N 4Z4

INSURING AGREEMENT



PROPERTY (Appraisal Date: December 31, 2023)

	DEDUCTIBLE	LIMIT
All Property, Stated Amount Co-Insurance, Replacement Cost, Blanket By-Laws.		\$18,649,000
Property Extensions		Included
Lock & Key	\$2,500	\$25,000
Additional Living Expenses - Per Unit		\$50,000
Additional Living Expenses - Annual Aggregate		\$1,000,000
Excess Property Extensions - Annually Aggregated		Up to \$5,000,000
- Excludes all damage arising from the peril of Earthquake		
All Risks	\$10,000	
Sewer Backup	\$25,000	
Water Damage	\$25,000	
Earthquake (Annual Aggregate)	15% (minimum \$250,000)	100% of the Policy Limit
Flood (Annual Aggregate)	\$25,000	100% of the Policy Limit
Business Interruption (Gross Rentals), 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered



CRIME

	DEDUCTIBLE	LIMIT
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000



COMMERCIAL GENERAL LIABILITY

	DEDUCTIBLE	LIMIT
Bodily Injury & Property Damage	\$1,000	\$30,000,000
Non-Owned Automobile	\$1,000	\$30,000,000
Infectious Agent or Communicable Disease Exclusion – With Limited Exceptions		
Total Pollution Exclusion		



CONDOMINIUM DIRECTORS & OFFICERS LIABILITY

	DEDUCTIBLE	LIMIT
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	Not Applicable
Cyber Liability	Nil	Not Applicable

E. & O.E.



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INSURING AGREEMENT



BLANKET GLASS - Includes Lobby Glass

	DEDUCTIBLE	LIMIT
Residential	\$100	Blanket
Commercial	\$250	
Canopy	\$1,000	



EQUIPMENT BREAKDOWN

	DEDUCTIBLE	LIMIT
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$18,649,000
- Deductible Waiver Endorsement with respect to losses exceeding \$25,000		
Extra Expense – 100% available in first month	24 Hour Waiting Period	\$1,000,000
- Additional Living Expenses Endorsement - Per Unit		\$25,000
- Additional Living Expenses Endorsement - Annual Aggregate		\$1,000,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered



POLLUTION LIABILITY

	DEDUCTIBLE	LIMIT
Each Event	\$25,000	\$1,000,000 Shared
Aggregate Policy Limit		\$5,000,000 Shared



VOLUNTEER ACCIDENT

	DEDUCTIBLE	LIMIT
Maximum Limit of Loss	See Policy Wordings	\$1,000,000



LEGAL EXPENSES

	DEDUCTIBLE	LIMIT
Each Event	Nil	\$1,000,000
Annual Aggregate		\$5,000,000

CYBER, DATA & PRIVACY

	DEDUCTIBLE	LIMIT
Cyberboxx	\$5,000	
Annual Policy Aggregate		\$100,000
Hackbuster's Incident response services		Included
Coverage A - Privacy Breach Liability		\$100,000
Coverage B - Privacy Breach Expense		\$50,000
Coverage C - Cyber Extortion & Recovery		\$50,000
Coverage D - Social Engineering		\$25,000
Coverage E - Breach by suppliers		\$50,000

Loss Payable

All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

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This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.