



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, March 13, 2024

Held Via: "Zoom" Online Meetings

In Attendance:	Steve Davis, #306 Gayla Shulhan, #112 Angus Luk-Ramsay, #102 David Semail, #411 Dmitry Shapovalov, #305	Council President & Treasurer Council Vice-President – landscaping Council Member – landscaping Council Member-at-Large Council Member-at-Large
Regrets:	Arlene Mussato, #301	Council Member – site contact
And:	Danny Samson, Property Manager – Quay Pacific Property Management Ltd.	

1. Call to Order

The meeting was called to order at 6:34 pm by Steve Davis (#306), Council President, and seconded by Gayla Shulhan (#112), Council Vice-President.

2. Approval of Agenda – Wednesday, March 13, 2024

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, January 16, 2024 Strata Council Meeting

It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of Jan. 16, 2024, as circulated. (#112 / #305)

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: 1-month period ending January 31, 2024: After careful review and discussion, the (year-end) Financial Statements for the month of January 2024, has been accepted as circulated. (#306 / #112)

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: 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. 2024 Annual General Meeting (AGM) Review

The following items were discussed:

- 2024 Proposed Operating Budget – after in-depth review and discussions, Council unanimously agreed to approve the proposed budget, as revised, reflecting a 0.0% increase from the previous fiscal year. This will be reflected in the AGM Notice Package for all Owners to review and vote.
- Resolutions & Agenda – Council finalized both items and instructed Management to proceed with the preparation of the AGM Notice Package.
 - Exterior Painting of the Building's Wood Trim – after Council's review of the 4 proposals received, it was agreed that the proposal from ProStar Painting would be presented to the Ownership for approval. Council also agreed that the total project cost would be proposed as an expenditure from the Contingency Reserve Fund. Council instructed Management to arrange another site meeting to finalize the scope of work and numbers
- Date – the AGM has been tentatively scheduled on Tuesday, April 30th and will be held via "Zoom" online meetings. Registration will commence at 6:00 pm, with the 'Call to Order' at approximately 6:30 pm.

6. Garden Committee

The following items were discussed:

- Landscaping Upgrades Proposed for the 2024 – 2025 Fiscal Year – Council agreed to schedule a meeting this weekend to consider major improvements at the front entranceway up to the corner of Sandborne / Station Hill Court.
 - Update: a proposal for modifications will be included in the AGM package.
- Consideration to Remove Chestnut Tree at the Back of the Building – Council also agreed to review this item during their landscaping meeting.
 - Update: Council agreed to leave the tree in place, but heavily prune some of the branches.

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.

7. Business Arising from Minutes

(a) Repairs & Maintenance: Council confirmed that there are no items to report at this time.

- Update: Suite 409 balcony has some wood trim that requires repair. We will request this work to be completed by Wainui.



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) Bike Room: Council confirmed that the bike racks have now been installed and confirmed the same in an e-mail to the Ownership on March 07th.

In addition, Council requests that all tires in the room be properly labelled or if no longer needed, be disposed. Council will consider purchasing and installing additional tire-racks at a later date. Please do not store anything else in this room without prior consent from Council.

- (c) Webir Automations – quote to replace a section of the irrigation line: Council agreed to table this item for the next fiscal year, following the Annual General Meeting.
- (d) Exterior Cleaning: Council is reviewing the quotes received from several contractors to clean gutters and wash the building and inaccessible windows. It was agreed to factor the costs into the 2024 – 2025 Proposed Operating Budget for the Ownership's approval at the AGM. Assuming the budget is approved, Council will proceed with the cleaning in the upcoming fiscal year.

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".

8. New Business

- (a) 2nd Floor Strata Lot – water leak: Due to the improper installation of a washing machine, a leak occurred in a 2nd floor unit that resulted in damage to the unit directly below. The incident occurred on Feb. 07th. The Owner reported that their personal insurers were contacted and that the repairs have now been completed.
- (b) Action Security – issues with key supply order: Council expressed concerns with building keys that were incorrectly cut in the last supply order. It was noted that 6 keys do not work. Management was asked to follow-up with Action Security and request replacement keys that do function properly.
- In addition, the lock to the first floor hallway between 110 and 112 will be adjusted when Action Security is on site, as it is currently very difficult to unlock.
- (c) Elevator Concerns: Council instructed Management to follow-up with Richmond Elevator on the following concerns, and request completion during their next maintenance visit:
- The elevator does not rest at the floor level on the 4th floor;
 - The push button indicator light for "P" is burnt out and requires replacement;
 - The floor light indicator "2" is burnt out and requires replacement;
 - The up and down arrow lights on the right side of the exit is not tight to the wall.
- (d) Important By-law Reminder: Owners are reminded of the following By-law:
- #39.10 *A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 10 km/hour.*

Owners/Residents are asked to report any by-law infractions and/or concerns to lms1443@shaw.ca, along with any incidents involving reckless/unsafe driving.



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

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. 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.

10. Next Meeting Date

The next meeting date, which will be the Annual General Meeting of the Ownership, has been tentatively scheduled on Tuesday, April 30, 2024. Further information and details of the meeting will be provided by way of the AGM Notice Package, which will be distributed to each Owner.

Note that an email entitled "LMS 1443 Memo - Council Elections - 2024 AGM" was sent to all owners asking for Owners, who are interested in being elected to the Strata Council, to send an e-mail to manager.saltspring@quaypacific.com, including the following details:

1. Your complete name, as registered as the Owner of the property;
2. Your strata lot # and property address;
3. A brief statement, consisting of 3 lines MAXIMUM, explaining why you would like to be on the Strata Council, and/or your skills/experience that would benefit Council.

11. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 8:33 pm. (#411 / #112) ***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.