



## 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, June 04, 2024

Held Via: "Zoom" Online Meetings

In Attendance:	Steve Davis, #306	Council Member
	Gayla Shulhan, #112	Council Member
	Angus Luk-Ramsay, #102	Council Member
	Arlene Mussato, #301	Council Member
	David Semail, #411	Council Member
	Dmitry Shapovalov, #305	Council Member
	Thierry Haddad, #107	Council Member

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 Arlene Mussato (#301), Council Member, and seconded by Steve Davis (#306), Council Member.

## 2. Election of Officers

The following positions were announced for the 2024 – 2025 fiscal year:

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
Thierry Haddad, #107	Council Member-at-Large

## 3. Approval of Agenda – Wednesday, March 13, 2024

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.  
(#301 / #107)

**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, please 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>***



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4. **Adoption of the Minutes from the Wednesday, March 13, 2024 Strata Council Meeting**  
It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of Mar. 13, 2024, as circulated. (#306 / #112) **MOTION CARRIED**
5. **Financial Report**  
(a) Financial Statements: 2-month period ending March 31, 2024: After careful review and discussion, the Financial Statements for the months of February – March 2024, have been accepted as circulated. (#306 / #301) **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 is 1 owner currently owing monies to the Strata Corporation (for a previously issued owner charge-back). A reminder letter and statement will be issued to the appropriate Owner.
6. **2024 Annual General Meeting (AGM) Review**  
The following items were discussed:  
➤ Exterior Cleaning and Painting of the Building's Wood Trim – it was confirmed that the deposit amount has been paid to ProStar Painting and that Council will be confirming the final details of the project with the assigned Project Manager. The schedule will be announced to the Ownership as soon as the details are finalized.  
➤ Landscaping Upgrades – as voted by the Owners at the AGM, this project was not approved for completion this year.
7. **Garden Committee**  
The following items were discussed:  
➤ Tree Pruning by Landscapers – the pruning, originally scheduled for May 31<sup>st</sup>, was not completed. Council will follow-up and confirm the re-scheduled date.  
➤ Concerns with 3<sup>rd</sup> Floor Strata Lot – Council discussed recent concerns with another Resident with regards to use of the community garden and the unauthorized pruning of branches for trees on common property. Management was instructed to issue the necessary infraction letters against the Owner.
- UPDATE:* The small Maple trees around the building have now been pruned.
- 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.***

***NOTE: Smoke can travel between suites via the ventilation systems and can cause problems for your neighbours.***

***Do not smoke anywhere inside the building or on the property.***
8. **Business Arising from Minutes**  
(a) Repairs & Maintenance: Council confirmed that there are no items to report at this time.



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- (b) Bike Room: Council agreed to table this item to the next meeting. Owners are reminded that any car tires currently stored in the bike room must be clearly marked with their name and suite number.
- (c) Webir Automations – quote to replace a section of the irrigation line: Council unanimously agreed not to proceed with this quote and considers this item closed.
- (d) Gutter Cleaning: It was confirmed that Shack Shine has scheduled the approved gutter cleaning on June 07<sup>th</sup> and that e-mail notification has already been provided to the Ownership. Council also confirmed that the related expenditure will be expensed to the painting project, per the Owner's approval at the recent AGM.

*UPDATE*: The cleaning took place on June 07<sup>th</sup>. Some deficiencies were noted and Shack Shine will be returning to the property on June 18<sup>th</sup> to complete the project.

- (e) Action Security: Management confirmed that the security/locksmith contractor will be replacing the faulty (duplicate) building keys, following an approved work order from a couple months ago. Management was instructed to follow-up with their office.

*UPDATE*: Council confirmed that the replacement keys have now been received, tested, and do function properly.

- (f) Elevator Concerns: Council confirmed that the following items remain outstanding and asked Management to follow-up with Richmond Elevator:
  - The push button indicator light for "P" is burnt out and requires replacement;
  - The floor light indicator "2" is burnt out and requires replacement;

Richmond Elevator acknowledged the remaining deficiencies and confirmed that their technician would attend to these issues during their next maintenance visit.

*UPDATE*: The lights have now been fixed.

### **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".***

## **9. New Business**

- (a) Request for Hearing, 4<sup>th</sup> Floor Strata Lot: Due to an ongoing dispute over a chargeback for a water leak, a hearing between owners and council will be scheduled as soon as possible.
- (b) Dryer Vent Cleaning: It was confirmed that Air-Vac Services completed the cleaning on April 22<sup>nd</sup> with no deficiencies to report.
- (c) Action Security – quote to replace lock from garden to building: Following Council's review and discussion, it was moved, seconded, and carried unanimously to approve the quote and proceed with the work. (#301 / #306) **MOTION CARRIED**



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**UPDATE:** Council confirmed that the work was completed on June 7<sup>th</sup>.

(d) Depreciation Report / New Legislation: This item has been tabled to the next meeting.

(e) Recent Safety & Security Concerns: Council confirmed two (2) instances of unauthorized access to the building that have been reported recently:

- 1) On May 21<sup>st</sup>, someone was granted access and went door to door claiming they were fundraising by selling chocolates. They did not identify their cause and were evasive when asked if they lived in the building (first stating they were friends with someone on the first floor, then that they were from a different building but the same strata - which cannot be true as our strata contains no other buildings).
- 2) Someone buzzed an owner and said they had a package for them. However, no package materialized. It is suspected that they used the intercom and went down the directory, using the names listed on it. This could have been a delivery for another owner who did not answer their phone, or it could have been more nefarious. Residents from other buildings have reported the same (see [this link](#) for examples).

Owners are reminded to do the following to keep our building secure:

- 1) If you are buzzed for a delivery, make sure you ask for the **unit number and name** before granting access. Your name may be listed in the intercom directory (but your unit number is **not**). Name alone is not enough to confirm that there is indeed a package for you.
- 2) Do not allow access to fundraisers, cold callers, salespeople, or any others who you do not personally know or expect to be arriving.
- 3) Never let anyone into the building that you do not know and trust.

Thank you for your assistance in keeping the building safe and secure.

(f) Parkade Cleaning: Council discussed a quote from Washing Man Pressure Washing and agreed to table this item to the next meeting for further review and consideration.

(g) Annual Fire Inspections: Management confirmed that the annual reports and deficiency quotation have yet to be received from Community Fire, and will be requesting for the reports from their office to be received immediately. Council to consider the quote thereafter.

### 10. 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.

#### ***IMPORTANT BY-LAW REMINDER REGARDING PETS:***

***An owner, tenants, occupants and visitors must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.***

***Note: recently there have been reports of dog feces found on the first floor near the elevator!  
Also, there have been reports of misbehaving dogs in the elevator.***



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***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)***

**11. Next Meeting Date**

The next meeting date has been tentatively scheduled on Tuesday, July 30<sup>th</sup> starting at 6:30 pm, and will be held via “Zoom” online meetings.

**12. Termination**

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 8:45 pm. (#306 / #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.***

***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.***