



## 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

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# STRATA COUNCIL MEETING MINUTES STRATA PLAN LMS 1443: SALTSPRING

**Date Held:** Tuesday, June 03, 2025

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

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In Attendance:	Steve Davis, #306	Council Member
	Gayla Shulhan, #112	Council Member
	David Semail, #411	Council Member
	Dmitry Shapovalov, #305	Council Member
	Thierry Haddad, #107	Council Member
Regrets:	Wesley Regan, #213	Council Member
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 6:31 pm by Steve Davis (#306), Council Member, and seconded by Thierry Haddad (#107), Council Member.

**2. Election of Officers**

The following positions were announced for the 2025 – 2026 fiscal year:

Steve Davis, #306	Council President & Treasurer
Gayla Shulhan, #112	Council Vice-President – landscaping
David Semail, #411	Council Member-at-Large
Dmitry Shapovalov, #305	Council Member-at-Large
Thierry Haddad, #107	Council Member-at-Large
Wesley Regan, #213	Council Member-at-Large

**3. Approval of Agenda – Tuesday, June 03, 2025**

It was moved, seconded, and carried unanimously to approve the Agenda as distributed.  
(#305 / #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, 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 Tuesday, February 25, 2025 Strata Council Meeting**  
It was moved, seconded, and carried unanimously to adopt the Strata Council Meeting Minutes of February 25, 2024, as circulated. (#112 / #107) **MOTION CARRIED**

5. **Financial Report**

- (a) Financial Statements: 3-month period ending April 30, 2025: After careful review and discussion, the Financial Statements for the months of February – April 2025, have been accepted as circulated. (#306 / #305) **MOTION CARRIED**

- (b) Accounts Payables: There were no items to discuss at this time.

- (c) Accounts Receivables: Council reviewed the current A/R Report and noted there is 1 owner with a small balance owing to the Strata Corporation. A statement will be forwarded to the owner with a “gentle” reminder.

6. **Garden Committee**

Council noted and discussed the following items:

- (a) Irrigation System – it was confirmed that the start-up was completed by University Sprinklers on May 01<sup>st</sup>. A subsequent quotation was received by Council, where it was unanimously agreed not to proceed. The sprinklers are set for 3 days per week – Tuesdays, Thursdays, and Sundays.
- (b) Foliage Application and Bark Treatment – this was completed by Bartlett Tree Experts on May 12<sup>th</sup>.
- (c) City of Burnaby – a maple tree along the north-east corner of the building was recently removed by the City’s contractor.
- (d) Miscellaneous – Council confirmed that the watering “gators” will be placed and that some mulching has been completed throughout the complex.

**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 neighbors.***

***Do not smoke anywhere inside the building or on the property.***

7. **Business Arising from Minutes**

- (a) Depreciation Report: Following Council’s review and comparison of 3 proposals received from Entuitive Engineering, NLD Consulting, and WSP, it was moved, seconded, and carried unanimously to proceed with the completion of the report through WSP, as an expenditure from the Contingency Reserve Fund. (#306 / #305) **MOTION CARRIED**

- (b) Electrical Planning Report – update: Management confirmed that a site review will be scheduled by Motus Engineering in June.



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- (c) Repairs & Maintenance: The following updates were discussed:
- Repairs to the garbage room door were completed by Action Security on May 22<sup>nd</sup>;
  - Repairs to a bathtub overflow were required for a 1<sup>st</sup>-floor strata lot. Council approved the repairs quote from Webir Automations and instructed Management to proceed and then to issue a charge-back for the related cost.
  - Repairs to a patio drainage was previously completed by Wainui Construction.
- (d) Bike Room: Council confirmed that the new bike rack will be installed in the coming weeks.
- (e) 2025 Annual Fire Inspections: West Coast Fire Protection completed the inspections on April 01<sup>st</sup> and has submitted a deficiencies quotation for the necessary repairs. Council instructed Management to follow-up with the Contractor and seek further clarification on the listed work. This item will be further discussed via e-mail.
- (f) Key FOB Audit: As per email sent to owners on April 24 and June 15, all key fobs will be disabled if they have NOT been used so far in 2025. This work will take place over the next couple of weeks. If any of your fobs stop working, first check that the battery is still good. If it's not a battery issue, send an email to [LMS1443@shaw.ca](mailto:LMS1443@shaw.ca) and we will check to ensure it's programmed to work. Reminder: this has NO impact to the garage door opener.
- (g) Dryer Vent Cleaning: It was moved, seconded, and carried unanimously to approve the "outside only" cleaning through Air-Vac Services. (#112 / #306) **MOTION CARRIED**

Owners/Residents will be informed of the cleaning date once confirmed and will also have the option of having the cleaning performed from within their unit (sign-up sheet to be provided; cash on delivery).

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

***In a wood-frame building like The Saltspring, noise 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) 2<sup>nd</sup> Floor Strata Lot – request for hearing: Council discussed an on-going complaint from an Owner with regards to smoking odors entering their unit, and has agreed on the next course of action. Management was instructed to relay the details and confirm if the Owner still wanted to proceed with the hearing. This item will be further discussed via e-mail.
- (b) 2<sup>nd</sup> floor Strata Lot – recent by-law infraction: Council directed Management to proceed with a by-law infraction letter against an Owner (re: use of common property) and will monitor the situation moving forward.
- (c) Rodent Activity: Rodent droppings have recently been found in the underground parking area as well as the larger of the two storage rooms. Council has placed traps around these areas. If the issue persists, Council will consider a service agreement including rodenticide and trapping controls with Atlas Pest Control.



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- Council suggests that you take some time over the next month to clean out your lockers. Mice can make nests in all sorts of places. Please do not store anything which can be a food for rodents (food, plants, seeds, soil) in the lockers.

(d) IMPORTANT NOTE: Owners/Residents are reminded to turn off your pilot lights for your gas fireplace as we approach warmer weather. This saves on our gas bill, and also decreases the heat in each apartment. For further information, please send you e-mail to the Strata Council at: [lms1443@shaw.ca](mailto:lms1443@shaw.ca).

(e) Community Event & BBQ: Owners/Residents are advised that a Summer BBQ will be scheduled in August, as Council approached the City of Burnaby and was awarded a \$350 community grant for the event. Further details will be provided, well in advance, once the date is confirmed by Council. We are looking for volunteers from owners/residents who would like to help organize. Please volunteer by e-mailing the Strata Council at [lms1443@shaw.ca](mailto:lms1443@shaw.ca).

### 9. Correspondence

All correspondence has been received and considered by Council. Responses will be communicated either through e-mail or by 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)***

### 10. Next Meeting Date

The next meeting date has been scheduled on Wednesday, August 13, 2025 starting at 6:30 pm, and will be held via "Zoom" online meetings.

### 11. Termination

As there was no further business to discuss, it was moved and seconded to terminate the meeting at 8:09 pm. (#306 / #107) **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.***