



Welcome Package

Last updated: Jan 2023

Contacts

In case of **EMERGENCY**:

- For Fire, Police, or Medical Emergencies, please call **911**.
- Note: our Fire Alarm is NOT connected to the local fire department.

For **URGENT** Issues, but non-emergency (like a water leak):

- Call Quay Pacific Property Management
- Phone: **604-371-2208**
- Property Manager: **Danny Samson**
- AND Email your Strata Council at lms1443@shaw.ca

For **non-urgent matters**, questions, requests:

- Email your Strata Council at lms1443@shaw.ca

Inside this issue:

Weekly Activities around the building	2
Summer Activities	2
Winter Activities	2
Parking	3
Garden Committee	3
Noise Concerns	3
Commonly used By-Laws	4

About Saltspring: <http://lms1443.ca>

The Saltspring was built in 1994 by ADERA. There are 54 suites.

The maintenance and upkeep are managed jointly by the elected Strata Council and the property management company, **Quay Pacific Property Management**.

We strive to keep the building in good condition, while also keeping strata fees low. In order to do so, there is a lot of volunteer labour involved in the upkeep; including anything from gardening to painting to plumbing. If you are interested in volunteering, please email the Strata Council.

We also strive to create a community within our building, and encourage

neighbours to help neighbours in times of need. We encourage open communication with your neighbours. Many situations can be mediated before becoming issues by simply talking frankly and respectfully to your neighbours.

Our Strata Plan number is LMS 1443.

Your Council:

Your Strata Council is made up of between 3 and 7 members. Names can be found on the Strata Minutes.

The Strata Council meets with the Property Manager every 6-10 weeks.

If you want something discussed at one of these

meetings, please send an email to the Strata Council. Most letters are answered directly to protect owner privacy.

For ALL strata issues, please communicate via email or phone the Property Manager. **Please do not contact strata council members directly!**

Strata Minutes

Minutes from the meetings are distributed preferably by email about one week following the meeting.

AGM:

Our Annual General Meeting is held once a year, usually in April.

New Owner Actions

1. Provide [pre-authorization](#) for monthly strata fees to Property Manager
2. Email your move in dates so the elevator pads can be installed
3. Provide move-in fee to Property Manager
4. Fill out [Owner Information & Emergency Contact form](#). This form also let's us know to distribute minutes via email.
5. Optional: Provide the council with a [spare apartment key](#). This key is stored in a lock-

box, inside a separate keyed room. Only council members have access. The key will only be used when owners grant specific permission, or in the case of emergency.

6. Read the [Saltspring By-laws and Rules](#).

Weekly Activities around the building



Garbage Pickup. The building cleaners move the big green garbage bins to the visitor parking area the morning of pickup. If you need to deposit garbage at that time, please make sure you go into the visitor parking and place it in the appropriate bin. Do not leave it on the floor in the garbage room. The cleaners return in the evening to put the bins away. This is currently scheduled for Tuesday.

Recycling Pickup. The building cleaners move the recycling bins to the curb the evening before or the morning of pickup. Currently, pickup is scheduled for Wednesday morning.

The garbage bins are to be used only for household garbage. Anything else (appliances, electronics, construction materials, etc.) MUST NOT be put into the bins.

DO NOT leave these items in the garbage room.

Disposal of these items is the responsibility of the individual owner.

Food Waste Program. In 2016, The Saltspring implemented Burnaby's Food Waste Program. The city requires that all food waste be placed in the appropriate bin, instead of the garbage bin. The city can levy fines against our building if this is not followed. To keep smells & pests down, we request that all food waste be wrapped in newspaper or paper bags, before it is inserted into the bin. The bin is picked up by the city weekly. Currently, the pickup is on Thursday.

Landscaping. Except during the winter months, the gardeners come on Fridays.

First floor owners are responsible to ensure the yards are free of lawn furniture, flower pots, animal feces, etc. that will impede the gardeners from mowing the lawns.

Common Area Cleaning. Our cleaners come twice a week to vacuum the hallways, clean the front entrance, the elevator, and the downstairs entry. Owners are responsible for cleaning their hallway doors, and patios / balconies.

Summer Activities

In the Spring and Summer, we often organize volunteer work parties to make improvements to our building, such as:

- Fence repair and painting
- Patio and balcony repairs and painting
- Garden improvements

The garden and lawn sprinklers run according to the city regulations.

We are a volunteer organization. Please help keep this a great building by volunteering your time when needed.

Flower beds within fenced areas:

Any flower gardens inside your fenced areas are your responsibility to maintain in good order. If you do not wish to do so, it is your responsibility to turn the beds back into grass so they can be mowed and maintained by the landscapers.

Any changes to yards MUST be preceded by a council-approved Indemnity Agreement.

Winter Activities

We have 2 main concerns in winter:

- 1) Pipes freezing
- 2) Snow removal and icy sidewalks



All owners on the ground floor must shut off all outside taps from the inside of their suites before the first freeze in order to prevent the pipes from freezing. The shut-off valve is usually located under the kitchen or bathroom sink. Make sure to drain the pipe after shut-off.

For **snow removal**, we rely on the assistance of fellow owners to shovel the walkways and the parkade ramp, as well as distribute salt onto the walkways and the parkade ramp. Burnaby by-law states that sidewalks must be cleared by 10am. We place salt and shovels at the front entrance.

If you are able, please help out by shoveling and salting.

Parking:

Parkade:

Each suite is assigned one or two parking spots. Your personal vehicles can either be parked in your assigned spot or on the street. If you need an extra parking spot, ask Strata Council if they know of any empty spots that another owner is willing to rent out.

Your parking space is for your car only. It is not to be used as storage space for anything but your vehicle.

Keep our building secure!

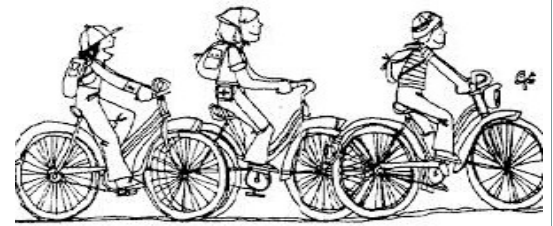
Always wait for the gate to close when exiting or entering the parkade.

Visitor Parking:

The visitor parking lot is for visitors, and all vehicles there must have a visitor parking pass. If you have someone from out of town staying for a few days, please let your Strata Council know ahead of time. The visitor's area is not to be used for long-term parking.



Note: this area is not secured, and unfortunately there have been some break-ins in this area.



Bicycling around the Saltspring

Bicycle parking:

There are two locker areas for bicycles. One area is available to all residents, and the main building key will open this room. There are no bike racks in this room.

The other room requires a separate key that can be purchased from the Strata Council. This room has a limited number of bike racks in it.

The Gardening Committee

We have converted some of the backyard into vegetable garden plots. This provides owners a small area in which to grow vegetables of their choice. If you wish to participate, please email the Strata Council to see if arrangements can be made for you to have one of the existing plots or build a new one.

Several owners also help out maintaining the front and side gardens. If you are interested in helping out with weeding, planting and winterizing, please email the Strata Council.



Composting:

There are several compost bins in the garden area behind the building. Specific owners are responsible for the maintenance of these compost boxes. You are welcome to compost your vegetable waste matter as long as you follow the guidelines:

- Vegetable matter only, cut up into 1-inch cube pieces
- No dairy
- No oils
- No animal products
- No plastic compostable bags

Noise Concerns



The building is a wood structure. The suites are not sound proof.

Therefore, please respect your neighbours and keep loud noises to a minimum. If you have hardwood or laminate floors, please be aware that walking around in shoes can be quite noisy to those below you.

If you do think your neighbor is making excessive noise, it is best to talk directly with your neighbour, rather than sending complaints to the Strata Council.

Many times, a neighbor may not even be aware that their behavior is creating discomfort to someone else. Simply by bringing awareness, the situation can be resolved.

Some By-Laws commonly asked about:

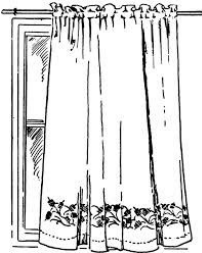
A complete list of the By-Laws and Rules can be found here:

<http://lms1443.ca/bylaws.html>

The following is an extract of some of the By-Laws:

Window Coverings

44.10 A resident must ensure that drapes or blinds visible from the outside of the building are cream or white in colour.



Noise

Rule 1e. No owner/resident shall make an undue amount of noise or sound in or about any strata or the common property which could reasonably be expected to disturb other owners.

Patios and Balconies

41.1 A resident must not allow a strata lot to become unsanitary or untidy. Rubbish, dust, garbage, boxes, packing cases and other similar refuse must not be thrown, piled or stored in the strata lot or on common property.

44.11 A residents must ensure that no air conditioning units, laundry, flags, clothing, bedding or other articles are hung or displayed from windows, balconies or other parts of the building so that they are visible from the outside of the building.

Rule 3b. Patios and balconies should be used for patio furniture, gas barbecues, and neatly kept flower pots. They are not permitted to be used for other general storage.

Rentals

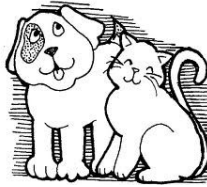
42.1 No strata lots may be rented.

Exceptions are made for extenuating circumstances, upon written permission from the Strata Council.

Pets

5.3 Residents must not keep a pet on a strata lot other than one or more of the following:

- (a) a reasonable number of fish
- (b) up to 2 caged birds;
- (c) 2 dogs or 2 cats.



5.5 A resident must register their pet with the Property Management company within 30 days of the pet residing on a strata lot by providing, in writing, the name of the Permitted Pet, breed, colour and markings, together with the name, strata lot number and telephone number of the pet owner.

Alterations to your suite

7.3 An owner intending to apply to the strata corporation for permission to alter a strata lot must submit, in writing, detailed plans and written description of the intended alteration (and receive approval before proceeding with alterations.)

9.1 An owner must give the council two working days' prior notice of the scheduled arrival of tradespersons or delivery of materials. Tradespersons must be licensed and bonded.

9.5 An owner must ensure that the hours of work are restricted to 8:00 am to 5:00 pm, Monday through Friday, and 10:00 am to 5:00 pm, Saturdays, Sundays and statutory holidays. To perform renovations/alterations on statutory holidays, an owner must apply for permission in writing to the council at least five business days before the holiday.

Moving in and out procedures:

40.2 A resident must provide notice to the strata corporation of all moving arrangements at least 48 hours before the moving date. All moves must take place between 9:00 a.m. and 6:00 p.m., Monday through Friday and 10:00 a.m. to 5:00 p.m. on Saturdays, Sundays and statutory holidays.

40.6 A move-in assessment of \$100.00 and a move-out assessment of \$100.00 will be payable prior to a move-in or move-out

Properties for sale (Rule 8)

a) Owners/residents are not permitted to give Realtors fobs assigned to their units.

b) Upon request, the Strata will provide a "Realtor's FOB" which will have time restricted access to the building (there will be a \$20.00 CASH refundable deposit required).

c) Realtors are not permitted to attach "Lock Boxes" to the building or surrounding area.

Holiday Decorations

44.13 A resident who installs Christmas lights must install them after December 1st of the year approaching Christmas and must remove them before January 15th of the year following Christmas.

44.14 Live Christmas trees are prohibited.

