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**STRATA PLAN NW1666 – “LANSDOWNE SQUARE”  
8651 WESTMINSTER HWY & 8700 ACKROYD ROAD, RICHMOND, BC  
THE MINUTES OF THE STRATA COUNCIL MEETING  
HELD ON TUESDAY, JULY 9, 2024, 6:30 P.M.  
MEETING ROOM**

**PRESENT :** Pinky, Jarren, Garret, Maureen, Tommy, Harri  
**ALSO IN ATTENDANCE :** Arthur Wong of Quay Pacific Property Management Ltd.  
**REGRETS :** Ebey

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**1.0 CALL TO ORDER**

The council meeting was called to order at 6:35 p.m. by the Strata Council President, Pinky.

**2.0 GUEST BUISINESS**

The owner of Strata lot 155 requested a hearing to dispute fines. The strata council heard and agreed to uphold their decision until further information is provided.

**3.0 ADOPTION OF THE AGENDA**

It was **MOVED** (Pinky) and **SECONDED** (Jarren) to adopt the agenda as presented.

**UNANIMOUSLY CARRIED**

**4.0 ADOPTION OF THE PREVIOUS MINUTES**

It was **MOVED** (Pinky) and **SECONDED** (Jarren) that the minutes of the strata council meeting held on June 11, 2024 be accepted as presented.

**UNANIMOUSLY CARRIED**

**5.0 BUSINESS ARISING FROM THE MINUTES**

5.1 Generator

Minor deficiency in the new generator has been resolved.

5.2 Balcony

Balcony Condition Report was received from Strata Engineering. Deficiencies were identified. Council is looking into repair work.

5.3 Window Replacement Quote

The window project is nearly complete. Last stage will be the change of windows in laundry room, utility room, and locker room.

5.4 Fire Equipment Panel

Fire pull station parts were received. Scheduling is in progress.

5.5 Depreciation Report

Ben Engineering visited in May. The depreciation report is in progress. The strata manager was directed to follow up on the second draw payment as the first payment was lost

5.6 Pest Control

Terminex Canada has been contacted. Quote is pending this week.

5.7 Maintenance

The strata council received complaints from a “maintenance committee”. The council asked to identify each committee member and asked them to present their recommendations in person at the council meeting, yet none has shown up.

## 6.0 NEW BUSINESS

### 6.1 Bylaw Registration

The strata manager presented a Form I for signatures in order to register the amended bylaws passed in last AGM.

### 6.2 Water Escape

An owner reported a water escape occurrence. Upon inspection, it was determined that an upper unit overflowed a water fixture.

### 6.3 Carpets & Lobby

Carpet cleaning has been completed and lobby floors have been waxed.

### 6.4 Parking Lot

Painting of lines and labels has commenced and is in progress.

### 6.5 Community Garden

Council members and the Strata Agent inspected the community garden after the meeting. All garden plots are actively used. Seeded pollinator pots have bloomed.

## 7.0 APPROVAL OF FINANCIAL STATEMENTS

Council approved the financial statements of May and June.

### 7.1 Review of Arrears

The president advised a number of levy payments were recently submitted. The strata manager was asked to provide an up-to-date account receivable.

### **CORRESPONDING WITH STRATA COUNCIL**

If you wish to send an e-mail to Strata Council, please do so by sending it to the Strata Manager Arthur Wong at [manager.lansdownesquare@quaypacific.com](mailto:manager.lansdownesquare@quaypacific.com). Please be sure to include your name and Unit number. To ensure that issues are noted and tracked accordingly, please include a subject line that relates to the nature of your e-mail. If the matter is a complaint, please ensure that the specifics of the time and date are included. If possible, please attach picture(s) of the complaint and/or concern in the email. Correspondence received that is not an emergency is reviewed by the Strata Council at the next scheduled Council meeting.

**Contacting Strata Council members directly should be avoided. In an event of an emergency - Fire, Injury, Loss of Life, Security - please dial 911 or the local RCMP detachment 604-532-3200. All other requests should be in writing and sent to the Strata Manager to be discussed at the next Strata Council meeting.**

Documents available on the Strata Corporation website include **Bylaws and Rules; Insurance Summary of Coverage; Minutes; alteration form; Form K; and other relative documents and forms.**

**Quaypacific.com**

Strata Login #**349**

Password: **LSnw1666**(case sensitive)

## 8.0 CORRESPONDENCE

8.1 Strata lot 50 has enquired whether a potential purchaser can be exempted from the occupancy bylaw. The request was denied.

8.2 The owner of strata lot 120 reported that the window project workers were found in their unit without notice. The owner requested for advance notice of any work being done in their area.

8.3 It was **MOVED** (Pinky) and **SECONDED** (Jarren) to send strata lot 51 a bylaw infraction letter for smoking and use of BBQ in their balcony.

**UNANIMOUSLY CARRIED**

8.4 Several owners inquired about interior trim finishing following their window replacement. Finishing of the interior trim is not in the scope of work. When the original window track is removed from the sill, the new window will sometimes leave the bare wood underneath exposed due to the size difference in the track. It is the owner's responsibility to paint the wood.

**9.0 NEXT STRATA CORPORATON MEETING**

Next meeting of the Strata Corporation will be a council meeting scheduled for Aug 6, 2024.

**10.0 TERMINATION OF THE MEETING**

There being no further business, the meeting terminated at 7:30 p.m.

Minutes compiled by Quay Pacific Property Management Ltd. and reviewed and edited by your Strata Council.

**Quay Pacific Property Management Ltd.**

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Arthur Wong, Strata Manager

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24-hour Emergency Tel: 604-521-0876 (press 8 when prompted)  
(Fire, flood, extreme building damage, or Act of God)  
Please call 911 for fire and then notify the Management Company.