

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”
HELD ON MONDAY MARCH 4, 2013 AT 7:00 P.M.
IN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

COUNCIL IN ATTENDANCE:	PER HANSEN LAURIE FORD JOANNE LORD JOHN ROSE JUDY MCVEIGH IAN BRAIDWOOD	President Treasurer Vice President Secretary
REGRETS:	NONE	
GUESTS:	KAY HANSEN	Unit #801
PROPERTY MANAGER:	KEVIN D. GREEN Southview Property Management Inc.,	

1. CALL TO ORDER

The meeting was called to order by the Strata Council President Mr. Per Hansen at 7:02 P.M.

Owners are once again kindly advised that when cooking, doing laundry and/or taking showers that all bathroom fans and kitchen exhaust fans should be turned on to assist with moisture removal and prevent possible problems in the future.

2. GUEST BUSINESS

The owner of unit #801 Mrs. Kay Hansen then appeared before the Council and advised she wished to sit in and observe the Council Meeting.

Council then welcomed Mrs. Hansen and proceeded with the regular business at hand.

3. CARETAKER BUSINESS

The Property Manager and the Council then confirmed that the caretaker duties were being attended to as expected, all was in order, and no action was needed at this time.

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON DECEMBER 10, 2012

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held December 10, 2012 as circulated. ***MOTION CARRIED***

5. FINANCIAL REPORT

a. Financial statements

The Property Manager then referenced the Financial Statements for the months up to and including December 31, 2012 as previously distributed.

The Treasurer and the Council then noted that they had received and reviewed the above noted Financial Statements and had made some minor amendments.

After a review regarding repairs and maintenance, sprinkler line costs, postage, the year to date budget line item amounts and other expenditures it was then **Moved and Seconded** to adopt the Financial Statements up to and including December 31, 2012 as previously distributed. **MOTION CARRIED**

6. REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of anticipated expenditures.

7. REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

8. BUSINESS ARISING FROM PREVIOUS MINUTES

a. Building envelope review

The Property Manager then confirmed with the Council that Spratt Emanuel had recently completed the review and inspection of the building envelope – year #3 as previously advised.

The Council again discussed the cost of the report being \$2,600.00, the amount of time spent on site, a comparison to last year's report and some concerns with the billing and the content.

The Property Manager advised that the adjusted reimbursement of \$1,300.00 as requested by Council, and agreed to by Spratt Emanuel, had been received.

Council agreed all was in order.

b. Moisture – bathroom tiles unit #203

The Property Manager then confirmed with the Council that an investigation was yet to be done to the shower tiles of unit #203 as a report of a musty smell had been received.

It was not known yet as to the cause but it was advised that it may be that of the owner's if internal or that of the Strata Corporation if found to be sourced from the exterior.

Further to this it was agreed to go ahead and investigate the source of this moisture from the inside of the unit and deal with the applicable costs upon receipt of the result/cause.

c. Emergency generator

Council then noted that the emergency generator needed a new block heater as reported in the past by Simpson Maxwell for an estimated cost of \$1,100.00 which also included the semiannual servicing which was also due.

Paying specific attention to price, reliability of the contractor, previous work history and funds available in the Operating Budget for this type of maintenance, it was then agreed to proceed with the above work as soon as possible.

d. Drain line regrading.

Council discussed and agreed that deferral of this project is prudent, due to budget restraints.

9. CORRESPONDENCE

The Council then reviewed several items of correspondence sent to or received by the date of the meeting.

The items of correspondence made reference to moisture in a suite, elevator keys access, algae removal and building cleaning and other items affecting the security and general maintenance of the common property of the Strata Corporation.

In review of all of the items of correspondence, the Property Manager was directed by Council to respond to all items and letters as directed by Council and also in accordance with the Bylaws of the Strata Corporation.

10. NEW BUSINESS

a. Sprinkler line damage/repairs Unit #602

A brief discussion then ensued with respect to the damaged sprinkler line inside unit #602, and the resulting damage and restoration that was now completed.

It was confirmed that the deductible of \$5,000.00 and repair invoices had been/would be charged to the unit.

It was also agreed to make arrangements with the owner to adjust payment of the carpet replacement costs directly to the carpet supplier, in conjunction and with approval of the Corporation's insurance adjuster to allow for the restoration to be completed.

b. Compressor in Watermeter room.

It was discussed and agreed that replacement of the compressor, gauges, low air switch and controller to the compressor should be done a.s.a.p. since BC. Fire Sprinklers have found that "Compressor is noisy and not functioning properly". Quotes are being obtained for above replacement.

c. General maintenance items

It was also discussed and agreed upon to go ahead and identify the suites with failed window seals and worn out patio door rollers and have Accurate Glass replace. Remembering that there are a limited funds set aside in the budget for these repairs.

Several other items of a general maintenance nature were then reviewed by Council.

The items made reference to water shut off signs, bike rack installations, interior lighting, the landscaping contract renewal, thermostat lock boxes, exterior building cleaning and algae removal.

03/05/12 Prepared By: **Southview Property Management Inc.,**
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Council and the Property Manager discussed and reviewed each of the items and will attend to appropriate action.

c. Elevator phone

Council then noted that the elevator emergency phone was now repaired and working as may be needed for emergency purposes.

d. Depreciation Report

In accordance with recent changes and amendments to the Strata Property Act, and Regulations of the same, in respect to Depreciation Reports, the Property Manager and the Council discussed this in detail, the requirements and responsibility of the Strata Council now, and in the next 9 months.

The Property Manager then advised that he would forward a sample report that had been done for other complexes he managed.

Paying specific attention to price, reliability of the contractor, previous work history and funds in the operating account, it was then agreed to proceed as recommended by the Property Manager in principal and get quotes from a couple of engineering firms, one of them being RDH Engineering Services, which would be in conjunction with a global program offered to Southview's clients to receive some significant costs saving benefits.

The Property Manager advised that more details on this program would be available in the near future but the estimated cost of the Depreciation Report would be around \$7,000.00.

It was also noted that this would be presented to the owners at the upcoming Annual General Meeting for review and approval.

11. ADJOURNMENT

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:34 P.M.

The next meeting of the Strata Corporation is tentatively to be held on June 5, 2013.

Minutes/280March13/1