

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”
HELD ON MONDAY MARCH 14, 2016 AT 7:00 P.M.
IN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

COUNCIL IN ATTENDANCE:	CHRIS CLARK	President
	KEVIN WICE	Vice President
	JOANNE LORD	
	IAIN BRAIDWOOD	Secretary
	JOHN ROSE	
	LAURIE FORD	Treasurer
	AMBER THOMAS	

REGRETS: NONE

GUESTS: The Owner of #701

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. Chris Clark at 7:09 P.M.

2. GUEST BUSINESS

The above noted delegation then appeared before the Council as follows:

- 1) Unit #701 wished to sit in and observe the Meeting and was welcomed by the Council – the meeting proceeded.

3. CARETAKER BUSINESS

The Property Manager and the Council then reviewed the caretaker duties as are being attended to by John Rose.

It was agreed no action was needed at this time – a brief discussion took place regarding cigarette butts and garbage around the exterior of the complex – this is to be monitored in the future.

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON DECEMBER 30, 2015

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on December 30, 2015 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 January 31, 2016 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 and were now recommending approval.

After a brief review regarding repairs and maintenance, past plumbing charges from Keith's (the Property Manager was advised that the Keith's invoice of \$207.90 was OK to be processed), and some other expenditures, it was then **Moved and Seconded** to adopt the Financial Statements up to and including January 31, 2016 as previously distributed. **MOTION CARRIED**

From the past minutes – it is previously noted that the over run on the lobby and meeting room upgrades Special Levy is now final with an amount over budget of closer to \$2,500.00 – this information was been previously provided to the Owners but is now a more accurate amount. (the total cost was \$5,500.00)

It was then noted and agreed that all past paid invoices received/reviewed/processed up to the date of the meeting had been agreed upon, reviewed and had received prior approval of the Council in writing or verbally and were to be processed for payment if not already paid and/or in progress.

6. REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures. 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. Electrical Upgrades

Electrical lighting and fixture repairs and improvements – as approved with Static Industries at a cost no more than \$5,500.00 are in progress – possible BC Hydro Power-Smart rebates will be investigated post completion.

b. Fire Panel Replacement

The Property Manager and the Council then confirmed that Fire Pro had completed the order to replace the Fire Panel – final invoicing has now been received.

Council agreed all was in order.

c. Domestic Hot Water

The Property Manager and the Council then confirmed that Keith's Plumbing had completed the order to replace the domestic hot water equipment – final invoicing has now been received.

Council agreed all was in order.

d. Air Make Up Unit

The Property Manager and the Council also then confirmed that Keith's Plumbing had completed the order to replace the roof top air make up unit – final invoicing has now been received. A few minor adjustments are still needed in regards to hallway heat temperature consistency – this is to be addressed in the near future.

e. Mechanical Maintenance Contract

The Property Manager and the Council then confirmed that Keith Plumbing had recently commenced the approved contract for quarterly annual maintenance of all mechanical systems in the building.

9. CORRESPONDENCE

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

The items of correspondence made reference to interior renovations, drain repairs and other items affecting the maintenance and security of the common property and the complex.

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

The exterior drains/scuppers/caulking are still an issue(s) as located on the 8th floor – this will be addressed in the next two months along with some past reported problems involving unit #801 also.

10. NEW BUSINESS

a. Window Cleaning

The Property Manager was directed by Council to arrange window cleaning as soon as able via Ace Window Cleaners – also – various exterior areas will be power washed by Ace as needed as shown by Council (to remove the evident moss and algae).

b. Fire Fighter's Elevator Safety Switch

The Property Manager and the Council then confirmed receipt of service from ThyssenKrupp Elevator of a Safety Authority Equipment Order involving the elevator switch at a cost close to \$3,500.00.

This repair/modification/upgrade is a BC Safety Authority mandatory safety improvement and must be done.

It is believed this switch is already installed via/from/because of the new Fire Panel – the Property Manager is to confirm and advise council as such – if not the work/switch is approved and agreed to proceed and expensed from the Contingency Reserve Fund.

c. Miscellaneous/General

Several items of a general maintenance nature were then reviewed by Council as follows:

- 1) Quotations are in progress for replacement of needed window seals for all those reported – pending funds available in the operating budget – repairs to be done on a needed priority and a first reported basis. Owners are asked to report/identify any failed seals to the Property Manager.
- 2) Council will be reviewing and/or updating the complex's Bylaws and Rules – they need cleaning up/formalizing/re-numbering etc. – Council will be attending to this and will be presenting them to the Owners for approval at a future General Meeting as they are able. Concerns have also been raised relating to short term rental issues – hence potential Air B n B issues.
- 3) The Property Manager was advised to conclude all dealings with Simpson Maxwell and find and engage an alternative trade for servicing of the emergency generator as soon as possible.
- 4) The 6th floor repair needed to the elevator call key lock will be repaired as soon as able and and changed to a regular call button for emergency, health and safety purposes.
- 5) Council is in the process of reviewing the Deprecation Report – upon completion the remaining non-rain screened exterior wall will be reviewed and possibly an engineer's report will be obtained on it's performance. Other items in the report will also be reviewed and possibly actioned as may be needed.
- 6) A clarification/confirmation of the Annual General Meeting voting numbers will be verified by the Property Manager.

d. Chateau Comox Website

Owners are now advised that Council has completed the Chateau Comox Owner accessible website for items such as minutes, notices, reminders, documents etc as is needed on an ongoing basis.

The site is located at chateaucomox.com ***** the password is "1272-21".

11. ADJOURNMENT

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:49 P.M.

The next meeting of the Strata Council is to be held on May 24, 2016. (the budget meeting)

Minutes280March16.docx

Please keep these minutes as a permanent record of the Strata Corporation's business. Replacement of Minutes, Rules and Regulations or Bylaws will be at the expense of the Owner.

4.