

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

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

**REGRETS:** CHRIS CLARK President

**GUESTS:** None

**PROPERTY MANAGER:** KEVIN D. GREEN  
Southview Property Management Inc.,

**1. CALL TO ORDER**

The meeting was called to order by the Strata Council Vice President Mr. Kevin Wice at 7:03 P.M.

It was then noted that Mr. Chris Clark had resigned from the Strata Council. Chris was thanked for his extensive service to the building and wished all the best in his future endeavors.

Adjusted Council officers are now noted to be as follows:

KEVIN WICE President  
IAIN BRAIDWOOD Vice President

**Residents are kindly reminded to ensure you wait for the garage gate to close completely when entering and exiting the underground parkade. Further Residents are asked to take care and caution when watering plants and washing exterior decks as to not allow water and debris to cascade down on lower units. Last, all are advised that when the visitor parking area is used at the back of the complex (in accordance with the Bylaws) that vehicles are parked properly and neatly as to allow 2 vehicles to use the area at once.**

**2. GUEST BUSINESS**

There was no guest business.

**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 – all was being attend to as needed and expected.

**4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON MARCH 14, 2016**

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on March 14, 2016 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 March 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, roof anchor inspection costs, sundry costs, the total hot water tank replacement costs and some other expenditure, it was then **Moved and Seconded** to adopt the Financial Statements up to and including March 31, 2016 as previously distributed. **MOTION CARRIED** (the April 30, 2016 statements will also be reviewed and possibly approved in the near future)

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.

b. Operating Budget

The Property Manager and the Council then briefly reviewed the proposed Operating Budget and procedures for the upcoming fiscal year to be presented to the Owners at the future Annual General Meeting.

In review of available funding and looking at the Operating Budget and the Contingency Reserve Fund amount; the actual work done over the past year and what will be needed in the upcoming year; the fact that the complex was getting older and the required maintenance items predicted for the future; many adjustments, changes and items will be reviewed and discussed in the future – Council intends to meet on their own to review the budget in more detail.

At the end of this process the Property Manager will be provided a budget, as approved by the Council, to be presented to the Owners at the future Annual General Meeting.

This budget will be included with the Annual General Meeting Notice, to be sent to the Owners under separate cover.

**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. Fire Safety Equipment Inspections

The Property Manager and the Council then confirmed that BC Fire had completed the annual Fire Safety Equipment Inspections – all deficiencies will be addressed as needed.

Council agreed all was in order.

### b. Window Cleaning – Power Washing

The Property Manager and the Council then confirmed that Ace had completed window cleaning and power washing in selected Common areas.

Council agreed all was in order in regards to the windows – some areas pursuant to pressure washing were omitted and/or need to be clarified – a meeting will be set up between Ace and Council to confirm.

## 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 Council resignations, miscellaneous complex maintenance items 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.

## 10. **NEW BUSINESS**

### a. Emergency Generator Servicing

The Property Manager and the Council then confirmed that Cullen Diesel had been hired to replace Simson Maxwell and had completed the seasonal bi-annual servicing of the emergency generator.

Council agreed all was in order – some minor repairs will be done to the locks and secure access panels of the generator.

### b. Fire Fighter's Elevator Safety Switches

The Property Manager and the Council then confirmed that ThyssenKrupp had completed replacement of the Elevator Safety Authority Equipment Order involving the elevator switches (3) at a cost close to \$3,500.00.

The key access for the 6<sup>th</sup> floor has also been changed to a push button style.

Council agreed all was in order.

c. Miscellaneous/General

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

- 1) Various electrical upgrades and lighting improvements have been completed by Static Industries – Council will review future needed work and possibly present this to the Owners at the Annual General Meeting.
- 2) Drain repairs at/outside unit #802 will be completed in the next 60 days as able.
- 3) A quotation will be requested from Artisan Plumbing for cleaning/maintenance of the exterior storm drains – this has been a recent problem.
- 4) Council may in the future look at maintenance/painting some of the exterior garden walls and lower walls around the complex as may be needed.

d. Annual General Meeting

The Property Manager then discussed with the Council the upcoming Annual General Meeting.

The Operating Budget, election of Council Members, potential Bylaw changes in regards to making Chateau Comox a nonsmoking building, rule(s) ratification, and other items pertaining to this matter, were all discussed in detail.

It was agreed, as noted above, that the Operating Budget and the above items for the Annual General Meeting would all be provided to the ownership to be discussed and voted on accordingly, as contained in the soon to be mailed, Annual General Meeting Notice.

**11. ADJOURNMENT**

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:20 P.M.

The next meeting of the Strata Council with Southview is to be held on August 15, 2016. (the AGM)

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