

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”
HELD ON TUESDAY OCTOBER 18, 2016 AT 7:00 P.M.
IN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

COUNCIL IN ATTENDANCE:

DON DAVIDSON	President
LOUISE HIBBS	Vice President
JOANNE LORD	
ADRIAAN de VRIES	Secretary
LOIS KER	Treasurer
JOHN ROSE	
AMBER THOMAS	

REGRETS: None

GUESTS: Rusty Ker Unit #702

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

1. CALL TO ORDER

The meeting was called to order by Strata Council President Don Davidson at 7:17 P.M.

Discussion took place in regards to Directors’ and Officers’ Liability Insurance, Rules/Bylaws, past Special Levy monies and the fiscal year end of the Strata Corporation. To this:

- 1) The D & O insurance will be increased to \$5 million, at an additional cost of \$54 per annum, to be pro-rated to approximately \$27 for the balance of the year’s coverage.
- 2) The fiscal year end of the Strata Corporation, and organizing a Special General Meeting to deal with this matter, Rules/Bylaws and past Special Levy money reconciliations will be decided/organized/scheduled at the December 2016 Council Meeting.

2. GUEST BUSINESS

There was one delegation as noted above – sitting in to observe the Council Meeting only upon request.

3. CARETAKER BUSINESS

After discussion, the garbage service(s) will be reduced to once per week to save costs and be more in line with the needs/requirements/volume at Chateau Comox.

Residents are to be thanked for their cooperation in utilizing the recycling bins, which has helped to reduce the overall volume of garbage in the general bin.

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON JUNE 7, 2016

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on June 7, 2016 as circulated. **MOTION CARRIED**

5. FINANCIAL REPORT

a. Financial Statements

The Property Manager referenced the Financial Statements for the months up to and including August 31, 2016 as previously distributed.

The Treasurer and Council noted that they had received and reviewed the Financial Statements and had made some minor amendments and were now recommending approval.

After a brief review regarding repairs and maintenance, petty cash, gas stove and gas fireplace coding, it was then **Moved and Seconded** to adopt the Financial Statements up to and including August 31, 2016 as previously distributed. **MOTION CARRIED.**

It was 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 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. Security Bars - #203

The Property Manager and Council then discussed this item with reference made to the need for the bars. As the previous Council had agreed to share the costs of the bars with the unit in question, the work has now been completed and the cost shared on a 50/50 basis.

b. Interior Lighting

The Property Manager and Council discussed having Static Electric replace the two lights (one at elevator and one in the elevator vestibule on the P2 level) on their next visit to the building which had been missed when the garage lights were replaced earlier this year.

It was decided that there was no urgent need to replace the lighting in the meeting room or locker room at this time.

c. Window Seals

The Property Manager and Council reviewed quotations and past and additional information as contained in the agenda/discussed previously in regards to the need for window seal replacements and available costing/funding for this work.

In review with all matters again considered it was agreed to proceed with the 4 units needing the seal replacements/work upon receipt of two quotations – to be attended to/actioned ASAP.

d. Security Upgrades

The Property Manager and Council reviewed quotations for security camera installation. In view of the 3 break-ins and thefts during the summer, and the recent tampering with the garage door, Council determined that this was a positive pro-active stance to improve the safety and security of the building. The work would proceed with the wiring and installation of the already purchased cameras via Static Industries.

The cost of the security cameras (\$800) plus the quote for electrical work from Static Electricity (\$1600) plus a further possible spend of \$200 for camera set up was unanimously approved by Council. It was moved and seconded to proceed with this expenditure. **MOTION CARRIED.**

9. CORRESPONDENCE

Items raised in a letter to council have been attended to, and the resident has been apprised of action taken.

10. NEW BUSINESS

a. Roof/Planter Membrane

The Property Manager and Council reviewed a report from Mack Kirk Roofing in regards to a perceived roof planter leak. It was determined that there was no risk to the building regarding leakage, and that Council and volunteers would work towards improving the appearance of the area.

b. Miscellaneous/General

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

- 1) Artisan Plumbing has completed cleaning/maintenance of the exterior storm drains on the ground floor and patios of suites 203 and 204.
- 2) Dryer vent cleaning will be actioned in the near future.
- 3) Carpet cleaning will be actioned in the near future.
- 4) Window cleaning will be actioned in the near future.

As the same company is able to provide all three services listed under 2), 3), and 4) the Property Manager will coordinate with them to provide these necessary services.

- 5) No smoking signage for the lobby and exterior doors was discussed – Council will attend to this.

10/19/16 Prepared By: Southview Property Management Inc.,
#110 – 7580 River Road, Richmond, BC V6X 1X6 Phone: 604-270-8811 Fax: 604-270-0881
E Mail Address: kevingreen@telus.net Property Manager: Kevin D. Green

- 6) A leak in the parking garage had been reported previously. A patch repair of the concrete wall overhead may have solved the problem. The owner whose car has been affected/Council to monitor for any future leaks.
- 7) Past discussions had taken place in regards to needed repairs to the asphalt in the back lane area. The addition of some gravel mixed with concrete repair seems to have solved the problem of the garbage bins moving in and out of the garbage room.
- 8) The Property Manager will attend to/address the phone in the elevator (for emergencies) as this is not working.
- 9) Some security/access issues on the garage gates will also be handled by Council

Specifically – a special thank you is offered to Rusty Ker for his work on the above maintenance items. Thank you Rusty.

11. ADJOURNMENT

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:44 P.M.

The next meeting of the Strata Council with Southview is to be held on December 5, 2016.

Minutes280October 16.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.**