



**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”
HELD ON MONDAY DECEMBER 5, 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
ADRIAAN de VRIES	Secretary
LOIS KER	Treasurer
JOANNE LORD	
JOHN ROSE	
AMBER THOMAS	

REGRETS: None

GUESTS: The Owners Unit #403, #602, #702

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. Don Davidson at 7:02 P.M.

From the last meeting – the Director’s and Officer’s Liability Insurance has been increased to \$5 Million.

Council agreed all was in order.

Council Member(s) roles/duties were discussed. Some duties are defined by the executive of Council, others are more organic and may be more precisely defined such as Trades Facilitator - Joanne Lord, Building Custodian – John Rose and Garden Committee Chair – Louise Hibbs. This will be reviewed and is a work in progress – allocations of duties/committees, responsibilities may be made/adjusted/allocated etc. as the Council sees fit to benefit the entire Strata Corporation.

A notice will be provided to the Residents re needed volunteers for a Gardening Committee.

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.

2. GUEST BUSINESS

There were the above noted delegations present.

#602 discussed with the Council matters in relation to pest control and window replacements.

#403 and #702 attended the meeting to observe.

The Council then proceeded with the regular agenda.

3. CARETAKER BUSINESS

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

From the last meeting – the garbage service(s) has been reduced to once per week to save costs and be more in line with the needs/requirements/volume at Chateau Comox.

Some areas requiring pest control/washing/small insect removal etc. were brought to the attention of John Rose. John will make the first attempt at dealing with the gnats in the stairwells

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON OCTOBER 18, 2016

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on October 18, 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 October 31, 2016 as previously distributed.

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

After a brief review regarding repairs and maintenance, petty cash, gas stove and gas fireplace coding, 6 month projections, invoice approvals, Council Member reimbursements and some other expenditures, it was then **Moved and Seconded** to adopt the Financial Statements up to and including October 31, 2016 as previously distributed. **MOTION CARRIED.**

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.

Discussion then took place in respect to changing the fiscal year end of the Strata Corporation in better alignment with building activities and summer vacations.

Being a positive idea/suggestion, it was agreed that at a future Special General Meeting (March 13 of 2017) a resolution to do this would be voted upon by the Owners.

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. Interior Lighting

The Property Manager and the Council confirmed the lighting upgrades as previously approved had been completed by Static.

Council agreed all was in order.

b. Window Seals

The Property Manager and the Council then also reviewed quotations, past and additional information as contained in the agenda. Discussion followed in regards to window seal replacements and available costing/funding for this work.

This work has now been approved for completion by Accurate Glass and is to proceed in the early Spring of 2017. (estimate:\$9,718.76 + GST)

c. Carpet/Window/Dryer Vent Cleaning

The Property Manager and the Council then confirmed that all of the above services/maintenance items had been recently completed by ServiceMaster. Some bird blocking screens in the vents are still required and will be ordered next year

All work performed was satisfactory – (the trade is to return to address the elevator tiles in the very near future as agreed).

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 landscaping along with other items affecting the maintenance and security of the common property and the complex.

In review 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. YearEnd – Financial – Rules/Bylaws – Special Levy Money

Organizing a Special General Meeting on March 13, 2017 to deal with changing the fiscal year to August 31, adopting new Rules/Bylaws and the past Special Levy money reconciliations.

The enclosed Rules are approved/passed and will take effect immediately. A copy will be distributed to all residents.

b. Bylaws

As reported above, the Strata Council then again discussed amending the Bylaws of the Strata Corporation which had recently been reviewed by committee.

It was agreed to proceed with an SGM in March of 2017.

A thank you was then offered to Lois Ker and Adriaan de Vries for their work on the rules and proposed Bylaw amendments.

c. Miscellaneous/General

Several items of a general nature were reviewed as follows:

- 1) Anchor inspections as required annually have been completed by Silverline.
- 2) Pest control as needed in specific areas will be addressed by John Rose [Item 3].
- 3) A suggestion was made to create a contractor log book for continuity and future benefit of the Strata Council(s) and Property Manager. It was agreed that this will be actioned immediately by Lois Ker and Joanne Lord.
- 4) Property Manager to contact high speed internet providers for Chateau Comox

11. ADJOURNMENT

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:24 P.M.

The next meeting of the Strata Council with Southview is March 13, 2017.

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