

LMS - 280 CHATEAU COMOX

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, July 22, 2003 at 6:00 pm in the Meeting Room at 1272 Comox Street, Vancouver, BC

PRESENT:

John Rose	503	Vice President
Adriaan de Vries	404	President
Mehdi Ghafarzadeh	802	
Patricia Pracher	403	Treasurer
Aida Davis	302	

GUESTS: Rusty Ker 702 (6:00 pm- 7:50pm)

PROPERTY MANAGER: Patricia Graham, Assertive Property Management & Real Estate Services

The meeting was called to order at 6:00 pm

ELECTION OF EXECUTIVE: Adriaan de Vries was elected President, John Rose Vice-President and Patricia Pracher as the Treasurer.

MINUTES:

It was moved, seconded and **carried** to adopt the minutes of the May 13, 2003, council meeting, as circulated.

FINANCIAL REPORT:

1. **Monthly Statement:** It was moved, seconded and **carried** to accept the May and June, 2003 financial statements

Any owner may request a copy of the monthly financial statement by calling the management company during regular business hours Monday to Friday 9:00 a.m. to 4:00 p.m.

BUSINESS ARISING:

1. **701 Window Leak:** The strata council discussed the ongoing problem with the window leak in 701. Medhi estimated that ~ 70% of the problem was resolved when the weep holes were cleaned. It was agreed that the weep holes should be kept clear in future. A suggestion was made to replace the north wall between the 7th and 8th floor, if the cleaning of the weep holes proves inadequate in effecting a permanent fix of the leak problem. The strata council requested quotations for replacement of the wall so that we can move ahead with repairs immediately should it be required.

LMS - 280, CHATEAU COMOX

2. **8th Floor Drains:** The strata council discussed the quotations from Moleski Joint Ventures and EPS Westcoast for the supply and installation of scuppers on the 8th floor balconies. Following discussion, it was moved, seconded and **carried** to accept the quotation from Moleski Joint Ventures in the amount of \$480 plus GST. The strata council requested that the contractor be advised that the scuppers must have a J curve and be sealed.

3. **Window Replacement:** The strata council reviewed the quotation from Action Glass for the replacement of fourteen (14) windows and requested an additional quotation. The cost for the supply and installation of new windows totalled \$3,064.59 including GST.

As the cost of the most of the replacement windows is less than the \$200 deductible required by the bylaw, the strata council requested a letter be written to the owners who replied to the survey and indicated they had window problems to find out if they would like to proceed with replacement of the windows indicated on the questionnaire. The strata council is attempting to locate a company that will give them a discount based on the number of windows replaced.

4. **Exterior Painting:** The strata council reviewed three (3) quotations for the exterior painting. They requested new quotes, as the presented quotes were for much more work than is actually required. They requested an estimate to prepare and paint the top of the front entrance planters, the west side of the building [planters/lower level] from the gate to the alley side and then the [alley] south side to the south east corner[the the deck of suite 203]. A council member advised that several interior doors require painting. The Property Manager will meet with a council member to determine which interior doors should be painted and to review the exterior painting required.

5. **Emergency Generator:** The strata council reviewed quotations from Simson Maxwell and Simpower Ltd. to service the emergency generator. Following discussion, it was moved, seconded and **carried** to accept the quotation from Simson Maxwell in the amount of \$1,206.26 plus taxes.

6. **Elevator Carpet:** A new elevator carpet has been purchased.

7. **Enterphone:** It was discovered that there is a timer on the enterphone. The mechanism for the timer was located in the electrical room.

8. **Security/Survey Results/Inspection Report:** The strata council agreed that security; the survey results and the inspection report (walk around) should be prioritized. The results of the survey revealed that security was the largest concern among the surveys returned. John and Medhi have met with several companies regarding the building security.

John advised that on Tuesday, July 22, 2003, he met with representatives from the City of Vancouver. They are on contract for ICBC who is concerned with the number of B & E's to vehicles. They advised that **security begins with the building residents.**

LMS - 280, CHATEAU COMOX

CORRESPONDENCE:

1. **Security:** A letter was received from an owner regarding security. The letter was given to the security committee, which consists of two (2) council members.

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the management company so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing is not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act.

NEW BUSINESS:

1. **Disconnect Switch:** Executive Air Conditioning & Refrigeration Ltd. advised that on the P1 parking level there is no disconnect switch for the exhaust fan. J.R. Electric quoted \$780 for the supply and installation of a disconnect switch. Before proceeding, the strata council would like to know what it is required for .
2. **Window Cleaning:** Ace Window Cleaners quoted \$684.80 plus taxes to clean the windows including the weep holes. It was moved, seconded and **carried** to accept the quotation in the amount of 684.80 plus taxes. The work will be arranged for August.
3. **Sump Pumps:** The Property Manager will obtain an estimate to clean the sump pumps in the garage. This information will be available for the next council meeting.
4. **Window Screens:** A resident requested permission to install a window screen. The strata council agreed as long as the frame of the screen is white [the same as the door or window frames in the area to be screened] and the screen is silver/metallic.
5. **Management:** The Property Manager advised that the contract for LMS-280 is a bi-monthly contract and that after November 2003, the council meetings attended by the Property Manager will be bi-monthly.
6. **Committees:** The strata council discussed how to tackle the priorities from the survey results and the “to do” items that were generated from the building walk around with Rusty, John and the Property Manager. They agreed it would be more efficient and effective to work through committees that are chaired by council members. All committees would report to the strata council.

All assignments and work done by the committees must be designated and approved by the strata council prior to the project commencing. A council member will contact residents who indicated on the survey that they were prepared to help out.

LMS - 280, CHATEAU COMOX

The three (3) committees that were set up are:

- a) **Security Committee** – managed by Medhi Ghafarzadeh and John Rose. The work is underway. The committee is receiving information on security items. This is a high priority item and will require an ongoing effort.
- b) **Contingency Reserve Committee** – managed by Patricia Pracher. This was another priority identified on the survey. This will require long term planning.
- c) **Volunteer Committee** – managed by Aida Davis. She will seek to organize resident volunteers who are available for gardening and other projects around the building.

7. **Doors:** In the interest of security and as advised by security experts, it was moved, seconded and carried to allow an expenditure not to exceed \$500 plus GST to remove the outside handle of selected doors that can now be entered from the exterior but are not the main entrance doors to the building. The front door entrance is excluded.

TERMINATION:

The meeting terminated at 8:15 pm. The next council meeting will be held on **Thursday, August 21, 2003 at 6:00 pm** in the Meeting Room at 1272 Comox Street, Vancouver, BC.



Patricia Graham
Strata Manager LMS 280
Direct Line: 604-253-5222
pgraham@assertivepm.com

ATTENTION
PLEASE KEEP A COPY OF THESE MINUTES. THERE WILL BE A
CHARGE TO REPLACE THEM.