

# LMS - 280 CHATEAU COMOX

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## MINUTES OF A COUNCIL MEETING

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**HELD:** On Thursday, July 14, 2005 at 7:00 pm in the Meeting Room at 1272 Comox Street, Vancouver BC.

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| <b>PRESENT:</b> | Adriaan de Vries  | 404 | Treasurer |
|                 | Stan Bennett      | 801 |           |
|                 | Bruce MacDonald   | 201 | President |
|                 | Dean Collingridge | 202 |           |

|                 |           |     |                |
|-----------------|-----------|-----|----------------|
| <b>REGRETS:</b> | John Rose | 503 | Vice President |
|-----------------|-----------|-----|----------------|

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| <b>GUESTS:</b> | Dexter Sterling | 7:00 pm – 8:30 pm |
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**PROPERTY MANAGER:** Patricia Graham, Assertive Property Management.

The meeting was called to order at 7:00 pm.

**ELECTION OF OFFICERS:** Bruce MacDonald was elected President, John Rose, Vice President and Adriaan De Vries, Treasurer.

### MINUTES:

It was moved, seconded, and **carried** to adopt the minutes of the June 1, 2005, council meeting as circulated.

### FINANCIAL REPORT:

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

2. **Enquiry:** There was an enquiry from an owner at the Annual General Meeting regarding the expenditure of \$4,231.85 in July 2004. The invoice in the amount of \$4,231.85 from EPS Westcoast was dated June 9, 2004. The strata corporations year end is June however, the invoice was paid in **July 2004**. It was coded to the year 2003. By coding it to June 2003, there was no deficit.

If the invoice was paid in June 2004 and coded to Repair & Maintenance, it would have brought the Year to Date Repairs & Maintenance expense to \$20,006.36 with the annual budget being \$13,000. The strata corporation would have been \$7006.36 over budget prior to this invoice being paid; the 2003/2004 year had a surplus of \$2,783.83. If the invoice was paid in June 2004, the 2003/2004 year would have a deficit of \$1,448.02.

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3. **Financial Status:** The current balances for months ending May 31, 2005 in the appropriate funds are as follows:

|                    |             |   |
|--------------------|-------------|---|
| Total Cash Balance | \$43,106.94 | (including Contingency Reserve balance) |
| CRF Balance        | \$24,044.63 | (Contingency Reserve Fund)              |

An 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. **Lobby/Hallway Renovations:** Dean Collingridge and the strata council thoroughly discussed the hallway, lobby and elevator renovations. They reviewed the quotation from Dean and Primate Products & Services. Dean advised that Primate Products & Services would not be able to do the lobby until September or October. Contractor in Vancouver are extremely busy.

The strata council has \$4500 from the hallway project, \$2,100 for renovating the elevator and \$4,000 for the lobby. At the Annual General Meeting, the owners approved \$10,000 from the Contingency Reserve Fund to complete the project. The total the strata corporation can spend is \$20,600. Following discussion, it was moved, seconded and **carried** to accept the quotation in the amount of \$20,600 including GST. The strata council agreed the total expenditure could not exceed \$20,600 including GST.

2. **Window Replacement:** The strata council discussed replacement of the windows. They requested the Property Manager contact Action Glass again as they felt the cost of replacing two (2) windows was too high.

3. **Hallway Signs:** WPS is the company upgrading the hallway signs. The cost per sign is \$25 and there are eleven (11) signs. The total cost will be \$275 plus GST. It was moved, seconded and **carried** to proceed with this project.

## **4. Maintenance Report:**

a) The painter Phil Konrad, is away this week and weather permitting will complete the painting next week.

b) Ace Windows advised they had pressure washed the planters.

c) Action Lock has installed new springs on the exterior exit doors. The strata council questioned when Action Lock would have a reply about the paint peeling from the doors.

d) Commercial Lighting and the contractor have been approved to upgrade the lighting. The Property Manager will contact Commercial Lighting to find out the date of the installation.

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**5. Roof Deck:** The strata council discussed the Rules and the Bylaws regarding the use of the roof deck area. They agreed that a Rule cannot deal with Common Property. They requested information for the next council regarding repealing Rule 2.4 and replacing it with a bylaw. They requested the Property Manager draft a bylaw for use of the roof deck. They requested that the Strata Property Act and Regulations from the Provincial Government be available.

## **CORRESPONDENCE:**

**1. Financials Enquires:** An email was received from a council member however; they advised their questions were answered during the approval of the May and June financial statements and the discussion regarding the renovations in the lobby, hallways and elevator.

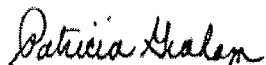
Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the management company so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing are not disclosed in the minutes the correspondence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

## **NEW BUSINESS:**

**1. Special General Meeting:** The Special General Meeting is scheduled for **Tuesday, September 20, 2005.**

## **TERMINATION:**

The meeting terminated at 8:30 pm. The next council meeting will be held on **Wednesday, August 24, 2005 at 7:00 pm in the Meeting Room at 1272 Comox Street, Vancouver BC.**



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Strata Manager LMS 280  
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If you have a "Telus Anonymous Call Blocking" feature, you must deactivate this service (\*87) to receive return phone calls from Assertive Property Management after regular business hours. (9:00 am to 4:30 pm)

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| <p style="text-align: center;"><b>ATTENTION</b><br/><b>PLEASE KEEP A COPY OF THESE MINUTES. THERE WILL BE A CHARGE TO REPLACE THEM.</b></p> |
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