

# LMS - 280 CHATEAU COMOX

## MINUTES OF A STRATA COUNCIL MEETING

**HELD:** On Monday, January 30, 2006 at 7:00 pm in the Meeting Room at 1272 Comox Street, Vancouver B.C.

<b>PRESENT:</b>	John Rose	503	President
	Adriaan de Vries	404	Treasurer
	Stan Bennett	801	
	Dean Collingridge	202	
<b>GUESTS:</b>	Hella Bennett	801	
	Rusty Kerr	702	

**PROPERTY MANAGER:** Jim Allison, Assertive Property Management.

The meeting was called to order at 7:00 pm

**PROPERTY MANAGEMENT:** Jim Allison introduced himself as the new property manager for the strata.

**COUNCIL RESIGNATION:** It was moved, seconded and **carried** to accept the resignation of Bruce MacDonald as President.

**ELECTION OF STRATA COUNCIL PRESIDENT:** It was moved, seconded and **carried** to appoint John Rose to the position of President.

Council agreed that the vacancy on council would not be filled at this time.

### MINUTES:

It was moved, seconded, and **carried** to adopt the minutes of the November 28, 2005 council meeting as circulated.

### FINANCIAL REPORT:

- Monthly Statement:** Council has been provided copies of the November and December financial statements for their review. Approval was deferred pending clarification regarding payments to MDE Electric for work in the building and a report on the status of the Hydro rebate.
- Financial Status:** At the end of December, 2005 the financial status of the strata after six (6) months is as follows:

Total Cash Balance	\$36,378.64	(including Contingency Reserve Fund balance)
CRF Balance	\$16,619.90	

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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.

**3. Invoice Approval:** Both of the hot water tanks failed since the last council meeting. One of the tanks was covered by a warranty. Three quotes were solicited and Artisan Plumbing were hired as they were the low bid. Council agreed that the costs for the work done should be charged to the Contingency Reserve Fund as this was an emergency expense as set out in the Strata Property Act. The total costs of attending to this including emergency service calls, replacement of one tank not under warranty (\$4,938.05) and replacing the tank under warranty (\$2,222.93) totalled \$7,302.76.

## BUSINESS ARISING:

**1. Lobby Renovations:** Dean Collingridge updated council on the lobby and elevator renovations noting that the contractors involved are very busy and are doing the best they can to complete the work. The paneling in the lobby should be completed in the next couple of weeks. There are some challenges around the elevator and a contractor who specializes in elevator cab renovations is being consulted. Council agreed that no changes to the carpets will be made until the paneling in the lobby is done so they can see how it looks. If it is to be changed, the owners will be involved in the process.

**2. Maintenance Report:** Council was advised of the following:

- The fuel supply for the emergency generator needs to be replenished. The property manager will contact Mini-Tankers.
- Someone used bolt cutters to cut off the lock to the garbage area in the lane. The garbage company has been asked to install a new lock. Residents are encouraged to shred any personal papers before putting them in the garbage to assist with the prevention of identity theft.
- With the renovations being done to the elevator, it is recommended pads be purchased to prevent damage during moves. It was moved, seconded and **carried** to purchase pads at a cost not to exceed \$1,000.
- The signs ordered from the City have been delivered and will be installed shortly. A notice will be issued noting that anyone parking in the hatched painted area outside the back door will be towed without notice. At the same time the signs are installed a door closer on P3 will be replaced.
- Information has been provided to the neighbouring building on the costs of fencing between the buildings. No response has yet been received.
- A new move in form is being developed so that those moving clearly understand their responsibilities during the move and also understand that they will be held responsible for any damage done during the move.

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A similar form is being developed to be used for alterations.

- John recommended that the scuppers on the East side be tied into the down pipe in the area. Paul Donovan has provided some information on this and will be asked to meet with John and the property manager to develop a "scope of work." Council agreed in principle this work should proceed subject to a firm quote being received and approved.

**3) Door Rust:** The property manager will meet with Action Lock to discuss the rust on the doors. Council agreed that since the material had been chosen by the contractor, the strata should not be responsible for the cost to attend to the premature rust. Action Lock has suggested the problems are caused by the small holes not leaving enough surfaces for the paint to bond to. While this may be the case, the contractor should have known this before recommending it.

**4) Window Leak:** A window leak affecting 701 was addressed by Paul Donovan of Canada Waterproofing. There have been no new reports of problems. Stan Bennett advised he had a window leak affecting 801. Paul Donovan will be asked to attend to this.

**5) Window Cleaning:** The property manager provided window washing quotes from All Star (\$660) and Ultra Tech (\$1,260). The property manager noted the quote from Ultra Tech included the washing of the front entrance stucco and planters. All Star quoted the power washing separately and for a much larger area. Their quote was \$1,640.

In the past the strata has used Ace Window Cleaning. Their cost last time was \$480.00 for washing the windows and \$160 for cleaning the algae.

Council agreed that the property manager should meet with Ace to go over the expectations of the owners with regards to the window washing, cleaning of the planters and cleaning of the weep holes so that there can be no misunderstanding of what the work to be done is. From that a quote from Ace can be received.

Council agreed the windows should be done in late March or April and agreed that the final decision will be deferred to the next council meeting.

**6) Roof Deck:** The property manager provided council a summary of what he feels are the challenges regarding the roof deck access issues. The property manager will provide more information to council for their review and consideration at the next council meeting.

## **CORRESPONDENCE:**

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.

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1. **Lobby:** An owner wrote via email regarding the lobby. Dean Collingridge has responded.
2. **Superior Disposal:** Superior Disposal wrote advising of a new contract and pricing. It was agreed that the property manager should obtain competitive quotes.
3. **Executive Air:** Executive Air do the maintenance of the mechanical equipment in the building. They provided a copy of their last inspection report.

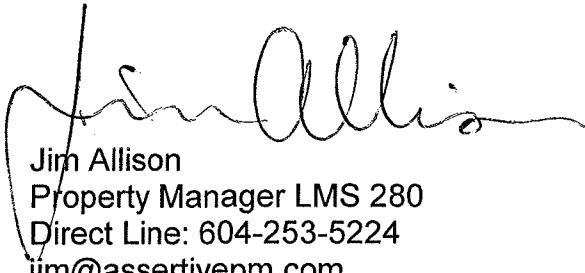
## NEW BUSINESS:

1. **Annual Fire Test:** The annual fire test is due. Work on the common areas has been completed. The in suites tests will be scheduled for the near future. The property manager will contact the contractor and suggest the best time to do the testing will be between 5:00 p.m. and 7:00 p.m.

Notices will be posted in advance of the testing.

## TERMINATION:

The meeting terminated at 8:25 pm. The next council meeting will be held on Monday, March 27, 2006 at 6:00 pm in the Meeting Room at 1272 Comox Street, Vancouver BC.



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## Security Reminder

Residents are encouraged to shred any documents that contain any personal information including address, phone numbers etc. before putting them in the garbage.