

# LMS - 280 CHATEAU COMOX

702

## MINUTES OF A COUNCIL MEETING

**HELD:** On Monday, July 17, 2006 at 6:30 pm in the Meeting Room at 1272 Comox Street, Vancouver, BC.

**PRESENT:**

Aida Davis	302	President
Katherine Barratt	304	
Hella Bennett	801	
Dean Collingridge	202	
Rusty Kerr	702	

**GUEST:** John Rose

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

The meeting was called to order at 6:30 p.m.

### APPROVAL OF THE AGENDA

**GUEST PRESENTATION:** John Rose attended the meeting to update council on building maintenance matters since the last meeting.

1. When Paul Donovan was on site he noted a problem with some expansion joints and recommended some additional caulking will be needed in the future.
2. John asked for details of the contract with Precision Gate. The property manager confirmed that a semi annual contract has been signed.
3. John noted the continuing rust of the panels put in by Action Security should be pursued. The property manager will get a statement in writing from Action.
4. John advised that Ace Windows have suggested that sealing the concrete walkways. The property manager will research the pro's and con's of doing so.
5. The hose nozzle on the car wash hose has been replaced.
6. John advised that certain doors have not been locked properly. John agreed to advise the property manager when he has found doors left not properly secured.

### MINUTES:

It was moved, seconded, and **carried** to adopt the minutes of the March 29<sup>th</sup> and June 9th, 2006 council meetings as circulated.

### FINANCIAL REPORT:

1. **Monthly Statement:** Council reviewed the financial statements for June. It was moved, seconded, and **carried** to approve the March to June, 2006 financial statements.

# LMS - 280, CHATEAU COMOX

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.

2. **Invoice copies:** The property manager noted that there is an opportunity for council to receive copies of the invoices on a monthly basis. Council agreed they do not require them monthly and will ask for them on an exception basis.

3. **Treasurer:** Council agreed that Rusty Kerr will serve as Treasurer for the strata.

## **BUSINESS ARISING:**

1. **Elevator** – Council discussed several alternatives that have been considered for finishing the elevator. Council has agreed that the ceiling to have pot lights with the ceiling painted black..

Council then discussed options with respect to finishing the walls in the elevator. Following discussion and after reviewing a submission from the Vranic Design Group, council agreed that pricing should be confirmed for the following three suggested options.

- a) Laminate for the lower part of the elevator walls beneath the rail with mirrors above. The space between the panels (reveals) and the kick panel will be stainless steel.
- b) A wood laminate with the reveals and kick panel being a dark laminate.
- c) The same wood laminate as in b) above but with stainless steel for the reveals and kick panels

Council noted that the challenge with the proposed mirrors is maintenance as they may require regular cleaning.

Council then discussed the elevator floor noting concerns with scratching. The property manager noted that the flooring material is commonly used in higher end buildings and also noted that sometimes the desire to have a first class building necessitates a higher level of maintenance. There are products available to seal the floor which makes maintenance somewhat easier and also assists with preventing scratching of the flooring itself. Council agreed to retain the slate and plan for maintenance. The property manager is to arrange to have it cleaned and sealed following the proposed upgrades.

An informal meeting will be held with the owners to present the options for finishes and their respective costs for the elevator. After that the options will be posted for everyone to see and owners will be invited to cast ballots indicating their choice within one week of the meeting. The meeting will be held as soon as the costs have been finalized.

2. **Lobby** - Council discussed the lobby carpet and reviewed samples provided. Council also discussed the wall colours and finishes. Following discussion it was agreed that two presentation boards should be prepared showing ideas that council supports. As noted above regarding the elevators an informal meeting will be held with the owners to discuss the two sample boards following which the owners will have the opportunity to vote.

3. **Windows:** The property manager will obtain a cost for installing extensions on the weep holes on the windows of 601, 701 and 801 to prevent wind blown rain from entering the units.

# LMS - 280, CHATEAU COMOX

3. **Window Cleaning:** There were no reports of any concerns with the window cleaning.
4. **Carpet Cleaning:** The property manager advised a contractor has been engaged to clean all the common area carpets. Following the carpet cleaning if it is determined that the carpet on the sixth floor has been damaged the costs of addressing this will be charged to the owner of the suites on that floor.
5. **Enterphone:** The covering on the enterphone has been removed and is currently in the paint shop. There is a temporary cover on the panel at this time.

## 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.*

None was received.

## NEW BUSINESS:

1. **Annual Maintenance Schedule:** Rusty Kerr and the property manager have been developing the annual maintenance schedule. A draft of the schedule was provided to council.
2. **Condominium Home Owners Association (CHOA):** Council agreed that it would be beneficial to join CHOA. The property manager will obtain the application forms and confirm the costs before proceeding.
3. **AGM Planning:** Council agreed that at the upcoming AGM a resolution should be considered changing the fiscal year end of the strata to March 31<sup>st</sup>. The intent is to avoid having to have the Annual General Meeting in the summer.

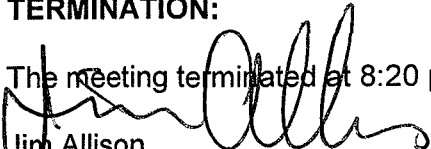
The property manager provided a draft budget which provides for an approximate increase in strata fees of 5%. Council agreed to review the proposed budget and advise the property manager of any questions.

The AGM is to be held on Thursday, August 24<sup>th</sup>. Official notices will be issued.

3. **Noise:** There is a noise coming from the rooftop mechanical room. The property manager advised he had inspected the room and suspects the impeller for the re-circulating pump has failed. The mechanical maintenance contractor has been called to attend to this.

## TERMINATION:

The meeting terminated at 8:20 pm.

  
Jim Allison  
Strata Manager LMS 280  
Direct Line: 604-253-5224  
[jim@assertivepm.com](mailto:jim@assertivepm.com)

