

# LMS - 280 CHATEAU COMOX

## MINUTES OF A COUNCIL MEETING

**HELD:** On Thursday, November 16, 2006 at 5:30 pm in the Meeting Room at 1272 Comox Street, Vancouver, BC.

**PRESENT:**

Aida Davis	302	President
Hella Bennett	801	
Josie Fisher	301	
Sandy St. Armand	204	
Gail Balaski	802	

**GUEST:**

John Rose	503
Stan Bennett	801

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

The meeting was called to order at 5:30 p.m.

### APPROVAL OF THE AGENDA:

The draft agenda prepared by the Property Manager was approved for use at this meeting.

**GUEST PRESENTATION:** John Rose attended the meeting to be a resource for council on any building matters if needed.

**PRESIDENTS REPORT:** Aida welcomed all to the meeting noting that there was much activity in the building with the elevator upgrades underway, new carpets being installed and painting being arranged. Aida thanked Gail for her ongoing assistance with the carpet replacement project.

**MINUTES:** It was moved, seconded and **carried** to approve the minutes of the September 21, 2006 council meeting.

### FINANCIAL REPORT:

1. **Monthly Statement:** Council has been provided copies of the monthly financial statements up to and including October, 2006.

2. **Recovery:** The property manager was asked if an owner had been charged for the removal of materials left in the lane. The property manager explained that while a resident was suspected, there was no proof that the materials in fact came from a particular unit. Therefore no action was taken.

3. **Audit:** Council asked if an audit of the financial records would be done. The property manager advised that they recommend annual audits.

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The strata has not budgeted for an audit of the records and therefore one cannot be done this year. Council will discuss having an audit when the work on the budget for the next fiscal year.

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 Renovations:** The carpets for the lobby are being installed. There is a problem resulting from the carpet that was installed being double glued. This has been overcome and the new carpet is being installed.

The elevator upgrades are underway. Once the elevator is done, work on sealing the elevator floor will be undertaken. At the same time the floor at the entrance will be inspected and addressed if needed.

Confirmation of the paint colours with the designer will allow the painters to provide accurate quotes so the painting can be done. The colour sample boards will be reviewed to confirm the colour choices made by the owners.

2. **8<sup>th</sup> Floor Carpets:** The carpet installation on the 8<sup>th</sup> floor is underway. The owners on that floor are paying for the carpet installation.

3. **6<sup>th</sup> Floor Carpet:** Repairs to the 6<sup>th</sup> floor carpet. The cost of the repairs is being charged to the owner.

4. **Directory Cover Plate:** The directory cover plate has been painted and installed. However, one of the security pieces is missing. Action Lock are addressing this.

5. **Directory:** The property manager provided a copy of the new directory. An error was noted and the property manager will redo the directory and email it to council.

6. **Weep Hole Extensions:** Paul Donovan is working on several water management challenges including the weep holes.

7. **Keys:** The property manager confirmed that no service room keys have been returned to him by former council members. Council agreed the locks should be changed.

8. **Council Walkabout:** Council agreed that they will schedule a walkabout shortly.

9. **Moving In – Moving Out Guidelines:** Council has finalized guidelines for moving in and out. It was moved, seconded and **carried** to approve the guidelines and adopt them as Move In – Move Out Rules. These will be provided to the property manager for distribution when moves are planned.

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**10. Contractor, Renovation Guidelines:** Council has finalized guidelines for when alterations are being undertaken. It was moved, seconded and **carried** to approve the guidelines and adopt them as Contractor, Renovation Rules. These will be provided to all owners.

## **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 may not be disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act.

1. **Alteration:** The new owner of 601 wrote regarding a proposed alteration. Details will be provided to council.

*Note: On the day following the meeting details were provided to council. As none of the alterations affect common services, permission was granted by council*

2. **Water Management:** An owner wrote to advise of an ongoing challenge in their suite. Paul Donovan is attending to this.

## **NEW BUSINESS:**

1. **Building Security:** There is a challenge with undesirables climbing over the fence into the stairwells on the sides of the building and sleeping there. Some solutions suggested include the installation of razor wire. Council agreed that as a first step, grease or tar should be put along the top of the wall. The property manager advised that this has proven successful in similar situations at other buildings.

2. **Inventory:** Council agreed that a list of equipment owned by the strata should be prepared. The property manager will work with John Rose on this.

3. **Christmas/Holiday Decorations:** Volunteers will be solicited to assist with decorating the lobby. It was moved, seconded and **carried** to approve a budget of \$150.00 for additional decorations, if needed.

4. **Holiday Cheer and Celebration:** Council agreed a celebration of the redecorating project completion should be held. It was moved, seconded and **carried** to approve a budget of \$500.00 for this.

5. **Garage Clean Up:** The property manager will obtain a quote for having the lateral drain pipes in the garage cleaned, the parkade washed and the sumps cleaned out.


6. **Notice Board:** A notice board will be re-installed following the painting of the lobby.

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7. **Skylight:** There is a problem with a skylight that Paul Donovan is looking at. The property manager will determine if there is a warranty on the skylight.

## TERMINATION:

The meeting terminated at 7:00 pm. The next meeting will be held on Thursday, January 18, 2007 at 5:00 p.m.



Jim Allison

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