

07/16/07 Prepared By: Southview Property Management Inc.,  
#110 – 7580 River Road, Richmond, B.C., V6X 1X6 Phone: 604-270-8811 Fax: 604-270-0881  
E Mail Address: southview@telus.net  
Property Manager: Brian Slater

**MINUTES OF THE STRATA COUNCIL MEETING**  
**Of Strata Plan LMS 280, Chateau Comox**  
**Held on Thursday June 28, 2007 at 5:00 P.M.**  
**Common Room 1272 Comox Street, Vancouver, B. C.**

**Present:** Aida Davis President  
Gail Balaski  
Hella Bennett  
Josie Fisher  
Sandra St. Amand

Property Manager Brian Slater Southview Property Management, Inc.

**1. CALL TO ORDER**

Council President, Aida Davis called the meeting to order at 5:00 p.m.

**2. ADOPTION OF PREVIOUS MINUTES**

It was **Moved/Seconded** to adopt the minutes of the May 10, 2007 Council Meeting as circulated. **Carried**

**3. PRESIDENT'S REPORT**

The President's report is attached.

**4. FINANCIAL REPORTS**

The Financial Statements for April and May were reviewed by Council and found to be in order. It was then **Moved/Seconded** to adopt the Financial Statement for the months of April and May 2007 as circulated. **Carried**

The Property Manager reported that there are currently seven (7) strata lots with strata fees outstanding as indicated on the June 28, 2007 Accounts Receivable Aging Summary. The Strata Council directed the Property Manager to send a letter and reminder statement to these strata lot owners requesting payment.

Some owners may be delinquent with their strata fees due to the management transition changes; owners are reminded that you should provide post-dated cheques or complete a 'PAD' form with Southview Property Management Inc.,

**5. BUSINESS ARISING FROM PREVIOUS MINUTES**

**5.1 Janitor Work Plan**

Council presented a janitorial work plan, outlining the general janitorial duties. It was agreed by Council that any extra work over and above the work plan must be presented to Council for approval prior to any extra work being undertaken

It was then **Moved/Seconded** to adopt the janitorial work plan as presented. **Carried**

The Strata Council acknowledges the work and effort that John Rose has put in helping the Strata Corporation in the past year. Thank you John

Please keep these minutes as a permanent record of the strata corporation's business. Replacement of minutes, bylaws or rules and regulations will be at the owner's expense.

## **5.2 Building Maintenance**

- Parkade water leak – Council reviewed a proposal from EPS Westcoast for completing sealing the parkade floor wall interface.  
It was **Moved/Seconded** to approve the EPS Westcoast proposal as presented. **Carried**
- Annual Fire Inspection – Council has authorized the annual fire inspection to be arranged with Active Fire Protection.
- Roof Inspection - Council agreed that it would be appropriate for 'Chateau Comox' to obtain proposals for completing a roofing consultants report. This proposal will be obtained and presented to Council for further consideration.
- Patio door – Council will be investigating a report of a weather damaged patio door.
- Dryer/Bathroom vents – Council has requested that we obtain pricing and suggestions for cleaning and repairing the dryer / bathroom exterior vents.
- There are a few areas of painting that remain to be touched up. They include the lobby area and P2. There is also one area of carpeting on the 6<sup>th</sup> floor that needs touch-up.  
Council has requested that the Strata Manager contact the two contractors to have them return to complete these deficiencies as noted.

## **5.3 Hallway Lighting**

Council is considering a lighting audit and energy consumption audit. Council has requested that a contractor be brought in to complete this request. We will make the necessary arrangements shortly and review the report in Council at later date.

## **5.4 Exterior Repair Status**

The Strata Corporation is working on resolving a building exterior concern that has been unresolved for an extended period of time. We have decided to call in an alternate contractor to inspect the area and prepare their recommendations; we are anticipating that we will be able to complete the necessary repairs shortly.

## **5.5 Window Seal Replacement**

Council is in the process of reviewing submissions for our window seal replacement maintenance. We are anticipating having the submissions completed shortly and then presenting the contract prices to owners for further consideration.

## **5.6 Storage Project**

The storage locker project is on hold until other Strata Corporation items are completed.

## **5.7 Landscaping**

Council is requesting that we explore the possibility of placing a blackberry bush on the west side of the property line.

## **6. CORRESPONDENCE**

No items of correspondence were received.

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**7. NEW BUSINESS**

**7.1 Proposed Budget 2007 - 2008**

The Strata Council reviewed a proposed budget for the upcoming fiscal year. Based on the discussion by Council the proposed budget will be recommended to the owners at the Annual General Meeting. Due to not being completely ready to present our window replacement proposals, storage locker upgrades and the associated costs of these items, we will not be presenting them to the owners at the Annual General Meeting.

**8. Next Council Meeting Date & Adjournment**

There being no further business, the meeting adjourned at 6:45 P.M. The next meeting will be the Annual General Meeting scheduled for **Thursday July 26, 2007.**

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