

01/30/08 Prepared By: Southview Property Management Inc.,  
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Property Manager: Brian Slater

**MINUTES OF THE STRATA COUNCIL MEETING  
Of Strata Plan LMS 280, Chateau Comox  
Held on Thursday January 10, 2008 at 7:00 P.M.  
Common Room 1272 Comox Street, Vancouver, B. C.**

<b>Present:</b>	Kevin Wice	President
	Gail Balaski	Vice-President
	Hella Bennett	
	Josie Fisher	
Property Manager	Brian Slater	Southview Property Management, Inc.
<b>Guest:</b>	John Rose	Jeremy Anderson
<b>Absent:</b>	Bruce McDonald	

**1. CALL TO ORDER**

Council President, Kevin Wice called the meeting to order at 7:05 p.m.

**2. ADOPTION OF PREVIOUS MINUTES**

It was **Moved/Seconded** to adopt the minutes of the November 8, 2007 Council Meeting as circulated. **Carried**

**3. FINANCIAL REPORTS**

The Financial Statements for October and November were reviewed by Council and found to be in order.

It was then **Moved/Seconded** to adopt the Financial Statements for the months of October and November 2007 as circulated. **Carried**

The Property Manager reported that there are currently three (3) strata lots with strata fees outstanding as indicated on the January 10, 2008 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.

**Special Levy Payments**

Owners are reminded that the Building Restoration levy payments are due as follows:

**Two Payments:**

- **January 15, 2008**
- **March 1, 2008**

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

**4.1 Building Envelope**

Council continued the discussion regarding the expected Spratt Emanuel report. As of tonight's Council Meeting, we have not received the specifications for progressing with the water ingress problems on the north and south face of the building. We are anticipating the specification material in early February and will be advising owners further at that time.

**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.**

#### 4.2 Roof Repairs

Council is proceeding with obtaining pricing and recommendations for completing the roofing maintenance as recommended in the Spratt Emanuel report. We are anticipating that this maintenance work will commence by early February.

#### 4.3 Capital Plan

Council continued the discussion of the contents of the capital plan, which illustrates capital items such as hot water tanks, building exterior painting, elevator replacement/upgrades and other main building components. The capital plan lays out the capital items and expands to show life expectancy of the component as well as replacement budget cost. The plan also allows for budgeting contributions to the Strata's Contingency Reserve Fund over the capital expenditure forecast. The capital plan will be gone through by Council to allow an in depth review of the capital items applicable to our building. Once we have gathered these explicit details, we will be obtaining industry budget forecasts and presenting the capital plan to owners.

#### 4.4 Pest Control

The intended material for bird control for the rooftop of the building was not available for review.

#### 4.5 General Maintenance Items

Council reviewed the following general maintenance items:

- Dryer Vent Covers – We will be having the necessary repairs completed to these items this spring to coincide with our planned window cleaning.
- Domestic Hot Water – Council has requested that a checklist be formulated to facilitate emergency procedures for future hot water start-up.
- Sump Drains – Our parkade area sump drains needs annual servicing. The necessary arrangements will be completed shortly.
- Emergency Generator – Our emergency generator needs annual servicing. The necessary arrangements will be completed shortly.
- Lobby and Hallway Care – Council has requested that quotes be obtained for surfacing the lobby and elevator tiles as well as common area carpet cleaning, we are planning on having these items undertaken in unison with the completion of our upcoming exterior restoration project.
- Common Area Painting Follow-up – Council has requested that we follow-up with having the small areas of interior painting finished. These areas include the main and lower lobby areas. The necessary arrangements will be completed shortly.
- Exterior Building Algae – Council agreed that we would instruct the window cleaner to deal with algae on the east face of the building this spring in unison with spring window cleaning

### 5. CORRESPONDENCE

No items of correspondence were received.

### ANNOUNCEMENTS

**Parking Common Property** – All residents are notified that usage of the parking area at the back of the building is restricted to **three hours**. Violators will be towed at their own expense.

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These regulations will be enforced without further notice. If a resident requires an exception to this time limit please contact the Strata Manager or Strata Council in advance of parking in this area.

**Parkade Gate** - All residents are reminded to wait for the parkade gate to close when entering or exiting the building.

**2008 GVRD Trash Regulations** - Owners are notified of the new regulations regarding disposal of household trash items. Please see the attached information sheets.

## 6. NEW BUSINESS

### 6.1 Bicycle Survey

Council has requested that residents complete the attached survey. We are going to proceed with having all bicycles tagged by residents and any bikes that remain untagged after **Monday February 11, 2008** will be donated to charity.

## 7. Next Council Meeting Date & Adjournment

There being no further business, the meeting adjourned at 9:15 P.M. The next Council Meeting will be held **Thursday March 13, 2008**.

[Minutes/280Jan08.doc](#)

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