

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

**Present:** Kevin Wice President  
Gail Balaski Vice-President  
Bruce McDonald Treasurer  
Hella Bennett

Property Manager Brian Slater Southview Property Management, Inc.

**Guests:** Pat Francis Rusty Ker  
Michael McWilliams John Rose

**Absent:** Josie Fisher

**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 January 10, 2008 Council Meeting as circulated. **Carried**

**3. FINANCIAL REPORTS**

The Treasurer, Bruce McDonald reported that he had reviewed the Financial Statements for December 2007 and January 2008 found them to be in order.

It was then **Moved/Seconded** to adopt the Financial Statements for the months of December 2007 and January 2008 as circulated. **Carried**

The Property Manager provided Council with an Accounts Receivable Report as of March 10, 2008 advising that all owners are current with their Strata fees.

However the Property Manager reported that there are currently two (2) strata lots with Special Levy payments outstanding as of March 10, 2008. The Strata Council directed the Property Manager to send a reminder statement to these strata lot owners requesting payment.

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

**4.1 Building Envelope Failure**

Council continued the discussion regarding the window replacement project. The drawings have been done and the tender documents are being prepared and we are anticipating receiving bids by mid-April, once the bids have been received Spratt Emanuel and Council will be reviewing them and then we will be convening a still to be announced Special General Meeting to discuss the next step in repairing our building envelope failure. The initial invoice payable to Spratt Emanuel in the amount of \$5,677.16 has been allocated for payment from the Building Envelope Restoration – Special Levy account.

#### **4.2 Roof Repairs**

Council discussed the current status of the reported roofing damage, based on the repair quotation and the current status of any leaking Council has decided not to proceed with a repair quote at this time, as it is not necessary. However, based on the overall condition of our roof system Council has agreed to obtain a proposal for completing a roof survey. The reason for this direction of maintenance is to obtain a current roof condition report to include longevity and repair/replacement cost.

#### **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**

Council has agreed to proceed with placing netting to prevent birds from nesting on the rooftop. This item will be completed shortly.

#### **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.

- Epoxy Injection Ports – Recently the injection ports were removed from the parkade walkway. Council has requested that the ties in the parkade ramp be removed. It has been confirmed with the contractor that the ports do not serve any further usability.

## **5. CORRESPONDENCE**

Council received a letter from an owner regarding a concern with a service phone line, which is piggybacked on this owners' home phone line. Council agreed that this should be corrected and instructed the Strata Manager to make the necessary arrangements to complete the necessary repairs to this owners' private phone line.

### **Bicycle Survey**

Council has agreed to extend the request to have residents tag and or remove all bicycles by  
**Monday April 14, 2008.**

All Residents are asked to complete this survey so we can complete the clean up of unclaimed bicycles to allow other residents an opportunity to utilize bicycle storage space.

## **6. NEW BUSINESS**

### **6.1 Building Plumbing**

Recently there were two leaks in the small hot water pipes on the buildings lower floors, given that these pinhole leaks showed up on the lower floors is indicating that there is a slight concern for the buildings copper pipes which the building may in the future have to deal with, but for right now everything is being repaired on a case by case basis.

### **6.2 Window and Balcony Glass Cleaning**

Council is beginning to allow completion of our spring window and (exterior) balcony glass cleaning. Quotes will be obtained and this work will be completed in sections to allow for the coordination of our impending window replacement project. The sections of the building that are due for window replacement will be done after the windows are replaced. Owners will be notified.

### **6.3 Roof Maintenance**

Based on the Spratt Emanuel roofing report, Council has authorized the strata's landscaper to complete any necessary moss removal.

## **7. Next Council Meeting Date & Adjournment**

There being no further business, the meeting adjourned at 8:45 P.M. The next Council Meeting will be held **Thursday May 29, 2008.**

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