

12/18/09 Prepared By:

Southview Property Management Inc.,  
#110 – 7580 River Road  
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Strata Manager: Jenny Liu

**MINUTES OF THE STRATA COUNCIL MEETING  
OF STRATA PLAN LMS 280, CHATEAU COMOX  
Held on Thursday December 3, 2009 at 7:00 P.M.  
Common Room 1272 Comox Street, Vancouver, B. C.**

**Present:** Terry Ireland President  
Pat Francis Vice-President  
Bruce McDonald Treasurer  
Kevin Wice  
Joanne Lord  
Patricia Pracher

**Strata Manager:** Jenny Liu Southview Property Management Inc.

**Absent:** Gail Balaski

**Guest:** Judy McVeigh (left at 7:05 p.m.)  
John Rose

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**Announcement:** Judy McVeigh resigned from the Council due to personal reasons. Council and the Strata Manager thanked Judy for being President of Council in the past months.

**Changes to Council:** Terry Ireland assumed the role President; Pat Francis is Vice President; and Kevin Wice rejoined the Council of LMS 280.

**2. ADOPTION OF THE MINUTES OF THE PREVIOUS MEETING**

It was then **Moved** (P. Francis) and **Seconded**, (J. Lord) to adopt the minutes of the Strata Council Meeting held on October 15, 2009, as previously distributed.

Yes = 6 No = 0 **Motion Carried**

**3. FINANCIAL REPORT**

The Treasurer, Bruce McDonald, reported the Financial Statements ending of October 31, 2009 are in order. The Strata Manager reported all strata lots are current with their fees. It was then **Moved** (B. McDonald)/**Seconded**, (P. Francis) to adopt the financial statements ending of October 31, 2009.

Yes = 6 No = 0 **Motion Carried**

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

**4.1 Building Envelope Restorations/Roof Replacement/Sealed Window Replacement & Outstanding Payments/PST Rebate**

Kevin Wice, Head of Deficiency Committee, reported all the above-mentioned projects have been completed as at the end of November, 2009.

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.

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Council approved the release of the hold back cheque for \$5,000.00 to Ocean West Construction and to pay the outstanding balance with Spratt Emanuel Engineering. The Strata Manager will negotiate with Ocean West to decrease the additional interest charges of \$2,008.00.

As all outstanding payments have been made, the Strata Manager is to submit the documentation for the PST rebate, which is to be returned to the contingency fund. Further, the Strata Manager is to prepare by February 2010, a statement of the strata improvement projects' allocation for each owner to document their home improvement income tax deduction amount for 2009.

The Strata Manager is to provide the Envelope Warranty book to Kevin Wice; a copy will be made for Council's reference and the original returned to the Strata Manager. Dates of warranty inspections are to be diarized.

The Strata Manager is to reconcile the Sealed Window Replacement invoices to ensure one owner-requested window replacement is charged back to that owner.

#### 4.2 Landscaping Contractor

A Garden Committee comprised of J. Lord and P. Francis was formed. Council directed the Garden Committee to provide a gardening recommendation for the next meeting. The recommendation is to include:

- a) The preferred gardening/landscape maintenance contractor, giving recognition to the 2010 operating budget allowance for landscaping and
- b) Additional special landscaping improvements such as tree pruning, new or replacement shrubbery and changes to annuals and/or perennials.

#### 4.3 Key Management

Council discussed control of key copies and agreed to have J.Lord and P.Pracher implement a key management program to ensure there are sufficient copies and control of keys for Council and contractors.

#### 4.4 Fire Department Inspection Deficiencies

a) Fire Department Lockbox: A new lockbox lid has been purchased and is with the fire department awaiting installation. P.Francis in conjunction with the Key Management program is coordinating the installation of the lockbox with Chateau Comox access keys based on procedures as directed by the Vancouver Fire Department.

b) Emergency Exit Cross-over Floor: Council directed the Strata Manager as a high priority to consult with a Bylaw lawyer to determine if Chateau Comox could request a grandfathering exemption from the City of Vancouver Bylaw requirement that there be at least one unlocked cross-over floor for the buildings that are over six stories. The Strata Manager is to report back to Council as soon as possible.

#### 4.5 Quotations of Vent / Duct Cleaning

Council received three vent cleaning quotations presented by Strata Manager and will make decision in next Council Meeting.

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#### 4.6 **Windows Cleaning**

Council will review the estimate from Ace Windows with a view to window cleaning in the spring.

### 5. **NEW BUSINESS**

#### 5.1 **Underground Parking Clutter**

Owners and residents are reminded that parking stalls are not to be used to store items other than bicycles. All residents are requested remove stored items by January 31, 2010. At that time Council may start levying fines in accordance with the Bylaws.

#### 5.2 **Exterior Lighting**

An exterior light was broken, which caused all the exterior lights to go out. J. Lord to contact Static Electric to install a new light fixture.

J. Lord agreed to investigate maintenance/replacement of a number of the deteriorating exterior globe fixtures and report back to Council at the next meeting.

#### 5.3 **Use of the Meeting Room**

Council approved the continued weekly use of the Meeting Room by an owner for a \$25.00 per use fee.

#### 5.4 **Plumbing Maintenance**

Council will review having Ventresca Plumbing Ltd snake the pipes thoroughly early next year.

#### 5.5 **General Maintenance**

The Strata Manager is to arrange for the following sheet metal estimates:

- a) Installation of screening/mesh on the 8<sup>th</sup> floor external drain(s) to the main floor to prevent materials from blocking the drains.
- b) Repairs to the metal gate at the bottom of the stairway to the elevator room on the roof.
- c) Improvements to the metal garbage enclosure: install vertical bar(s) and a replacement ground door pin.

#### 5.6 **Garage Door Openers**

Council discussed the possible need to replace the current garage door openers due to security and device breakage. K. Wice to investigate options to replace the current garage door openers and report to Council at the next meeting.

### 6. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be held on February 4, 2010 at 7:00 pm.

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