

01/18/09 Prepared By:

Southview Property Management Inc.,

#110 – 7580 River Road

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Strata Manager: Jenny Liu

**MINUTES OF THE “SPECIAL” COUNCIL MEETING  
OF STRATA PLAN LMS 280, CHATEAU COMOX  
Held on Thursday January 7, 2010 at 7:00 P.M.  
Common Room 1272 Comox Street, Vancouver, B. C.**

<b>Present:</b>	Terry Ireland	President
	Pat Francis	Vice-President
	Kevin Wice	
	Joanne Lord	
	Patricia Pracher	
	Gail Balaski	
<b>Guests:</b>	Ben Setiawan	
	Rusty Ker	
	John Rose	

**1. CALL TO ORDER**

The meeting was called to order at 7:01 p.m.

**Announcement:** Terry Ireland announced that this was to be a “Special” Council Meeting to deal specifically with the Fire Inspection Deficiencies and the new Key Management System. All other issues, as per our December 3, 2009 minutes are to be dealt with at the upcoming February Meeting.

**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 December 3, 2009, as previously distributed.

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

**3. FINANCIAL REPORT**

Being this was a **Special Council Meeting** and that the Treasurer, Bruce McDonald and the Strata Manager were absent it was decided to defer the financial report until the February Meeting.

**4. FIRE DEPARTMENT INSPECTION DEFICIENCIES**

Terry Ireland presented a timeline of the outstanding fire department inspection issues, which all began with the inspection that took place on July 14, 2009.

It was reported that one of the two deficiencies, the missing fire department lock-box has now been corrected and is in place as required by the Fire Bylaw 8191 (2.5.1.3 Roof & Floor Access). Thanks to Pat Francis and Southview for coordinating this work.

The second deficiency, the required emergency exit crossover floor(s), remains outstanding. The City of Vancouver Bylaw is noted here below as quoted by the Fire Inspector.

***Vancouver Building Bylaw 1999***

***1) In a building more than 6 stories in building height:***

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- a) doors providing access to floor areas from exit stairs shall not have locking devices to prevent entry into any floor area from which the travel distance up or down to an unlocked door is more than 2 stories,*
- 2) If access to floor areas through unlocked doors is required by Clause (1) (a), it shall be possible for a person, entering the floor area to have access through unlocked doors within the floor area to at least one other exit.*

While Council has undertaken some activity since July 14, 2009, a second letter was received from the City of Vancouver Fire Department on December 29, 2009 reminding Chateau Comox to comply with the City Bylaws or be subject to legal action or fines.

Terry Ireland informed Council that he has been in conversation with the Fire Inspector to ensure the City of Vancouver that Chateau Comox is working on becoming compliant with the Bylaw and that it might take some time as we need to address the security issues relative to the exterior ground floor entrance/exits for our emergency exit stairwells. The Inspector confirmed the City would not proceed with legal action or fines, as long as Chateau Comox was making progress on the matter.

Council discussed options available to the owners regarding the crossover floor deficiency. It was decided that two paths of action for the owners would be pursued concurrently:

1. Determine whether Chateau Comox could be exempt from the Bylaw (i.e., do not implement emergency cross-over floor(s)).
  - a. Some investigation has already been done on grandfathering however Council decided to check with a couple of other parties to better understand the feasibility of this option.
  - b. It is thought that since Chateau Comox was built in 1991 and was built according to the Bylaws of the time that Chateau Comox should be exempt or grandfathered from this Bylaw. Terry Ireland is to contact a Bylaw Lawyer and the City of Vancouver to see if it was possible for Chateau Comox to be exempt from this Bylaw.

AND,

2. Determine options to improve security with unlocked crossover floor(s).
  - a. Under the assumption that Chateau Comox is required to abide by the bylaw, Council is investigating the costs of several options to upgrade security to reduce the risks of possible break-ins through the unauthorized access via the emergency cross-over floors.
  - b. The following three options are being considered:
    - i. Installing electrical door releases (Mag Locks) on the side emergency exit doors and having them tied into the fire alarm system so that the doors would automatically unlock when the fire alarm was activated. They would also need to be able to be unlocked manually from the exterior of the building for regular non-emergency use.
    - ii. Enclosing the exterior ground landing of the side stairwell entrances and replacing the side gates with proper secure steel doors. Various options

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are to be considered here as to the style and type of material to be used to enclose the entrances.

- iii. Improving/replacing the locks of each suite's door entrances which could include bulk volume pricing for those individual owners that wish to upgrade their front door security.
- c. Kevin Wice is to contact security companies to obtain quotes and options on the electrical door release and recommendations for suite owners as to upgrading their suites' door entrance security. Kevin will also contact construction companies to obtain quotes and options to enclose the side stairwell entrances. Kevin will talk to the Strata Manager and see what companies they have used in the past for this sort of work. He will present his findings at the next Council Meeting.

In the meantime, Terry Ireland agreed to contact the City of Vancouver Fire Inspector, to give him an update as to our progress and intentions to comply with the Bylaw.

## **5. KEY MANAGEMENT**

Joanne Lord presented to Council the new "Services" Key Box to be installed in the Maintenance Room. The key box will hold all the specialty service keys for the building. Joanne has agreed to mount the key box in the maintenance room in the area that was discussed by Council and to Set up a key check-out/check-in process for Council Members, including a security deposit receipt book.

Terry Ireland is going to arrange for Council Member access to the Services Key Box.

**A reminder to all owners and residents:** Contact a Council Member, if you require the elevator key or the front door side panel key, to move anything in or out of the building.

- 1. The Council Member will collect a refundable \$100 cash security deposit, as required by LMS 280 Bylaw 7.4 and will issue a written receipt for the deposit.
- 2. The cash deposit is kept by the Council Member and returned to the owner or resident upon return of the key(s) in accordance with LMS 280 Bylaw 7.4.

## **6. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be held on February 4, 2010 at 7:00 pm.

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