

02/08/10 Prepared By:

Southview Property Management Inc.,

#110 – 7580 River Road

Richmond, B.C., V6X 1X6 Phone: 604-270-8811 Fax: 604-270-0881

Strata Manager: Jenny Liu

**MINUTES OF THE COUNCIL MEETING
OF STRATA PLAN LMS 280, CHATEAU COMOX
Held on Thursday February 4, 2010 at 7:00 P.M.
Common Room 1272 Comox Street, Vancouver, B. C.**

Present:

Terry Ireland President
Pat Francis Vice-President (arrived at 7:35)
Kevin Wice
Joanne Lord
Patricia Pracher

Strata Manager: Jenny Liu Southview Property Management Inc.

Absent:

Gail Balaski
Bruce MacDonald Treasurer

Guests: John Rose

1. CALL TO ORDER

The meeting was called to order at 7:03 p.m.

2. ADOPTION OF THE MINUTES OF THE PREVIOUS MEETING

It was then **Moved** (P. Pracher) and **Seconded** (J. Lord) to adopt the minutes of the Strata Council Meeting held on January 7, 2010, as previously distributed.

Yes = 5 No = 0 **Motion Carried**

3. FINANCIAL REPORT

Due to an unbudgeted project expenditure covering a materially higher warranty insurance premium there was a detail review and discussion of the financial statements for both the operating accounts and the special project accounts. Further, it was agreed the Strata Council would review the impact of the unplanned expenditure with the owners at a yet to be scheduled Special General Meeting. The Strata Manager reported all strata lots are current with their fees.

It was then **Moved** (K. Wice)/**Seconded** (P. Francis) to adopt the financial statements ending November 30, 2009 and December 31, 2009.

Yes = 5 No = 0 **Motion Carried**

4. BUSINESS ARISING FROM PREVIOUS MINUTES

PST Rebate

Spratt Emanuel Engineering has filed the paperwork to apply for the PST rebate on the building envelope special project work performed in 2009. The impact of PST rebate was factored into the special levy for the envelope project (i.e., the owners were not levied for the amount of the expected rebate). The funds required to pay PST during the project were borrowed from the CRF until such time as the PST rebate was received. As such, the PST rebate is to be returned to the CRF.

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Fire Department Deficiencies

K. Wice reported on quotations received to-date for the two alternatives being considered to improve security such that Chateau Comox can comply with the fire department's crossover floor deficiency (side foyer enclosures or alarm-triggered emergency exit doors). Additional estimates are to be received the week of February 8th. It was agreed the Strata Council would meet again on February 18th to review the estimates and plan for a Special General Meeting of the owners.

T. Ireland is to contact the Fire Inspector to update him on our progress to date and communicate the schedule for a meeting with the owners to approve building security improvements.

Key Management

J. Lord reported the Strata Council key management project is complete with the installation of the special purpose key lockbox. Procedures are in place to keep track of who has removed any of the special purpose keys.

Also, Strata Council Members are to sign a "Strata Council Key Agreement" to better ensure common area access keys given to Council Members are returned at the end of their term. The Property Management Company will keep the signed forms. A Rule is to be established shortly for this Agreement.

Landscaping Contractor

The Garden Committee presented the quotations from three landscape contractors. After a discussion it was then **Moved** (P. Pracher)/**Seconded** (P. Francis) to award Goldsun Landscaping Ltd. the landscaping contract for the period March through November 2010 and for a special clean-up project to commence in February 2010.

Yes = 4 No = 1 **Motion Carried**

The Strata Manager is to advise Goldsun Landscaping they have been awarded the contract and Northwest Gardening Services that their services have been terminated.

The Garden Committee is to arrange the special clean up project in February with Goldsun Landscaping. The committee is to oversee the work performed by Goldsun Landscaping.

Plumbing Contractor

The Strata Council discussed the three-month trial of Ventresca Plumbing. As an example of their work, Ventresca Plumbing solved the previously reported issue of intermittent loud banging/vibrations in the water pipes that affected many of the units on the front and east side of the building. The solution was a simple fix to water running in a toilet in one of the lobby common rooms.

While the trial was successful there was one problem – specifically, a difficulty restarting the hot water recirculation system resulting in multi-day sporadic availability of hot water. In spite of the hot water problem it was agreed that Ventresca Plumbing would meet the requirements of Chateau Comox. However, until Ventresca can successfully manage turning the entire building water on and off it was agreed to retain the current plumber for those situations where building

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hot water recirculation was not restarted properly. Further Strata Council wants Ventresca to spend the time learning the idiosyncrasies of Chateau Comox's plumbing system.

It was then **Moved** (K.Wice) / **Seconded** (J. Lord) to use Ventresca Plumbing as the primary plumber for Chateau Comox and to retain Artisan Plumbing for building water shut off emergencies.

Yes = 4 No = 1 **Motion Carried**

Council recommends to owners to use Ventresca Plumbing as their plumber for their in-suite plumbing work. Ventresca Plumbing can be contacted at 604-251-5164. The Property Manager is to arrange for keys to be provided to the new plumber.

Parking Level Clutter

J. Lord is to inspect the parking levels and note any parking spots that are being used to store items other than bicycles. The Property Manager is to then send a letter to the identified owners advising them of the need to remove items from their parking spots or be levied fines in accordance with Bylaw 10.1.

5. CORRESPONDENCE

Correspondence was sent to a strata lot owner advising them of their responsibility for payment of an invoice for an emergency plumber call as the cause of the water leak was attributable to the owner's washer.

Correspondence was received from an owner with respect to replacement of a window with a failed seal. Council discussed the matter and agreed that rather than dealing with ad hoc requests for window seal repairs there would now be an annual window seal replacement program. The rationale for this approach was:

- a) failed window seals do not require immediate or emergency repair,
- b) grouping all window repairs could lower the repair costs to the Strata Corporation and
- c) repairs can be expensive and were not contemplated in the 2009/2010 budget.

It was agreed the first annual window seal replacement program would commence in September 2010 and the 2010/2011 budget should provide for a window replacement allowance.

6. NEW BUSINESS

Home Renovation Tax Credit (HRTC)

Southview is verifying the recent changes to the CRA requirements for reporting eligible HRTC expenses. The HRTC statements are to be issued to owners before the end of February.

Strata Act Changes

Strata Council was provided with a summary of recent changes to the Strata Act.

Bylaws

Strata Council is to suggest any proposed changes to Chateau Comox's Bylaws and Rules in preparation for the next Annual General Meeting in the summer.

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7. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:25 p.m. The next Strata Council meeting will be held on **February 18, 2010 at 7:00 pm** to discuss only the fire department deficiencies and any other matters in preparation for a Special General Meeting of the owners.

The next regularly scheduled Strata Council Meeting will be held on **March 4, 2010 at 7:00 pm**.

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