

**MINUTES OF THE COUNCIL MEETING  
OF STRATA PLAN LMS 280, CHATEAU COMOX  
Held on Thursday, March 3, 2011 at 7:00 P.M.  
Common Room 1272 Comox Street, Vancouver, B. C.**

**Present:** Terry Ireland President  
Joanne Lord Vice-President  
Iain Braidwood Treasurer  
John Rose  
  
Mr. Kevin Green Property Manager, Southview

**Absent:** Zeljko Karlica

**Guests:** Kevin Wice  
Risa Smith  
Tom Mommsen  
Rusty Ker (arrived at 7:08)

**1. CALL TO ORDER**

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

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

It was **Moved** and **Seconded** to adopt the minutes of the Strata Council Meeting held on January 5, 2011, as previously distributed.

Yes = 4 No = 0 **Motion Carried**

**3. FINANCIAL REPORT**

There was a review of the financial statements for the months of December 2010 and January 2011. A number of adjustments were discussed and provided to the Property Manager to include in the next financials. Other financial items were discussed later in the meeting under "Plumbing Repairs". There being no further discussion it was **Moved** and **Seconded** to accept the December 2010 and January 2011 financial statements as distributed.

Yes = 4 No = 0 **Motion Carried**

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

**Envelope Warranty Inspection:**

The Property Manager reviewed the correspondence to-date and the next steps required to address the relatively minor items noted in the recent inspection. An on-site meeting is to be arranged with National Home Warranty for a review of the items identified by Spratt Emmanuel. National Home Warranty will then provide a written decision as to whether the items are covered under warranty at which time Council will decide how to proceed (e.g., use of OceanWest or other contractor).

The Property Manager is to arrange the on-site meeting with National Home Warranty; Mr. Ireland and Mr. Braidwood are to attend on behalf of Council.

**Fire Safety Inspection:**

The fire equipment safety inspection was performed on January 18, 2011. Thanks to the residents as 100% of the suites were inspected! The Property Manager is to contact the inspection company to get copies of their inspection report.

**Maintenance Work:**

Carpet Cleaning: Mayfair's quote was approved for cleaning of hallway and front entrance carpets and all entrance mats. Timing is to be confirmed by the Property Manager; Council will post the appropriate Notice to Residents.

Garage Door Openers: Ms. Lord reported excellent progress with the inventory of the existing garage entrance fobs and as such Council decided not to proceed with a fob replacement program but rather reset the existing system. Further, instructions for resetting and updating the existing system were located and it is expected Council should be able to perform this work.

The reset will remove all fob serial numbers from the system then each inventoried fob's serial number will be entered into the system. It is expected that Mr. Rose and Ms. Lord will perform the reset and that it will be scheduled shortly, most likely for a weekday morning. The Property Manager is to ensure Action Lock is on standby should Mr. Rose and Ms. Lord experience problems with resetting the system. Council will post a notice to residents when the reset is scheduled.

For the information of residents, it was noted by Mr. Ker that Action Lock will replace the fob's broken outer cases at their offices for under \$10.00 each. Additional fobs are available from Southview for \$40.00 each.

**5. COMMITTEE REPORTS**

**Welcome Committee:**

Ms. Lord reported the committee has met with the new owners of Suite 401 and Suite 802.

**Garden Committee:**

Ms. Lord reported the gardener Gary Leong Contracting Gardening Services will be re-hired for the 2011 growing season.

**6. CORRESPONDENCE**

No correspondence was discussed

## **7. NEW BUSINESS**

### **Executive Air Repairs Estimate**

Executive Air has recommended approximately \$200 in preventative repairs to the air conditioning system. Council approved the expenditure. The Property Manager is to inform Executive Air to perform the repairs during the next scheduled maintenance.

### **7<sup>th</sup> Floor Hallway Renovations – Janitorial Services**

Due to the recent custom renovations in the common hallway on the 7<sup>th</sup> floor, the owners of the suites on that floor requested they be permitted to perform janitorial services. Council is concerned about possible fragmentation of services over time. After some discussion it was agreed that:

- Approval is given to the 7<sup>th</sup> floor owners to perform janitorial duties on that floor subject to:
  1. The approval is to be reviewed again by Council in October 2011, and,
  2. The building janitor is to regularly inspect the 7<sup>th</sup> floor common hallway for cleanliness and report any issues to the Property Manager. Should the standard of cleanliness decline, Council will revoke the approval.

### **Elevator Pads**

An owner requested that use of elevator pads be restricted during certain times, especially on weekends. Council understands the owner's request and will endeavour to keep use of elevator pads to a minimum; however, the pads are mounted and removed by volunteers and as such are done on a 'best efforts' basis. This means there will be occasions where elevator pads are present in the elevator during weekend days and nights.

### **Janitorial Services Review**

The Property Manager was directed to review the current janitorial services with Mr. Rose with a view to confirming the scope of work and to implement an ongoing inspection program. Mr. Green requested Council provide him with items for consideration during his review with Mr. Rose.

### **Plumbing Repairs**

Mr. Ireland reported on a recent series of leaks on the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors. This is the second occurrence of plumbing leaks this fiscal year and has prompted Council to consider the need for a professional review of the building plumbing system. The objectives of the review are to:

1. Assess the state of the existing hot & cold water pipes, and
2. Recommend one or more options for owners' consideration, and
3. Provide specifications, if necessary, for changes to building plumbing system.

The Property Manager has contacted three mechanical engineering firms to provide quotations to perform the review. On-site meetings with the firms are to be arranged with Mr. Ireland and Mr. Braidwood attending to represent Council. Note: these meetings are to enable the firms to provide their quotation not to do the review. The costs for the mechanical engineer will require special funding from the owners. A special general meeting will be called to inform the owners of the scope of work and approve a special levy for the review.

In advance of the mechanical engineering review, the Property Manager is to arrange an on-site familiarization walkthrough with Citywide Plumbing and members of Council. The purpose of the walkthrough is to get a plumber's perspective of the recent leaks and increase Council's understanding of the plumbing system at Chateau Comox. The walkthrough is to include Mr. Ireland and Mr. Braidwood.

Given the emergency nature and the costs associated with two sets of repairs and restoration, Council agreed to draw funds from the Contingency Reserve Fund (CRF) to pay for the repairs under the provisions of the Strata Property Act sections 92 (b), 96 (b) and 98 (3). The Property Manager was directed to move certain expenses from the operating repair and maintenance account to the CRF account. This allows the strata corporation to continue to repair and maintain Chateau Comox to a high standard.

On another plumbing matter the Property Manager is to contact Citywide Plumbing to review the status of the 'horizontals' in the parkade level and whether they need to be snaked.

On behalf of the owners and Council itself, Council extends its thanks to Ms. Lord who has given her time on a near daily basis to work through the recent plumbing repairs.

#### **8. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:50 p.m. The next meeting date is to be determined.