

10/19/11 Prepared By:	Southview Property Management Inc., #110 – 7580 River Road, Richmond, BC V6X 1X6 Phone: 604-270-8811 Fax: 604-270-0881 E Mail Address: <a href="mailto:southview@telus.net">southview@telus.net</a> Property Manager: Kevin D. Green
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**MINUTES OF THE STRATA COUNCIL MEETING  
FOR STRATA PLAN LMS 280 CHATEAU COMOX  
HELD ON TUESDAY OCTOBER 11, 2011 AT 7:00 PM  
IN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

<b>COUNCIL IN ATTENDANCE:</b>	PER HANSEN LAURIE FORD JO-ANN LORD JOHN ROSE	President Treasurer Vice President
<b>REGRETS:</b>	IAN BRAIDWOOD	Secretary
<b>GUESTS IN ATTENDANCE</b>	RUSTY KER TERRY IRELAND	UNIT #702 UNIT #201
<b>PROPERTY MANAGER:</b>	KEVIN D. GREEN Southview Property Management Inc.,	

**1. CALL TO ORDER**

The meeting was called to order by the Strata Council President Mr. Per Hansen at 7:05 P.M.

The Property Manager then welcomed all of the new and returning Council Members and advised he looked forward to working with them and all the owners over the next year.

After a brief review and discussion about agenda and meeting procedures and protocol, the Chair and present then proceeded with the regular business at hand.

**2. GUEST BUSINESS**

The owner of unit #702 Mr. Rusty Ker then appeared before the Council and advised he wished to sit in and observe the Council Meeting. Mr. Ker was then welcomed, and the meeting then proceeded.

Mr. Terry Ireland the owner of unit #202, and past Council President then appeared before the Council as requested, and presented some information and answered questions on the financial statements recently received, and some other information on the complex, as asked by the Council and the Property Manager. At the end of this process Mr. Ireland was then thanked by the Council, and then respectively left the meeting.

**3. CARETAKER BUSINESS**

The Council then entered into a detailed discussion with respect to the services provided by the current Janitorial employee, Mr. John Rose. It was noted this discussion took place "in Camera"

Council then also discussed, (with input from the Property Manager), in respect to hours put in by John, actual work on site, pay for similar work at comparable complexes, funds in the recently approved operating budget, value to the complex, the complexes increased property values, and many other issues and topics in relation to Janitorial Services being performed and received.

It was then agreed that an adjustment increase would be made both to the salary and some specific duties, all in accordance within the operating budget, and general input of the ownership.

Please keep these minutes as a permanent record of the Strata Corporation's business. Replacement of Minutes, Rules and Regulations or Bylaws will be at the expense of the Owner.	1.
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**4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON AUGUST 8, 2011**

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held August 8, 2011 as circulated. **MOTION CARRIED**

**5. FINANCIAL REPORT**

a. Financial Statements

The Property Manager then referenced the financial statements for the months up to and including August 31, 2011 as previously distributed. The Treasurer, Mr. Terry Ireland (his comments and report of earlier) and the Council then noted that they had received and reviewed the above noted financial statements and moved for acceptance. After a review regarding the strata lot areas/payables/receivables, repairs and maintenance, mechanical maintenance, and other expenditures, it was then **Moved and Seconded** to adopt the financial statements up to and including August 31, 2011 as previously distributed. **MOTION CARRIED**

Council also discussed some procedures and protocol for approving work, ordering work and approving/paying invoices, so that Council had as much information as able at all times with any financial matters.

**6. REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of anticipated expenditures.

**7. REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**8. BUSINESS ARISING FROM PREVIOUS MINUTES**

a. Window Cleaning

The Property Manager and the Council then confirmed that all exterior windows had been recently cleaned by Champion as ordered. After a brief review it was agreed all was in order.

b. Envelope Warranty Repairs

The Property Manager then confirmed that Ocean West Construction had been on site recently and performed and completed the 5 identified deficiencies resulting from the report, year #2, of the building envelope project, in accordance with the report as provided and performed by Spratt Emanuel Engineering. It was noted that the work had been confirmed to be completed by Spratt, and after further discussion the Council agreed no additional action was required.

c. Emergency Generator Servicing

The Property Manager was then advised that Simpson Maxwell had not yet contacted the Council to service the emergency generator, and he was asked to follow up and ensure the needed service was performed in the near future.

d. General Items

A few general items in relation to locks, plumbing charge backs and other related repairs and maintenance were then reviewed with the Property Manager who was asked to follow up on them in the near future.

**9. CORRESPONDENCE**

There was no current correspondence sent to or received to the date of the meeting.

**10. NEW BUSINESS**

a. Painting

The Property Manager then referred the Council to correspondence and quotations as contained within the agenda, and as emailed previously, from several firms, for painting of several areas and items and the front of the complex and at the front entrance.

Paying specific attention to price, reliability of contractor, funds available in the Strata Corporation's operating budget, the need for this work, property value maintenance and other factors, it was agreed to adjust the scope of work for this project, and once this was done, to re-submit the specifications in more detail to the trades so all were quoting on the same and on what exactly was required/wanted by the Strata Corporation.

b. Re-piping Project

The Council then discussed with the Property Manager, the current status of the re-piping/lining project, being performed by Cura Flo. It was confirmed that the project had commenced, access to units and work had begun and at this time no updates or new information was available that had not already been provided to the owners.

c. Drainage

The Property Manager then referred the Council to correspondence and a quotation as contained within the agenda and as emailed previously for drainage repairs at the exterior side area of the complex

Paying specific attention to price, reliability of contractor, funds available in the Strata Corporation's operating budget, the need for this work, property value maintenance and other factors, it was agreed to obtain another quotation to ensure the original one was cost beneficial and correct.

d. Window Seals

It was then discussed that several units' window seals had failed and needed replacing. The Property Manager advised that there were some funds in the operating budget to attend to this work, but it was done on a first come first serve (as requested) basis, and at this time no units had reported any failures.

The Council advised they would send an email to all of the owners asking if they had any failed seals, and once the information was received it would be scheduled on a priority basis, as funding was available.

e. Bike Inventory

Owners are reminded that in accordance with discussions at the Annual General Meeting, a bike inventory is currently underway, and owners are again asked to ensure they go down to the bike areas and identify/tag their bikes.

If by December 1, 2011 any bikes are left untagged, the Council will make arrangements to remove the bikes and dispose of them, in an attempt to free up bike spaces, and clean up the areas to maintain and uphold the complex's property values and aesthetic appearance.

f) Pets

The Council then noted that there had been some problems with pets in and around the complex, and a concern with dogs being off leashes also.

**Residents are once again kindly reminded to ensure they clean up after their pets at all times, and ensure they are under their positive control at all times (cats and dogs). Dog feces, pet urine**

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**damage, damage to common areas landscaping beds and shrubs have been occurring from pet and common property neglect, and the Council asks all residents to make a conscious effort to prevent the above from continuing.**

**11. ADJOURNMENT**

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:47 P.M.

The next meeting of the Strata Corporation is tentatively scheduled for December 12, 2011, if required.

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