

12/13/11 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: [southview@telus.net](mailto:southview@telus.net) Property Manager: Kevin D. Green

**MINUTES OF THE STRATA COUNCIL MEETING  
FOR STRATA PLAN LMS 280 CHATEAU COMOX  
HELD ON MONDAY DECEMBER 12, 2011 AT 7:00 PM  
IN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

**COUNCIL IN ATTENDANCE:**

PER HANSEN President  
LAURIE FORD Treasurer  
JO-ANN LORD Vice President  
JOHN ROSE  
IAN BRAIDWOOD Secretary

**REGRETS:**

None

**GUESTS IN ATTENDANCE**

RUSTY KER UNIT #702

**PROPERTY MANAGER:**

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.

**2. GUEST BUSINESS**

The owner of unit #702 Mr. Rusty Ker then appeared before the Council and advised he wished to discuss a past invoice(s), as billed to his unit, from Riser Services.

Mr. Ker provided much information to the Council in respect to the invoices, advised that neither Riser, nor the Property Manager had discussed this with him, and he felt the charges/invoices needed to be looked at in more detail, prior to Mr. Ker agreeing to pay them. It was noted that over \$1,000.000 had already been paid, and there was some discussion on a remaining and/or additional amount of \$1,350.00.00.

Council agreed, and it was later noted that a meeting would be set up with the Council, Mr. Ker and Riser Services as able to get to the bottom of this issue, and get it resolved once and for all.

At the end of this process Mr. Ker was then thanked by the Council, and then respectively left the meeting.

**3. CARETAKER BUSINESS**

The Property Manager then confirmed that the caretaker salary had been adjusted as per Council's direction, and review held at the past Council Meeting.

After further review, it was agreed all was in order, and no action was needed at this time.

**4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON OCTOBER 11, 2011  
AND OCTOBER 25, 2011**

There being no errors or omissions it was then Moved and Seconded to approve the minutes of the Strata Council Meeting held October 11, 2011 and October 25, 2011 as circulated. **MOTION CARRIED**

**5. FINANCIAL REPORT**

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.

12/13/11 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: [southview@telus.net](mailto:southview@telus.net) Property Manager: Kevin D. Green

a. Financial Statements

The Property Manager then referenced the financial statements for the months up to and including October 31, 2011 as previously distributed.

The Treasurer and the Council then noted that they had received and reviewed the above noted financial statements and had some minor questions that needed addressing, prior to the statements being approved.

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 October 31, 2011 as previously distributed. **MOTION CARRIED**.

b. Coding adjustments

The Property Manager then confirmed that the past months' financial coding adjustments had all been completed as requested.

After a brief review, this was confirmed, and council agreed all was in order.

c. Invoice to #702 – Riser Services

Council the discussed the past work done in unit #702, and the invoice as received from Riser Services.

In review, it was agreed that as stated above, a meeting would be scheduled with all parties involved in the near future.

**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. Emergency Generator Servicing

The Property Manager was then advised that Simpson Maxwell had finally contacted the Council to service the emergency generator, and this work was now completed.

It was agreed all was in order, and the Property Manager was asked to ensure the gas tank for the generator was topped up.

b. Drainage

The Property Manager then referred the Council to correspondence and quotations 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 proceed with the quotation from Inline project for an estimated amount of \$1,550.00 inclusive of HST.

Council also discussed and reviewed a quotation from Artisan Plumbing, for power auguring all the horizontal drain lines in the complex, as a recent back up had occurred.

It was agreed that his work was absolutely necessary, estimated to be close to \$5,000.000 and thus, additional quotes were to be received, but in principal, Council agreed this work would be ordered in the New Year.

**9. CORRESPONDENCE**

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.

12/13/11 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: southview@telus.net Property Manager: Kevin D. Green

The Council then reviewed several items of correspondence sent to or received to the date of the meeting.

The items of correspondence made reference to plumbing, re-lining of the pipes, generator gas requirement as well as other items affecting the security and general maintenance of the common property of the Strata Corporation.

In review of all of the items of correspondence, the Property Manager was directed by Council to respond to all items and letters as directed in accordance with the Bylaws of the Strata Corporation.

**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 re-visit this topic in the spring as a complete accurate scope of work had not yet been confirmed, and this was a weather dependant project.

b. Re-piping Project

The Council then discussed with the Property Manager; the current status of the re-piping/lining project, being performed by CuraFlo.

At this time the project's plumbing work was completed, and the restoration work was approximately 90% completed.

It was noted that the project had come in very close to the estimated budgeted amount, with only one change order to date of \$1,000.00.

Owner are advised that notices will be provided by the plumbing and restoration trades in the near future, and also by the Council asking Residents to identify any deficiencies and/or concerns with the project or the restoration work.

Responses to these notices will be very time specific and Residents are again encourage to ensure that any information they have on the above is reported immediately, if it so does exist, as directed on the appropriate notices.\

c. Window seals replacement

The Property Manager then referred the Council to correspondence as contained within the agenda and as emailed previously from an owner requesting that their exterior window seals be replaced, as they had failed.

It was noted that there were several other units that were also experiencing this problem.

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.

12/13/11 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: [southview@telus.net](mailto:southview@telus.net) Property Manager: Kevin D. Green

Results of a recent audit, showed that there are total of 4 failed window seals, which will be repaired on a first come, first serve basics, as the funds in the operating budget that were allocated to these costs, was approximately \$1,500.000.

d. Insurance Valuation/Appraisal

The Property Manager then referred the council to the updated insurance valuation as received from Normac Appraisals, advising of a new/current building Valuation of \$6,300.000.00.

It was also noted that this amount had been provided to the Corporation's insurance Broker, CMW, and the insured value of the complex had been updated.

After a brief review it was agreed all was in order.

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. Council will be providing the appropriate bike tags in the near future.

Any bikes that are left untagged, after February 1, 2012 be removed and disposed of.

f) Gas surcharge increase

The Council then advised that, it's been several years, since the last increase and it may be time to increase the amount being surcharged for gas fireplaces and gas stoves, (gas usage) to the individual units using these services.

After further review it was agreed to do a cost analysis of the surcharges, and present a possible increase to the owner at the next Annual General Meeting.

g) Cigarette butts

The Council would like to warn all Residents that unfortunately cigarette butts are being thrown off of balconies from within the building, landing on balconies and also common areas below.

As this is quite unacceptable, and also a serious fire hazard, Residents are asked to ensure these practices cease immediately.

h) Parkade storage

The Council wanted to advise Residents that many inappropriate items are being stored in the underground parking areas and stalls, such as tires, boxes, carts, personal items, which

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.

12/13/11 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: [southview@telus.net](mailto:southview@telus.net) Property Manager: Kevin D. Green

are all contrary to the Bylaws of the Strata Corporation, and also the British Columbia Fire Code.

As the Fire Department will be doing an inspection in the next 30 days (their annual inspection) Residents are advised that to avoid fines/other action or possible costs to the Strata Corporation, all the items as noted above should be removed immediately.

**11. ADJOURNMENT**

There being no further business, it was then Moved and Seconded to adjourn the meeting at 8:48 P.M.

The next meeting of the Strata Corporation is to be confirmed, but estimated to be in late January, 2012.

*Minutes/280Dec11/1.doc*

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.