

**MINUTES OF THE STRATA COUNCIL MEETING  
FOR STRATA PLAN LMS 280 CHATEAU COMOX  
HELD ON MONDAY JUNE 4, 2012 AT 7:00 PM  
IN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

**COUNCIL IN ATTENDANCE:** PER HANSEN President  
LAURIE FORD Treasurer  
JOANNE LORD Vice President

**REGRETS:** JOHN ROSE  
IAN BRAIDWOOD Secretary

**GUESTS:** 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 7:11 P.M.

**2. GUEST BUSINESS**

The owner of unit #702 Mr. Rusty Ker then appeared before the Council and advised he wished to discuss the past and current voluntary gas surcharges, in respect to gas fireplaces.

Mr. Ker provided much information to the Council in respect to this matter, and in turn the Council also advised they had looked back into the minutes of the Strata Corporation from 2002 onward, and there was much history and some conflicting information.

It was also noted that the Council had recently received a Legal Opinion on this matter in respect to continuing the voluntary charges, and/or stopping them and possibly reimbursing some of the past payments.

At the end of this process it was agreed to stop the voluntary gas charges for the gas fireplaces only, effective March 1, 2012, and to consider the gas within the complex, all gas, a common expense.

**3. CARETAKER BUSINESS**

The Property Manager and the Council then confirmed that the caretaker duties were being attended to as expected, all was in order, and no action was needed at this time.

**4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON MARCH 5, 2012**

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held March 5, 2012 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 April 30, 2012 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.

06/05/12 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

After a review regarding the strata lot areas payables, repairs and maintenance, the past re-piping project, sundry expenses and other expenditures, it was then **Moved and Seconded** to adopt the financial statements up to and including April 30, 2012 as previously distributed.

**MOTION CARRIED**

Also, the Property Manager was give some specific instructions in respect to invoice approvals for the future, and procedures to be followed in this regard.

b. Operating Budget

The Property Manager and the Council then reviewed in detail the proposed operating budget for the upcoming fiscal year to be presented to the owners at the future Annual General Meeting.

In review of available funding, looking at the operating budget and the year to date expenses along with the actual work done over the past year and what will be needed in the upcoming year, the fact that the complex was getting older and the required maintenance items predicted for the future, many adjustments changes and items were also made and discussed in detail.

At the end of this process the Property Manager was to be provided a budget in the future, as approved by the Council, to be presented to the owners at the future Annual General Meeting, with a possible increase in monthly strata fees. This budget will be included with the Annual General Meeting Notice, to be sent to the owners under separate cover.

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 then confirmed with the Council that Champion had completed cleaning all the inaccessible windows in the complex, as approved.

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

b. Window seal repairs

The Property Manager then confirmed with the Council that Accurate Glass had completed repairs to all the reported failed windows/seals in the complex, as budgeted for and ordered.

It was then advised that all the allocated funds for this work, for the current fiscal year had been expended, but the Corporation would endeavor to secure funding again for the next fiscal year to do more needed windows as they came up.

c. Interior hallway painting

The Property Manager and the Council then discussed the agreed upon work for painting of several of the common areas hallways, to uphold and maintain property value in the building.

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It was also noted that this work was now completed on most areas and floors, at a cost of \$410.00 per floor as discussed.

It was also confirmed that some of the owners who had wanted to paint the floors on their own, and pick different colors had done so, and had been reimbursed, as noted above, as agreed, which included the 7<sup>th</sup> and 8<sup>th</sup> floors also.

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

Further to painting, it was then agreed by the Council to have the exterior front area railings painted as able at a cost of \$400.00 exclusive of tax, by the same trade who had done the hallway painting.

It was also discussed that possible in the future, the rear garage door may have to be freshened up with some new paint also, but this may be done within the Strata Corporation.

#### 9. CORRESPONDENCE

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 carpets, moisture in a suite, gas surcharges, carpet replacements and 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. Electrical upgrades

The Property Manager then referred the Council to correspondence and a quotation as contained within the agenda, and as emailed previously, from Static Industries for interior lighting upgrades and re-wiring work to improve energy efficiency within common areas of the building.

It was then agreed to review this item at a future Council Meeting, and/or possibly at the upcoming Annual General Meeting.

##### b. Re-piping project

The Council then discussed with the Property Manager, the current completed re-piping/lining project, being performed by Cura Flo.

Council noted and confirmed that they had reconciled the Special Levy account for this project, and the leftover funds had been paid back to the owners, and the project was now completed.

Council also advised that a manual as prepared by Cura Flo was now in the complex, and any trades doing any plumbing repairs in the future would need to ensure the manual was consulted first, as soldering the new re-lined pipes was not permitted.

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c. Horizontal drain line repairs

The Property Manager then again referred the Council to correspondence as contained within the agenda, and as emailed previously for replacing all the horizontal drain lines in the complex, as a recent back up had occurred.

Council then reviewed a proposal from Latham's Plumbing which recommended to replace some of the drain piping, also adjust some of the pipe hangers to increase the grade on the drain pipes to create better drainage throughout the system.

Paying specific attention to price, reliability of the contractors, previous work history and funds available in the operating budget for this type of annual maintenance, it was then agreed to review this item at a future Council Meeting, and/or possibly at the upcoming Annual General Meeting as the cost was more than the current operating budget could absorb, and it was not clear at this time if the work was needed, or what the extend of the work may be.

e. Annual General Meeting

The Property Manager then discussed with the Council the upcoming Annual General Meeting. The operating budget, election of Council Members, potential Bylaw changes, rule(s) ratification, and other items pertaining to this matter, were all discussed in detail.

It was agreed as noted above that the operating budget and the above items for the Annual General Meeting would all be provided to the ownership to be discussed and voted on accordingly, as contained in the soon to be mailed, Annual General Meeting Notice.

f. Deprecation Report

In accordance with recent changes and amendments to the Strata Property Act, and Regulations of the same in respect to Depreciation Reports, the Property Manager and the Council discussed this in detail, the requirements and responsibility of the Strata Council now, and in the next 2 years.

The Property Manager advised he would prepare some detailed information, and forward legislation and publications the Council could access for additional information, in respect to this matter, but at this time, the exact extent and full needs and requirements, and/or results of this change in the Legislation was not yet known. Council agreed to review and discuss this matter several times in the upcoming months.

g. West side and front area flashing repairs

The Property Manager then referred the Council to correspondence and a quotation as contained within the agenda, and as emailed previously, from In-Line Maintenance, for repairs to the front and West side area exterior flashing and "j" channel details that was needed. (cold joints and expansion joints)

It was also noted that some similar less extreme repairs may also be needed on the east side of the complex.

Paying specific attention to price, reliability of the contractor, previous work history and funds available in the operating budget for this type of annual maintenance, it was then agreed to obtain 2 additional quotations to ensure the work being proposed was all needed and cost effective.

h. Sump pump cleaning

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The Property Manager was then asked to have Artisan Plumbing attend to the site and have the parkade sumps cleaned as this maintenance item was needed.

**11. ADJOURNMENT**

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:55 P.M.

The next meeting of the Strata Corporation is tentatively to be held on August 21, 2012. (The Annual General meeting)

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