

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 "CHATEAU COMOX"
HELD ON MONDAY OCTOBER 29, 2012 AT 7:00 P.M.
IN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

COUNCIL IN ATTENDANCE:	PER HANSEN LAURIE FORD JOANNE LORD JOHN ROSE IAN BRAIDWOOD JUDY MCVEIGH	President Treasurer Vice President Secretary
REGRETS:	NONE	
GUESTS:	Rusty Ker unit #702 Roger Harris and Denis Sarris, unit #802	
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 7:04 P.M.

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 also later thanked the Council for the recent work done on the West side of the complex, and for the beautiful Halloween display at the front of the complex.

The owners of unit #802 Roger and Denise then appeared before the Council and advised they wished to discuss the contents of the minutes of the Annual General Meeting in regards to gas surcharges, bicycle storage and some other Council protocol matters.

Owners are advised that the recent Annual General Meeting minutes of August 21, 2012 had the following reference to gas surcharges:

"A great deal of discussion then took place in respect to the conclusion of the voluntary gas surcharge payments from the 3 owners who had gas fireplaces.

Possible alternative approaches such as installing meters was dismissed as cost prohibitive and requiring installation of meters at the time of sale would probably not be legal.

While the owners understood that there was not a legal requirement for the three owners with fireplaces, to voluntarily pay for their gas use, the general sentiment was that morally and ethically it would be the right thing to do."

Council wishes to advise the ownership that no malice, ill will or personal attack(s) was meant in any way in regards to this portion of the minutes and an attempt was simply being made to capture the spirit of the discussion that took place. Council apologises if this caused any owner to take offence.

10/30/12 Prepared By: **Southview Property Management Inc.,**
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E Mail Address: southview@telus.net Property Manager: Kevin D. Green

It was also noted that the AGM minutes that were mailed out, was only a draft version and was mailed out by mistake. The version the owners received by e-mail, is the revised one and a copy should be attached to these minutes.

In respect to the delegations, Mr. Kerr continued to observe the Meeting and Roger and Denise were then thanked and respectively excused themselves.

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.

The Property Manager was asked to follow up with Commercial Lighting and their proposal for some power smart lights and lighting fixtures.

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON JUNE 4, 2012

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held June 4, 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 August 31, 2012 as previously distributed.

The Treasurer and the Council then noted that they had received and reviewed the above noted Financial Statements and had made some minor amendments and were now recommending approval.

After a review regarding the Strata Lot areas payables, repairs and maintenance, and other expenditures, it was then **Moved and Seconded** to adopt the Financial Statements up to and including August 31, 2012 as previously distributed. **MOTION CARRIED**

b. Gas Surcharges

The Property Manager and the Council then reviewed in detail the past discussion in respect to gas surcharges and the comments made at the Annual General Meeting.

One of the owners has volunteered to pay \$11.00/ monthly for 6 months of the year, to cover the cost of gas to their fireplace. After much discussion, Council decided that this would potentially result in the same situation, that the previous voluntary payments did, so decided to respectfully decline to accept the voluntary payment.

In review of the above Council noted that at this time no action was needed but it was anticipated this matter may not yet be concluded.

c. Accounting Procedures

The Property Manager and the Council then again reviewed the accounting procedures and invoice approval procedures for Chateau Comox to ensure any and all invoices of a non re-occurring basis were approved by Council prior to payment.

The Property Manager advised he would ensure this was done for all future invoices.

Council also adjusted slightly the procedure for Council Members minor expenditures, requiring the approval of a second member of Council for all items.

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 Ace had completed cleaning all the inaccessible windows in the complex, as approved.

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

b. Building Envelope Review

The Property Manager then confirmed with the Council that Spratt Emanuel had recently completed the review and inspection of the building envelope – year #3.

In review of the report received it was noted that there were no recommendations from the engineer with respect to any needed work or deficiencies to be addressed by the contractor Ocean West.

The Council further discussed the cost of the report being \$2,600.00, the amount of time spent on site, a comparison to last year's report and some concerns with the billing and the content.

The Property Manager was asked to follow up with Spratt Emanuel in the immediate future for clarification.

c. Flashing/Stucco Repairs – West Exterior Wall

The Property Manager then confirmed with the Council that EPS WestCoast had completed the flashing/stucco repair and restoration work on the West wall area as directed.

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 moisture in a suite, gas surcharges, a rental request and other items affecting the security and general maintenance of the common property of the Strata Corporation.

It was agreed to have Latham's plumbing investigate a specific suite where a minor moisture problem had been reported.

Owners are kindly advised that when cooking, doing laundry and/or taking showers that all bathroom fans and kitchen exhaust fans should be turned on to assist with moisture removal and prevent possible problems in the future.

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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 by Council and also in accordance with the Bylaws of the Strata Corporation.

10. NEW BUSINESS

a. Depreciation Reports

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 18 months.

The Property Manager and Council reviewed a quotation from Spratt Emanuel for a cost of \$7,000.00.

It was agreed that additional quotations would be sought in the future and reviewed in the spring of 2013 for action in the summer or fall.

b. Horizontal Drain Lines

As discussed in the past the Council then agreed to go ahead and have Latham's Plumbing proceed with the job of adjusting the grade, in known problem areas. This is to prevent further issues that we have had in the past, with the drains plugging, potentially causing much greater damage.

It was noted that approximately \$3,000.00 had been allocated in the operating budget for this maintenance work.

c. Seasonal Maintenance

Due to the cold weather approaching, Council agreed to hold off on the garage door re-painting, garden retaining walls and some repairs to various areas of the stucco exterior walls and a few other minor maintenance items until the Spring of 2013.

d. Bike Storage

With the re-occurring problem with space in the bike room and the need for other solutions for bike storage Council then discussed the possibility of installing permanent bike secure racks in each owner's parking stall.

After much discussion Council agreed they would investigate this and review at a future Council Meeting.

e. Christmas Party

Residents are advised that the complex Christmas Party will be held on December 7, 2012. Additional information with specifics will be posted in the near future.

f. Emergency Preparedness

Owners are advised that with the recent events off the coast of British Columbia all should take their own necessary precautions to be prepared for an earthquake and/or any type of catastrophic event.

Council then agreed they would discuss within Council and take steps for securing the nature gas and educating all of Council on some of the other vital systems that may need immediate attention in the event of an emergency.

g. Short Term Hotel Style Rentals

From the past Annual General Meeting the Council then discussed the recent short term/Hotel style rentals occurring in the building. Council has been notified that following the opinions expressed by owners at the AGM, the owner changed the minimum stay to 30 days.

The Bylaws of the Strata Corporation, wear and tear, safety, security, possible commercial use of the Strata Lots, were among the items reviewed.

At the end of this discussion it was agreed that this matter may need further review and discussion at a later date.

h. Confidentiality and Protocol

Council then discussed proper protocol for minute content and owner's privacy at all times when dealing with Strata Corporation business.

Council takes this matter serious and at all times makes strong efforts to maintain the privacy of the owners while keep in compliance with the Strata Property Act, and Freedom of Information Act.

11. ADJOURNMENT

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 9:11 P.M.

The next meeting of the Strata Corporation is tentatively to be held on December 10, 2012.

Minutes/280 October 12