

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 "CHATEAU COMOX"
HELD ON MONDAY DECEMBER 10, 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 JUDY MCVEIGH	President Treasurer Vice President
REGRETS:	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 7:06 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.

Council then welcomed Mr. Ker and proceeded with the regular business at hand.

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 OCTOBER 29, 2012

There being no errors or omissions it was then Moved and Seconded to approve the minutes of the Strata Council Meeting held October 29, 2012 as circulated. ***MOTION CARRIED***

Discussion took place with a suggestion that it may be more prudent to list the results by number and Council Member's names in the Council Meeting Minutes for all votes for Corporation business.

As this had been discussed and voted upon in the past, Council advised that no changes would be made to the current policy and the minutes would continue to be anonymous with respect to Council names and the voting. **This will be revisited with the owners at the AGM.**

The Property Manager also confirmed a new policy had been put in place at Southview to ensure that the minutes distributed to the owners were the correct and final approved version as vetted by the Council.

5. FINANCIAL REPORT

a. Financial statements

The Property Manager then referenced the Financial Statements for the months up to and including October 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 repairs and maintenance, insurance, money in the Contingency Reserve Fund and other expenditures, it was then Moved and Seconded to adopt the Financial Statements up to and including October 31, 2012 as previously distributed. **MOTION CARRIED**

It was also agreed to permit the Property Manager to borrow funds from the Contingency Reserve Fund throughout the current fiscal year at his discretion as needed to pay day-to-day expenses in accordance with the Strata Property Act with the intention of paying the funds back within the current fiscal year.

It was also agreed to zero off any money that was due to the Contingency Reserve Fund from any and all past years, and the end of the upcoming fiscal year as may be needed or applicable.

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. 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 as previously advised.

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 advised the above invoice, as instructed would be deducted and/or refunded in the amount of \$1,300.00 as agreed by Council, and offered by Spratt Emanuel.

c. Moisture – bathroom tiles unit #203

The Property Manager then confirmed with the Council that an investigation was to be done to the shower tiles of unit #203 as a report of a musty smell had been received.

It was noted known yet as to the cause but it was advised that it may be that of the owner's if internal or that of the Strata Corporation if found to be sourced from the exterior.

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, rentals, elevator keys access and other items affecting the security and general maintenance of the common property of the Strata Corporation.

Owners are once again 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.

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.

Council also agreed that in the future any decisions that were made over email, or electronically, or any meetings held as such should always be held within the appropriate time requirements as contained within the Bylaws of the Strata Corporation, whenever possible and/or practical.

10. NEW BUSINESS

a. Sprinkler line damage/repairs Unit #602

A brief discussion then ensued with respect to the damaged sprinkler line inside unit #602, and the resulting damage and restoration that was underway.

It was noted there were a few common area deficiencies that needed addressing but the bulk of the work, via the insurance claim, insurance adjuster and trade assigned to do the work had been completed.

Council asked the Property Manager to follow up with the trade and have the above addressed as soon as able.

Owners should be advised that the sprinkler shut-off valve for each unit is located in the hallway. Council then agreed it would be a good idea to have the sprinkler line ceiling access shuet offs labeled and Council advised they would speak with BC Fire and have this work done in the near future.

b. General maintenance items

A few items of a general maintenance nature were then discussed and reviewed with the Council and the Property Manager.

It was noted that another visit and inspection of the emergency generator was needed, the exterior landscaping was not as expected by the Council and a meeting with the trade and gardening committee would be held, content insurance for all owners may be a concern with the recent sprinkler line damage in unit #602, a suggestion that raccoons may be lurking around the rear of the building, problems with the elevator phone not working and some other building related matters.

Owners are kindly reminded to ensure they have adequate personal content and liability insurance for their units at all times. There are many suggested perils that are not covered by the Strata Corporation's insurance policy and owners are encouraged to contact their owner content insurer or the Strata Corporation's insurance Broker CMW Insurance at 604-294-3301 if they are unclear as to the needs of their personal coverage.

c. 6th floor elevator access

Council then reviewed a letter from an owner on the 6th floor in respect to the past building and owner's voted upon decision to lock off the elevator on that floor, in conjunction to the past requirement of the Fire Department for the creation of a cross over floor.

As a significant amount of work, time and several meetings had taken place on this topic in the past Council noted no action would be taken unless the owner and owners felt it necessary to cause Council to call a Special General Meeting to deal with the request.

d. Thank you

A special thank you was then offered to Iain and Louise from unit #601 for arranging the free meeting room furniture. It looks great and has added value and usability to this area.

Thank you again Iain and Louise.

e. 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 natural gas and educating all of Council on some of the other vital systems that may need immediate attention in the event of an emergency.

11. ADJOURNMENT

There being no further business, it was then Moved and Seconded to adjourn the meeting at 8:24 P.M.

The next meeting of the Strata Corporation is tentatively to be held on March 4, 2013.

Minutes/280December12