

11/16/07 Prepared By: Southview Property Management Inc.,  
#110 – 7580 River Road  
Richmond, B.C., V6X 1X6 Phone: 604-270-8811 Fax: 604-270-0881  
Property Manager: Brian Slater

**AMENDED COPY NOVEMBER 16, 2007**

**MINUTES OF THE ANNUAL GENERAL MEETING  
OF STRATA PLAN LMS 280, CHATEAU COMOX  
Held on Thursday July 26, 2007 at 7:00 P.M.  
Common Room 1272 Comox Street, Vancouver, B. C.**

**Present:**

19 Strata Lots Represented  
14 In Person 5 By Proxy

Brian Slater Property Manager, Southview Property Management Inc.,

**1. CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

**2. CALLING THE ROLL AND CERTIFICATION OF PROXIES**

A total of **21** strata lots were eligible to vote at the Annual General Meeting. The *Strata Property Act* requires one third of the owners eligible to vote be present in person or by proxy to constitute a quorum. A quorum in this instance required representation by **7** strata lots. As **19** strata lots were represented, **14** in person and **5** by proxy, a quorum was established. The meeting was therefore declared competent to proceed with the business at hand.

**3. ADOPTION OF THE MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**

It was **Moved (#9)** and **Seconded (#4)** to adopt the minutes of the Annual General Meeting of August 24, 2006, as previously distributed.

**4. PRESIDENTS REPORT**

The President's report was reviewed by Aida Davis. A copy is included with these minutes.

It was **Moved (S/L#1)** and **Seconded (S/L#21)** that the President's report be accepted as presented. **Carried**

**5. INSURANCE REPORT**

The Strata Corporation's Insurance Agent is Coastal Insurance Services Ltd. The policy covers the period from February 15, 2007 to February 15, 2008. The Property Manager highlighted the following insurance coverage:

- \$4,956,000.00 – All Property
- \$5,000,000.00 – Commercial General Liability
- \$2,000,000.00 – Director & Officers Liability
- \$6,1629.00 – Annual Premium

**6. 3/4 RESOLUTION #1 – Current Year Surplus/Deficit**

Please keep these minutes as a permanent record of the strata corporation's business. Replacement of minutes, bylaws, or rules and regulations will be at the owner's expense.

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**WHEREAS** the Owners, Strata Plan LMS 280, Chateau Comox, wish to transfer any current year-end operating surplus to the Contingency Reserve Fund or take any current year deficit from the Contingency Reserve Fund;

**BE IT THEREFORE RESOLVED** as a  $\frac{3}{4}$  Vote Resolution of the Owners, Strata Plan LMS 280, Chateau Comox, that authorization be given to transfer any current year-end operating surplus (fiscal year end reconciliation to June 30, 2007), to the Contingency Reserve Fund or transfer necessary funds from Contingency Reserve Fund to offset a year-end deficit if this should occur.

The floor was opened for discussion.

Following a brief discussion, it was **Moved (S/L#19)** and **Seconded (S/L#20)** to approve  $\frac{3}{4}$  Vote Resolution #1, as presented.

Yes = 19 No = 0 **Motion Carried**

**3/4 VOTE RESOLUTION #2 – Moving Procedures - Adopt Strata Plan LMS 280 Bylaw 7.4 as presented:**

**WHEREAS** there have been several concerns experienced in the building while residents are moving in and out of the building and residents have also experienced many inconveniences related to owners completing renovations as it relates to elevator access for Chateau Comox residents.

**BE IT THEREFORE RESOLVED** as a  $\frac{3}{4}$  Vote Resolution of the Owners, Strata Plan LMS 280, Chateau Comox, that the Bylaw 7 **Move in /Move out** by adding and Amending Bylaw 7.4

**Bylaw 7.4 - Moving Procedure Rules – Renovation Procedure Rules**

Owners are required to follow Strata Plan LMS 280 Chateau Comox Moving Procedures – Rules Item 1 – 10 (attached to LMS – 280 Bylaws, Rules & regulations)

Renovation Procedures – Rules Item 1 – 17 (attached to LMS – 280 Bylaws, Rules & Regulations)

**AMENDED COPY NOVEMBER 16, 2007**

The Rules were presented as a separate document and an owner present proposed that the resolution be withdrawn and amended to ratify the Moving Procedures Rules and Renovation Procedure Rules passed by Council in November 2006 as Rules and not a Bylaw as proposed.

It was also proposed to amend Moving Procedures – Rules # 3 by removing the word - weekdays

Following this brief discussion, it was **Moved (S/L#19)** and **Seconded (S/L#14)** to approve  $\frac{3}{4}$  Vote Resolution #2, as amended.

Yes = 18 No = 1 **Motion Carried**

The moving and renovation procedures - rules as amended will be registered and filed as a Strata Corporation Rule as approved by owners on July 26, 2007.

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**7. CONSIDERATION OF 2007 – 2008 OPERATING BUDGET**

The Property Manager introduced the proposed budget, which represented an approximate 4.15% increase in maintenance fees.

The floor was opened for discussion.

Following a brief discussion, it was **Moved (S/L#1)** and **Seconded (S/L#17)** to adopt the 2007 – 2008 Operating Budget as presented.

Yes = 19    No = 0    **Motion Carried**

**BUDGET AND FEE SCHEDULE ATTACHED**

**NOTE: STRATA FEES**

Owners who previously had a Pre-authorized Payment Plan set-up with Assertive Property Management will need to set-up a new Pre-authorized Payment with Southview Property Management as the Pre-authorized set-up is not transferable between management companies. A Southview Property Management Pre-authorized Payment form is attached to these minutes for any owners wishing to use this payment feature.

**If paying by cheque**, please send post-dated cheques payable to Strata Plan LMS 280 beginning August 1, 2007 up to and including July 1, 2008 to:

Southview Property Management, #110 – 7580 River Road, Richmond, BC, V6X 1X6

**8. ELECTION OF 2007 - 2008 STRATA COUNCIL**

The following owners volunteered or were nominated to hold office on the 2007-2008 Strata Council and were elected by acclamation:

Gail Balaski      Hella Bennett      Josie Fisher      Bruce MacDonald      Kevin Wice

An owner that was present at the meeting acknowledged a round of applause for last years Strata Council Members and the great work they had done in the past year.

Owners present at the meeting acknowledged a round of applause for Aida Davis. Aida is stepping down from her Strata Council position. The Strata Council has requested that the minutes acknowledge a big “Thank you to Aida”, on behalf of the owners of Strata Plan LMS 280 for all her help and assistance for many years on the Strata Council. **Thank you Aida!**

**9. GENERAL DISCUSSION**

**Building Maintenance**

Owners present discussed a concern with a water ingress issue through the window area of two of the upper floor units. Based on this discussion it was agreed that we should continue following up with an engineer regarding these concerns. It was requested that this item be addressed as soon as possible.

**General Concerns**

There have been reports of litter and cigarette butts being thrown out of windows, which land on other resident's patios.

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Property Manager: Brian Slater

In the interest of communal living, consideration of your neighbours is important for the mutual enjoyment of all.

Please put your trash in the containers provided. **Please do not throw cigarette butts out of your window!** Thank you for your anticipated cooperation.

10. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:15 p.m.

Minutes/280AGMJul07.doc

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*ON NOV 16/07*

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**The Owners, Strata Plan LMS 280**

**'CHATEAU COMOX'**

**Approved Budget**

**July 1, 2007 - June 30, 2008**

	<b>Approved 2006-07</b>	<b>Approved 2007-08</b>
<b>INCOME</b>		
Monthly Assessments	\$77,467.00	\$80,736.00
Miscellaneous Income	300.00	300.00
Interest Income	150.00	150.00
Fireplace Income	900.00	900.00
<b>TOTAL INCOME</b>	<b><u>78,817.00</u></b>	<b><u>82,086.00</u></b>
<b>EXPENSES</b>		
<b>GENERAL</b>		
Electricity	5,300.00	5,300.00
Gas	13,000.00	13,000.00
Insurance	7,750.00	7,750.00
Management fees	7,632.00	8,904.00
Sundry	1,200.00	1,200.00
	<u>34,882.00</u>	<u>36,154.00</u>
<b>BUILDING</b>		
Janitorial	6,500.00	7,200.00
Elevator	5,750.00	5,750.00
Enterphone	1,000.00	1,000.00
Repair & Maintenance	13,000.00	13,000.00
Fire Protection	1,500.00	1,500.00
Scavenging	1,520.00	1,520.00
Water & Sewer	3,750.00	3,750.00
Window Cleaning	0.00	1,000.00
	<u>33,020.00</u>	<u>34,720.00</u>
<b>GROUNDS</b>		
Landscaping	2,000.00	2,000.00
Equipment/Supplies	1,750.00	1,750.00
	<u>3,750.00</u>	<u>3,750.00</u>
 Total Expenses	 71,652.00	 74,624.00
Contingency Reserve	7,165.00	7,462.00
<b>TOTAL EXPENSES</b>	<b><u>78,817.00</u></b>	<b><u>82,086.00</u></b>



## **President's Annual Report**

### **LMS 280**

It is with pleasure that I present an overview of the activities undertaken by your Council from August 2006 until July 26, 2007. Initially Council identified several goals for the year. The first goal was to complete the lobby renovations. Owners were very frustrated with the delays in completion of the work that needed to be done. After surveying the owners' wishes for paint colour and carpet, the lobby upgrade was completed late in November. Most owners were very pleased with the new look..

Another goal formulated by Council was to foster a sense of community and camaraderie in the building. To this end a Christmas party was held in December and the turn out was very successful. Council members carried out all the planning and preparations as well as hosting the party. In addition, a president's report was initiated to help keep the Chateau Comox community up-to-date and informed about Council activities.

An additional goal for Council was to conduct a survey of all owners with regard to the use of the meeting room and the exercise room. It was revealed that storage was the highest priority for space utilization. To this end a plan and estimate for storage lockers in the meeting room was obtained and placed on hold temporarily due to more pressing priorities.

Increasing difficulties with the property management services were identified by the previous Council and became much more pronounced for this Council. After much research and some interviewing it was decided to make a change in management services. We are very pleased to welcome Southview Property Management and Mr. Brian Slater to the building. Brian is a knowledgeable, dependable and capable addition to our team.

In the maintenance area several tasks were undertaken with the involvement of John Rose. An inventory was taken of all the supplies and tools in the exercise room. The room itself was cleaned out and unnecessary items were discarded. The job description of the janitor was updated and approved. John continues to identify maintenance issues to Council as they arise. Numerous minor repairs and maintenance tasks were undertaken by Council this year. A registry for all keys was established and owners can now check out a key without having to travel to the management firm.

When it became apparent that the measures undertaken by a waterproofing expert did not resolve the issue of water seepage through the weep holes in a few units, Council gave this matter priority and obtained four cost estimates and received advice and estimates for window replacement.

Finally, the moving in and moving out guidelines as well as the renovation guidelines were adopted as rules. A new rule was adopted with regard to elevator access.

Council pledged itself to the goal of team work and was very successful in exemplifying the advantages of a team effort. Each Council member participated in the discussions and decisions made by Council. We worked as a team and I myself could not have managed without Gail, Hella, Sandy and Josey's help, support and good ideas.

Respectfully submitted,

Aida Davis  
President  
LMS 280

## STRATA CORPORATION LMS280

S/L UNIT			A		B	
#	#	OWNER		Balance Outstanding July 31/07	Monthly Maintenance Fee	
1	201	MacDonald/Rianpracha	PAD	-19.54	228.59	
2	202	Murphy	PAD	1.86	255.88	
3	203	Lord	PAD	10.91	269.53	
4	204	St.Amand	PAD	9.67	238.82	
5	301	Bennett/Fisher	PAD	9.26	228.59	
6	302	Andeson/Belanger		10.36	255.88	
7	303	Yung/Pai		10.91	269.53	
8	304	Barratt	PAD	9.67	238.82	
9	401	Francis		447.92	228.59	
10	402	Yung/Pai		10.36	255.88	
11	403	Pracher		10.91	269.53	
12	404	de Vries	PAD	9.67	238.82	
13	501	Yang		1,414.17	484.47	
14	502	Karlica/Thomas	PAD	10.91	269.53	
15	503	Rose	PAD	9.67	238.82	
16	601	Johnston		19.62	484.47	
17	602	Yung/Pai		20.58	508.35	
18	701	Wice/Setiawan		18.51	457.18	
19	702	Ker	PAD	19.48	481.06	
20	801	Bennett	PAD	16.16	399.17	
21	802	Balaski	PAD	17.27	426.47	

**PAD =** You are on the Pre-Authorized Debit (PAD) system. Do not send us another form.  
Adjustments will be made to your monthly maintenance fees based on the approved budget.

**A =** If you are not on the PAD system, please make out 1 cheque dated July 31, 2007  
for the balance outstanding.

**B =** fill out the Pre-authorized Debit form and return it along with a cheque marked void;  
or send us 12 post dated cheques from August 1, 2007 to July 1, 2008.