

07/02/09 Prepared By:

Southview Property Management Inc.,

#110 – 7580 River Road Richmond, B.C., V6X 1X6 Phone: 604-270-8811 Fax: 604-270-0881

Strata Manager: Brian Slater

MINUTES OF THE SPECIAL GENERAL MEETING

OF STRATA PLAN LMS 280, CHATEAU COMOX

Held on Monday June 29, 2009 at 7:00 P.M.

Common Room 1272 Comox Street, Vancouver, B. C.

Present:

15 Strata Lots Represented 14 In Person 1 By Proxy

Brian Slater, Strata 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 Special 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 **15** strata lots were represented, **14** in person and **1** by proxy, a quorum was established. The meeting was therefore declared competent to proceed with the business at hand.

3. GUEST BUSINESS

Mark Emanuel addressed the owners by outlining the Building Envelope Restoration project contingency fund overrun. In the initial project the rot repairs were our best guess, on repair projects of this size and scope. It is fairly common to see unknown project cost overruns of anywhere from 25 – 30 % and so when we look at the contingency on 'Chateau Comox', seeing an approximate 9% shortfall at the end of the total project is within this contingency range. The initial 20% contingency was used up for rot repair and damage of \$55,521.00 plus interior repairs of \$75,718.00. These two additional repair items caused a project deficit and when you add in the extras such as the downspout, acrylic stucco overcoat as well as the change orders related to the roof deck of Suite 801, the total cost analysis of extra work comes to \$174,487.57. Owners present raised several questions regarding the associated cost overrun. Mark provided concise accurate details and owners were very pleased with the information. Several owners asked about revising the amount of their 'HPO' loans pertaining to this project. The paper work is a formality that has to come from the Strata Corporation and then an owner can present it to the HPO office. Owners thanked Mark for taking the time to explain this material. Mark left the meeting at 7:20 p.m.

4. 3/4 VOTE RESOLUTION #1 – Building Envelope Restoration - Funding Shortfall

WHEREAS the Owners, Strata Plan LMS 280, Chateau Comox, wish to raise the additional funds for paying the overrun costs of the building envelope project. (A sample levy fee schedule will be presented at the Special General Meeting).

BE IT THEREFORE RESOLVED as a $\frac{3}{4}$ Vote Resolution of the Owners, Strata Plan LMS 280, Chateau Comox, that a one time Special Levy of **Sixty-Nine Thousand Nine Hundred and Thirty-Eight Dollars (\$69,938.00)** to be divided amongst each strata lot owner based on unit entitlement to cover such costs and that this payment will be due and payable on the date this motion is passed, with the option to pay (without penalty) any time before **July 13, 2009** and any

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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Owner who sells, conveys or transfers his/her title, including a re-mortgage, shall be obligated to pay the full amount outstanding prior to the issuance of a Form F (*Strata Property Act*) by Strata Corporation LMS 280.

Following a brief discussion, it was **Moved (S/L#17)** and **Seconded (S/L#18)** to approve $\frac{3}{4}$ Vote Resolution #1, as presented.

Yes = 15 No = 0 Abstentions = 0 **Motion Carried**

SPECIAL LEVY FEE SCHEDULE ATTACHED

Special Levy Due Monday July 13, 2009

NOTE: SPECIAL LEVY FEES

Owners are advised that Special Levy payments cannot be paid by pre-authorized debit.

Special Levy payments must be paid by cheque or money order:

Payable to Strata Plan LMS 280 and mailed to:

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

3/4 VOTE RESOLUTION #2 – Building Envelope Restoration – PST Payment/Refund

WHEREAS the Owners, Strata Plan LMS 280, Chateau Comox, wish to transfer from the CRF the applicable PST project payment:

BE IT THEREFORE RESOLVED as a $\frac{3}{4}$ Vote Resolution of the Owners, Strata Plan LMS 280, Chateau Comox, that a one time transfer of approximately **Twenty Thousand Dollars (\$20,000.00)** be taken from the Contingency Reserve Fund and once the 'PST' refund is received it will be put back in the Contingency Reserve Fund.

Following a brief discussion, it was **Moved (S/L#3)** and **Seconded (S/L#16)** to approve $\frac{3}{4}$ Vote Resolution #2, as presented.

Yes = 15 No = 0 Abstentions = 0 **Motion Carried**

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:35 p.m.

Minutes/280SGMJun09.doc

Strata Corporation LMS280
Approved Special Levy

S/L	UNIT #	UNIT #	ENTITLEMENT	Special Levy Due July 13/09
1	201		67	2,376.19
2	202		75	2,659.91
3	203		79	2,801.78
4	204		70	2,482.59
5	301		67	2,376.19
6	302		75	2,659.91
7	303		79	2,801.78
8	304		70	2,482.59
9	401		67	2,376.19
10	402		75	2,659.91
11	403		79	2,801.78
12	404		70	2,482.59
13	501		142	5,036.10
14	502		79	2,801.78
15	503		70	2,482.59
16	601		142	5,036.10
17	602		149	5,284.36
18	701		134	4,752.38
19	702		141	5,000.64
20	801		117	4,149.47
21	802		125	4,433.17
				69,938.00

SOUTHVIEW

June 24, 2009

Southview
Property
Management
Inc.

Owners Strata Plan LMS 280 ~ 'Chateau Comox'

#110 - 7580 River Road
Richmond, B.C.

V6X 1X6
Phone: 604-270-8811
Fax: 604-270-0881
Email: southview@telus.net

RE: CHATEAU COMOX LMS 280 - BUILDING ENVELOPE COST OVERRUN

On behalf of the building envelope consultant and general contractor, we want to take this opportunity to reference to owners an explanation summary of the building envelope cost overrun. We understand that likely everyone is very concerned about this project having an overrun and so to better prepare you for the SGM meeting on Monday, June 29th, 2009 we are attaching a schedule of the extra items that have contributed to cost over.

A huge portion of the extra cost was for un-fore seen rot repairs in behind the walls. Repairs of this scope and nature are an unknown fact until the wall area is opened, once the rot is diagnosed the repair cost are set in motion, each change order covering these expenses was documented by the envelope consultant and is shown in detail on the attached documents. As you can see our extra work totaled \$174,487.57 (plus GST) with our original construction contingency being set at 20% of the contract \$109,380.00 including GST.

The extensive exterior rot repairs and the interior extras accounted for \$131,239.28 this caused the project to reflect a cost overrun, in addition there were additional items being the downpipe installation, acrylic stucco overcoat, flag pole modifications and the East roof deck repairs of S/L 20. These four items accounted for an additional project-overrun cost of \$43,248.29.

This project has been extremely well managed with the overrun costs having been kept to the bare minimal. Nonetheless, we have asked, Mark Emanuel of Spratt Emanuel Engineering, to join us briefly at the beginning of our SGM on June 29, to give us a review and clarity of the project cost overruns and to field any questions that owners may have regarding the building envelope project.

We trust you find the enclosed information helpful in your further understanding of the necessary special assessment requirement.

Yours truly,

SOUTHVIEW PROPERTY MANAGEMENT INC.,



Brian Slater, Strata Manager

Chateau Comox: Analysis of Extra Work					
S08-273	5/27/2009				
Rot Repair & Water Damage					
Change Order #	Labour (Hours)	Labour (\$70/Hr)	Material	Total (Material + Labour)	Comment
1	76	\$5,320.00	\$5,278.33	\$10,598.33	
2	173	\$12,110.00	\$3,542.52	\$15,652.52	
3	89	\$6,230.00	\$886.57	\$7,116.57	
4	85.5	\$5,985.00	\$392.29	\$6,377.29	
6	80.5	\$5,635.00	\$153.87	\$5,788.87	
7	8	\$560.00	\$550.68	\$1,110.68	
8			\$3,592.98	\$3,592.98	
9	22	\$1,540.00	\$3,744.30	\$5,284.30	
TOTAL	534	\$37,380.00	\$18,141.54	\$55,521.54	
Interior Repairs					
Change Order #	Labour (Hours)	Labour (\$70/Hr)	Material	Total (Material + Labour)	Comment
3	122.5	\$8,575.00	\$1,420.81	\$9,995.81	Repair Unit #802, 202, 201
4	261	\$18,270.00	\$4,446.76	\$22,716.76	Repair Unit #801, 302, 301, 203, 202, 201
6	216.5	\$15,155.00	\$4,340.43	\$19,495.43	Repair Unit #801, 601, 401, 402, 301, 302
7	141.5	\$9,905.00	\$1,686.36	\$11,591.36	Repair Unit #801, 701, 601, 501, 402, 301, 302
8	150.5	\$10,535.00	\$1,383.38	\$11,918.38	
TOTAL	892	\$62,440.00	\$13,277.74	\$75,717.74	
SUBTOTAL A:	Rot Repair, Water Damage and Interior Repairs			\$131,239.28	

Other Repairs Added to Contract					
Change Order #	Labour (Hours)	Labour (\$70/Hr)	Material	Total (Material + Labour)	Comment
Downpipe Installation Penthouse					
TOTAL				\$11,520.00	Added by consultant to control top floor water run-off
Acrylic Stucco Overcoat					
Change Order #	Labour (Hours)	Labour (\$70/Hr)	Material	Total (Material + Labour)	Comment
TOTAL				\$7,560.00	Added by consultant to correct extremely poor cast-in-place concrete finish from original builder
Flag Pole Installation & Railing Repairs					
Change Order #	Labour (Hours)	Labour (\$70/Hr)	Material	Total (Material + Labour)	Comment
TOTAL	20	\$1,400.00	\$335.36	\$1,735.36	Added by consultant to correct building out of square
Deck #801 Deck Repair					
Change Order #	Labour (Hours)	Labour (\$70/Hr)	Material	Total (Material + Labour)	Comment
8	256.5	\$17,955.00	\$669.39	\$18,624.39	Added by owners
9	39	\$2,730.00	\$1,078.54	\$3,808.54	
TOTAL	295.5	\$20,685.00	\$1,747.93	\$22,432.93	
SUBTOTAL B: Other Repairs				\$43,248.29	
TOTAL TO DATE (A + B):				\$174,487.57	