

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 "CHATEAU COMOX"
HELD ON MONDAY OCTOBER 20, 2014 AT 7:00 P.M.
IN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

COUNCIL IN ATTENDANCE: CHRIS CLARK Secretary
LAURIE FORD Treasurer
KEVIN WICE President
JOANNE LORD

REGRETS: IAIN BRAIDWOOD Vice President
JOHN ROSE

GUESTS: NONE

PROPERTY MANAGER: KEVIN D. GREEN - DARCY MACDOUGALL
Southview Property Management Inc.,

1. CALL TO ORDER

The meeting was called to order by the Strata Council President Mr. Kevin Wice 7:03 P.M.

2. GUEST BUSINESS

There was no guest business.

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 JUNE 9, 2014

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held June 9, 2014 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 July 31, 2014 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 and some other expenditures it was then **Moved and Seconded** to adopt the Financial Statements up to and including July 31, 2014 as previously distributed. **MOTION CARRIED**

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. Remotes/Keys

The Property Manager then confirmed with the Council all the needed adjustments for new parkade remotes, a new garage entry receiver, replacement of some damaged mailboxes and new common area keys (soon to be provided/distributed) had been completed and provided to the owners – an insurance claim for the costs is in progress.

Council agreed all was in order – new keys will be ordered with new locking hardware/mechanisms in all common areas. The new keys will be distributed to the Owners in the same manner the remotes were – Owners are advised to watch for future notices on this item.

b. Domestic Water System

As reported earlier, Council is in the process of reviewing quotations and several suggestions/direction/equipment/components etc. for replacement, upgrading and repairing the domestic hot water heating water systems in the building.

Many proposals are being considered and the owners will be advised in the future (possibly at the Annual General Meeting) as to recommendations from the Council as funding is not contained within the current operating budget for a major undertaking like this.

Council will be meeting with one of the trades to discuss and make a determination as to what is the best course of action with respect to specific equipment.

c. Window and Parkade Cleaning

The Property Manager and the Council then discussed maintenance items in respect to window and parkade cleaning.

It was agreed to send letters to various Owners who were in contravention of the parkade storage Bylaws.

It was agreed to have Ace Window Cleaners schedule inaccessible window cleaning as soon as possible.

The door to the parkade had also been recently repaired as reported.

9. CORRESPONDENCE

The Council reviewed several items of correspondence sent to or received by the date of the meeting.

The items of correspondence made reference to stoves, cooking, storage and other items affecting the maintenance and security of the common property and the complex.

In review of all of the items of correspondence, the Property Manager was directed by the Council to respond to all items and letters of complaint as directed, in accordance with the Bylaws of the Strata Corporation.

10. NEW BUSINESS

a. Depreciation Report

Council advised that RDH Engineering had now completed as ordered the depreciation report in a draft format, and this was now being reviewed by Council.

A meeting has taken place with the Council and RDH to go over and discuss the report in detail – a copy of the report and additional information will be provided to the Owners after the report is finalized, pending receipt of input from the Council.

A meeting of the Owners to review the final report with RDH will also be scheduled in the near future.

b. Miscellaneous/General

Several items of a general maintenance nature were then reviewed by Council.

- 1) The alarm panel is in the immediate process of being repaired – it may need to be replaced but this is an urgent action item of priority for the Council.
- 2) The roof top air make up unit requires servicing – the Property Manager will arrange for this.
- 3) A quotation will be obtained for erecting a roof over the emergency generator.
- 4) Dryer vent cleaning has been approved – this will be ordered in the immediate future – from the outside of the building only.
- 5) A full length astragal plate will be installed on the outside door from the P-3 level.
- 6) Council is looking into having the front entrance steps and adjacent sidewalk area leveled (they have sunken over time).
- 7) The items/deficiencies as a result of the annual Fire Safety Equipment Inspections will be attended to by BC Sprinklers (only the items deemed required).
- 8) Council will get a quote for a new programmable and locking thermostat which may be installed in the lobby in the near future.
- 9) Council is obtaining quotations for increased security systems and cameras in various areas of the building.
- 10) A possible review/assessment of the exterior building envelope/caulking will be discussed and looked at in the Spring.
- 11) Council will be reviewing/discussing moving procedures and overall communication to the Owners for urgent and required information items/complex business etc.

- 12) The lobby furniture/furnishings are currently being looked at by the Council in respect to possible upgrades. Council agreed to form a subcommittee to study this issue and come back with recommendations and cost estimates.
- 13) Some exterior pruning in various areas is needed – the Property Manager will contact the current landscaper to address the needed work.
- 14) The Council is looking into the possibility of converting the exercise room into storage and/or installing/constructing storage lockers for all Owners. This is quite a detailed undertaking and will take some time and research – the Ownerships will be kept up to speed as information becomes available.
- 15) There will be a need to replace the bolts for the 8th floor downspout on the exterior of the building – this will be looked at in the future.
- 16) The 4 damaged mailboxes in respect to the recent vandalism that occurred will be ordered and replaced.
- 17) Residents are reminded that no furniture is to be stored in the hallways, as this is considered a fire hazard.

Council noted that some of the above would be addressed and followed up on as needed.

11. ADJOURNMENT

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 9:04 P.M.

The next meeting of the Strata Corporation is tentatively to be held on December -----, 2014.

Minutes/280October14