

03/11/15 Prepared By: Southview Property Management Inc.,
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**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 "CHATEAU COMOX"
HELD ON TUESDAY MARCH 10, 2015 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	
	IAIN BRAIDWOOD	Vice President
	JOHN ROSE	

REGRETS: NONE

GUESTS: The Owner of unit #403

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. Kevin Wice 7:09 P.M.

2. GUEST BUSINESS

The new owner of unit #403 then appeared before the Council to discuss issues in relation to noise from neighboring units, payment of his Strata Fees, security and security cameras, windows, a possible sprinkler leak and a few other maintenance items.

At the end of his presentation the owner thanked the Council – Council and the Property Manager advised these items would be attended to in due course. The owner remained to sit in and observe the meeting as it proceeded.

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. (more information is to be reviewed later in the meeting)

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON DECEMBER 15, 2014

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held December 15, 2015 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 January 31, 2015 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 January 31, 2015 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. (see #8b)

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 that all the needed work regarding the new parkade remotes, a new garage entry receiver, and new common area keys had been completed and provided to the owners – an insurance claim for the costs is in progress.

Council agreed all was in order – invoices will now be reviewed and submitted so the insurance claim opened can be actioned.

b. Fire Panel Replacement

The Property Manager and the Council then reviewed quotations for replacement of the Fire Panel as it was nearing the end of its useful life, had failed several times as out late and ultimately needed replacement.

The cost was estimated to be between \$20,000.00 and \$30,000.00.

Paying specific attention to price, the need for this replacement, amount available in the operating budget, past contractor work experience, possible additional quotations, and other related concerns it was agreed to proceed with this work immediately.

This was deemed to be an emergency expense (reference item #6 above) and will be funded from the Contingency Reserve Fund – the Property Manager is to obtain additional quotations and the most cost effective as received will be actioned as soon as possible. This will be a consideration for the Owners at a future General Meeting in respect to possible replenishment of the Contingency Reserve Fund.

c. Dryer Vent Cleaning

The Property Manager and the Council then confirmed that National Air Technologies had completed cleaning all the exterior dryer vents as ordered.

It was advised that one of the drops had been missed due to items stored/installed/erected on an external balcony on the 8th floor.

Council noted that this needed to be corrected as soon as possible and the area in question cleared so the work could be completed.

In future, notice will be given prior to any exterior work and any costs incurred due to the need for additional visits required due to items installed/erected that prevent/prohibit work and will be charged to the associated Owner.

Property Manager to advise trade to install screens and flappers on the riser.

d. Domestic Hot Water

The Property Manager and the Council then reviewed quotations for replacement of the domestic hot water system as it was nearing the end of its useful life and ultimately needed replacement.

Paying specific attention to price, the need for this replacement, amount available in the operating budget, past contractor work experience, possible additional quotations, and other related concerns it was agreed to have one of the contractors do an onsite presentation to the Council so a better and more informed decision and/or plan of attack could be made – this will be organized by the Property Manager in the very near future.

e. Lighting

The Property Manager and the Council then discussed several possibilities in regards to changing/improving the interior lighting in the complex, along with the some exterior areas as well.

It was noted that the Council President would approach two different trades to obtain information and/or proposals as was required.

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 storage, Council interaction 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.

Residents are advised that in accordance with the Bylaws of the Strata Corporation and also the British Columbia Fire Code no items of any type whatsoever are to be stored in any of the common area hallways. Your compliance and attention to this important matter is thanked and anticipated.

10. NEW BUSINESS

a. Emergency Generator

Council then discussed Simpson Maxwell and their service on an annual basis re the Emergency Generator.

It was noted that some inquires needed to be done in respect to the block heater installation of which would be done by the Property Manager and then reported back to the Council.

b. Air Make up Unit

The Property Manager and the Council then reviewed quotations for replacement of the roof top Air Make up Unit as it was nearing the end of its serviceable life expectancy.

The cost was estimated to be \$25,000.00.

Paying specific attention to price, the need for this replacement, amount available in the operating budget, past contractor work experience, possible additional quotations, and other related concerns it was agreed to obtain additional quotations and upon receipt have this matter reviewed/considered by the Owners at a future General Meeting.

c. Green Waste Recycling (Food Scraps)

In respect to the new (January 1, 2015) City of Vancouver green waste program requirement, the Property Manager then provided information for the above service as requested.

In review Council agreed to have the Property Manager obtain pricing from Waste Management and consider implementing this mandatory service at the next Council Meeting.

d. Janitorial Costs

In review of the janitorial costs and work done by John Rose “this discussion was in camera”.

It was agreed to increase the salary paid to John Rose by \$100.00 effective February 1, 2015.

Owners are advised that various quotations were sought by Council from independent and outside contractors for this service – Council is of the position that complete, cost effective and appropriate services are being received from John Rose in accordance with his new salary.

Council will monitor and review this issue annually.

e. Window Seals

In review it was noted that several of the unit's window seals have again failed.

These will be repaired on a first come basis, pending available funding in the operating budget.

Owners are asked to submit any window maintenance requirements to the Property Manager as soon as possible if applicable.

g. Special General Meeting

Council then discussed the need for a Special General Meeting of the Owners to review and consider:

- 1) Re-payment of the money to the Contingency Reserve Fund soon to be expensed on the fire panel replacement. (estimated to be \$35,000.00)
- 2) Funds needed for replacement of the air make up unit. (estimated to be \$25,000.00)
- 3) Funds required for lobby upgrades. (estimated to be \$3,000.00)
- 4) Funds required for the construction storage lockers. (estimated to be \$6,000.00)

In review it was noted that these items would be finalized and a Special General Meeting of the Owners would be called in May of this year as able – Owners are advised to watch for an official notice of such.

h. Miscellaneous/General

Several items of a general maintenance nature were then reviewed by Council as follows:

- 1) Storage locker reconfiguration is in progress – Council approved \$500.00 for the preparation of needed plans/drawings.
- 2) EPS Westcoast will be asked to review and provide some suggestions/pricing on correcting the minor water ingress being experienced in the exercise room and adjacent areas.
- 3) 2nd floor security was discussed and it was noted that a recent problem had occurred with one of the units – in review Council agreed to split the cost of increased security measures with one of the Owners on the 2nd floor as it was deemed to be in the best interest of the entire building.
- 4) Tree trimming is needed at various exterior areas – Davey Tree Services will be asked to meet with the Council and provide some pricing for pruning and planting of a prickly hedge for security – the current landscaping firm will be asked to also contact Council and perform some minor trimming as they are able to do so.
- 5) All common area carpets will be cleaned in the near future by a professional firm – Owners are asked to watch for a separate notification of such.

11. ADJOURNMENT

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 9:12 P.M.

The next meeting of the Strata Corporation is to be held in May, 2015 (the date is to be confirmed).