

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”
HELD ON WEDNESDAY DECEMBER 30, 2015 AT 2:00 P.M.
IN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

COUNCIL IN ATTENDANCE:	CHRIS CLARK	President
	KEVIN WICE	Vice President
	JOANNE LORD	
	IAIN BRAIDWOOD	Secretary
	JOHN ROSE	
	LAURIE FORD	Treasurer

REGRETS: AMBER THOMAS

GUESTS: The Owner of #302
The Owner of #701

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. Chris Clark at 2:09 P.M.

2. GUEST BUSINESS

The above noted delegations then appeared before the Council as follows:

- 1) Unit #302 discussed matters in relation to a possible smoking Bylaw for review at the next General Meeting, and also internal renovations – upon conclusion this Owner thanked the Council and respectively left the meeting.
- 2) Unit #701 wished to sit in and observe the Meeting and was welcomed by the Council – the meeting proceeded.

3. CARETAKER BUSINESS

The Property Manager and the Council then reviewed the caretaker duties as are being attended to by John Rose.

Discussion then took place in regards to some increased duties, the new storage/locker areas, roof deck cleaning, bathroom cleaning (a new toilet will be purchased and installed in the locker room) storage of corporation equipment and the overall duties and expectations and other related matters.

In the end the Property Manager was directed accordingly to deal with John Rose as directed by the Council on various matters as noted above.

4. **MINUTES OF THE STRATA COUNCIL MEETING HELD ON JUNE 24, 2015**

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held June 24, 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 November 30, 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 brief review regarding repairs and maintenance, waste management late fee charges (these are to be reversed) and some other expenditures, it was then **Moved and Seconded** to adopt the Financial Statements up to and including November 30, 2015 as previously distributed. **MOTION CARRIED**

It was then noted and agreed that all past paid invoices received/reviewed/processed up to the date of the meeting had been agreed upon, reviewed and had received prior approval of the Council in writing or verbally and were to be processed for payment if not already paid and/or in progress.

b. **Arrears**

The Property Manager and the Council then reviewed in detail the current Strata Fee and past Special Levy arrears.

The Property Manager was instructed to ensure all outstanding monies were collected as soon as possible.

Discussion also took place in regards to voting procedures (Owners in arrears) at General Meetings – in review it was confirmed all was in order and all procedures in place, and that had been followed/implemented/maintained in the past were correct and no action was required.

Going forward better notification to the general Ownership will be provided within the General Meeting notice(s) so all are completely clear as to procedures and legal requirements in respect to full payment of any and all money owing at any time to the Strata Corporation.

c. **Maintenance – Funding - Procedures**

Council then discussed in detail a process going forward for approval of work, larger projects, funding for maintenance and anticipated repairs, possible budget overruns and many other factors and suggestions.

It was agreed that further review of this process was needed before any firm procedures were implemented but a procedure in draft was nearing completion and this would be implemented as

Please keep these minutes as a permanent record of the Strata Corporation's business. Replacement of Minutes, Rules and Regulations or Bylaws will be at the expense of the Owner. 2.

a suggested and recommended practice/method of operation for the current and all the future Strata Councils.

6. **REPORT ON UNAPPROVED EXPENDITURES**

See item #10 (b)(1)(2) below.

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. **Carpet Replacement – 3rd Floor**

The Property Manager and the Council then confirmed that this work had been done and the units on the 3rd floor had been billed an equal share of the invoice – all have paid accordingly.

Council agreed all was in order.

b. **Fire Panel Replacement**

The Property Manager and the Council then confirmed that Fire Pro had completed the order to replace the Fire Panel – it was not clear if final invoicing had yet been received.

There are some minor ongoing issues with the air exchange system in regards to settings, heat in the hallways and operation of the unit itself, relating and tied into the fire panel – these matters will be addressed in due course.

Council agreed all was in order, but an invoice relating to this from Keith Plumbing was to be reviewed and possibly reimbursed to the Strata Corporation.

c. **Domestic Hot Water**

The Property Manager and the Council then reviewed all quotations as received to date for the contract to replace the hot water tanks as presented to and approved by the Owners at the past Annual General Meeting.

In review of all factors Council agreed to proceed with the quotation from Keith Plumbing – estimated all in to total no more than \$17,000.00 - the Property Manager will action this project with Keith Plumbing immediately. Investigations will also be done re seismic upgrades as may be needed and a leak sensor alarm.

d. **Air Make Up Unit**

The Property Manager and the Council then noted that Keith Plumbing had been awarded the contract to replace the air make up unit on the roof of the building as presented to and approved by the Owners at the Annual General Meeting. This is now completed – some minor adjustments

have been recently made as was required.

e. Mechanical Maintenance Contract

The Property Manager and the Council then reviewed all quotations as received to date for the contract for annual maintenance of all mechanical systems in the complex – no contract of this nature had been in place in the past.

In review of all factors Council agreed this was absolutely necessary and also agreed to proceed with Keith Plumbing ensuring all was cost effective and comparable to the other quotes received - the Property Manager will action this project immediately upon some minor clarifications on the exact scope of work.

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 door trim, 3rd floor carpet replacement, drain clearing, possible scupper welding repairs as may be needed, roof access, interior renovations 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. Roof Anchors

The Property Manager and the Council then confirmed that Silverline had completed the annual required roof anchor inspections.

Council agreed all was in order.

b. Miscellaneous/General

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

- 1) Storage locker reconfiguration/installation is now completed. Note to the Owners – in reference to agenda item #6 above the total cost of this project has come in at close to \$16,000.00. (over budget about \$10,000.00) This over expenditure is concerning to the Council but was deemed to be necessary to complete the work, and a guideline has been drafted to prevent a similar future situation – this will be presented to the Owners at a future General Meeting for discussion and any needed payment action(s).
- 2) Lobby and meeting room improvements are now completed – many thanks to all who assisted in this difficult and detailed project as the areas look great. Note to the Owners – in reference to agenda item #6 above the total cost of this project has come in at close to \$4,500.00. (over budget about \$1,500.00) This over expenditure was for the replacement of the meeting room carpet and will be absorbed within the repair and maintenance budget.

- 3) A recent security improvement/installation to two parkade doors was completed by West Coast Lock as it was deemed absolutely necessary.
- 4) Window cleaning was needed – it was then agreed to proceed with this in March of 2016.
- 5) Electrical lighting and fixture repairs and improvements were reviewed – two quotations as received were discussed – it was agreed to proceed with Static Industries parkade lighting LED proposal to cost no more than \$5,000.00 – lobby and elevator upgrades may also be done via Static if deemed necessary – BC Hydro Power-Smart rebates will also be investigated.
- 6) An invoice regarding the emergency generator block heater will be investigated and clarified. (possible reimbursement is appropriate)
- 7) Quotations will be sought for replacement of needed window seals for all those reported – pending funds available in the operating budget – repairs to be done on a needed priority and a first reported basis.
- 8) Council will be reviewing and discussing a plan of attack/course of action going forward in respect to the Depreciation Report and its recommendations/needs.
- 9) Council will be reviewing and/or updating the complex's Bylaws and Rules – they need cleaning up/formalizing/re-numbering etc. – Council will be attending to this and will be presenting them to the Owners for approval at a future next General Meeting. (Council is considering possibly making Chateau Comox a completely non-smoking building and will also deal with concerns relating to short term rental issues)

c. Roof Deck Access

The Property Manager and the Council confirmed that Roof Top Deck Access is now permitted, once again, in accordance only with the enclosed rules (see enclosed).

No action was deemed needed at this time.

d. Special Levy(s) Money

Owners are advised of the following:

- 1) See item #10 (b)(1) above re the storage lockers.
- 2) See item #10 (b)(2) above re the lobby and meeting room.
- 3) It is noted that the fire panel replacement special levy may come in slightly over budget – once this is reconciled Owner will be advised accordingly.
- 4) It is noted that the air make up unit replacement special levy may come in under budget – once this is reconciled the surplus funds will be paid back to the Owners in accordance with the resolution wording and instructions.

e. Chateau Comox Website

Owners are advised that Council is putting together a Chateau Comox Owner accessible website in the near future, for items such as minutes, notices, reminders, documents etc as is needed on an ongoing basis.

This is currently in progress – it will be password protected for the Residents once it is complete.

All are advised to watch for future notice of the above for access and additional information.

12/31/15 Prepared By: Southview Property Management Inc.,
#110 – 7580 River Road, Richmond, BC V6X 1X6 Phone: 604-270-8811 Fax: 604-270-0881
E Mail Address: kevingreen@telus.net Property Manager: Kevin D. Green

11. **ADJOURNMENT**

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 4:09 P.M.

The next meeting of the Strata Council is to be held on March 14, 2016. (this date is to be confirmed)

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