



CHATEAU COMOX

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 "CHATEAU COMOX"
HELD ON TUESDAY MARCH 7, 2017 AT 7:00 P.M.
IN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

COUNCIL IN ATTENDANCE: DON DAVIDSON President
LOUISE HIBBS Vice President
LOIS KER Treasurer
JOANNE LORD
JOHN ROSE
AMBER THOMAS

REGRETS: ADRIAAN de VRIES Secretary

GUESTS: The Owners Unit #602, #702

PROPERTY MANAGER: KEVIN D. GREEN (absent)
Southview Property Management Inc.,

1. CALL TO ORDER

The meeting was called to order by the Strata Council President Don Davidson 7pm.

2. GUEST BUSINESS

The following guests were present:
#602 attended the meeting to observe.
#702 attended the meeting to observe.

3. CARETAKER BUSINESS

There was discussion to organize a volunteer group to support spring and fall cleaning initiatives. Chateau Comox has an enviable history of volunteerism and perhaps that could be tapped into for "one off" cleaning projects.

4. **MINUTES OF THE STRATA COUNCIL MEETING HELD ON DECEMBER 5, 2016**

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on December 5, 2016 as circulated. **MOTION CARRIED**

SCM noting a correction of date change of next Council Meeting from March 13 to March 7, 2017.

5. **FINANCIAL REPORT**

Treasurer then referenced the Financial Statements for the months up to and including January 31, 2017 as circulated. **Moved and Seconded. MOTION CARRIED**

It was 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.

6. **REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures. 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. Contractor book now functional and will be kept in the meeting room cupboard.
- b. The window replacement project for 4 units (#303,304,502,602) now slated for April 2017.
- c. Property Manager to contact high speed internet providers for Chateau Comox. This item is still outstanding, Don to contact Kevin Green, Property Manager for an update.
- d. Pest control was carried out in specific areas as needed by John Rose. Problem appears to be episodic and currently under control.

9. **CORRESPONDENCE**

No correspondence has been received

10. NEW BUSINESS

All Strata Council Minutes from 1999 onward now on Chateau Comox website. (Thanks to Kevin Wice.)

John Rose to search his files and if he has any minutes predating 1999 then he will offer these up to be scanned and added to the website.

Council will advise residents of same at the SGM March 29, 2017.

Security

Council discussed having an outside consulting firm assess security of the building. Property Manager had advised that in his opinion this would be very expensive and we would get better value for our money by working with our current providers.

Council discussed replacing the fire door located on P2 by a solid metal door for enhanced security.

Council discussed covering or painting over the windows of the other 2 fire exit doors located on P2 and P3 so potential intruders are unable to see into the building.

Council also discussed replacing the outside door in the meeting room for security reasons and will contact West coast for an estimate for all doors referenced. **Moved and Seconded**

Special General Meeting

It was agreed to proceed with an SGM March 29, 2017 @ 7pm for the following resolutions:

- The Rules/Bylaws have been updated and unanimously approved by council and will now be taken to the SGM for ratification of the rules and repeal and replacement of the bylaws.
- Authorize up to \$12K from CRF to fund window replacement for units # 303, #304, #502 # 602 (installation planned for April 2017).
- To reconcile and transfer/pay residual funds from 2016 levies to CRF.
- To change the strata's year end from June 30 to August 31.

Kevin Green, Property Manager will mail out the revised Rules and Bylaws and all other pertinent information as required prior to the SGM, March 29, 2017 to residents/owners.

Approval of Funds

Council also approved borrowing from the CRF to pay upfront insurance premium; funds to be repaid to CRF by year end. This will eliminate 15% interest with a cost saving of approximately \$2,000 per annum.

Soft Scrub & Window Cleaning

A quote from Servicemaster had been received, a second quote will be requested for a "soft brush" cleaning of outside of the building to remove green moss/algae and window cleaning.

It was agreed to get several quotes and to contact Ace for their price per day for a spot clean.

Monthly Utility Bills

It was discussed as to the variability of regular monthly bills (Hydro, Telus, City of Vancouver, Viscount Intercom, Fortis, Thiessen and Keith Plumbing) to be paid via automatic payment system. Don Davidson to discuss with Property Manager.

Leaky Ceiling Pipe – P3

Water leakage onto the roof of a parked car. There is no evidence of water dripping from the overhead pipes, further investigation to take place.

Garden Budget

The garden committee requested ability to spend \$2,000 to add soil to the front and back garden, conduct some pruning, purchase shrubs, a lawn mower and any additional equipment that might be needed. **Moved & Second**

Spring/fall cleaning

It was agreed that rooftop deck needs to be cleaned and it was suggested council have a call out for volunteers.

11. ADJOURNMENT

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:10 P.M.