

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”
HELD ON MONDAY JUNE 5, 2017 AT 7:00 P.M.
IN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

COUNCIL IN ATTENDANCE:	DON DAVIDSON LOUISE HIBBS JOANNE LORD ADRIAAN de VRIES LOIS KER JOHN ROSE AMBER THOMAS	President Vice President Secretary Treasurer
REGRETS:	None	
GUESTS:	Chris Clarke Rusty Ker Heather Schuetze	Unit #602 Unit #702 Unit #802
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. Don Davidson at 7:03 P.M.

Council then confirmed that the trades log book, contractor list(s) and log book for reporting/identifying trades and work on site is being maintained by Council, will be used going forward and has proven to be valuable.

2. GUEST BUSINESS

The above noted guests were present – to observe.

3. CARETAKER BUSINESS

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

No action is needed – all is being attended to as expected.

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON MARCH 7, 2017

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on March 7, 2016 – with a minor correction in regards to the disbursement of a financial statement. **MOTION CARRIED**

5. **FINANCIAL REPORT**

a. Financial Statements

The Property Manager referred to the Financial Statements for the months up to and including April 30, 2017 as previously distributed.

The Treasurer and the Council noted that they had received and reviewed the noted Financial Statements, had made some minor amendments and were now recommending approval.

After a brief review regarding repairs and maintenance, charges from ServiceMaster and some other expenditures, it was then **Moved and Seconded** to adopt the Financial Statements up to and including April 30, 2017 as previously distributed (clarification is needed in regards to a possible double billing/payment to ServiceMaster to be checked up on by the Property Manager). **MOTION CARRIED.**

It was then confirmed that the fiscal year of the Strata Corporation had been changed in accordance with the recent Special General Meeting –the current fiscal year is extended to August 31, 2017 [a one time 14 month year to accommodate the change in year end].

It was 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.

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. Window Seals

The Property Manager and the Council then confirmed the window seal replacements as being done by Accurate Glass had been completed.

It was agreed all was in order and future windows/seal may be done in the future/future years as able and needed.

b. Miscellaneous/General

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

- 1) Dryer vent cleaning – completed.
- 2) Carpet cleaning – completed.
- 3) Tile/Lobby cleaning – completed.

- 4) Exterior building cleaning was discussed – ServiceMaster can do all if needed – it was agreed to strike a committee outside of Council [consisting of Chris Clarke and Rusty Ker]. A \$4,000.00 ceiling will be approved for various cleaning services (windows/building exterior and others). The committee will report back their findings to Council with the intention to proceed as soon as possible as funding allows.
- 5) Fire Safety Equipment Inspections -all except one unit have been completed – this is being followed up on with the unit via Council [Don Davidson].
- 6) CO Monitors replacement(s) via Keith Plumbing - completed.

9. CORRESPONDENCE

None

10. NEW BUSINESS

a. Bylaws/Rules – Special General Meeting

The Property Manager then advised that the Bylaws of the Strata Corporation as approved at the past Special General Meeting have been registered in the Land Titles Office.

The Rules (as ratified at the same General Meeting) are also in effect now).

Council noted all was in order.

b. Miscellaneous/General

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

- 1) The operating budget will be discussed at the next Council Meeting along with a new Annual General Meeting date. (a subcommittee will be formed to specifically address the process and budget for the next fiscal year Lois Ker, Treasurer to handle).
- 2) A detailed report was received from the Gardening Committee. A special thank you to all who volunteered for the gardening/landscaping project.
- 3) Parkade line and number painting was reviewed – it was agreed to obtain pricing and renew at a future Council Meeting.
- 4) Pigeons continue to be a problem. Council advised that no action would be taken at this time (less some unique internal possibilities) post the construction commencement of the neighboring property.
- 5) The Meeting Room exterior exit door: Council informed the Property Manager that this is not needed now.
- 6) Parkade Security was reviewed – possibly painting the windows. It was decided that a dark adhesive plastic film would be installed on the two windows in question [Amber Thomas offered to explore this].
- 7) A parkade gas leak as quoted by Artisan Plumbing will be repaired/actioned immediately.
- 8) A bike rack will be installed/secured east of the front entrance.
- 9) Sanitary sewer drain line cleaning (vertical) will be discussed and budgeted for as needed in the upcoming fiscal year.
- 10) Parkade cleaning will also be discussed and budgeted for in the next operating budget [also to be investigated by Clarke/Ker].

06/06/17 Prepared By: Southview Property Management Inc.,
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11. ADJOURNMENT

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:08 P.M.

The next meeting of the Strata Council with Southview is to be determined.

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