

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”
HELD ON MONDAY SEPTEMBER 11, 2017 AT 7:00 P.M.
WITHIN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

COUNCIL IN ATTENDANCE:

DON DAVIDSON	President
LOUISE HIBBS	Vice President
JOANNE LORD	
ADRIAAN de VRIES	Secretary
LOIS KER	Treasurer
JOHN ROSE	
AMBER THOMAS	

REGRETS: None

GUESTS: Rusty Ker Unit #702

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 7:06 P.M.

After a brief discussion, the agenda was amended and approved as needed. (This meeting was mainly dedicated to the operating budget for the next fiscal year.)

2. GUEST BUSINESS

The above noted guest was present – to observe.

3. CARETAKER BUSINESS

The Property Manager and the Council reviewed some caretaker duties attended to by John Rose.

No action is needed – all is as expected.

All Residents are asked to watch the West side area of the building as drug use continues be a problem in that area – loitering of neighboring Residents is also a concern at the rear area of the building next to/on the Emergency Generator enclosure.

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON JUNE 5, 2017

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

5. FINANCIAL REPORT

a. Financial Statements

The Property Manager referred to the Financial Statements for the months up to and including July 31, 2017 as previously distributed.

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

After a brief 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, 2017 as previously distributed. **MOTION CARRIED.**

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.

b. Operating Budget

The Property Manager and the Council then reviewed in detail a draft proposed Operating Budget and related procedures for the upcoming fiscal year to be presented to the Owners at the Annual General Meeting. This is to be completed in the near future so that documentation can get out to Residents within the required time frame.

At the end of this process the Property Manager will be provided a budget by the Treasurer, as approved by the Council, to be presented to the Owners at the future Annual General Meeting.

This budget will be included with the Annual General Meeting Notice, to be sent to the Owners under separate cover.

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. Electrical Vancouver Static Industries

The Property Manager and the Council then reviewed a quotation from VSI for some lighting upgrades/repairs/improvements – a possible \$5,000.00 total cost.

To this it was agreed to proceed as soon as able – specific member of the Council and the Ownership will review/amend/consult and confirm the actual work/scope to be done. There is

funding in the past years' retained earnings and the current year's operating budget to absorb this expenditure.

b. Miscellaneous/General

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

- 1) Fire Safety Equipment Inspections – all units are now completed.
- 2) Building Cleaning/Pressure Washing – completed – pricing will be obtained from EPS Westcoast for some needed exterior stucco cosmetic repairs for review/action at a future Council Meeting.
- 3) Keys for Chateau Comox: Joann Lord is the primary caretaker of the keys to suites for emergency purposes. To cover the bases in case of Joann's absence, Adriaan de Vries will be the fall-back person, supported by Amber Thomas.

9. CORRESPONDENCE

There was no current correspondence sent to or received to the date of the meeting.

10. NEW BUSINESS

a. Roof Anchors

The Property Manager then confirmed the annual inspection has been completed by Silverline – discussion took place on the log book and/or roof anchor plan and the need for one.

In review it was noted that this was required and would be actioned at an estimated cost of \$500.00.

b. Miscellaneous/General

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

- 1) A resolution will be voted upon by the Owners at the Annual General Meeting to use the CRF fund to replace the aging enterphone as it has reached the end of its functional life.

c. Annual General Meeting

The Property Manager then discussed with the Council the upcoming Annual General Meeting, to be held in October 11, 2017.

The Operating Budget, and other items pertaining to the AGM, were all discussed in detail.

It was agreed that additional review will be done as needed.

11. ADJOURNMENT

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 7:45 P.M.

The next meeting of the Strata Corporation (the Annual General Meeting) is to be held in October 2017 – the exact date is to be confirmed.

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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.
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