

**MINUTES OF THE ANNUAL GENERAL MEETING
OF THE OWNERS, STRATA PLAN LMS 280 CHATEAU COMOX
HELD ON WEDNESDAY OCTOBER 11, 2017 AT 7:00 PM
WITHIN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER, BC**

1. CALL TO ORDER

The Strata Council President Mr. Don Davidson, called the meeting to order at 7:01 P.M.

Mr. Davidson then welcomed everyone present to the Annual General Meeting, further introduced the Property Manager representing Southview Property Management Inc., Mr. Kevin D. Green.

Mr. Green then provided the general ownership with some information regarding Agenda procedures and protocol.

After further review the Chair of the meeting, Mr. Don Davidson, proceeded with the regular business at hand.

2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement there were 14 eligible voters in attendance and 5 represented by proxy for a total of 19. The quorum requirements had been achieved and the meeting proceeded.

**3. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE AND
ACKNOWLEDGEMENT OF RECEIPT OF FINANCIAL STATEMENTS**

It was then **Moved and Seconded** that the Notice dated September 19, 2017 complied with all appropriate notice requirements in accordance with the Bylaws of the Strata Corporation and the Strata Property Act and also that the financial statements had been duly received.

There being no discussion, the question was called and the Chair then declared the **MOTION CARRIED** with the result being 19 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED.

4. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON AUGUST 15, 2016

There being no errors or omissions it was then **Moved and Seconded** to approve the Minutes of the Annual General Meeting of the general ownership held on August 15, 2016 as previously circulated.

There being no discussion, the question was called and the Chair then declared the **MOTION CARRIED** with the result being 19 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED.

**5. ACKNOWLEDGEMENT OF RECEIPT OF CERTIFICATE
OF INSURANCE COVERAGE**

It was **Moved and Seconded** that the notice of insurance coverage had been duly served in accordance with the Bylaws of the Strata Corporation and the Strata Property Act.

The Property Manager then provided information to the general ownership on insurance, both for the common property and personal owner's content insurance.

It was confirmed that the Corporation's insured value was \$7,400,000.00 and annual premium was \$10,956.00.

Owners are reminded to ensure they have personal insurance to cover any and all deductibles or amounts up to any deductible of the Strata Corporation's insurance policy – noting that the water damage deductible is currently \$10,000.00. Deductibles are charged back to Owners when the loss originates from within an Owner's unit.

There being no additional discussion, the question was called and the Chair then declared the **MOTION CARRIED** with the result being 19 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED.

6. PRESIDENT'S REPORT

Mr. Don Davidson then addressed the general ownership on behalf of the Strata Council and provided a detailed written President's Report – this report is included with these Annual General Meeting Minutes and was provided to all Owners in advance of the meeting.

Mr. Davidson concluded by encouraging all residents to take an active interest in the well-being of the community and in helping maintain all residents' investments at LMS-280 Chateau Comox.

7. APPROVAL OF THE PROPOSED ANNUAL OPERATING BUDGET

It was **Moved and Seconded** to adopt the proposed annual Operating Budget for the 2017 /2018 fiscal year as presented.

The Property Manager and the Strata Council then addressed the general ownership with respect to the proposed annual Operating Budget.

Discussion

The floor was then opened up for discussion on the Operating Budget and owners then briefly queried the Strata Council on items relating to the proposed strata fees, the Contingency Reserve Fund, the change in the fiscal yearend and other financial items. (discussion was very limited in nature)

There being no additional discussion, the question was called on the motion to approve the operating budget as noted above and the Chair then declared the **MOTION CARRIED** with the result being 19 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED.

If you have any questions regarding your account, please contact the Accounting Department at Southview Property Management Inc. 604-270-8811.

7. GENERAL DISCUSSION

a). General

Some general items were then discussed by the Council and the general ownership.

The items made reference to Bylaws, rentals, rentals in regards to specific classes of family members and the procedures to possibly change this specific Bylaw in the future, enter phone replacement, exterior stucco repairs, the Deprecation Report and items contained within along with other various matters.

Council will address these matters required via the Property Manager in due course.

After a further review/explanation it was then **Moved and Seconded** to adopt the $\frac{3}{4}$ vote resolution to approve an expenditure of up to \$5,000.00 from the Contingency Reserve Fund to replace the aging enter phone.

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.

10/12/17 Prepared By:

Southview Property Management Inc.,

#110 – 7580 River Road, Richmond, BC V6X 1X6 Phone: 604-270-8811 Fax: 604-270-0881

E Mail: kevingreen@telus.net Property Manager: Kevin D. Green

Discussion

The floor was then opened up for discussion – there was very minimal required. (reference to the need, costs, approval process, timing and options)

There being no additional discussion, the question was called on the motion to approve the above resolution and the Chair then declared the **MOTION CARRIED** with the result being 19 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED.

8. ELECTION OF COUNCIL

Additional positive comments were then offered for the outgoing Strata Council for a job well done and for the many volunteer hours put in on behalf of the general ownership for the Strata Corporation.

The Property Manager noted that at this time all current Council Members must resign and it was the obligation of the ownership present to elect a new Strata Council, which must consist of a minimum of three (3) maximum of seven (7) members.

The roles, responsibilities, and duties of a Strata Council Member for the residential positions were then explained by the Property Manager, along with the nomination procedure. At the end of this process the following owners were then nominated to the Strata Council as follows:

Don Davidson	Unit #302
Louise Hibbs	Unit #601
John Rose	Unit #503
Joanne Lord	Unit #203
Adriaan de Vries	Unit #404
Lois Ker	Unit #702
Kevin Wice	Unit #701
Bruce MacDonald	Unit #201
Chris Clark	Unit #602

There being no further nominations, it was then **Moved and Seconded** to close nominations.

There being no discussion, the question was called and the Chair then declared the **MOTION CARRIED** with the result being 19 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED.

After an election procedure via a secret ballot (the Property Manager tallied the votes in accordance with the voting cards that had been handed out during registration) the following nominations were declared elected to the Council as follows:

Don Davidson	Unit #302	Louise Hibbs	Unit #601
Adriaan de Vries	Unit #404	Lois Ker	Unit #702
Kevin Wice	Unit #701	Bruce MacDonald	Unit #201
Chris Clark	Unit #602		

An appropriate round of applause was then offered to the newly and duly appointed Strata Council Members for the 2017/2018 fiscal year.

There being no further discussion it was then **Moved and Seconded** to terminate the meeting at 7:25 P.M.

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E Mail: kevingreen@telus.net Property Manager: Kevin D. Green

The Chair then declared the **MOTION CARRIED** and the meeting officially terminated and concluded.

A brief meeting was then held with the newly elected Strata Council Members and the Property Manager to discuss a few issues with respect to the Strata Corporation, elect Council Officers and review a few minor items.

With respect to Council Officers, the roles, responsibilities and duties of a Strata Council Member Officer along with the Officer positions was then reviewed in detail and explained by the Property Manager.

At the end of this process the following Strata Council Members were then declared elected by acclamation to the enclosed Officer positions.

Louise Hibbs	Vice President
Don Davidson	President
Adriaan de Vries	Secretary
Lois Ker	Treasurer

Appropriate congratulations were then offered for the newly appointed Strata Council Officers.

9. ADJOURNMENT

There being no further business it was then **Moved and Seconded** to adjourn the meeting at 7:35 P.M.

The next meeting of the Strata Council was tentatively scheduled for December 18, 2017.

Minutes/280AGMOct17

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.

4.

The Owners, Strata Plan LMS 280
'CHATEAU COMOX'

Approved Budget

September 1, 2017 - August 31, 2018

	Approved Budget 2016-17	Approved Budget 2017-18
INCOME		
Monthly Assessments	\$120,415.00	\$120,415.00
Miscellaneous Income	252.00	0.00
Interest Income	168.00	200.00
Gas Stove Income	265.00	265.00
TOTAL INCOME	<u>121,100.00</u>	<u>120,880.00</u>
EXPENSES		
GENERAL		
Electricity	11,100.00	10,000.00
Gas	9,000.00	8,000.00
Insurance	13,500.00	11,500.00
Management fees	10,600.00	10,600.00
Sundry	1,500.00	2,000.00
	<u>45,700.00</u>	<u>42,100.00</u>
BUILDING		
Janitorial	10,200.00	10,200.00
Elevator	7,200.00	8,500.00
Enterphone	450.00	400.00
Repair & Maintenance	20,000.00	30,000.00
Fire Protection	4,500.00	2,500.00
Scavenging	7,100.00	6,000.00
Water & Sewer	5,100.00	5,000.00
Window Cleaning	2,000.00	2,000.00
	<u>56,550.00</u>	<u>64,600.00</u>
GROUNDS		
Landscaping	3,100.00	2,000.00
Total Expenses	<u>105,350.00</u>	<u>108,700.00</u>
Contingency Reserve	<u>15,750.00</u>	<u>12,180.00</u>
TOTAL EXPENSES	<u>\$121,100.00</u>	<u>\$120,880.00</u>

STRATA CORPORATION LMS280

S/L	UNIT #	Unit Entitlement	Approved Monthly Fee
			Sep/2017 - Aug/2018
1	201	67	340.94
2	202	75	381.64
3	203	79	401.99
4	204	70	356.20
5	301	67	340.94
6	302	75	381.64
7	303	79	401.99
8	304	70	356.20
9	401	67	340.94
10	402	75	381.64
11	403	79	401.99
12	404	70	356.20
13	501	142	722.58
14	502	79	401.99
15	503	70	356.20
16	601	142	722.58
17	602	149	758.19
18	701	134	681.86
19	702	141	717.48
20	801	117	595.37
21	802	125	636.07
		1,972	10,034.63
			120,415.56



CHATEAU COMOX

October 11, 2017

MEMO TO ALL RESIDENTS

LMS 280 Chateau Comox

President's Report for Fiscal Year 2016/2017

Owners and neighbors, first I would like to say thank you for having had the opportunity to work with all of you and our council as President of the Strata. Our term was to be of 12 month duration but given our initiative to move our year-end out by 2 months, which then allowed our AGM to be moved out by 2 months, our term has been for 14 months. Moving year-end forward by 2 months has meant that the AGM can now, and in the future, be held in October instead of the very busy August period as it has been in the past.

I thank my fellow members of Council for agreeing to extend their term for 2 months to accomplish this.

This has been a terrific year for me: my first year on council and my first as President. I have seen firsthand how vital it is to have so many folks who willingly volunteer their time; folks on council, as well as many others, who eagerly just want to help.

As council, we have two primary responsibilities. One is to the safety of our residents in ensuring that security systems are in place and that the building per se is safe for all residents. Second, we must ensure the integrity of our building and its mechanical components in order to protect this asset in the best way possible.

We have completed and continue to undertake several initiatives in pursuit of these objectives.

For example,

- We installed a video security system to monitor our front door and lobby as well as our garage entrance and basement entrance off of the lane. Already several times this project has proven itself. We have been better able to identify the

ways that perpetrators have attempted or have gained entry into our building. We then were able to take remedial steps to mitigate against this in the future. We have also identified perpetrators who, on one occasion, took items from our common area. Identifying them resulted in full restitution.

- We completed a “soft scrub” of the exterior of the building in tandem with regularly planned window washing.
- We are currently talking to a supplier to do some remedial work on exterior areas of the building where some of our exterior acrylic has failed.
- We are also currently examining the need to repair or replace our entry phone system.
- We have approved an initiative to extend our lighting project to convert some fluorescent lights to LED and to replace exterior light fixtures. This project should be completed this year.
- In addition to the above, we have also enjoyed other “big wins” this year. Through the leadership of our Garden Committee, headed by Louise Hibbs, we have seen some major pruning, planting and general beautification of our front garden area, including major pruning and soil restoration there and in our lane garden. Then, the best of all....that being the transformation of our roof top deck to a garden oasis. A place to relax and to enjoy the fresh flowers and herbs, herbs available to all of us.

On the Garden Committee’s recommendation we also terminated our lawn and garden contract, saving us \$350.00 per month. We then purchased the required tools to do this maintenance ourselves. Thanks to those who have put in volunteer hours cutting the lawns and doing the trimming.

Another key objective for council is the efficient management of your money.

To that end I am very happy to share some changes in spending that have been very beneficial to us all.

- Electricity and gas costs are down about 10% over the past 2-3 years due to lower cost of services, more efficient heating of hallways through forced air (gas) instead of electricity (floor heaters) and LED lights (\$2,100.00 under budget).
- By not financing our insurance, over the year, we realized a saving of \$2,000.00 (15%).
- The new fire panel installed in 2016 has cut fire panel costs by almost \$2,000.00 (50%).
- We reduced our garbage pickup, with no negative consequences, and reduced waste collection costs by about \$1,000.00 (15%).
- Cancelled garden contract (basically lawn moving) for annual savings in excess of \$3,000.00.

All told our savings, or reductions from budget, totaled about \$10,200.00 per annum.

Significant spends during the past 14 months follow.

- Repairs to both gas pipe and C02 monitors (both long overdue), \$2,600.00.
- Repairs due to break-ins, \$4,000.00.
- Addition of a video security system, \$3,000.00.
- Building exterior scrub, \$4,600.00.

Finally, I have been very happy to do my best and to work as a facilitator in order to see these objectives through. But, one thing that I have limited skills in is maintenance/repair issues. Contractors would see through me and could take advantage of the Strata if they were so inclined. Fortunately, we have residents who are very skilled in this area and it is through them that we have been able to complete this aspect of Council's mandate. I thank them wholeheartedly for their shared knowledge, invaluable help and money saving contributions along with all the other volunteers who all have contributed to a successful year at Chateau Comox.

Don Davidson
#302