

**MINUTES OF THE STRATA COUNCIL MEETING  
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”  
HELD ON MONDAY DECEMBER 18, 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
ADRIAAN de VRIES	Secretary
LOIS KER	Treasurer
CHRIS CLARK	

**REGRETS:**

BRUCE MACDONALD  
KEVIN WICE

**GUESTS:**

Rusty Ker	Unit #702
Joanne Lord	Unit #203
John Rose	Unit #503

**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.  
The agenda was amended and approved as needed.

**2. GUEST BUSINESS**

The three noted guests were present to observe.

**3. CARETAKER BUSINESS**

No action is needed – all is in good form.

**4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON SEPTEMBER 11, 2017**

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on September 11, 2017. **MOTION CARRIED**

**5. FINANCIAL REPORT**

**a. Financial Statements**

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

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

After a brief review regarding repairs and maintenance, costs for removal of a mattress, (procedures for this type of expenditure will be adjusted going forward) insurance and some

other expenditures, it was then **Moved and Seconded** to adopt the Financial Statements up to and including October 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.

**Note:** Due to the diligence of the Treasurer, we have moved to paying our Strata Insurance Fees annually rather than by monthly installments. This began January, 2017. This change results in a saving of approximately \$2000.00 per year by eliminating financing fees.

**NOTA BENE:** If there is any discarded furniture or large garbage behind the building on the property of 1272 Comox St. [from the west edge of the sidewalk to the alley to the east most wall of our building adjacent to the parking garage entrance to the building to the east of 1272]. **Please call 311 at the City of Vancouver** for free removal of the items within 4 -5 days. Or call one of the members of Chateau Comox Strata Council. Dealing with this privately incurs an unnecessary charge of at least \$300.00 per pickup to our Strata Corporation [i.e. You] and this is avoided by calling 311.

#### **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 again reviewed a quotation from VSI for some lighting upgrades/repairs/improvements: \$5,000.00 budgeted.

It had been agreed to proceed as soon as able – specific members of the Council and the Owners reviewed, were consulted and confirmed the actual work to be done.

It is expected that this upgrade project will come in at below \$3000.00 in cost

Update on status – in progress.

##### **b. Enterphone**

Vandelta has been given the order for replacement of the Enterphone in accordance with the approval at the past Annual General Meeting.

The New Enterphone System will be installed - Wednesday, December 20, 2017. The installation will be completed by evening. A final reminder was emailed to all residents

##### **c. Fire Safety Equipment Inspections**

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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All the Fire Safety Equipment Inspections are now completed and invoiced accordingly. All units were inspected and devices are working and/or have been repaired as needed.

**NOTA BENE:** In the interest of reducing fire hazards and general safety, owners are reminded that they are responsible for the flex pipe leading from their dryer to the common property exhaust pipe leading to the exterior of the building. As our building is now approaching 25 years of age, suggestions for improvement include replacing the plastic flex pipe with the metal flex pipe that is the building code for today. Another improvement is to install a Booster Fan between the flex pipe and the building common property piping to facilitate and boost lint and air expulsion from the system. It was suggested that they cost only about \$45 - 50 and can plug in easily to the dryer plug-in

## **9. CORRESPONDENCE**

The Council reviewed items of correspondence sent to / received by the date of the meeting.

The items of correspondence referred to dryer vent cleaning, Common Area Maintenance, additional signage (Council noted that no additional signage/notifications would be actioned / were not needed at this time over and above the current procedures in which all residents receive multiple personal emails of notification. No one else in the building, who was consulted, wanted additional notices posted on their floors) 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 Council to respond to all items as directed, in accordance with the Bylaws of the Strata Corporation.

## **10. NEW BUSINESS**

### **a. Roof Anchors-Log Book**

The Property Manager then confirmed the annual inspection has been completed by Silverline – the log book and/or roof anchor plan has been completed. The new Log Book was obtained for half the original estimate.

Council agreed all was in order.

### **b. Locks/Doors/Crossover Floors**

Discussion took place in regards to locking of specific doors/common rooms in the building. Council will continue to look into this and action as needed/agreed.

### **c. Miscellaneous/General**

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

- 1) The Chateau Comox annual Christmas party was a huge success – thank you to all who organized and cleaned up – as well as attendees.
- 2) Discussion took place in regards to a possible mailbox upgrade. It was noted/agreed this is not be needed at this time.
- 3) Council noted a supply of ice melt is on site as may be needed and snow removal

<p>12/19/17 Prepared By: Southview Property Management Inc., #110 – 7580 River Road, Richmond, BC V6X 1X6 Phone: 604-270-8811 Fax: 604-270-0881 E Mail Address: <a href="mailto:kevingreen@telus.net">kevingreen@telus.net</a> Property Manager: Kevin D. Green</p>
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procedures were confirmed. It is suggested to all volunteers dealing with snow and ice on the walks, only put ice melt on the walks away from the edges in order to avoid damage to the lawns and doorways through corrosion.

## **11. ADJOURNMENT**

There being no further business, it was then **Moved and Seconded** to adjourn the meeting at 7:50 P.M.

The next meeting of the Strata Corporation is to be held on Wednesday March 8, 2018.

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**4.**