

**MINUTES OF THE STRATA COUNCIL MEETING  
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”  
HELD ON MONDAY JUNE 4, 2018 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
CHRIS CLARK	
BRUCE MACDONALD	
LOIS KER	Treasurer
KEVIN WICE	

**REGRETS:**

NONE

**GUESTS:**

JOANNE LORD	Unit #203
JOHN ROSE	Unit #503
HEATHER SCHUETZE	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 7:01 P.M.

The agenda was amended and approved.

**All Residents are kindly reminded to ensure they lock the storage room at all times - this will only increase and maintain security in the building for all. As well all are asked not to take bicycles through the lobby - this causes damage and wear and tear on the Common Areas and lobby.**

**2. GUEST BUSINESS**

The guests (three) were present to observe - also to discuss matters in relation to Limited Common Property, exterior maintenance, landscaping and other related matters and maintenance matters.

**3. CARETAKER BUSINESS**

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

It was agreed all duties were being attended to as needed - no action was required at this time.

**4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON ARIL 3, 2018**

There was one error noted for correction. It was **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on April 3, 2018. **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, 2018 as previously distributed.

The Treasurer and the Council noted that they received and reviewed the Financial Statements, After a review regarding various expenditures/financial items, it was **Moved and Seconded** to adopt the Financial Statements up to and including April 30, 2018. **MOTION CARRIED.**

It was then 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. Miscellaneous/General**

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

- 1) Keith's mechanical maintenance report as received was reviewed - no action was required at this time.
- 2) The bird abatement work was noted - it was agreed that this work has been successful - thank you to all who assisted.
- 3) Fiber Optic services for Chateau Comox via Telus has been initiated - this is currently in progress and Telus will hold a town hall information meeting after the installation work is done - no cost or obligation to the Strata Corporation or the Owners.
- 4) Means of monitoring emergencies in the elevator and the need for an elevator phone will be clarified: how monitoring works in 2018 and the actual requirement of a phone line in the cab itself will be reported to the Residents once confirmed.

### **b. Exterior Stucco Repairs - Envelope Report**

The Property Manager and Council then again discussed previous repairs to the exterior stucco and building envelope as completed by EPS West Coast in past years.

Once again it was noted that this matter/repairs and maintenance item(s) were listed and contained with the Depreciation Report as potentially due in the next 12 – 18 months.

Council then agreed that 2 proposals from engineering firms will be obtained for a review of the building envelope on the south wall from the 2nd to the 7th floor, as the 8th floor has been done. It was noted in the meeting that there has not been any report of water ingress; however there is some concern regarding exposed rebar. Council wants assurance that this will not be an issue once the stucco has been repaired.

The Property Manager will expedite this process.

## **9. CORRESPONDENCE**

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

The items of correspondence addressed window seals, maintenance of Limited Common Property, email practices 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 the Council to respond to the items and, in accordance with the Bylaws of the Strata Corporation.

## **10. NEW BUSINESS**

### **a. Miscellaneous/General**

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

- 1) The bike rack has been installed on the right front patio area. Thank you to all who lent a helping hand. Discussion took place regarding a bike audit - separate notice will be provided to the Residents.
- 2) Window cleaning was reviewed - it was agreed to proceed with this maintenance item 3 times per year - March/April, June and September as able (notices-will also be provided to the Residents). It was agreed to seek a late October cleaning in place of September
- 3) Drain line cleaning was reviewed - it was agreed to have Keith Plumbing provide a recommendation(s) and quotations as may be needed.
- 4) As required, the sprinklers will be raised in the storage locker room to meet with the appropriate Fire Code stipulations.
- 5) A resolution for a maximum of 5 Council Members will be put forward at the next Annual General Meeting
- 6) Dryer Vent Cleaning

Quotations were reviewed. It was agreed to hold off on this until the Spring of 2019 and/or as may be needed at that time. Council also agreed to move to a cleaning cycle of every two years.

### **b. Garden Committee**

The Garden Committee provided a report noting that with a few invoice coding adjustments all was on budget and much work has been done: including bird abatement devices, weeding, planting and other landscaping. Soaker hoses will be installed

A formal thank you was offered to all of the Gardening Committee members who work and donate their time to the Gardens at Chateau Comox.

c. Janitorial Services

Council then performed a review of the services, salary, janitorial equipment and other matters as regards John Rose and the building's janitorial services. This was done "**in camera**"

After this discussion, the Property Manager was advised to increase the monthly remuneration to John Rose to \$1,000.00 per month beginning July 1, 2018. Council will review the janitorial duties: itemized and timed function/task listings, equipment modernization needed and reporting structure going forward with the objective of rationalizing services required. The process will include the development of a formal employment contract.

**ADJOURNMENT**

With no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:55 P.M.

The next meeting of the Strata Corporation is September 17, 2018 at 7 pm

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