

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 "CHATEAU COMOX"
HELD ON MONDAY SEPTEMBER 17, 2018 AT 7:00 P.M.
WITHIN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

COUNCIL IN ATTENDANCE:

DON DAVIDSON	President
ADRIAAN de VRIES	Secretary
CHRIS CLARK	
BRUCE MACDONALD	
KEVIN WICE	
LOIS KER	Treasurer

REGRETS:

LOUISE HIBBS	Vice President
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GUESTS:

JOANNE LORD	Unit #203
JOHN ROSE	Unit #503
HEATHER SCHUETZE	Unit #802
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 7:01 P.M.

The agenda was amended and approved.

2. GUEST BUSINESS

The guests (four) 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.

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON JUNE 4, 2018

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on June 4, 2018. **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, 2018 as previously distributed.

The Treasurer had previously confirmed, and the Council noted that they received and reviewed the Financial Statements, and after a review regarding various expenditures/financial items, it was **Moved and Seconded** to adopt the Financial Statements up to and including July 31, 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. Invoices still to be received for the current year [2017/18] expenditures are expected to be covered fully by the funds remaining in the 2017/18 budget

b. Operating Budget

The Property Manager and the Council a draft proposed Operating Budget and related procedures for the upcoming fiscal year [2018/19] to be presented to the Owners at the Annual General Meeting on October 29, 2018. This is to be completed in the near future so that documentation can be sent to Owners within the required time frame.

There was a thorough discussion of the proposed Operating Budget for 2018/19 including: expense trends, Repairs and Maintenance [the biggest Budget item] and Landscaping. The Contingency fund and its important role was also discussed. Thanks to the Treasurer for a thorough and carefully laid out proposed budget for 2018/19 that avoids an increase in the monthly fees.

At the end of this process, the Property Manager will be provided a final budget proposal by the Treasurer, as approved by the Council, to be presented to the Owners at the 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. Miscellaneous/General

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

- 1) As requested a quotation for garage drain pan installations had been provided and the work is now completed - \$800.00 - Council noted all is in order.

- 2) Cullen has recently replaced the batteries for the emergency generator - Council agreed all was in order. Discussion took place in regards to the annual maintenance contract - it was agreed that there would be an annual and a semi-annual service schedule.
- 3) As requested, Keith's Mechanical has installed a rooftop water faucet for watering the roof garden located off the mechanical room - Council agreed that all is in order.
- 4) Discussion took place in regards to the need/requirement/moral responsibility of Council to install an emergency phone line in the elevator - it was noted this is not mandatory but may be a good idea. But it is costly. Council decided to obtain pricing (for future approval) for a simple alarm/light non-monitored notification alert system.
- 5) BC Fire has modified the sprinklers in the storage room to bring them up to code - no additional action is needed.

b. Exterior Stucco Repairs - Envelope Report

This repair and maintenance item listed and contained in the Depreciation Report as potentially due for action in the next 12 – 18 months.

Council has approved Spratt Emanuel to proceed with an exterior building envelope condition report - to be reviewed once it is received - estimate to be in the next 30 days.

9. CORRESPONDENCE

The Council reviewed a spoken concern received prior to the date of the meeting.

The concern addressed security issues regarding the re- development construction of the building on the Jervis Street side of Chateau Comox and the maintenance and security of the common property in the complex. Talks with the management of the re-developing building next door regarding their plans for the space between our 2 buildings are underway and will continue so we can plan for optimal security in concert with them.

In review of the item-of concern, the Property Manager was directed by the Council to respond to the item 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 compensation for cleaning and building services has been increased to \$1,000.00 per month as agreed at the last Strata Council meeting of June 4, 2018 . The Corporation purchases insurance that covers John Rose, all volunteers and in special cases: trades and other workers
- 2) Discussion took place in regards to procedures/protocol for the Chateau Comox Gmail account. It was agreed to ensure all communication was copied to this account going forward and on an ongoing basis for continuity. The Gmail account will be organized into topical folders for retained correspondence.
- 3) Resident Entry Key Consent/Liability Forms will be provided to all Residents at the Annual General Meeting (in advance) for signature(s) to ensure all concerns are addressed re: access to individual units by the Council/Corporation as may be needed

from time to time. The forms will be collected from all owners at the Annual General Meeting on October 29, 2018.

b. Annual General Meeting

The Property Manager then discussed with the Council the upcoming Annual General Meeting, on October 29, 2018.

11. ADJOURNMENT

With no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:01 P.M.

The next meeting of the Strata Corporation is the 2017/18 Annual General Meeting on October 29, 2018 to be held in the Meeting Room just off the foyer.

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