

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”
HELD ON MONDAY DECEMBER 10, 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	
	KEVIN WICE	Treasurer
	ROSS HUGUET	
	LOUISE HIBBS	Vice President

REGRETS: BRUCE MACDONALD

GUESTS: 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.

2. GUEST BUSINESS

The guest (one) was present to observe - was welcomed by the Council and the meeting then proceeded.

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.

“in camera” - Council and the Property Manager discussed the matter of insurance and a formal contract for John Rose - in review it was agreed to obtain legal/insurance advice as to the need/requirement/necessity of these matters and Council would proceed and take action - if any action is deemed necessary.

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON SEPTEMBER 17, 2018

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on September 17, 2018. **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, 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, **re:** coding, the operating budget surplus, past and up to date Contingency Reserve Contributions, reimbursements from Southview in regards to an invoice, it was then **Moved and Seconded** to adopt the Financial Statements up to and including October 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. (a recent, and current financial statements are now available online at the Chateau Comox Website)

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) The mechanical equipment/systems quarterly report from Modern Niagara (formally Keith's Plumbing) was provided to Council. It was agreed all was in order.

2) The current status of the Key Consent Forms was noted to be in progress – A few Owners have given their written consent via a CHOA [Condo Home Owners Association] form proffered at the recent AGM and most others have given their implied consent by submitting their keys to be held by Council for access to their units as may be needed during an emergency or other building related matter. Those wishing to formalize the Consent Process with the Strata Council can find the form CHOA Owner Key/Access Code Assignment Agreement at this Link: <https://www.choa.bc.ca/wp-content/uploads/600-009-Keys.pdf> Please print Page 2 of this form, fill it in, sign as indicated and submit to the Chair [Don in #302] or the Secretary [Adriaan in #404]. You can just slip it under the door of suite #404 if that is convenient.

b. Exterior Stucco Repairs - Envelope Report

Council previously approved Spratt Emanuel to proceed with an exterior building envelope condition report - it has been received. The bid tendering process via Spratt has been also approved and is in progress - results are expected in the early Spring of 2019.

This process is seen to be on track and will lead to a formal Chateau Comox “Town Hall” meeting for information sharing, discussion and questions in March of 2019

c. Garden Committee

The garden committee reported that close to 570 bulbs have been recently planted to provide a blaze of colour in the Spring. The pruning of various exterior landscaped areas will now be done on December 28, 2018. A new landscaping/pruning service located closer to Vancouver has been engaged. Thanks is again offered to the Gardening Committee and all helping hands.

9. CORRESPONDENCE

There was no current correspondence.

10. NEW BUSINESS

a. Miscellaneous/General

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

- 1) Window cleaning was then reviewed - as noted in the past it was agreed to proceed with Ace Window Cleaning - to be done on March 11, 2019. The Next Window Washing date is being left open for now in relation to the progress of the project of repairing the exterior of the building with Spratt Emanuel.

- 2) Southview Property Management Services

“in camera” Council reviewed, with the Property Manager, services provided to Chateau Comox by Southview Property Management including a number of specific financial transactions that had been brought forward for further clarification. No action is deemed necessary. Council was unanimous in their continued support of Southview Property Management and Kevin Green, our main contact, in particular.

b. Communication with Council

“in camera” Council then noted that some Owners have recently corresponded / communicated with the Council [members], in person, via email and /or over the phone in a way that was disrespectful, belligerent, and highly inappropriate.

Further “communication” of this type, if it occurs, will not be tolerated by the Council and action will be taken to prevent it from occurring again.

11. ADJOURNMENT

With no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:06 P.M.

The next meeting of the Chateau Comox Strata Corporation is to be held on Monday March 11, 2019.

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