

03/12/19 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: kevingreen@telus.net Property Manager: Kevin D. Green

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”
HELD ON MONDAY MARCH 11, 2019 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	Vice President
KEVIN WICE	Treasurer
ROSS HUGUET	
LOUISE HIBBS	
BRUCE MACDONALD	

REGRETS:

NONE

GUESTS:

JOANNE LORD	Unit #203
JOHN ROSE	Unit #503
JOSEY FISHER	Unit #301
RUSTY KER	Unit #702
IAN BRAIDWOOD	Unit #601
LEO SEDOV	Unit #401

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 (six) were welcomed to observe and discuss a few Common Property and Maintenance matters.

3. CARETAKER BUSINESS

The Property Manager and the Council reviewed caretaker duties attended to by John Rose. No action was required.

“in camera” - Council and the Property Manager discussed the matter of insurance and a formal contract for John Rose, Chateau Comox Caretaker - insurance advice as to the need/requirement/necessity etc. was obtained and Council reviewed.

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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It was agreed that Kevin Wice would talk to John about his current situation, and our interest in protecting him and us from any incident of liability.

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON DECEMBER 10, 2018

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on December 10, 2018. **MOTION CARRIED**

5. FINANCIAL REPORT

a. Financial Statements

The Property Manager referred to the Financial Statements for the months up to and including January 31, 2019 as previously distributed.

The Treasurer had previously confirmed, and the Council noted that they received and reviewed the Financial Statements. After a review regarding various expenditures/financial items, invoicing from Spratt Emanuel Engineering and other items, it was **Moved and Seconded** to adopt the Financial Statements up to and including January 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. (again the recent, and current financial statements are now available online at the Chateau Comox Website)

6. REPORT ON UNAPPROVED EXPENDITURES

It was noted the recent expenditure to Spratt for the tender document preparation and the supervision of collecting the bids, close to \$15,000.00 was not budgeted for, and therefore should not have been approved by council without the vote of the owners. This oversight was an error by council, as the engineering firm required this amount before getting quotes from vendors to present to the owners.

Reference: The Strata Property Act states 98(1) If a proposed expenditure has not been put forward for approval in the budget or at AGM or SGM, the strata corporation may only make the expenditure if it is (a) less than an amount set out in the bylaws, or (b) less than \$2,000 or 5% of current year's operating fund, or if there are reasonable grounds to believe that an immediate expenditure is necessary to ensure safety or prevent significant loss or damage.

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:

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1) The current mechanical equipment/systems quarterly report (November 2018) from Modern Niagara (formally Keith's Plumbing) was provided to Council. All is in order.

2) **Discussion took place regarding smoking in the building, complaints, interference with other's enjoyment of their units and such. Council noted that the building is SMOKE FREE. A zero tolerance policy is in place re: smoking of any kind. This will be monitored directly and closely in the future. This includes all common areas, balconies and under windows anywhere Outside. Smoke enters most windows directly above an errant smoker. NO SMOKING at all on the complete Chateau Comox site.**

3) Additional fobs for access to the building will be ordered and kept at Southview and on site as may be needed.

4) Going forward Council will do their best to limit adjustments to common area systems and allow the trades, if practical, to attend to the site. Owners/Council members will not reset the elevator system but will place an emergency call either directly or through Southview Property Management to have an expert technician come on sit, assess the problem and deal with the situation. Casual resetting of the elevator can cause extensive damage. All professionals advise against it. Council will look into putting the contact information for Southview in the now defunct phone cabinet in the elevator for emergency use.

b. Exterior Stucco Repairs - Envelope Report

Council previously approved Spratt Emanuel to proceed with an exterior building envelope condition report - it has now been received. The bid tendering process via Spratt has also been approved - results have been provided to Council. This process is on track and will continue at a Chateau Comox "Town Hall" meeting with all owners invited for information sharing, discussion and questions on March 19 at 7pm.

c. Garden Committee

The garden committee reported that many Spring Perennials will soon be coming up and looking beautiful. Adjustments will be made to the walkway areas with stones and other improvements. A landscaping plan is underway for the Spring and Summer to be implemented soon. Work on the West side of the building will also be undertaken once the fence for the neighboring building's construction is removed. The West side lawn will be removed and a stone garden will be put in .

Gratitude is conveyed to the gardening committee and its volunteers from all residents.

9. CORRESPONDENCE

There was no current correspondence sent to or received to the date of the meeting. Discussion took place in regards to occupancy of a specific unit. A letter will be sent asking for occupancy confirmation.

10. NEW BUSINESS

a. Miscellaneous/General

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

- 1) Window cleaning has been completed (done via Ace Window Cleaning on March 11, 2019. The Next Window Washing date is being left open per the progress of the project of repairing the exterior of the building with Spratt Emanuel.
- 2) Further to the Spratt report a future Special General Meeting will also be scheduled in the near future after the Town Hall Meeting is held.

11. ADJOURNMENT

With no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:18 P.M.

The next meeting of the Chateau Comox Strata Corporation is to be held on Monday June 3, 2019.

Minutes280March 18.docx