

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”
HELD ON MONDAY JUNE 3, 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	
	BRUCE MACDONALD	

REGRETS:	LOUISE HIBBS	
GUESTS:	JOHN ROSE	Unit #503
	JOSEY FISHER	Unit #301
	RUSTY & LOIS KER	Unit #702
	HEATHER & HANS 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.

2. GUEST BUSINESS

The guests (six) were present to observe - also to discuss a few Common Property and Maintenance matters. (some to/would come up later in the meeting)

All were welcomed and the meeting 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 then again discussed the matter of insurance and a formal contract for John Rose - insurance advice as to the need/requirement/necessity etc. was obtained and Council has reviewed previously.

To this it was agreed to meet with John and discuss possible changes to his employment status as a volunteer employee vs. and independent contractor only to satisfy all the Strata insurance requirements - this has been done – further, John will be looking into obtaining WCB and Liability Insurance and will report back/advise the Council going forward. At this time Council will not be making any changes to John’s contract or employment duties.

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON MARCH 11, 2019

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on March 11, 2019. **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, 2019 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 of invoices [\$24844 in Repair and Maintenance moved to Special Levy] and other financial matters. It was then **Moved and Seconded** to adopt the Financial Statements up to and including April 30, 2019. **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. (the recent, and current financial statements are now available online at the Chateau Comox Website)

The next Council Meeting will address the proposed 2019/2010 budget for discussion and approval at the Annual General Meeting in October

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 annual mechanical equipment/systems invoicing increase as received from Modern Niagara was provided to Council, reviewed and all found to be acceptable.
- 2) Additional Keys for access to the Chateau Comox Bicycle Storage Room have been received.

b. Exterior Stucco Repairs - Envelope Report

As Council had previously approved, Spratt Emanuel is to proceed with an exterior building envelope condition report, the bid tendering process via Spratt was approved and completed - A Special General Meeting to approved funding was held and approved – the project has commenced and Council is receiving regular reports as such – all is in order.

c. Garden Committee

The Garden Committee reported that all is going well and the exterior areas are looking great.

As always, a special thanks is given to the gardening committee and its volunteers.

9. CORRESPONDENCE

The Council reviewed an item of correspondence sent to or received by the date of the meeting.

The item of correspondence addressed occupancy in a Strata Lot and other items affecting the maintenance and security of the common property and the complex.

In review, the Property Manager was directed by the Council to respond to the items 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 contract for servicing the Emergency Generator was reviewed – it was agreed to close this matter in lieu of recently receiving an alternative quotation, verbally.
- 2) BC Sprinklers will be replacing the main valve on the sprinkler system as quoted in the near future - all is in order.
- 3) Recent damage to the back-door window as caused by Waste Management has been repaired – The Property Manager will follow up with WM for reimbursement.
- 4) **Hans Schuetze will spearhead a committee on building Emergency Preparedness Planning** with the intent of presenting some information to the Owners at the Annual General Meeting. Items such as Evacuation and Shut Down protocols were enumerated. Concerned residents willing to discuss this and work with Hans are invited to contact him at : hansgschue@gmail.com
- 5) **Chris Clark will spearhead a committee on long term Comox Sustainable Living** with the intent of addressing new issues such electric vehicles charging capacity, the potential of solar power for Chateau Comox, green space and other related topics. Volunteers are requested and interested persons can contact Chris at: dcclark333@gmail.com
- 6) **Strata Council Meeting Agendas** will be posted on the Chateau Comox website in the future 5 to 7 days prior to the meeting

11. ADJOURNMENT

With no further business, it was then **Moved and Seconded** to adjourn the meeting at 7:46 P.M.

The next meeting of the Chateau Comox Strata Corporation is to be held on Tuesday, September 17, 2019 at 7 pm.

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