

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 “CHATEAU COMOX”
HELD ON TUESDAY SEPTEMBER 17, 2019 AT 7:00 P.M.
WITHIN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

COUNCIL IN ATTENDANCE: DON DAVIDSON President
CHRIS CLARK Vice President
ROSS HUGUET
BRUCE MACDONALD

REGRETS: LOUISE HIBBS
KEVIN WICE Treasurer
ADRIAAN de VRIES Secretary

GUESTS: 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 (1) 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.

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON JUNE 3, 2019

There being no errors or omissions it was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting held on June 3, 2019. **MOTION CARRIED**

5. FINANCIAL REPORT

a. Financial Statements

The Property Manager then referred to the Financial Statements for the months up to and including July 31, 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, financial appreciation to Spectrum Painting employees and other financial matters. It was then

Moved and Seconded to adopt the Financial Statements up to and including July 31, 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)

b. Operating Budget

The Property Manager and the Council then reviewed a draft proposed Operating Budget and related procedures for the upcoming fiscal year [2019/20] to be presented to the Owners at the Annual General Meeting being held on October 28, 2019. This is to be completed in the near future so that documentation can be sent to Owners within the required time frame.

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) The backflow preventor service maintenance to the sprinkler valve has been completed by BC Sprinklers.

b. Exterior Stucco Repairs - Envelope Report

As Council had previously advised, Spratt Emanuel is proceeding with the exterior building envelope repair project.

Council reported that this project is anticipated to be 100% complete in the next 7-8 days with acceptable weather.

c. Garden Committee

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

Discussion took place in regards to improvements to the side stairwell and possible fencing, paver stones and installations, roof top improvements, access on the West side of the building in regards to the neighboring development/building and other upcoming projects.

All are advised that some of the above items require helping hands / volunteers as without this work (much of it) will be done by one or two members of the gardening committee. Again volunteers are kindly asked to assist and contact Louise Hibbs.

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

9. CORRESPONDENCE

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

The items were in relation to carpet cleaning, LED lighting, scupper pad installations, water in an area of the external stairwell and brushes installed in bases of doors leading to the stairwells, the maintenance and security of the common property and the complex.

Carpet cleaning, they have not been cleaned since November, 2016, we want a quote from ServiceMaster, Kevin Green to follow up.

LED lighting in stairwells has been discussed before and we will continue to trade the out as the current old-style lights burn out.

Scupper pad installations should be done and we would request that John Rose implement.

Water in external stairwell.....to be monitored.

Brushes at base of stairwell doors, this will be investigated.

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) Past damage to the back-door window as caused by Waste Management has been repaired
– The Property Manager has obtained the applicable reimbursement.

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.

- 2) The Annual Roof Anchor Inspection has been completed by Silverline.
- 3) Window cleaning has been scheduled for September 30, 2019.
- 4) Repairs will be conducted to an isolation valve on a hot water recirculation line by Modern Niagara.

b. Annual General Meeting.

The Property Manager then discussed with the Council the upcoming Annual General Meeting.

The Operating Budget, election of Council Members, potential Bylaw changes in regards to smoking, fines, moving fees, renovation indemnities, rule(s) ratification, and other items pertaining to this matter, were all discussed in detail.

It was agreed as noted above that the Operating Budget and the above items for the Annual General Meeting would all be provided to the ownership to be discussed and voted on accordingly, as contained in the soon to be mailed, Annual General Meeting Notice.

11. ADJOURNMENT

With no further business, it was then **Moved and Seconded** to adjourn the meeting at 7:39 P.M.

The next meeting of the Chateau Comox Strata Corporation is to be held on Monday October 28, 2019.

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