

**Southview Property Management Inc.,
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E Mail Address: jang_edward@telus.net Property Manager: Edward Jang**

**MINUTES OF THE STRATA COUNCIL MEETING
FOR STRATA PLAN LMS 280 "CHATEAU COMOX"
HELD ON MONDAY JUNE 1, 2020 AT 7:00 P.M.
WITHIN THE MEETING ROOM AT 1272 COMOX STREET, VANCOUVER BC.**

COUNCIL IN ATTENDANCE: DON DAVIDSON President
ROSS HUGUET
LOUISE HIBBS
KEVIN WICE
ADRIAAN de VRIES Treasurer
Secretary

REGRETS: CHRIS CLARK Vice President

GUESTS: Lois Ker # 702

PROPERTY MANAGER: EDWARD JANG
Southview Property Management Inc.,

1. CALL TO ORDER

The meeting was called to order by the Strata Council President Mr. Don Davidson at 7:00P.M. Don Davidson opened the meeting by advising that Bruce Macdonald has resigned from Council. Don expressed his thanks, on behalf of council and residents, for Bruce's contributions.

2. GUEST BUSINESS

A guest was present for a brief time at start of meeting in accordance with Covid 19 protocol. Thanks to all for respecting the protocol.

3. CARETAKER BUSINESS

It was agreed all caretaker duties were being attended to as needed - no action was required.

4. MINUTES OF THE STRATA COUNCIL MEETING HELD ON MARCH 9, 2020

Strata council advised council meeting minutes of March 9, 2020 should be amended as follows: *“to reflect that there was a request from a member of council to track the distribution of our master key.....a volunteer owner offered to construct a spread sheet to track same.....council did not follow up with this offer as it questioned the value of maintaining such a list.”* [See item 10h]

It was then **Moved and Seconded** to approve the minutes of the Strata Council Meeting, as amended, held on March 9, 2020. ***MOTION CARRIED***

5. FINANCIAL REPORT

a. Financial Statements

The Property Manager then referred to the Financial Statements for the months up to and including February, March and April, 2020 as previously distributed.

It was **Moved and Seconded** to adopt the Financial Statements up to and including February, March, and April 2020. ***MOTION CARRIED.***

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.

As noted, the 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) Property manager reported the contractor is still working on providing a quote for side pedestrian gate. Delays are due to Covid19 impact on suppliers.

b) Property manager reported ongoing difficulties for caretaker obtaining WCB coverage. Property manager had also tried to secure WCB coverage for caretaker as an independent contractor however WCB advises property manager is legally unable to represent the caretaker as an independent contractor. Property manager could secure WCB coverage for caretaker if caretaker was an employee of the strata corporation / an employee of a management firm. WCB refused the registration of the caretaker as an independent contractor even though the caretaker is submitting invoices for payment.

Caretaker was requested to resubmit his registration for WCB coverage and confirm he is an independent contractor and not an employee.

9. CORRESPONDENCE

An email was reviewed regarding a resident under the age of the age of 18 using the roof top deck without accompany by an adult.

The rules and regulations for Chateau Comox require “children under the age of 18 must be accompanied by an adult on the roof deck”, and there are insurance implications if there should ever be a claim made with someone under 18 on the roof deck with no accompaniment.

10. NEW BUSINESS

a) All owners are advised due to Covid19, the roof deck is closed to non-residents until further notice. All owners that use the roof deck are reminded to sanitize chair, loungers, tables, doors after each use as there is no paid cleaning on the roof as stipulated when it was opened. It is and remains each resident user's responsibility.

b) All owners/residents are advised BC Fire Code does not allow for any type of storage within the parkade. Owners and residents are requested to clear out all personal items from the parkade on or before June 30, 2020.

c) Strata council reviewed the balance of building remediation / painting project remaining funds. Property manager clarified as per the strata property act, if any owner is entitled to a refund of \$100 or more, then the balance of the project funds to be refunded back to owners.

c(i) Property manager reported 2 additional meeting invoices from Spratt engineers will be charged against the project therefore reducing the balance of the project funds to less than \$1,000. The extra 2 meetings were required due to an owner questioning Spratt and Spectrum compliance with the original contract and scope of work. Council was unanimous in finding that all work was completed as per our contract and the scope of work contracted for.

c(ii) Strata council will consider presenting a resolution at Annual General Meeting to transfer remaining funds from project to CRF.

d) Strata council briefly discussed the replacement of exterior lighting bulbs that had failed but were still under warranty.

e) Strata council confirmed the annual fire inspection of all fire safety equipment is scheduled for June 15, 2020. Owners are advised that access into units will also be required to inspect in-suit fire safety equipment.

f) Strata council reported exterior window cleaning is scheduled for July 20, 2020

g) Strata council discussed proposing amending bylaws of LMS280 to include that owners must have sufficient insurance to cover deductibles if the claim/loss is the responsibility of the unit owner, otherwise owners will be personally liable for the deductibles.

h) Strata council discussed and will confirm with owners providing unit keys to strata council for emergencies and signing an access agreement. A Council member will keep a log and work with the volunteer owner to develop a spread sheet as offered in the last meeting.

i) Strata council discussed the cleaning of elevator and hallway carpets. Strata council will consider hallway carpet cleaning once it is safe to proceed due to Covid19

j) Strata council advised it is waiting for the quote from Accurate Glass for failed window seals replacement. When a proper quote is received, the replacement of windows can proceed as per the relaxing of some Covid19 restrictions – as adhered to by Accurate Glass.

11. ADJOURNMENT

With no further business, it was then **Moved and Seconded** to adjourn the meeting at 8:25 P.M.

The next meeting of the Chateau Comox Strata Corporation is to be held on September 14, 2020.

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