



Address: #2033-1177 West Hastings Street,  
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Office Phone: 236-471-6061  
Email: [Strata@sterlingmgmt.ca](mailto:Strata@sterlingmgmt.ca)

**MINUTES OF COUNCIL MEETING**  
**STRATA CORPORATION LMS 280 CHATEAU COMOX**  
**HELD ON MONDAY SEPTEMBER 18, 2023 AT 7:00 P.M.**  
**MEETING ROOM 1272 COMOX STREET, VANCOUVER BC**

**COUNCIL IN ATTENDANCE:**

Kevin Wice	President / Treasurer
Iain Braidwood	Vice - President
Adriaan de Vries	Secretary
Kim Adamson	

**REGRETS:**

Don Davidson

**PROPERTY MANAGER:**

Edward Jang, CPRPM  
Mandy Fong, Assistant Strata Manager  
Sterling Management Services Ltd.

**GUESTS:**

Louise Hibbs	Strata Lot #16
Sascha Bendt	Strata Lot #10
John Rose	Strata Lot #15

**1. CALL TO ORDER**

The meeting was called to order at 7:01 pm.

**2. GUEST BUSINESS (If any)**

An owner had requested updates on the following:

Engineered Air repairs, Depreciation Report update, CRF expenses clarification and the allocation of retained earnings being transferred to CRF as per last year AGM

Strata council advises these topics are in the agenda for council meeting.

**3. APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON – August 21, 2023, and September 7, 2023**

It was then **MOVED** and **SECONDED** to approve the minutes of the Strata Council Meeting of August 21, 2023 and September 7, 2023.

**MOTION CARRIED**



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#### **4. FINANCIAL REPORT**

The strata council discussed the emergency expenses of the elevator brake replacement and the drain cleaning as it could potentially cause other units to flood.

An adjustment has been made to correct the bookkeeping error in the 2022 financial statement.

- a) In the 2022 AGM, a resolution was made to transfer the Retained Earnings of \$17,001.40 to the Contingency Reserve Fund, and authorized expensing the fiscal year 2021 – 2022 deficit of \$17,001.40 from the Contingency Reserve Fund.
- b) The error occurred as the \$17,001.40 deficit was directly expensed from the Contingency Reserve Fund, without first transferring the Retained Earnings of \$17,001.40 to the Contingency Reserve Fund.
- c) The correction made will be transferring the Retained Earnings of \$17,001.40 to the Contingency Reserve Fund as shown in the August 2023 Financial Statement.

It was then **MOVED** and **SECONDED** to approve the financial report of August 2023 with the adjustments.

**MOTION CARRIED**

#### **5. OLD BUSINESS**

##### **a) Appointment of Privacy Officer**

More information will be provided at a later time. The property manager will try and provide a list of responsibilities for a privacy officer.

##### **b) Complaint by an owner to the Office of Information and Privacy Commissioner for BC (OIPC)**

No updates currently.

##### **c) Aftermarket gas meter options**

A quote was received for procurement only for after-market gas meter. The quote does not include installation.

The strata council instructed the property manager to provide a list of all the meter companies that have been reached out to for a meter procurement and installation quote.

The strata council members will investigate the gas fireplace model numbers the owners currently have.

Due to the results of the Civil Resolution Tribunal, the strata corporation is to **stop invoicing** the units for gas consumption because gas consumption calculation method used.

It was noted by the strata council that the gas fireplaces were installed by the original developer. The request for the installation of the gas stove and/or gas oven is a betterment. On one of units with gas



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stove/cooktop installed by the owner, the official approval was for the unit owner to have separate gas meter installed at the time.

The strata council agrees the most accurate and fair way to measure gas consumption to issue an invoice is with a meter, however, they will continue to assist in generating ideas to reach an agreement with the owners of the gas-consuming units.

The strata council discussed the possibility of having a meeting with the 3 owners of the gas-consuming units either via zoom or in-person to conclude this issue.

#### **d) EV Installation – Update**

The EV installation is completed. The strata council is waiting for the rebate.

### **NEW BUSINESS**

#### **a) Proposed Budget 2023 - 2024**

A new proposed 2023 – 2024 budget was reviewed and discussed with some minor amendments. The amended proposed operating budget will be presented to the owners at the next Annual General Meeting

#### **b) Resolution for AGM**

The strata council is revising amended bylaws to be included for the owners' consideration at the Annual General Meeting.

- i. Strata council advises all owners that the new depreciation report for Strata Plan LMS280 is posted on strata corporation website.
- ii. Strata council advises parts required for hallway ventilation are en route as per Engineered Air.
- iii. Strata council instructed property manager to stop the invoicing for unit gas consumption.
- iv. Strata council advises the exterior window cleaning is scheduled and will take up to two days to complete. Strata council discussed cleaning the exterior windows three times a year and whether three times per year is essential. No conclusion was reached.

These minutes were taken and submitted by:

**Edward Jang, CPRPM**

**Strata manager**

Email: [edward@sterlingmgmt.ca](mailto:edward@sterlingmgmt.ca)

**Sterling Management Services LTD.**