



Address: #2033-1177 West Hastings Street,
Vancouver, BC V6E 3T4
Office Phone: 236-471-6061
Email: Strata@sterlingmgmt.ca

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION LMS 280 CHATEAU COMOX
HELD ON TUESDAY JULY 23, 2024, AT 7:00 P.M.
MEETING ROOM, 1272 COMOX STREET, VANCOUVER BC**

COUNCIL IN ATTENDANCE:

Kevin Wice	President
John Rose	Member
Adriaan de Vries	Secretary
Sascha Bendt	Treasurer

REGRETS:

Don Davidson

PROPERTY MANAGER:

Edward Jang, CPRPM
Sterling Management Services Ltd.

GUESTS:

, so they can be compared

Louise Hibbs	Strata Lot #16
Ian Braidwood	
Benny Schuetze	
Marko Yurkovich	

1. CALL TO ORDER

The meeting was called to order at 7:00 pm.

2. GUEST BUSINESS (If any)

An owner/guest requested notice of council meeting to be posted/sent to all owners in advance of meeting as per S 3 – 8 of the Chateau Comox bylaws.

An owner/guest suggested owner involvement/participation with discussion of the parkade membrane renewal.

3. APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD ON – March 11, 2024

It was then **MOVED** and **SECONDED** to amend the minutes of March 11, 2024, re: Membrane inspection
Strata council corrected the sentence:

“Council instructed Sterling Management to obtain three quotes for the Design Phase based on the assessment.”



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MOTION CARRIED as Amended

4. FINANCIAL REPORT

The treasurer gave some clarifications deemed required for invoices from February 2024, EV rebate from March 2024 and no questions April 2024. For May, it was noted the electric bill needs to be re-coded. Property Manager to follow up

The property manager requested the treasurer to send an email with all questions/inquiries relating the financial reporting.

5. REPORT ON UNAPPROVED EXPENDITURES – No unapproved expenditures to report

6. REPORT ON LITIGATION – No litigation to report

7. OLD BUSINESS

- a. The property manager obtained two quotes for the parkade membrane remediation. Treasurer asked for more detail on the quotes to enhance comparability.
Strata council plans to schedule a Town Hall meeting with all the owners and the consultant to discuss the parkade membrane remediation project. Financing options possible were raised: 1] Special levy, 2] Consolidated Revenue Fund. Either option chosen will require approval at a full owner meeting.
- b. Property manager will reach out to the consultant for possible Town Hall dates in September 2024. There will be costs for the Chief Engineer to attend the Town Hall as expert, i.e. possible \$250/hour.
- c. Strata council instructed property manager to obtain a quote for re-roofing the small roof above garbage room and to seal the conduit and electrical box above the generator. This has never been attended to or needed in the past.
- d. Strata council instructed property manager to obtain a hazardous material inventory. Cost quoted at a possible estimate of \$4000.
- e. Strata council discussed the need for a possible second window washing. As no more money for this is in the current year budget, we will schedule this for next fiscal year
- f. Strata council discussed window replacement for 5 units. The cost, estimated at \$15,000 for this window replacement, will be added to the next proposed operating budget.
- g. Strata council noted the annual fire inspection is completed, no questions.
- h. Strata council noted the lobby painting is complete, no questions.
- i. Strata council noted no new pest eradication action required. The building caretaker has pest control in hand through ongoing monitoring and treatment.
- j. Strata council reviewed a quote from another vendor for emergency generator inspection. Strata council suggested the property manager to reach out to the current generator service



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provider to inquire about possible service cost matching. Two quotes received. Property manager to request if the regular supplier will match a lower quote, \$2200 vs \$2700.

Noted that the Depreciation Report indicated the batteries may need replacing and to follow up on replacing the hoses.

- k. Strata council noted gas cook top and fireplace gas consumption costing is a work in progress. Fortis has been approached with cooker specs to request estimates for consumption. Individual gas meters are estimated at \$900.
- l. Strata council will discuss privacy policy at the next council meeting.
- m. The property manager prepared a refund schedule for EV levy refund. Strata council noted an error and Sterling will revise the refund schedule. EV rebate to be processed and finalized in this fiscal year.
- n. Elevator: no report given by Thyssen and will be requested next time maintenance is carried out.
- o. Electrical Planning Report: In December 2023, the BC Government passed an order mandating that strata corporations obtain an electrical planning report to provide a complete assessment of a strata corporation's current electrical capacity and future needs. Projected cost \$3500.

8. NEW BUSINESS

- a. Strata council expressed concern that strata council google docs account has been breached. Strata council requested changing it and a Strata Council member will do that.
- b. Strata council discussed the caretaker watering neighboring property and water usage. Strata council felt this is a non-issue and no action required.
- c. Strata council had noted a non-resident electrical vehicle plugged into a common outlet for charging of vehicle. The vehicle belonged to a visitor of an owner- owner notified.

9. TERMINATION OF MEETING

It was **MOVED** and **SECONDED** to terminate council meeting at 8:00pm.

MOTION CARRIED

The next meeting will be on September 23, 2024 – with a proposed budget for fiscal 2024/5.

These minutes were taken and submitted by:

Edward Jang, CPRPM

Strata property manager

Email: edward@sterlingmgmt.ca

Sterling Management Services LTD.