

## **MINUTES OF COUNCIL MEETING**

Strata Plan LMS280 Chateau Comox

Strata Council Meeting held on Tuesday November 26, 2024 at 7:00 PM

Meeting Room 1272 Comox Street, Vancouver BC

### **COUNCIL IN ATTENDANCE:**

Kevin Wice President

Don Davidson Vice-President

John Rose Member

Eddy Leite Member

Laurie Ford Secretary

### **REGRETS:**

PROPERTY MANAGER: Sterling Management Services Ltd.

### **GUESTS:**

Kim Adamson SL 4

Sascha Bendt SL 10

Iain Braidwood, Louise Hibbs SL 16

### **1.0 CALL TO ORDER**

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

### **2.0 GUEST BUSINESS**

- a) Sept meeting updates
- b) Elevator condition report/quote
- c) Electrical infrared scanning - next steps – Addressed in new minutes below
- d) New monthly charges - was this sent out? - Action: council will look into it
- e) Moisture issues in Strata Lot 10 - window and wall moisture issues
- f) Elevator motion sensor doesn't work. MV to issue to Thiessen next time they're in.
- g) SL 21 Skylight was shattered - Accurate Glass investigated and will replace

### **3.0 APPROVAL OF THE MINUTES OF THE COUNCIL MEETING HELD on September 23, 2024**

#### 4.0 FINANCIAL REPORT September 2024

At the time of this meeting we were still awaiting October statements. Council will review to ensure prior corrections are made.

#### 5.0 REPORT ON UNAPPROVED EXPENDITURES

No unapproved expenditures to report.

#### 6.0 REPORT ON LITIGATION

No litigation to report.

#### 7.0 OLD BUSINESS

- a) Corroded electrical pipe issue on garbage room roof.  
Received 2 quotes; need to do line by line comparison. Iain Braidwood has kindly volunteered to work with Strata on this issue.
- b) Resident bedroom window frame / mold issue SL #3.  
Owner of was asked to provide photos and dimensions of the problem window for Strata to get a second quote and call an SGM.
- c) Parkade remediation  
Received 2 bids on the Engineering/Design: LDR and Strata Engineering. Strata agreed to proceed with Strata Engineering based on price and service to date.
- d) Strata Council Privacy Policy  
Strata, while working closely with OIPC and while incorporating their suggestions and policies, has created a privacy policy that was adopted by council and will soon be on our Chateau Comox website. Don Davidson has agreed to stand as Privacy Officer.
- e) Replacement of all smoke detectors  
Most of our smoke alarms have their reached 10 year life expectancy. BC Sprinkler advised to replace the smoke detectors with a specific unit and can replace them in the spring. Hopefully this can be done while doing their annual spring inspection which already requires all units to provide access.  
All residents to check if detector is working and advise strata if it's not.
- f) Gas Cooktop Issue  
Rule passed at AGM; those with gas appliances will be billed at year end based on the formula.
- g) Gas Fireplace Issue  
Strata council to review quotes to install a meter on the single gas line to our hot water tanks and the engineered air system.

## 8.0 NEW BUSINESS

### a) New Property Management

Houghton Realty will be our new Property Manager starting Jan 1, 2025. Owners can expect a “welcome and introduction” communication from them shortly.

### b) Electrical planning report:

Have 1 quote from Strata Engineering for report and infrared scanning report (thermographic plan). Council to ask Houghton to obtain another quote in addition to one requested from Hall Electric.

### c) Lobby carpet issue

Discussed putting down a rubber backed mat from the door to the elevator to protect the carpet during winter months. Custodian to purchase a mat and not to exceed \$500; if price is more than \$500 he'll send an email request to Strata before moving forward.

### d) Meeting dates for balance of our SCM's & AGM for this year.

Tentative dates (to be verified with Houghton):

March 18

June 17

Sept 16

Oct 21 – AGM

## 9.0 ADJOURNMENT / NEXT MEETING DATE

It was MOVED and SECONDED to terminate council meeting at 8:21pm.

Next Meeting: March 18, 2025 (To be confirmed with new Property Manager)



November, 2024

**\*\*Strata Corporation LMS280 Privacy Policy\*\***

The Personal Information Protection Act (PIPA) requires organizations to develop and follow policies and practices to meet their obligations under PIPA, and to make these documents available on request. PIPA applies to more than a million private sector organizations in British Columbia, including businesses, charities, associations, non-profits, and labour unions. Its purpose is to govern the collection, use, and disclosure of personal information by these groups. PIPA recognizes both the right of individuals to protect their personal information and the need of organizations to collect, use, or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances. Privacy policies describe how an organization handles personal information in a manner that is compliant with PIPA. Privacy policies can also let individuals know how an organization handles personal information and what rights they have to access that information.

The following is a link to the Personal Information Protection Act (PIPA).  
[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03063\\_01](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03063_01)

Personal information can be defined... **"personal information"** means information about an identifiable individual and includes employee personal information but does not include

- (a) contact information, or
- (b) work product information;

LMS 280 (Chateau Comox) is committed to following and operating within the PIPA guidelines.

This Privacy Policy describes how Strata Corporation LMS 280 ("we," "us," or "our") collects, uses, and shares information about you when you use our services or interact with us, including through email, our website, mobile applications, and any other online platforms (collectively, the "Services"). By accessing or using our Services, or interacting with us you agree to this Privacy Policy.

## **\*\*1. Information We Collect\*\***

- Personal Information: We may collect personal information such as your name, address, email address, phone number, and other similar contact information when you interact with us.
- Strata Lot Information: We may collect information about your strata lot, including ownership details, unit number, and other relevant details.
- Payment Information: If you make payments to us, we may collect payment information such as credit card details, banking information or other financial information.
- Retention and Disposal: Your personal information is retained only while you are an owner and member of the strata corporation or whereby required by law. Your personal information will be disposed of in a safe manner upon the sale of your unit.

## **\*\*2. How We Use Your Information\*\***

We may use the information we collect for various purposes, including:

- Providing and maintaining the Services;
- Communicating with you and responding to your inquiries;
- Processing payments and the collection of Strata Fees;
- Improving our Services and developing new features;
- Protecting against fraud and unauthorized transactions;
- Complying with legal and regulatory requirements.

## **\*\*3. How We Secure Your Information**

- Your financial information is secured by industry standards taken by our Property Manager to collect your strata fees.
- Your contact information is only used by your strata council and the Property Manager. Access to the strata email is limited to sitting members of strata council and the password is changed when council changes.

## **\*\*4. How We Share Your Information\*\***

We may share your information with third parties for various purposes, including:

- Service Providers: We may share your information with third-party service providers to help us provide the Services, such as Strata property management, payment processors, or IT service providers.
- Legal Compliance: We may share your information when required by law or in response to legal process, such as a court order or subpoena.
- The Strata Corporation shall be in full compliance with BC's Personal Information Protection Act (PIPA).

## **\*\*5. Limiting Use and Disclosure**

- We will only use your information for strata purposes. We will not sell or disclose your personal information to any other individuals, businesses, organization or agencies.

#### **\*\*6. Your Choices\*\***

You have certain choices regarding the collection, use, and sharing of your information, such as opting out of certain communications to avoid others in the building from potentially seeing your email address. Please note that some choices may impact your ability to use certain features of the Services.

Strata can only collect, use and disclose personal information that a reasonable person would consider appropriate in the circumstances.

#### **\*\*7. Data Security\*\***

We are committed to accuracy and will take reasonable measures to protect your information from unauthorized access, disclosure, alteration, or destruction. However, no method of transmission over the Internet or electronic storage is 100% secure, so we cannot guarantee absolute security.

We are committed to ensuring that your personal data is secure, by ensuring that our property management company uses industry standard methods to secure your data, including end-to-end encryption where possible. Access to our email distribution list is restricted to use by our Secretary.

The Strata Corporation's Privacy Officer shall review all "public notices", if a specific strata lot is named, and all Minutes (AGM, SCM, SGM) to ensure that those notices and minutes are compliant with the PIPA guidelines for privacy protection.

We are committed to accuracy within the limits of our knowledge. We only use personal information for Strata business and will not disclose your personal information unless a third party (contractor for example) is required to be involved in any issue with your condo, or whereby we are required by law to do so.

#### **\*\*8. Changes to this Privacy Policy\*\***

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on our website.

#### **\*\*9. Breach of Security**

If an owner has a concern about a breach of the privacy policy, they should put forward their concern in writing to the Privacy Officer. Owners can contact the office ( OIPC) if

they have any questions or concerns. (OIPC: Office of the Information and Privacy Commissioner; <https://www.oipc.bc.ca>)

#### **\*\*10. Access to Your Information**

All owners have the right to access their own personal information by a request to our Property Manager or Privacy Officer.

#### **\*\*11. Contact Us\*\***

If you have any questions or concerns about this Privacy Policy, wish to “Opt Out” as spelt out in Section 4, or wish to report anything to the Privacy Officer, please contact our Property Manager.