

**STRATA COUNCIL MEETING MINUTES
CHATEAU COMOX LMS280**

March 18, 2025

COUNCIL PRESENT:

Kevin Wice
Laurie Ford

Don Davidson
John Rose

REGRETS:

Eddie Leite

MANAGEMENT:

Dylan Smith, Strata Manager
Jason Uswak, Strata Manager

GUESTS:

Ian Braidwood – Unit 601
Lois Ker – Unit 702
Sascha Bendt – Unit 402
Adrian de Vries – Unit 404

Louise Hibbs – Unit 601
Rusty Ker – Unit 702
Benny Schuetze – Unit 802

1. CALL TO ORDER

The meeting was called to order at 7:00 P.M. A quorum was present.

2. GUEST BUSINESS

2.1 WINDOWS

Unit 302's big picture window and Unit 802's skylight may have been claimed under warranty. Management will reach out to Sterling to inquire as to whether they submitted a claim. Unit 302's window is further addressed below in these minutes.

2.2 MANAGEMENT FEE INCREASE

New Management will reach out to Sterling to inquire about whether the management fee discrepancy for months prior to the transition was due to an increase or related to another matter.

2.3 SPRING CLEANING

Spring cleaning of the building was not included on the agenda but is usually addressed around this time of year. Kim Adamson manages the building's window washing file and has tentatively planned for 2 cleanings April 17 and September 19. Stay tuned for confirmation.

2.4 DEPRECIATION REPORT

An owner inquired about whether items noted in the depreciation report for 2025 will be reviewed/investigated. The elevator conditioning report has already been completed from this report.

3. ADOPTION OF THE PREVIOUS COUNCIL MINUTES

It was **MOVED** and **SECONDED** to adopt the Minutes of the Council Meeting held November 26, 2024.

CARRIED

4. FINANCIAL REPORT

4.1. FINANCIAL STATEMENTS

Council was provided the financial statements for the months of October 2024 to February 2025 within the timeframe specified by the *Strata Property Act*. It was **MOVED** and **SECONDED** to approve the financial statement for the months of October 2024 to February 2025.

CARRIED

4.2. ACCOUNTS RECEIVABLE

One unit has yet to return the PAD form that was delivered to all Owners to take out the monthly Strata fees which has left the Unit in question in arrears.

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

5.1. ELEVATOR CONDITION REPORT

The Strata Corporation received a copy of the elevator condition report, which indicates that the Strata will need to budget for future repairs in the next five years. Council will post this report on the Chateau Comox website for all Owners to view. Management will reach out to TK Elevator to repair the light beam that is used to detect if anything is in the way during door closure.

5.2. ELECTRICAL IR SCAN QUOTE

Management will reach out to Hall Electric to get more clarification on whether this scan is needed, and what the benefits of the report would be for the Strata Corporation.

5.3. CORRODED ELECTRICAL CONDUIT

There was a corroded pipe that ran from the generator to the parkade where water was running down and going into an electrical conduit. Hall Electric has completed the repair, and Council is satisfied with the work that was done.

5.4. WINDOW REPAIR

Unit 302 had their big picture window glass replaced with a low-e glass from Accurate Glass.

5.5. OIPC INVESTIGATION

The OIPC investigation has now been closed. For communicating to all Owners, PowerStrata will be the default method used. The Chateau Comox Gmail account is still permitted to be used for emails between one Owner and the Council.

5.6. SMOKE DETECTOR

The smoke detector replacement project was completed on January 20, 2025.

5.7. GAS FIREPLACE QUOTE

Three units have gas fireplaces which are not separately metered from the Strata Corporation's gas usage. Council would like to obtain quotes to see whether they can install a meter to measure the Strata Corporation's usage against how much the three units are using. On April 4, 2024, Council received a quote from The Cool Guys but have not heard back after reaching out multiple times. Management will obtain new quotes from other vendors.

5.8. LOBBY CARPET ISSUES

This has been tabled until the next winter season.

5.9. BUILDING MEMBRANE UPDATE

Strata Engineering will be on site March 20, 2025 to do the first site inspection in regards to the design phase of the project. Strata Engineering will also be in charge of running the tender phase of the project.

6. CORRESPONDENCE

There was no correspondence to discuss.

FRIENDLY REMINDER

- Please be reminded that items should not be stored in the hallways as it poses a fire safety concern. Council would like to thank owners for their anticipated cooperation.

7. NEW BUSINESS

7.1. STACK FLUSH

Recently there was a blockage issue in a unit's sink. A contractor removed the blockage but when the pressure was released one bottom level unit had debris back up out of their sink. Council believes that it would be a good idea to do a plumbing stack flush to mitigate future issues with the pipes. Management will reach out to obtain three quotes to flush the buildings stacks.

7.2. DRYER VENT CLEANING

The dryer vent cleaning has been completed and all screens were in good condition. It is noted that this year was outside vents only and next year will be both inside and outside vents.

7.3. ELECTRICAL PLANNING REPORT

Council was provided with four quotes to review. Council narrowed the quotes down to two. It was **MOVED** and **SECONDED** to approve the quote from Hall Electric if they will match the price of the Strata Engineering quote, otherwise Strata Engineering will be awarded the work.

CARRIED

7.4. CHOA MEMBERSHIP

The current membership had been put on hold. After discussion, Council decided to renew their yearly membership to CHOA for 2025.

8. TERMINATION OF MEETING

There being no further business to discuss, the meeting was adjourned at 8:34 P.M.

The next meeting will be on Tuesday, June 24, 2025 at 7:00 P.M.

Houghton Realty

Agent for The Owners, Strata Plan LMS280

Dylan Smith

Dylan Smith
Strata Manager

Houghton Realty Contact Information

- Office Hours: Monday – Friday, 9 A.M. – 5 P.M. (excluding holidays)
- **If you require police, firefighters, or paramedics, call 9-1-1. If you have an emergency that does not require first responders, call 604-576-2141 extension #9.**
- Emergencies are fires, water leaks, or any issues that compromise building security.
- Non-emergency calls on the emergency line will not be acknowledged and must be directed to our office during regular business hours.