

**STRATA COUNCIL MEETING MINUTES
CHATEAU COMOX LMS280**

June 24, 2025

COUNCIL PRESENT:

Kevin Wice
Laurie Ford

Don Davidson
John Rose

REGRETS:

Eddie Leite

MANAGEMENT:

Dylan Smith, Strata Manager

GUESTS:

Iain Braidwood – Unit 601
Lois Ker – Unit 702
Sascha Bendt – Unit 402
Marko Yurkovich – Unit 203

Louise Hibbs – Unit 601
Rusty Ker – Unit 702
Benny Schuetze – Unit 802
Kim Adamson – Unit 204

1. CALL TO ORDER

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

2. GUEST BUSINESS

2.1 MEMBRANE UPDATE CONCERN

An Owner was concerned about the lack of information given to Owners with regards to the membrane project. This will be discussed further in 3.2.

2.2 DEPRECIATION REPORT

An Owner inquired about whether items noted in the depreciation report for 2025 will be reviewed/investigated. Council will review this report closer to the annual general meeting.

2.3 INFRARED SCANNING

An Owner asked if the infrared scanning was going to take place as it was approved as part of the Special Levy at the last annual general meeting. Prior Management noted that this test was mandatory. Current Management was able to determine that this test was not mandatory and provided Council with quotes. Council has decided not to proceed with this test.

2.4 CARPET SHAMPOOING

An Owner was curious if shampooing the carpets was a regularly annually occurring maintenance item. Council advised that this is not a regularly annually occurring maintenance item and it will not be done this year.

2.5 FINANCIAL IMPLICATIONS FOR THE LEAK AND FIRE ANNUALS

This will be discussed later at 7.2 and 7.4.

2.6 SUNDRY EXPENSE

An Owner would like to make sure the sundry expense that was charged under gardening is accurate.

2.7 WATER BILL

An Owner mentioned that the water bill was \$9000 higher than normal and is curious if it had to do with the leak outside that was repaired. Management will reach out to the City of Vancouver and ask for a leak adjustment to lower this cost.

3. ADOPTION OF THE PREVIOUS COUNCIL MINUTES

It was **MOVED** and **SECONDED** to adopt the Minutes of the Council Meeting held March 18, 2025.

CARRIED

4. FINANCIAL REPORT

4.1. FINANCIAL STATEMENTS

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

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

5.1. GAS METER 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. Management presented Council with three quotes and Council has decided to make this a resolution at the next annual general meeting.

5.2. ELEVATOR SENSOR

It was perceived that the elevator had a light beam that would stop the elevator doors from closing if triggered. Management reached out to TK Elevator for confirmation. TK Elevator confirmed that there was never a light beam on this elevator that stopped the doors from closing, therefore Council is no longer pursuing this request.

5.3. BUILDING MEMBRANE UPDATE

Strata Engineering requested to meet only with Council to go over the draft proposal to send out for tender. Once this meeting has been scheduled and the literature is available, Management will

distribute this to all Owners. Council requested, and Iain Braidwood kindly agreed, to be the communication liaison with the Owners for updates to the Owners with respect to this proposed project.

5.4. ELECTRICAL PLANNING REPORT

Management awarded the contract to Strata Engineering as Hall Electric was unwilling to match the price. Management needs to collect 12 months worth of Hydro bills from five separate units to provide to Strata Engineering. Five volunteers have agreed to provide this information and Management will send each unit the instructions.

5.5. SPRING CLEANING

The inaccessible windows have been cleaned between meetings and Council is satisfied with the work. The past Owner who was in charge of organizing this has stepped down and a new Owner has taken on these responsibilities.

5.6. WINDOW REPAIRS

Management reached out to the insurance company to make sure the insurance claim was submitted for the repairs to Unit 302. The insurance company confirmed this claim was made and paid out prior to the new Management company taking over.

Unit 201's window has some moisture and debris build up. Council approved the quote from Dependable Glass to repair this window. Unit 702's window has a broken seal and Management will obtain a quote to fix this issue. Unit 301's window latch is not closing the window tight, and a slight draft is entering the unit. Management will obtain a quote to do this repair along with the rest of the repairs.

5.7. MANAGEMENT FEE INCREASE

Management reviewed the financials and did not see the purported invoicing discrepancy from the previous Management company. Management asked the Owner to please send a more detailed report of what they would like investigated.

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.
- **Please be reminded that although this is a pet friendly building some Owners are allergic to pet hair. Council would appreciate if you notice a clump of hair fall off your pet inside the building that you dispose of it.**

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 a lower bottom level unit had debris back up out of their sink. It was **MOVED** and **SECONDED** to approve the quote from Crush Plumbing to flush the building's horizontal sanitary lines from the parkade and to power snake the vertical lines from the roof.

CARRIED

7.2. BATHROOM FAN LEAK

There was a leak into Unit 502's bathroom vent from a Unit's toilet above them. Management dispatched Epic Restoration to attend to the leak. The leak was repaired, and the damage was mitigated. No further action is needed.

7.3. ANNUAL FIRE ALARM TESTING

Between meetings the annual fire alarm testing and backflow preventer were tested. The annual report identified some deficiencies that Council will be addressing. There were only two items that needed immediate attention. The P1 fire hose needs to be hydro tested, and the east lobby pull station needs to be replaced.

7.4. ROOF REPAIRS

Council was presented with four quotes to do preventative maintenance on the roof to ensure further damage does not occur. It was brought to Council's attention that the roof above the recycling room also needed some minor repairs. Council has decided to table this and add it to the next years operating budget.

8. TERMINATION OF MEETING

There being no further business to discuss, the meeting was adjourned at 7:36 P.M.

The next meeting will be on September 23, 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.