



**CLASSICO
STRATA PLAN BCS 460**

**STRATA COUNCIL MEETING MINUTES
TUESDAY, JANUARY 27, 2015, 5:30 PM
MEETING ROOM - 1328 WEST PENDER STREET**

COUNCIL PRESENT: Roman Piechocki President/Treasurer
Irfaan Hafeez

COUNCIL REGRETS: Peter van Diepen Vice-President
Lawrence Keenan
Douglas Soo

MANAGEMENT PRESENT: Paul Kral, Senior Property Manager
Pacific Quorum Properties Inc.
pkral@pacificquorum.com / Direct Line: 604-638-1961

1) **CALL TO ORDER**

The meeting was called to order at 5:30 p.m.

Guests:

An Owner met with the Council to address fines for noise and unreported tenancy bylaws violations. After presentation of the Owner's argument, the Council discussed the issue. The Council's decision and response to the owner will be made between the council meetings.

An Owner who requested the Council hearing, did not appear at the meeting to address a number of fines for bylaws and rules violations. The Council reviewed the issues and decided to postpone the decision till the next council meeting.

2) **ADOPTION OF PREVIOUS MINUTES**

It was:

MOVED/SECONDED

To postpone approval of the Minutes of the December 15, 2014 Council Meeting till the next Council Meeting.

CARRIED

3) **FINANCE**

a) **Monthly Statement**

The Treasurer reported to the Council on the November and December 2014 Financial Statements before the meeting. Minor corrections were submitted to Pacific Quorum's Accounting Department. The Council Members approved the November and December 2014 Financial Statements.

Any Owner wishing to receive a copy of the Strata Corporation's Financial Statements should contact Pacific Quorum Properties Inc. during regular business hours from 9:00 a.m. to 5:00 p.m., Monday to Friday.

☑ **VANCOUVER OFFICE:**
Suite 430 - 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: 604-685-3828 Fax: 604-685-3845

www.pacificquorum.com

SURREY OFFICE:
Suite 408 - 7337 137th Street
Surrey, BC V3W 1A4
Tel: 604-635-0260 Fax: 604-635-0263

b) **Account Balances**

The current balances as of December 31, 2014 for the appropriate funds are as follows:

- Total Cash Balance \$1,163,702.00 (Including Contingency Reserve Fund)
- CRF Balance \$911,665.00 (Contingency Reserve Fund)

c) **Arrears**

The Property Manager reported that letters were sent to all Owners with overdue accounts.

Please regard the following procedures for overdue strata fee recovery:

PROCEDURES FOR OVERDUE STRATA FEES

1. Strata Fees are due and payable on the 1st of each month.
2. The Council directs the Property Manager to automatically mail a warning letter on the 3rd of the month if the Strata fees are not paid. The letter will include information regarding fines and interest charges and will give the Owner the opportunity for a hearing.
3. At each Council Meeting, the Council directs the Property Manager to bring a current list of Accounts Receivables with all collection action taken to date.
4. At the first month overdue, the Council directs the Property Manager to mail the “soft” lien letter unless payment is received by the due date on the warning letter. The “soft” lien letter will also include information about fines and interest charges and again give the Owner an opportunity for a hearing.
5. At the second month overdue, after the warning and “soft” lien letters have been mailed, the Council will direct the Property Manager to mail the “hard” lien letter if the account has not been paid by the due date. Also, the Council will approve the fine and interest charges.
6. At the third month overdue, after the warning, “soft”, and “hard” lien letters have been sent and fines and interest charges have been applied, the Council approves registering the lien and applying another fine and interest.
7. At the meeting after the lien has been filed, the Council approves starting legal proceedings and applies another fine and interest.

4) **BUSINESS ARISING**

a) **AKI Restaurant – 1368 W. Pender St. - Cooking Odour**

The City informed the Property Manager that they inspected the exhaust ducting at AKI Restaurant and advised the restaurant manager to arrange for its cleaning and to implement more frequent, once per month, filters replacement. The City will continue monitoring this issue at the restaurant.

b) **Insurance Renewal**

The Council approved a quote from BFL Insurance for the 2015 Insurance for Classico with an Annual Premium at \$112,955.00.

Please note the following deductibles:

Water Damage – \$15,000.00

Backup of Sewers, Sumps, Septic Tanks or Drains – \$15,000.00

All Owners should contact their home insurance company to ensure adequate amount of coverage for the Water Damage and Sewer Backup deductible of the Strata Corporation’s policy.

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- c) **Speed Humps – Back Lane**
The City informed the Property Manager that the missing half of the hump installation and widening of the most south westerly hump will be undertaken in the spring 2015.
- d) **Water Leaks – Commercial Section Corridor**
The staff localized and Vancouver Injection and Waterproofing sealed several additional leaks. The area continues to be monitored.
- e) **Commercial Section Office – Toilet Drains Realignment**
Two plumbing contractors have been invited to provide quotes for this project. Their proposals will be reviewed by the Commercial Section Executive and discussed at the next Council Meeting.
- f) **Organic Waste Program**
The Council continued reviewing and preparing for the City of Vancouver, recently implemented organic waste disposal requirements. Two council members were interviewed by the Vancouver Sun reporter outlining challenges facing large condominiums resulting from implementation of these requirements. Preparatory notices to residents have been posted, and one organic waste bin was purchased from the Waste Management. It will be placed in the visitors parkade on February 1, 2015. Additional notices to residents will be posted in advance.
- g) **Pressure Reducing Valve (PRV) Installation – Commercial Section**
Malburg Pump and Boiler estimated the cost of the PRV installation at about \$12,500. As there appear to be other options mitigating an apparent higher than normal water pressure in the commercial section, the Property Manager will review this issue with the Commercial Section Executive.
- h) **3rd Floor - residential corridor - quotes**
The Council reviewed a proposal from Glory Carpet for several renovation projects in this area. The Council postponed the decision till the next Council Meeting.
- i) **Unit #407 Condensation**
Following inspection of the unit and adjacent areas by the staff, the Property Manager advised that the unit managing agent agreed to engage a restoration company to assess the mould emergence in one area inside this unit. The Council agreed to accept strata's responsibility for all costs should the cause of the problem be determined to be the building envelope related issue. The Property Manager will contact the agent for updates.
- 5) **BYLAW VIOLATIONS FOLLOW-UP**
- a) The council met with the managing agent of the unit, reviewed the case and decided to reverse the move-in charges. The fine was not reversed.
- b) Short term rental bylaw violation letter was mailed to one (1) Owner. Correspondence was not received from this Owner.
- c) Noise bylaw violation letter was mailed to one (1) Owner.
- d) Gate rule violation letters were mailed to three (3) Owners.
- e) Garbage rule violation letter was mailed to one (1) Owner.

- f) Move-in bylaw violation letter was mailed to one (1) Owner.

6) **CORRESPONDENCE**

- a) An Owner submitted a request for hardwood flooring upgrades. The Council approved this request.
- b) An Owner submitted a request for reversal of fines. The Council postponed the decision till the next Council Meeting.
- c) An Owner submitted correspondence disputing a fine for a move-in bylaw violation. The Council postponed the decision till the next Council Meeting.
- d) An Owner submitted correspondence regarding not stopping at the gate. The Council postponed the decision till the next Council Meeting.
- e) An Owner submitted correspondence regarding not stopping at the gate. The Council postponed the decision till the next Council Meeting.
- f) An Owner of the Commercial Section unit submitted correspondence regarding not stopping at the gate. The Council postponed the decision till the next Council Meeting.
- g) An Owner submitted correspondence regarding a leak from the bathroom ceiling. It was determined that the cause of this leak was a separated dryer vent ducting. The Owner has arranged for repairs.
- h) An Owner submitted a request for various upgrades in their unit. The Council approved this request.
- i) An Owner submitted a request for flooring upgrades. The Council approved this request.
- j) An Owner submitted a letter regarding possible birds feeding. The Property Manager issued a warning letter to the unit above.
- k) An Owner submitted a letter regarding low water pressure in their bathrooms. Following clarification, the Owner arranged for repairs of the bathroom faucets.

Owners are invited to write to the Council via the management company, Pacific Quorum Properties, regarding any Strata related matters.

7) **NEW BUSINESS**

- a) **Exercise Room – Mirror Replacement**
The Council will review the proposal for the replacement of the broken mirror in the exercise room at the next Council Meeting.
- b) **Garbage Room Fan and Timer**
Malburg Pump and Boiler replaced the failed exhaust fan and timer in the garbage room.
- c) **Lights Timer Replacement**

Malburg Pump and Boiler replaced the external lights timer with a more accurate and flexible programmable device. The old timer will be utilized in the party room ventilation system.

d) **Roof Boilers Initial Operating Permits**

The cost of the initial boilers inspection and permits from the BC Safety Authority was shared 50/50 by Malburg Pump and Boiler, the boilers installer and the Strata Corporation.

e) **Safety Authority Invoice**

Following the Council meetings and correspondence with the BC Safety Authority inspectors, the erroneous invoice for boilers and ancillary equipment permits will be amended.

f) **Party Room Heat Control Modification**

Following malfunctions of the heat supply in the party room, the heat control modification is under way and should be completed before the end of January 2015.

g) **Water Leaks**

In the past several weeks, the Council received reports about water leaks in various units on the 6th, 7th, 8th, 9th, 12th and 32nd floors. The staff and council member inspected the incidents and provided advice to residents. The leaks originated from dryer ducts, bathroom ventilation ducts, from bathroom fixtures and plumbing. Because they resulted from failure of the in-suite equipment, the affected Owners were advised to arrange for repairs of equipment and of any damages.

h) **Party Room Curtains**

The Property Manager will obtain a quote for the cleaning of the Party Room's curtains and the replacement of the curtain rod. This item will be discussed at the next Council Meeting.

i) **Property Management Agreements – Sectioned Strata Corporation**

The Council received new Property Management Agreements from Pacific Quorum for a sectioned Strata Corporation as per the new *Strata Property Act* Regulations. This item will be discussed at future meetings.

8) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 7:30 p.m.

The next Strata Council Meeting is scheduled for
Tuesday, February 24, 2015 at 5:30 p.m.

ONLINE ACCESS TO YOUR STRATA CORPORATION

To access *PQ ONLINE* for Classico:

- Go to: **www.pacificquorum.com**
- Under *PQ ONLINE LOGIN* enter:
 - Username: **classico**
 - Password: **460**

Once you have logged into *PQ ONLINE* for the first time, please go to “MY INFO” and sign-up for **email notification** of important notices, meeting minutes, etc., and update your contact details.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Paul Kral, Senior Property Manager

430 – 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Tel: (604) 685-3828 / Fax: (604) 685-3845

Direct: (604)638-1961

Email: pkral@pacificquorum.com

Website: www.pacificquorum.com

24-Hour Emergency Maintenance #: 604-685-3828

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xỉa nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

सुग्री महत्वाची विचार करावे विमो विसो दिवा एा सुल्लेवा करवावे

Please Note: The Real Estate Regulations may require that a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Pacific Quorum Properties Inc.*