

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, JANUARY 26, 2016 AT 5:30 PM



430 – 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: (604) 685-3828 / Fax: (604) 685-3845

PACIFIC QUORUM 24-HOUR EMERGENCY SERVICE: 604-685-3828
CLASSICO DIRECT CONTACT: 604-202-2868

COUNCIL PRESENT:	Roman Piechocki	President/Treasurer
	Peter van Diepen	Vice-President
	Irfaan Hafeez	
	Mark Deppel	
	Ken Sopko	
	Lawrence Keenan	
	Sina Rezai	Commercial Representative
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 5:35 p.m.

Guest:

An Owner met with the Council to address two pet bylaw violations. After presentation of the Owner's argument, the Council discussed the issues and decided to apply a fine for only one of the violations.

2) **ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES**

It was:

MOVED/SECONDED

To approve the Minutes of the December 15, 2015 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Statements**

The Treasurer reported on the November and December 2015 Financial Statements to the Council prior to the meeting. The Council approved the November and December 2015 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.

b) **Term Deposit Renewal and CRF Transfer**

The transfer of \$356,750.00 to Northern Savings Credit Union for a one-year, non-redeemable term at 1.55% interest rate was completed.

c) **Account Balances**

The current account balances for the appropriate funds are as follows:

Strata Corporation Total:

- Operating cash balance as of December 31, 2015: \$122,802.00
- CRF balance as of December 31, 2015: \$1,240,511.00

d) **Arrears**

The Property Manager reported that letters were sent to all Owners with overdue accounts. Please note the following bylaws, which will be enforced by the Council for late strata fee payments:

R.2 Payment of Strata Fees

- R.2.1 An owner must pay strata fees to the strata corporation on or before the first day of the month. The strata fees will be made up of the fees owing to the strata corporation and the fees owing to the owner's separate section as set out in the approved budget.
- R.2.2 All strata fees are due and payable no later than the first business day of each calendar month. Fees received later than the appointed time will be subject to a fine of \$50 per month for each and every month that payment is late to be levied by the strata management company.

Please also 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 Account 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 charges.
7. At the meeting after the lien has been filed, the Council approves starting legal proceedings, and applies another fine and additional interest charges.

4) **BUSINESS ARISING**

a) **Parkade Crack Repairs**

During the recent parkade power wash, additional membrane cracks were located in the following areas: Level 1 – from the generator room to the electrical closet; Commercial parking – stalls 23 and 24; Level P2 – in front of stalls 235 and 236; and Level P2 – in stall 278 and in front of the stall on the driveway. The Council approved further repairs to these areas.

b) **Commercial Section Corridor – Rain Water Leaks – 2014 CRF Project**

The corridor continues to be monitored, and the areas reported to have water leaks will be further injected by Vancouver Injection & Waterproofing.

c) **Balcony Membrane Renewal – 2015 CRF Project**

Three contractors amended their quotes. The Council will select a contractor and award a contract by the February 2016 Council Meeting.

d) **Fire Sprinkler Heads Protection Cages – 2015 CRF Project**

Elite Fire confirmed their quote at \$13.85 plus tax for materials and labour. The Council approved the proposed schedule of the installation of the sprinkler head cages for March/April 2016. Notices regarding unit access will be sent to owners and posted in the building well in advance.

e) **Dual Radial Electrical Vault Maintenance**

Pro-Con Electrical Testing Ltd. completed triennial Electrical Vault Maintenance on January 15 and 27, 2016.

f) **Parkade Gates**

Elite Door completed the periodic maintenance for the parkade gates.

g) **Emergency Generator Deficiency Repairs**

Cummins Canada completed emergency generator deficiency repairs.

h) **Catch Basin/Sand Box/Sump Pump Cleaning**

Malburg Pump and Boiler completed the cleaning of the catch basins, sand box, and sump pump pit in the parkade.

i) **Lighting Audit & Upgrades Proposal**

Lumenix will submit an energy efficiency proposal by way of retrofitting all of the building's lights. The Council will review the proposal, at the February 2016 Council Meeting.

j) **Accurate Alarms Contract Proposal**

Accurate Alarm submitted a quote for the fire alarm monitoring service, at a cost of \$140.00 + tax per month. Following clarification of the proposal, the Council approved it.

5) **BYLAWS AND RULES VIOLATIONS**

- a) Smoking bylaw violations – Letters were mailed to two Owners.
- b) Pet bylaw violations – Letters were mailed to four Owners.
- c) Gate rule violations – Letters were mailed to twenty-one Owners.
- d) Recycling rule violation – A letter was mailed to one Owner.
- e) Storage bylaw violation – A letter was mailed to one Owner

6) **CORRESPONDENCE**

- a) An Owner submitted a request to reverse fines for unreported moves/subletting. After review, the Council decided not to reverse the assessed fines at this time, and are awaiting further details from this Owner.
- b) An Owner submitted a request to reverse a number of fines for unreported moves/subletting. After review, the Council decided not to reverse the assessed fines.

- c) As reported in the last meeting minutes, on December 15, 2015, a resident's dog bit the janitor. The janitor was sent to hospital. No report was received by the strata from the hospital. The janitor returned to work the next day.

On request of the council, the Owner submitted copies of documents confirming dog's vaccinations and registration, and offered to carry the dog while within the building common property. The Property Manager informed the Strata Corporation's insurance provider of this incident. Additionally, a warning letter was mailed to the Owners to ensure that their dogs are under control on the common property.

- d) An Owner submitted a request to reverse a number of fines for smoking which disturbed other residents and for their dog urinating in the elevator. After review, the Council decided not to reverse the assessed fines.
- e) An Owner submitted a request to reverse fines for late payment of the strata fees. After review of the exceptional circumstances of the case, the Council decided to reverse the assessed fines.
- f) An Owner submitted a complaint against a resident tailgating them while driving through the parkade gate. A warning letter was issued to the resident violating the strata rule.
- g) An Owner submitted a renovation request letter. The Council approved the request.
- h) An Owner submitted a request to reverse charges for the inspection of flood and leak originated from their unit on August 22, 2015. After review, the Council decided not to reverse the assessed charges.
- i) An Owner submitted a request to reverse a fine for not waiting for the parkade gate to close. After review, the Council decided to reverse the assessed fine.
- j) An Owner submitted a letter regarding marijuana smell emanating from a neighbouring unit. A warning letter was issued to the Owner of the unit.
- k) An Owner submitted a request to reverse a fine for not waiting for the parkade gate to close. After review, the Council decided to reverse the assessed fine.
- l) An Owner submitted a request to reverse a fine for not waiting for the parkade gate to close. After review, the Council decided not to reverse the assessed fine.
- m) An Owner submitted a request to reverse a fine for not waiting for the parkade gate to close. After review, the Council decided not to reverse the assessed fine.
- n) An Owner from the Commercial Section submitted a letter regarding renovation noise emanating from a neighbouring residential unit. The owner expressed concerns of inadequate notice regarding the start date of the renovation. The Council will issue an apology letter to the Commercial Section Owners.
- o) An Owner submitted a request to reverse fines for late payment fees. After review, the Council decided not to reverse the assessed fines.
- p) An Owner submitted a letter regarding noise emanating from the neighbouring unit. The Property Manager issued a warning letter.

Attention Owners

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

7) **NEW BUSINESS**

a) **Annual Fire Inspection**

The Council reviewed quotes for the Annual Fire Inspection and approved the quote from Elite Fire Protection. The inspection has been scheduled for March 8 – 10, 2016. Notices will be mailed to all Owners, and posted in the building and on *PQ ONLINE* well in advance.

b) **Dryer Vents Cleaning**

The Council reviewed quotes for the annual dryer vents cleaning project and approved a proposal from National Air Ltd. The project is scheduled for early April 2016. Notices will be posted well in advance.

c) **Roof Anchor Inspection**

The Annual Roof Anchors Inspection has been scheduled for April 2015.

d) **Common Area Carpet Repairs**

The Council determined the need for carpet stretching at thirteen (13) common hallway floors. The Property Manager will follow-up with Glory Carpets regarding the scheduling of this service. Notices will be posted well in advance.

e) **Coal Harbour Residents Association**

The Council was approached with a request to join the Coal Harbour Residents Association (CHRA), for an annual membership fee of \$500.00. The Council decided not to join this association.

8) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 7:50 p.m.

NEXT COUNCIL MEETING: TUESDAY, FEBRUARY 23, 2016 AT 5:30 PM

ONLINE ACCESS TO CLASSICO

- Go to: www.theclassico.ca

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