



CLASSICO STRATA PLAN BCS 460

STRATA COUNCIL MEETING MINUTES
THURSDAY, JANUARY 23, 2018, 5:30 PM

COUNCIL PRESENT:

Roman Piechocki **President/Treasurer**
Peter van Diepen **Vice-President**
Lawrence Keenan
Irfaan Hafeez
Ken Sopko
Mark Deppel

COUNCIL REGRETS:

Mike Jobani **Commercial**

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 5:33 p.m.

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

It was:

MOVED/SECONDED

To approve the Minutes of the December 12, 2017 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the Financial Statements for December 2017 before and at the meeting. The Council approved the Financial Statements for December 2017, as presented.

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) **Account Balances**

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

Strata Corporation Total:

- Operating Cash balance as of December 2017: \$ 124,756.00
- CRF balance as of December 2017: \$ 1,465,818.00

c) **Arrears**

The Council reviewed the list of accounts in arrears. 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:

☑ **VANCOUVER OFFICE:**

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Vancouver, BC V6P 6P2
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www.pacificquorum.com

SURREY OFFICE:

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

BYLAW REMINDER

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 be cognizant of the following procedures for overdue Strata fee recovery:

PROCEDURES FOR OVERDUE STRATA FEES

1. Strata fees are due and payable on 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. In addition, 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.

d) HSBC - Banking Charges - Outstanding Reversals - Online Banking Charges

The Property Manager reported that HSBC reimbursed the Strata Corporation for erroneous banking charges at \$110.00. This transaction will be reflected in January 2018 statements.

Last fall, following banking change from Royal Bank to HSBC, Pacific Quorum (PQ) reinstated their Online Banking Program for their clients. An additional cost associated with the online payments was determined by PQ at \$3.00 per transaction. Although PQ posted the online banking instructions on *PQ ONLINE*, they did not include any reference to the extra cost for this service. PQ apologizes for this oversight. PQ will refund all online banking charges to date and will waive any charges through to April 30, 2018. Effective May 1, 2018 the Strata will have to decide whether it wishes to absorb the online banking costs or charge the costs back to the individual Owners utilizing this option. In the latter case, PQ will develop a notice to all Owners so they are fully informed about it.

In general, the Council questioned the legitimacy of these extra charges, decided to review the PQ proposal internally and present their final position on it at the next Council meeting on February 27, 2018.

e) Coast Capital - Term Deposits – Renewals

Residential Section 1 year term deposits and their maturity at Coast Capital Savings:

- \$200,000 @ 2.25% - December 8, 2018
- \$379,386 @ 2.25% - December 13, 2018
- \$367,473 @ 2.25% - January 5, 2019

4) **BUSINESS ARISING**

a) **Lobby Renovation**

Rodrozen Design reported that due to the delay in delivery of ceramic tiles, to ensure the continuous workflow with all materials in place, the start of the project had to be postponed till early March 2018. To avoid any conflict of activities in the lobby, the Council rescheduled the annual fire inspection accordingly.

b) **Elevator Exhaust Fan - Safe Access**

Due to adverse weather conditions, the NTEC Industries was unable to start anchors installation for the fall protection system around the elevator mechanical room on the roof of the tower. The Property Manager is going to follow up with the contractor.

c) **Drains Failures - Planters and Lawn - Terrace Level 2**

The Council is awaiting results of inspection and quotes for repairs of drainage on Level 2 terrace from Vancouver Injection & Waterproofing. Property Manager is going to follow up with the contractor.

d) **Building Exterior Painting**

Total Project Ltd. submitted a quote for the exterior building repainting and installation of the self-adhered flashings at total cost of \$298,000.00 plus taxes. The Property Manager reported that Bane Painting will be submitting their quote prior to the February 2018 Council meeting.

e) **External Water Leak - Level 32**

Vancouver Injection & Waterproofing completed repairs of external water leak from a balcony on the 32nd floor.

f) **Washing Machine Drain Raisers Cleaning**

Montalbano Plumbing submitted a requested quote for cleaning all washing machine drain risers in the tower at \$600.00 per unit. As the minor backups occurred predominantly in the lower levels, from level 15 down, the Council directed the Property Manager to verify the scope of work of this potential project.

g) **Bicycles Audit**

Following broadly distributed notifications regarding the bicycles audit, on January 16-19, 2018, over 40 untagged bicycles were removed from their common area storage locations and are now being stored in the building for 3 months. On April 15, 2018, any unclaimed bicycles will be donated to charity.

h) **Owners Responsibilities for Repairs Inside Suites - Policy**

The Council posted on the Classico website a comprehensive policy addressing sometimes confusing Strata Corporation determination of responsibilities for repairs of damages inside the Owners' suite. Please review the policy at www.theclassico.ca

i) **Annual Fire Inspection**

As reported above, the Fire Inspection has been rescheduled to March 6th, 7th and 8th, 2018. Notices regarding required suite access will be distributed well in advance.

j) **Washing Machine Drain - Backup**

Montalbano Plumbing completed cleaning a washing machine drain riser in one of the units on the 7th floor.

k) **Foggy Windows - Level 32**

Accurate Glass replaced two foggy windows in one of the units on the 32nd floor.

l) **Short Term Rentals**

Highstreet Accommodations Ltd., a rental company providing service to some Owners, is obliged to adhere to the minimum 3 months rental period requirement stipulated by the Strata bylaw. Strata Corporation has a right to fine the company for a breach of this requirement. Lack of awareness of

this bylaw claimed by Highstreet Accommodations is not justification for averting fines for its violation. The Council decided to fine the Owners of the unit for three rental bylaw violations in the amount of \$600.00 and reconfirmed approval of all recent move in charges.

5) **BYLAWS AND RULES VIOLATIONS**

a) **Garbage Rule Violation**

A letter was mailed to one (1) Owner.

b) **Noise Bylaw Violation**

A letter was mailed to one (1) Owner.

c) **Renovation Rule Violation**

A letter was mailed to one (1) Owner.

6) **CORRESPONDENCE**

a) An Owner submitted correspondence regarding the visitor parking rule violation. After verification of the incident, the Council decided not to fine this Owner.

b) An Owner submitted complaint regarding noise emanating from the unit above. The management sent out a bylaw violation letter.

c) An Owner submitted correspondence regarding the uninsured car parked in the parkade and other parking bylaws violation. After verification of the incidents, the Council decided to fine this Owner \$200.00 for uninsured cars and \$200.00 for a series of illegal parking.

d) An Owner submitted correspondence disputing \$15,000.00 deductible charge for water flood damages within their suite caused by a leak from a fridge ice maker line. The Council assembled relevant documentation related to this case and directed the Property Manager to obtain legal advice.

e) An Owner submitted correspondence regarding unreported rental bylaw violation. After verification of the incident, the Council decided to fine this Owner \$200.00.

f) An Owner submitted correspondence regarding noise bylaw violation. After verification of the incident, the Council decided not to fine this Owner at this time and directed the Property Manager to contact them for further clarifications.

g) An Owner submitted correspondence regarding \$200.00 fine for not providing form K. After verification of the incident, the Council decided that the \$200.00 fine stays.

h) An Owner submitted correspondence reporting a dry stain on their garage floor. The Council requested this Owner to report any sign of water leak in this location.

i) An Owner submitted correspondence regarding \$400.00 fines for short term rental bylaws violation. After verification of the incident, the Council decided that the \$400.00 fines stay.

j) The Council reviewed correspondence sent to an Owner regarding failure to provide form K. Since response was not received from this Owner and after verification of the incident, the Council decided to fine this Owner \$200.00.

k) The Council reviewed correspondence sent to an Owner regarding visitor parking rule & bylaw violations. Since response was not received from this Owner and after verification of the incident, the Council decided to fine this Owner \$200.00.

l) The Strata Council reviewed correspondence sent to an Owner regarding visitor parking rule violation. After verification of the incident, the Council decided not to fine this Owner.

- m) The Strata Council reviewed correspondence sent to an Owner regarding parkade gate rule violation. After verification of the incident, the Council decided not to fine this Owner.
- n) The Strata Council reviewed correspondence sent to an Owner regarding renovation rule violation. Since response was not received from this Owner and after verification of the incident, the Council decided to fine this Owner \$50.00.
- o) An Owner of commercial unit submitted request for permission to place two planters in front of their commercial unit entrance. The Council approved this request.

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) **Boilers Level 2**

Following recent failure of one of the boilers, the Council approved Malburg Pump & Boiler proposal to replace p-traps in the remaining seven boilers and acquire one spare LGM boiler control board at a total cost of \$1,000.00. This will improve boilers reliability and eliminate potential delays in obtaining replacement parts.

b) **Backflow Preventers - Annual Test**

MDT Preventers will test five backflow preventers on January 31, 2018.

c) **Swimming Pool Inspection**

On December 18th, 2017, Vancouver Coastal Health conducted random inspection of the swimming pool. Following the inspection, because of potential health hazards, the hot tub was closed to the public until all required corrective actions have been completed in full. The building staff replaced the water, ensured the water is properly balanced, including required chlorine and cyanuric acid (stabilizer) concentrations. The hot tub was reopened on December 19th, after the closure order was lifted by the inspector.

Vancouver Coastal Health also determined that some of the testing of pool water chemistry elements is inadequate. The Property Manager reminded the building staff to adhere to the pool water testing requirements and have their records available for a weekly review.

d) **Swimming Pool – Liquid Chlorine - Salt Water Pool**

Following Property Manager's request, Imperial Paddock resubmitted the 2014th quote in the amount of \$2,035.00 for installation of a liquid chlorine feeder in the swimming pool. Because of the associated requirement for effective ventilation in the Pool Mechanical Room, the Council deferred the decision on this proposal. Connectedly, the Council decided to revisit potential pool salt water disinfection system by obtaining independent expert opinion on its pros and cons.

e) **Rules Amendments - Contractors Parking in Visitors Parkade**

In response to some Owners complaints, the Council amended Rules as follows:

Rule No. 4: VISITOR PARKING

5. Residents, occupants, and contractors providing service to individual owners are not allowed to park their vehicles in the visitors parking.

RULE No.13: RENOVATIONS/ALTERATIONS

Contractors providing service to the owner are not allowed to park their vehicles in the visitors parking.

f) **TH 1 - Leak from the Roof Patio**

A townhouse Owner reported a leak from the roof patio. Following inspection of it by the building staff, the Council engaged Vancouver Injection & Waterproofing to locate and repair the leak. This project is being hampered by the bad weather.

g) **TH 2 - Leak from the Roof Planter**

Following a report of a leak and its inspection by the building staff, the Property Manager requested a quote from Vancouver Injection & Waterproofing to repair the leaking roof planter.

The Council approved the proposal at 3,525.00 plus GST subject to amendments of scope of work. The project started on January 15, 2018 and continues weather permitting. The building landscaper will be consulted as soon as possible regarding suitability of the removed from the planter soil.

Also, potential preventative repairs of all planters in townhouses 1 - 5 will be assessed by the Council at the upcoming meetings.

h) **TH 3 - Leak from the Roof Patio**

A townhouse Owner reported a leak from the roof patio. The leak has been inspected by the building staff. The source of it is still under investigation.

i) **Textile Recycling**

Revivify Recycling Solutions submitted unsolicited service proposal for textile recycling. In view of a general apprehension related to the industry capability of textile recycling, the Council declined participation in their proposal.

j) **Coal Harbour Resident' Association**

The Coal Harbour Residents' Association (CHRA) submitted a membership invitation letter to the Council president at an annual membership fee of \$500.00. Because of uncertain compatibility of most of this organization's objectives with the Classico building, the Council declined joining it.

k) **Sump Pump Alarms**

The sump pump alarm had gone off on January 12 and 14, 2018. Malburg Pump & Boiler was called in to inspect it and to provide a report. The alarms were tripped by the high water in the pit and the preprogrammed activation of both pumps. The contractor confirmed the need to be advised of any sump pump alarm in the future.

l) **Dryer Vents Cleaning**

Property Manager solicited quotes for the annual dryer vents cleaning from National Air and Pacific Heights.

Pacific Heights also submitted an optional proposal to perform concurrently dryer vents cleaning and windows washing.

The Council approved Pacific Heights proposal to:

- Clean the dryer vents from the outside only at \$3,015.00 plus taxes
- Wash the windows (concurrently with dryer vents cleaning) at \$8,375.00 plus taxes

m) **Personnel Issues**

The Council and the Property Manager met with the building staff to clarify and reiterate previously established protocol regarding communications and reporting to the Property Manager.

**PLEASE BE REMINDED TO REPLACE THE ICE MAKER PLASTIC WATER
LINE WITH METAL BRAIDED LINE**

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:05 p.m.

**THE NEXT COUNCIL MEETING SCHEDULED IS:
TUESDAY, FEBRUARY 27, 2018 AT 5:30 PM**

ONLINE ACCESS TO YOUR STRATA CORPORATION

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.

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