

# MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, JANUARY 24, 2017 AT 5:30 PM



PACIFIC  
QUORUM  
Properties Inc.

1777 West 75<sup>th</sup> Avenue  
Vancouver, BC V6P 6P2  
Tel: (604) 685-3828 / Fax: (604) 685-3845

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

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**COUNCIL PRESENT:**

**Roman Piechocki** President/Treasurer  
**Peter van Diepen** Vice-President  
**Sina Rezai** Commercial Representative (left 6:30pm)  
**Mark Deppel**  
**Lawrence Keenan**  
**Ken Sopko**  
**Irfaan Hafeez**

**MANAGEMENT PRESENT:**

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

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1) **CALL TO ORDER**

The meeting was called to order at 5:35 p.m.

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

It was:

**MOVED/SECONDED**

To approve the Minutes of the December 13, 2016 Council Meeting, as presented.

**CARRIED**

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the Financial Statements for December 2016 before and at the meeting. The Council approved the Financial Statements for December 2016, 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:

✓ **VANCOUVER OFFICE:**

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[www.pacificquorum.com](http://www.pacificquorum.com)

**SURREY OFFICE:**

Suite 302 – 7337 137<sup>th</sup> Street  
Surrey, BC V3W 1A4  
Tel: 604-635-0260 Fax: 604-635-0263

Strata Corporation Total:

- Operating Cash balance as of December 2016: \$155,294.00
- CRF balance as of December 2016: \$1,269,212.00

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:

**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 the 1<sup>st</sup> of each month.
2. The Council directs the Property Manager to automatically mail a warning letter on the 3<sup>rd</sup> 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.

d) **Contingency Reserve Fund (CRF) - Term Deposits**

The matured term deposits were transferred to Coast Capital Savings as follows:

- from VanCity - \$373,605.92 1 YR GIC at 1.45%
- from Northern Savings - \$362,320.00 1 YR GIC at 1.45%

4) **BUSINESS ARISING**a) **Lobby and Tower Interior - Renovation - Design Development**

The first meeting of the Building Redesign Committee was held on December 14<sup>th</sup>, 2017. The committee developed a draft of scope of work and requested potential contractors to present the design concepts by March 1<sup>st</sup>, 2017. The draft was reviewed and marginally amended by the Council. The final design proposal is expected to be presented for the Council approval by July 2017, targeting its submission for the Owners approval at the 2017 AGM.

**b) Lighting Audit - Energy Saving Project**

Following successful on site test of eight LED tubes, the Council granted final approval of a proposal from C&C Electrical at \$7,580.00 plus taxes for supply of 567 tubes to be replaced in the parkade. The remaining tubes were delivered on January 17th, and the building staff commenced their installation. This project, comprising replacement of fluorescent tubes with LED tubes and partial de-lamping of fixtures in the parkade, is estimated to reduce the cost of electricity by about \$10,000 per year. Also, the Property Manager was requested to inquire at BC Hydro about availability of any potential rebate for implementation of this energy saving project.

**c) Enterphone System Failures**

The Council is awaiting proposals for potential upgrading of the system.

**d) Fire Bells and Generator Testing**

The Council reviewed the emergency systems status and testing reaffirming their utmost importance. The annual and semi-annual inspections and maintenance of the system are performed by the qualified contractors. The Property Manager was instructed to schedule regular fire bells and generator testing to be performed by the building staff. As in the past, the residents will be advised about the tests in advance.

**e) Elevator Room - Ventilation/Cooling Upgrade**

Following the inspection of the Elevator Mechanical Room in the tower by Norman Hill from Canadian Elevator Quality Assurance Inc., and following his recommendations, the Council authorized C&C Mechanical to proceed with their inspection of the fan in this room as soon as the weather permits, and to provide recommendations with options for potential fan repairs, upgrading or its replacement.

**f) Surveillance System Improvements**

Westcoast Communication is in the process of replacing the defective elevator cameras with a more robust system. Also, to improve parking management and control, the Council is reviewing several options, including acquisition of the parking control software.

**g) Car Insurance Infraction**

Following inspection, and in line with the strata bylaw requirement, letters were sent to 13 Owners regarding uninsured or unlicensed vehicles, motorcycles and trailers parked in the parkade. The Owners were requested to forward a proof of valid vehicle license and insurance to the Property Management by December 31, 2016. The Council reported that as of January 15, there were still several residents who failed to comply with the relevant strata bylaw. The building staff is contacting some of the violators reminding about the above requirement.

**STRATA BYLAW****Bicycles, Storage and Parking**

R 10.3 A resident of a residential strata lot must use parking stalls only for the parking of licensed and insured motor vehicles, trailers, motorcycles or bicycles, and not for the parking of any other type of vehicle or the storage of any other item, unless otherwise approved in writing by the strata council.

**h) Annual Fire Inspection**

The annual fire inspection is scheduled for March 6, 7 and 8, 2017. A notice regarding access to suites will be posted well in advance.

i) **Gas Distribution System**

Malburg Pump & Boiler, assisted by the Council president, is in the process of development of a drawing outlining the gas distribution system in the building. This is an outstanding project following the elimination of the gas leak in 2014 attended by the above contractor. This will be done on the contractor's time cost basis.

j) **Kitchen Sink Risers Cleaning**

The annual, preventative cleaning of the kitchen sink risers in the most critical units were completed by Montalbano Plumbing on December 19, 2017.

k) **Annual Roof Anchors Inspection**

SCS Materials Engineering Ltd. is going to arrange for the annual roof anchor inspection before Apr 6, 2017.

l) **Annual Dryer Vents Cleaning**

The Strata Council directed the Property Manager to obtain quotes for dryer vent cleaning from National Air and Pacific Heights. This project will be scheduled for April 2017.

m) **Semi-Annual Windows Cleaning**

The Strata Council directed the Property Manager to obtain quote for semi-annual window cleaning from Pacific Heights. This project will be scheduled for May 2017.

5) **BYLAWS AND RULES VIOLATIONS**

a) **Unauthorized Electrical Car Charging**

A letter was mailed to one Owner advising to submit to Council a request for permission.

b) **Parkade Gate Rule Violation**

Letters were mailed to ten Owners.

c) **Visitor Parking Violation**

Letters were mailed to two Owners.

d) **Renovation Rule Violations**

A letter was mailed to one Owner.

e) **Pool Use Rule Violation**

A letter was mailed to one Owner.

6) **CORRESPONDENCE**

a) A Person submitted correspondence, informing of their authority to represent Owners of one of the units in all strata related matters. The Management responded that there is no power of attorney letter on file confirming this authorization, and requested such to be provided. Since there are no directives from the Owner, the Council directed Property Manager to continue sending correspondence to the previously provided by Owners address.

b) An Owner submitted a letter requesting the Council to consider a purchase of a foosball table to be placed in the party room. The Owner noted also that one of the treadmills was malfunctioning at a speed above 8 mph. The Council tested the treadmill and found no failures at that time. The treadmill is being monitored by staff and a warning notice was placed on it. If required, the treadmill repairs will be arranged. The council voted not to purchase a foosball table citing limited space in the party room and expected disturbing noise generated by this equipment.

- c) An Owner reported a stain on their ceiling. After further investigation it was determined that the leak was caused by malfunctioning washing machine at a suite above. The Owner was advised to have their washing machine repaired and to arrange for touch up/painting of the ceiling in the suite below. Since the damages were well below deductibles, Strata Corporation did not get involved.
- d) An Owner submitted correspondence regarding renovation rule violation. The Property Manager issued a warning letter to the Owner of the violating unit.
- e) An Owner reported a stain on their ceiling. After investigation it was determined that the stain was caused by water condensation in the ventilation duct crossing from adjacent unit. The Owner was advised to use the bathroom fan more often and longer. Also, the Owner was informed to arrange for touch up/painting of the ceiling in the neighbouring unit. Since the damages were well below deductibles, Strata Corporation did not get involved.
- f) A new Owner submitted a correspondence requesting a convenient space in the parkade to park their electric scooter used by a handicapped resident. The Council will locate appropriate space once the new Owner will move in.
- g) An Owner submitted a request for flooring upgrades. The Council approved this request.
- h) An Owner submitted a response to an unauthorized charging of their electrical vehicle indicating willingness to bear the cost of the common property electricity consumption. The Council directed the Property Manager to respond that as per the newly approved Strata Corporation Rule related to this issue, there is a requirement for a \$70.00 monthly charge for using common area power supply.
- i) An Owner submitted correspondence regarding visitor parking rule violation. The Council did not accept the Owner's position related to these recurring incidents and approved a \$50.00 fine for the visitors parkade rule violation.
- j) An Owner submitted correspondence regarding parkade gate rule violation. The Council did not accept the Owner's position related to this incident and approved a \$50.00 fine for the parkade gate rule violation.
- k) The Managing Agent apologized on behalf of the Owner for their tenant engagement in multiple short term subletting of their unit through the Airbnb service. The Agent requested reversal of portion of the fines and moving charges for these illegal activities. The Council voted that all fines and move in charges stay.

**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) **Emergency Generator Testing (Semi-Annual)**  
The maintenance and testing will be performed by Finning on February 15, 2017. A notice will be posted in advance.
- b) **Parkade Membrane and Concrete Cracks Repairs**  
Vancouver Injection & Waterproofing continues with repairs of the parkade membrane and concrete cracks repairs.

- c) **Commercial Corridor Leaks Level 1 Repairs**  
Vancouver Injection & Waterproofing continues with repairs of the wall cracks in the commercial section corridor at Level 1.

- d) **Elevator Room Tower**  
During the latest inspection of the ventilation system in the Elevator Mechanical Room, a number of maintenance deficiencies were identified and forwarded to Richmond Elevator, the elevator service contractor. The contractor addressed all noted deficiencies.

Also, Canadian Elevator Quality Assurance Inc. submitted a proposal for implementation of the CEQA Control System “CCS” that is specifically designed for Property Managers and Building Owners to better manage preventative maintenance delivery provided by elevator service contractor. The Council is going to review this proposal at future meetings.

- e) **Keyscan Control System - Server Replacement**  
The Council approved a quote from Westcoast Communications to replace aging and malfunctioning Keyscan server at a maximum of \$1,700.00 plus taxes.

- f) **Break-In - Commercial Section**  
The Management reported a break-in to one of the commercial units at the early morning hours on January 1<sup>st</sup>, 2017. The unit's Owner arranged for police investigation. The Management organized the broken window glass replacement and filed a claim with the strata insurance provider. Although there was no explicit deficiency established on part of the security guard, which could have prevented this brazen incident, the Council president, Property Manager and staff met with CMI Security supervisor to review the scope of their service, with particular emphasis on patrolling the Commercial Section of the property.

- g) **Gutters Maintenance - Commercial Section**  
The Council directed the Property Manager to obtain a quote for rain gutters maintenance at the ground level of the commercial section units.

- h) **Waste Management Ltd. - Contract Amendments**  
Waste Management submitted contract amendments proposal indicating rates increase as of June 1<sup>st</sup>, 2016 as follows:  
- garbage compactor haul: to \$145.50 per haul (averaging to \$6.67 over 5 years),  
- cardboard container haul: to \$155.00 (averaging to \$7.58 over 5 years),  
- organics bins monthly pick-up base rate: to \$130.00.

Since these proposed increases were not communicated to the Strata Corporation at appropriate time, the Council approved their effectiveness as of January 1<sup>st</sup>, 2017. The Property Manager is going to communicate this decision to Waste Management Ltd.

- i) **Make-Up Air - MUA-1**  
Malburg Pump & Boiler assisted by Gregg Tagg, Engineered Air, completed seasonal maintenance of the Make-Up Air unit - MUA-1, including set up of the gas burner located in this unit. The unit is located on the roof of the tower; it supplies air to the corridors at levels 20 - 38. The contractors provided observations and recommendations related to this unit specifying its life expectancy, low heating efficiency and its general operational deficiencies. The Council is going to analyze them at future meetings. To plan for the unit potential replacement, quotes will be requested from two contractors.

- j) **Boiler Room - Level 2**  
Malburg Pump & Boiler attended to boiler # 2 failure and completed a semi-annual service of all eight boilers at Level 2 Boiler Room.

**k) Parkade Gates Periodical Maintenance**

Elite Doors completed periodical maintenance of the parkade gates.

**l) Annual Backflow Preventers Testing**

MDT Preventers will attend the annual backflow preventers testing on Wednesday, January 25<sup>th</sup>, 2017

**m) Electrical Vehicle Charging**

The Council approved a new rule related to electrical vehicle charging on the strata property:

**Rule No. 17 Electrical Vehicle Charging - User Fees**

*(a) An owner, tenant, or occupant must register with the Strata Corporation each electric vehicle or electric scooters that the owners, tenant, or occupant owns or operates and that the owner, tenant or occupant parks in the common property parking spaces;*

*(b) The Strata Corporation is entitled to charge \$70/month per vehicle to an owner, tenant, or occupant for the use of the electrical outlet located in the common property parking spaces to charge up the electric vehicles or scooters.*

**n) Table Tennis Unit - Party Room**

Following observations from residents, the Council inspected the table and determined that its badly worn out and partly damaged surface warrants its replacement. It was noted that part of the damage of this indoor type table was caused by accidental spillage of liquids during parties organized by some residents. Quotes for replacement of the table with a sturdier, outdoor type and of better quality one will be presented for the Council final approval.

**o) Deficiencies - Common Areas**

The Property Manager submitted reminders to staff and janitorial contractor regarding various deficiencies related to the upkeep of the common areas.

**p) Building Personnel - Communications**

The Council and the Property Manager established protocol regarding communications and reporting for the building personnel and the Property Manager.

**q) Townhouse - Water Leak**

The Owner reported to staff water leaks in the bathroom and in the garage. The staff inspected them and determined them as minor and not active. As their potential source is external, they should be investigated further when the weather improves. The Council directed the building staff to determine the source of leaks and report it to the Property Manager.

**8) ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:45 p.m.

<p><b>NEXT COUNCIL MEETING TUESDAY, FEBRUARY 28, 2017</b></p>
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- Go to: [www.theclassico.ca](http://www.theclassico.ca)

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- Go to: [www.pacificquorum.com](http://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*

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*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.*