



CLASSICO STRATA PLAN BCS 460

STRATA COUNCIL MEETING MINUTES
TUESDAY, JANUARY 28, 2014 @ 5:30 PM
MEETING ROOM - 1328 WEST PENDER STREET

COUNCIL PRESENT:

Roman Piechocki President/Treasurer
Peter van Diepen Vice-President
Irfaan Hafeez
Paul McGeachie

COUNCIL REGRETS:

Douglas Soo
Lawrence Keenan
Nihat Yalcin

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.

2) **ADOPTION OF PREVIOUS MINUTES**

The following amendments were approved regarding the December 11, 2013 meeting minutes:

Page 1: 3) b) The current balance for the second month as at October 2013 in the appropriate funds are as follows (not "as at September 2013).

It was:

MOVED/SECONDED

To adopt the minutes of the December 11, 2013 Council meeting minutes as amended.

CARRIED

3) **FINANCE**

a) **Monthly Statement**

The Treasurer reported on the November and December 2013 Financial Statements. The Strata Council members approved the November and December 2013 Financial Statements.

The Treasurer reported that the water consumption has increased by approximately 10% during the first half of 2013. The Council is going to monitor it during the subsequent billing periods. The staff was informed to check and repair all common area leaking outlets.

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:**

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b) Account Balances

The current balances for the fourth month as at December 31, 2013 in the appropriate funds are as follows:

- Total Cash Balance \$1,178,388 (including Contingency Reserve Fund)
- CRF Balance \$1,034,192 (Contingency Reserve Fund)

c) Arrears

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

d) Deductible Charges

The Property Manager reported that the insurer received all necessary documents related to the August 2013 flood, which originated from the 4th floor, and released the deductible payment to the Strata of \$15,000.00 on the Owner's behalf.

4) BUSINESS ARISING**a) 10-Year Warranty**

- i. Any newly developed parkade cracks including floor cracks at grade will be included in next year's Contingency Reserve Fund (CRF) Project.
- ii. The Council President consolidated a number of deficiencies and required repairs listed in the Building Envelope Inspection report. The Property Manager was requested to obtain quotes. These projects will be tabled at the Annual General Meeting (AGM) to obtain funding from the CRF.
- iii. Vancouver Injection & Waterproofing completed repairs of the concrete wall delamination and the adjacent floor crack at level P1 West near parking stall #121.

b) Strata Corporation Insurance

The Strata Council approved the 2014 HUB Coastal Insurance for Classico with an Annual Premium at \$114,612.00 (an \$8,000.00 increase over the previous year's premium).

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.

c) BC Hydro Grant

The Property Manager reported that a cheque in the amount of \$760.00 from BC Hydro was received related to the grant regarding the recent LED light bulbs purchased for the common areas.

d) **Bathrooms Renovations**

The Council approved Glory Carpet's quote at \$29,300.00 including taxes for renovation of the male and female bathrooms in the swimming pool, and of the guest suite bathroom. This project is expected to start in late February 2014. Swimming pool closure is expected during duration of this project. Further information to residents will be provided via notices.

e) **Hot Water Supply System – Roof**

Council representatives and the Property Manager met with the shortlisted contractors quoting and expected to quote the roof boilers replacement project.

The objectives of these meetings at this stage were to:

- Review the proposals and clarify any potential misunderstandings
- Obtain information of the contractor's capacity with respect to the project
- Review some logistics of the project
- Identify potential alternative boiler systems
- Request potential cost reduction

Revised quotes and additional meetings are expected in the second half of February 2014.

f) **Water Lines Insulation**

The water lines insulation and drywall re-installation on the 5th, 15th, and 27th floors will be completed in early February 2014.

g) **Automatic Door Opener Installation**

The installation of the automatic door opener of the building's main lobby entrance has been completed. It was agreed to charge for the remote fob at its cost in the amount of \$84.00. All residents who carry SPARC B.C. permit can submit a request to the Property Manager to obtain an additional fob. Please contact Paul Kral at pkral@pacificquorum.com

h) **Toilets Overflow - Commercial Section**

The Property Manager reported that any future leaks from the backed-up toilets in the Commercial Section will be handled by a professional plumber and the costs associated with it will be charged back to the Commercial Section. This item will be further discussed at the February 2014 Commercial Section meeting.

i) **Toilets Modification - Commercial Section**

This item has been tabled in the February 2014 Commercial Section meeting.

j) **Elevator Update**

It was noted that operation of elevators has improved. There were fewer failures since Richmond Elevator replaced several major parts. In spite of that, the Property Manager is going to request Richmond Elevator to reimburse for excessive charges amounting to \$588.00 for a call out on December 16, 2013.

k) **Common Area Furniture Replacement**

The Council approved a quote submitted by the Redesign Committee for one board table and eight (8) chairs for the Meeting Room at a total cost of \$2,495.00 plus taxes. It was also agreed that the Redesign Committee is going to submit a proposal to upgrade the lobby.

- l) Swimming Pool Change Rooms Heating**
The Council continues to investigate various options for installation of heating system and improvement of ventilation in the change rooms.
- m) Parkade Tire Marks Repairs**
The Owner responded on behalf of their tenant who was responsible for the damage, that they will arrange for a contractor to remove the tire marks in the parkade. The Owner will provide the Property Manager with a detailed scope of work in the second week of February. This repair proposal will require the Council's approval.
- n) Flood Detectors**
The Property Manager arranged a mechanical contractor to meet with the Council President to discuss flood detectors installation in each strata suite. The risk assessment, cost and benefits will be considered. The Council will review equipment options and solutions at future meetings.
- o) Garbage Disposal - back lane - Commercial Section**
This item has been postponed as the Commercial Section representative did not attend this meeting.
- p) Speed Humps – Back Lane**
The Property Manager reported that a letter was mailed out to the City of Vancouver regarding speed humps installation to reduce the speed of rush hour traffic in the back lane. The City is reviewing Classico's application. The Property Manager will follow up with the City.

5) BYLAW VIOLATIONS FOLLOW-UP

- a)** A response letter has been received from an Owner regarding a \$200.00 fine and costs associated with tire marks removal in the parkade. The Council agreed that the fine remains and gave the Owner an opportunity to arrange for the tire marks removal by their contractor as reported at Business Arising section (m) above.
- b)** Two garbage rule violation warning letters were mailed out to an Owner for illegal garbage dumping in the garbage room. Also, the same Owner received a complaint letter regarding their tenants smoking on their balcony.
- c)** Garbage rule violation warning letter for illegal garbage dumping in the garbage room was mailed out to an Owner.
- d)** Moving rule violation letter for illegal moving was mailed out to two (2) Owners.
- e)** A bylaw violation warning letter was mailed out to an Owner for transporting their bike in the elevator to the suite.
- f)** An Owner received a garbage rule violation letter for illegal garbage dumping in the garbage room.
- g)** Two (2) Owners received letters requesting clarification regarding moves.
- h)** Four (4) Owners received warning letters regarding a gate rule violation.

6) CORRESPONDENCE

- a) The Property Manager mailed out a letter to the Owner whose delivery truck damaged a turret in the driveway. The delivery truck driver paid for the repairs.
- b) The Council approved a major renovation request from the Owner of #2805. Appropriate notices were posted in the elevators and on the 28th floor.
- c) An Owner requested posting a sign on the building front green patch to minimize its damage by dogs. The Council responded that the Strata is in process of redesigning the entire landscaping around Classico. Also, in the Council's view, installation of such signage would likely be ineffective.

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

7) NEW BUSINESS**a) Water Leak - Commercial Section Corridor**

Two Council members and the Property Manager met on site to discuss the scope of work related to the water ingress through the South wall in the Commercial Section's corridor. It was agreed to remove part of the drywall in the corridor to determine location of leaks. This item will be addressed in spring 2014.

b) Keyscan

The Council reviewed details related to the Keyscan operation failures in the past month. The service technician attended the failures, replaced one of the control boards and upgraded the system. The Council is in process of obtaining quotes for the access control system repairs or its replacement.

c) Landscaping Design

The Council approved to engage Samara Landscaping Designer to develop a long-range plan of the entire property landscaping improvement.

d) Swimming Pool - Inspection - Staff Training

The Strata Council approved expenditures for a two-day Swimming Pool Operators refresher course for our building managers. The cost: \$236.00 per course per person.

Also, a routine inspection of the swimming pool and hot tub was performed by Vancouver Coastal Health between December 27, 2013 and January 2, 2014. Verbal and written directives to staff were provided. The Classico Pool Safety Plan has been retained by the inspector for review.

e) Water Systems Inspection

The City inspected the water systems in the building. Two back flow preventers were identified for re-inspection. The Property Manager has arranged for mechanical contractor service.

f) **Special General Meeting**

The Council is planning to organize a Special General Meeting (SGM) to obtain Owners approval for the common area re-designation and other related projects. Notices with details will be mailed to Owners well in advance.

8) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 7:35 p.m.

The next Council meeting is scheduled for **Tuesday, February 25, 2014 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

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IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que lo traduzca

CHỈ DẪN QUAN TRỌNG Xin 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

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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.*