

# MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, FEBRUARY 23, 2016 AT 5:30 PM



430 – 1200 West 73<sup>rd</sup> 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**

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<b>COUNCIL PRESENT:</b>	<b>Roman Piechocki</b>	<b>President/Treasurer</b>
	<b>Peter van Diepen</b>	<b>Vice-President</b>
	<b>Irfaan Hafeez</b>	
	<b>Mark Deppel</b>	
	<b>Lawrence Keenan</b>	
	<b>Sina Rezai</b>	<b>Commercial Representative - Departed: 7:30PM.</b>
<b>COUNCIL REGRETS:</b>	<b>Ken Sopko</b>	
<b>MANAGEMENT PRESENT:</b>	<b>Paul Kral, Senior Property Manager</b>	
	<b>Pacific Quorum Properties Inc.</b>	
	<b>pkral@pacificquorum.com / Direct Line: 604-638-1961</b>	

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1) **CALL TO ORDER**

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

**Guest:**

An Owner met with the Council to address a parkade gate rule violation. After presentation of the Owner's argument, the Council reviewed all circumstances of the case, and decided not to fine the Owner.

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

It was:

**MOVED/SECONDED**

To approve the Minutes of the January 26, 2016 Council Meeting, as presented.

**CARRIED**

3) **FINANCE**

a) **Monthly Statements**

As the January 2016 Financial Statements were not available at this meeting, their potential approval was deferred until the next Council Meeting on March 22, 2016.

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**

Based on the bank statements, the current account balances for the appropriate funds are as follows:

**Strata Corporation Total:**

- Operating cash balance as of January 31, 2015: \$127,943.00
- CRF balance as of January 31, 2015: \$1,252,437.00

c) **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 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.

4) **BUSINESS ARISING**

a) **Balcony Membrane Renewal – 2015 AGM - CRF Project**

After further review of all proposals, the Council awarded the contract to UNITUS Painting Ltd. at \$148,700.00 plus taxes. Following review of the colour chart of the membrane, and initial selection of a potential range of colours, the contractor will be requested to provide wet paint samples of the selected range. The final colour selection of the balcony membrane is pending.

b) **Annual Fire Inspection**

The inspection has been scheduled for March 8 – 10, 2016. Notices were mailed to all Owners, posted in the building, and posted on *PQ ONLINE*, as well as Classico's website more than two weeks in advance of the inspection.

c) **Annual Dryer Vent Cleaning**

The Dryer Vent Cleaning has been scheduled for April 5 – 12, 2016. Notices will be posted well in advance.

d) **Lighting Audit & Upgrades Proposal**

Two additional, unsolicited proposals for retrofitting building's lights were received from Lumenix and Commercial Lighting. In addition to the benefit of replacing some of our aging equipment, these proposed lighting upgrades claim to provide savings through lower energy consumption and reduced maintenance. The Council will review all proposals, including previously received from AYO Energy Solution, and report their decision at the March 2016 Council Meeting

e) **Roof Anchors Inspection**

The Annual Roof Anchors Inspection has been scheduled for April 2015. The date is to be confirmed with the contractor.

5) **BYLAWS AND RULES VIOLATIONS**

a) Smoking bylaw violations – A letter was mailed to one Owner.

b) Visitors parking rule violation – A letter was mailed to one Owner.

c) Parkade gate rule violations – Letters were mailed to three Owners.

d) Unreported subletting bylaw violation – A letter was mailed to one Owner.

e) Unreported tenancy bylaw violation – Letters were mailed to three Owners.

f) Moving tools and renovation materials through lobby rule violation – A letter was mailed to one Owner.

g) Excessive noise bylaw violation – A letter was mailed to one Owner.

6) **CORRESPONDENCE**

a) An Owner submitted a request to install a charger station for their electrical vehicle. The Council requested more details from this Owner, including estimated by manufacturer cost of charging the car daily and charger installation specification

b) An Owner submitted an additional correspondence regarding a fine for pet bylaw violation. After review, the Council decided that the fine would remain.

c) An Owner submitted a letter regarding noise emanating from a neighbouring unit. The Property Manager issued a warning letter to the violating unit.

d) An Owner submitted a complaint regarding marijuana odour emanating from a neighbouring unit. The Property Manager issued a bylaw violation letter.

e) An Owner submitted a response regarding marijuana smoking within their unit. After review, the Council assessed a fine against the strata lot Owner.

- f) An Owner submitted a response to a gate violation rule and requested to reverse the fine. This Owner also attended the meeting for a hearing. After review, the Council decided not to fine the Owner.
- g) A tenant submitted correspondence confirming that in response to a Strata request, a Form K was provided. The Council noted that the Form K received was for the new main tenant, however, part of the unit had been subsequently sublet to another person, and the Form K for this individual was not provided. After review of the circumstances of the case, the Council decided to apply a fine for a rental bylaw violation.
- h) An Owner submitted a complaint regarding transportation of tools and renovation materials through the main lobby by a unit contractor. After verification of the incident and determination of the unit, the Council decided to fine the Owner of this unit for violation of the Strata rule.

**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 Batteries Replacement**

The Council reviewed and approved a quote from Cummins Canada to replace the seven year old batteries in the generator at \$1,085.00 plus taxes. This project will be done during the semi-annual service of the generator.

b) **Emergency Generator Service Proposal**

The Council reviewed and approved quotes from Cummins Canada for the emergency generator's annual and semi-annual service at a combined cost of \$2,653.00 plus taxes.

c) **Visitors Parking**

The Council discussed the increasing frequency of the visitors parking rule violations by the Commercial Section owners and occupants. In this regard, Council drew attention to Rule No. 3, which states:

*Rule No. 3: Visitors Parking*

*5. Residents and occupants are not permitted to park their vehicles in the visitors parking.*

In line with the bylaw S.21, the strata corporation may fine an owner \$50.00 for each contravention of this rule.

It was further agreed that the Property Manager will mail letters to all Commercial Section owners advising that vehicles of repeat offenders may be towed away without further notice.

d) **Water Damage – Owners Responsibilities**

Following a recent increase in water damages affecting strata lots, the Council reminds all Owners of their responsibilities for repairs and replacement costs of the damaged property. When a strata lot is damaged, and the cost of repair and/or replacement is below the deductible on the policy insurance taken out by the Strata Corporation, the responsibility for the repairs/replacement falls on the strata lot Owner. In such circumstance, an insurance claim is not made by the Strata Corporation. The fact that the cause of damage originated in another strata lot does not change the responsibility for the repairs. The "Classico" Strata Corporation consistently connects the Owners of units involved in any accident, including water leaks, resulting in strata lot(s) damages, for the purpose of potential recovery of the repair costs from the Owner who caused the damage.

Additionally, the Owners are advised to obtain an appropriate and adequate condominium insurance policy that will protect them in the event of damage to their strata lot that will not be covered by the Strata Corporation's insurance policy. The current water damage deductible of the Strata Corporation's insurance policy is \$15,000.00.

e) **Entry Phone System**

Following review of the report from the Vancouver Police Department – Property Crime Unit, the Council discussed potential security issues related to the entry phone system, and requested the Property Manager to arrange for Westcoast Communication to disable the PIN code option, change all of the entry phone programming access passwords, and to replace all of the entry phone panel locks.

f) **Keyscan Server and Office Computer**

The technician servicing the Strata surveillance system advised to replace the aging Keyscan server and one of the office desktop computers. They are about eight to ten years old. The Council agreed to purchase two new desktop computers at a total cost of \$1,500.00.

g) **Staff Salaries**

The Council reviewed staff salaries and approved their increase for inflation in line with the Consumer Price Index.

h) **Garden Trimmings**

After review of the issue related to the disposal of garden waste, the Council requests the Owners to coordinate the disposal of large amounts of garden trimmings with the staff.

The following items are accepted in the Green Bin:

- Leaves and grass clippings
- Short branches and prunings (under 10 cm thick and 50 cm long)
- Weeds, plants, and flowers

The following link provides further information regarding yard waste:

<http://vancouver.ca/home-property-development/what-food-scrap-and-yard-waste-go-in-green-bins.aspx>

i) **Possible Leak in TH 2**

The Owner of TH2 reported a water leak on their garage floor presuming its source in a neighbouring unit. To verify the source of the leak by elimination, the Management advised TH 3 not to use the irrigation system on their back lane patio. The Building Manager is monitoring it.

j) **Illegal Parking/Back Lane**

A Commercial Section occupant reported frequent parking of vehicles along the back lane Loading Zone, blocking access to the property to suppliers and service providers, including the pick-up of garbage containers. The Council will instruct the staff to place “Busters” towing requisition slips on vehicles parking in violation of this zone. Additionally, the Council will obtain more visible and sturdier traffic cones and improve the ground warning signs, as soon as the weather permits their painting.

8) **ADJOURNMENT/NEXT MEETING**

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

<p><b>NEXT COUNCIL MEETING: TUESDAY, MARCH 22, 2016 AT 5:30 PM</b></p>
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## **ONLINE ACCESS TO CLASSICO**

- Go to: [www.theclassico.ca](http://www.theclassico.ca)

**To access PQ ONLINE for Classico:**

- 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.*