



CLASSICO STRATA PLAN BCS 460

STRATA COUNCIL MEETING MINUTES
TUESDAY, FEBRUARY 27, 2018, 5:30 PM

COUNCIL PRESENT:

Roman Piechocki **President/Treasurer**
Peter van Diepen **Vice-President**
Irfaan Hafeez
Ken Sopko
Mark Deppel
Mike Jobani **Commercial**

COUNCIL REGRETS:

Lawrence Keenan

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 5:30 p.m.

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

It was:

MOVED/SECONDED

To approve the Minutes of the January 23, 2018 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the Financial Statements for January 2018 before and at the meeting. The Council approved the Financial Statements for January 2018, 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 January 2018: \$ 120,399.00
- CRF balance as of January 2018: \$ 1,490,945.00

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:

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.*

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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

There are a number of outstanding refunds for erroneous charges in a total amount of over \$900 expected to be processed and recorded by PQ in February financial statements.

As reported in January 2018 meeting minutes, following banking change from Royal Bank to HSBC, Pacific Quorum (PQ) reinstated their Online Banking Program for their clients at an additional fee of \$3.00 per transaction. After internal review of the PQ latest related proposal, and of the current management contract with PQ, the Council sent a letter to the PQ President advising that no justification for these fees has been found and that they will not be paid by the Strata Corporation. If PQ wishes to introduce such charges in the future, they can be discussed as part of the contract renewal negotiations.

4) BUSINESS ARISING

a) Lobby Renovation

Rodrozen Design reported that renovation of the lobby will commence on Friday, March 9, 2018. An advanced notice to owners and residents advising about variety of resulting constraints, and noise generated during the project will be provided.

b) Elevator Exhaust Fan - Safe Access

NTEC Industries scheduled anchors installation for the fall protection system around the elevator mechanical room on the roof of the tower for March 6, 2018.

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. Vancouver Injection & Waterproofing was unable to provide their quote and scope of work due to the bad weather.

d) Building Exterior Painting

The Property Manager reported that two contractors experienced delays in submission of their quotes due to shortage of manpower during winter months. Their quotes are expected to be received in March 2018.

e) Flood Damages Deductible Charges

The Owner's payment of the \$15,000 insurance deductible for the repairs of damages resulting from a leaking fridge ice making water line is still outstanding. The Council is seeking legal advice on potential litigations.

f) **Washing Machine Drain Raisers Cleaning**

To eliminate backups from the washing machine drain raiser, the Council approved Montalbano Plumbing quote to install cleanouts in one of the raisers in four units on floors 15, 12, 7 and 6. This project has been scheduled for February 28, 2018. An advanced notice to affected Owners to provide suite access has been distributed.

g) **Dryer Vents & Windows Cleaning**

Pacific Heights scheduled Dryer Vents & Windows Cleaning for May 2018. The exact dates will be determined late in March 2018.

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

This project continues to be hampered by the bad weather, and by delays in removal of soil from the adjacent planter which restricts access for the leak investigation and repairs.

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

Vancouver Injection & Waterproofing completed repairs of the leaking roof planter.

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

A townhouse Owner reported a leak from the roof patio. The leak has been inspected and repaired by the building staff on January 25, 2018.

k) **Annual Fire Inspection**

As reported in the previous month minutes, the Fire Inspection has been scheduled for March 6, 7 and 8, 2018. Notices regarding required suite access were distributed to all Owners on February 15, 2018.

l) **Backflow Preventers - Annual Test**

MDT Preventers completed testing of five backflow preventers on January 31, 2018.

m) **Swimming Pool - Salt Water Pool**

Vancouver Coastal Health submitted requested by the Council opinion on this system. Imperial Paddock Ltd. submitted a quote for a salt sanitation system installation for Hot Tub and Swimming Pool. The Council will review the pros and cons of this system and decide on its potential implementation at the next Council meeting.

Visitors Parkade Gate Modification

Elite Door Ltd. completed previously approved by the Council modification of the visitors parkade gate.

n) **Commercial Section - Visitor Parking Stall**

The Commercial Section representative submitted a proposal for modification of their previously approved by the Council entitlement to use one visitor parking stall. The Council agreed to designate one parking stall for the exclusive use of a Commercial Section visitor. A special visitor pass for eight Classico commercial units is proposed to be developed. This designated parking stall will be marked "Commercials Section Use Only". The Commercial Section will bear the entire cost of this modification. A final implementation of this system is subject to Council approval of the signage, pass and amendment of the Strata Visitor Parking Rule.

o) **Emergency Generator Test**

To minimize disturbance to residents, the Council decided to eliminate Public Address announcements during the regular monthly emergency generator test. An advanced notice about the test will continue to be posted in the building tower. Only one elevator will be operating during the test and any in-suite high-tech equipment will not be affected by it.

5) **BYLAWS AND RULES VIOLATIONS**

a) **Gate Rule Violations**

Letters were mailed to eight Owners.

b) **Car License / Insurance Infractions**

Letters were mailed to seven Owners.

c) **Parking Bylaw / Rule Violations**

Letters were mailed to three Owners.

d) **Other Bylaws / Rules Violations**

Letters were mailed to nine Owners.

6) **CORRESPONDENCE**

- a) An Owner submitted complaint against inconsiderate resident driver. The Council investigated the incident but was unable to determine the identity of the alleged violator.
- b) An Owner submitted request for approval of installation of a Closet System. The Council approved this request.
- c) An Owner reported that one of the commercial corridor doors is constantly left propped open affecting security of the building. The management sent out a warning letter to the identified commercial unit violator.
- d) An Owner submitted complaint regarding noise emanating from the neighboring unit. The management sent out a bylaw violation letter.
- e) An Owner submitted response regarding noise bylaw violation. After verification of the incident, the Council decided to fine this Owner.
- f) An Owner submitted request for approval of carpet replacement in their unit. The Council approved this request.
- g) An Owner submitted correspondence regarding parkade gate rule violation. After verification of the incident, the Council decided to fine this Owner.
- h) An Owner submitted complaint regarding noise emanating from a neighbouring unit. The management sent out a bylaw violation letter to the alleged violator. After verification of the incident, the Council decided not to fine this Owner.
- i) An Owner of commercial unit submitted response regarding charge back related to heat detectors testing. After reviewing circumstances of the case, the Council decided to reverse the charge.
- j) An Owner submitted correspondence explaining an apparent hot tub rule violation. After verification of the incident, the Council decided not to fine this Owner.
- k) An Owner of commercial unit submitted request for approval of the interior cooling system modification affecting common areas. Because of complexity of the modification and a need for additional details, the Council and Commercial Section Executive are going to review the proposal and render decision as soon as possible.
- l) The Council responded to correspondence from an Owner expressing concerns related to installation of washing machine drain stack cleaning outlet in their unit. The Council emphasized the necessity of this installation which will enable effective cleaning of the drain stack and prevent foam and water backups.
- m) An Owner submitted response regarding car insurance bylaw infraction. After verification of the incident, the Council decided not to fine this Owner.
- n) An Owner submitted request for approval of upgrades in their unit. The Council approved this request, subject to Owner obtaining all relevant City permits.

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) **Mould, Condensation & Potential Moisture Damage**

An Owner reported two small leaks in their townhouse. The investigation of the unit by the building staff and council member determined presence of mould spots in two locations, one on the ceiling and one inside the closet. It was considered to be the result of internal condensation or external leak. The Council engaged *i3 Building Science and Consulting Inc.* to perform water testing to identify source of moisture and of potential leak. The testing determined a small hair crack in the western concrete wall which might have been one of the sources of mould. The Council approved sealing of the hair crack as soon as possible. This project is being hampered by the bad weather.

b) **Planters - Roof TH 1 to 5 - Renewal - Quotes for Soil Removal & Disposal - CRF Project**

Following several leaks from some of the roof planters, as a preventative measure, the Council decided to renew the waterproof membrane in all of them, which requires removal and disposal of soil and plants. The *Total Project Ltd.* submitted solicited quote for it. The Council directed the Property Manager to obtain additional quotes, including quotes for application of a new membrane and planters replanting. This entire project will be presented for the Owners approval at the 2018 Annual General Meeting.

c) **Coal Harbour Residents' Association - Membership Requested by Commercial Section**

The Commercial Section representative submitted request to Residential Section for a joint membership in Coal Harbour Residents' Association (CHRA). The Residential Section Executive declined to join this organization. The Commercial Section representative indicated that they will join CHRA on their own and be responsible for the \$500.00 annual membership fee.

d) **Strata Bylaws**

The Council determined a need for amending some of the Strata bylaws. The proposed bylaws amendments will be reviewed at future meetings and presented for the Owners approval at the 2018 Annual General Meeting.

e) **CRF Study /Depreciation Report**

The Strata Council directed the Property Manager to obtain competitive quotes for Depreciation Report.

f) **Roofs and Patios Membranes**

The Strata Council re-visited the 2016 Roofs and Patios Membranes report and directed the Property Manager to obtain competitive quotes for recommended interim repairs noted in the report.

g) **Privacy Policy**

The Council determined a need for amending and for broader dissemination of the Classico policies and procedures protecting personal information collected by the Strata Corporation. It will be addressed by the Council in the nearest future.

**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 8:00 p.m.

**THE NEXT COUNCIL MEETING SCHEDULED IS:
TUESDAY, MARCH 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:

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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.*