

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, FEBRUARY 28, 2017 AT 5:30 PM



PACIFIC
QUORUM
Properties Inc.

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COUNCIL PRESENT: Roman Piechocki President/Treasurer
Mark Deppel
Lawrence Keenan
Irfaan Hafeez

REGRETS: Peter van Diepen Vice-President
Sina Rezai Commercial Representative
Ken Sopko

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 5:45 p.m.

ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

MOVED/SECONDED

To approve the Minutes of the January 24, 2017 Council Meeting, as presented.

CARRIED

2) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the Financial Statements for January 2017 before and at the meeting. The Council approved the Financial Statements for January 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 January 2017: \$166,151.00
- CRF balance as of January 2017: \$1,288,190.00

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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 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. 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) **Banking Change by PQ (Notices; Correspondence)**

In the beginning of February 2017, Pacific Quorum (PQ) transferred their banking operations from Royal Bank to HSBC. The Council expressed displeasure with inadequate communication related to this issue which affected Owners using on-line option of the strata maintenance fee payment. Several Owners complained about the vagueness of the Pacific Quorum notices which created confusion and uncertainty related to the payment of these fees. The Property Manager stated that delays in reactivation of the on-line banking payment of these fees were beyond PQ control, and that additional clarification from PQ accounting is forthcoming. The Council conveys assurance that Owners will not be penalized for any potential delays in payments of the strata maintenance fee resulting from the banking change by PQ.

3) **BUSINESS ARISING**

a) **Lobby and Tower Interior - Renovation - Design Development**

The Chair of the Committee reported: Two interior design companies - Rodrozen and Kardum - visited the building in early February and met with the committee to discuss the project and scope of work. Both have committed to making their design concept presentations to the Committee by mid-March, 2017. 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

The replacement of fluorescent lighting with LED tubes and partial de-lamping of fixtures in the parkade was completed by the building staff on Monday, February 27. Several fixtures require replacement of the failed ballasts, which will be performed by the building staff as well. In response to the Property Manager inquiry, BC Hydro stated that unfortunately, they will not be able to incent this project, as available funding has been exhausted by assisting other specific organizations (school districts, City of Vancouver, grocery chains, etc.)

c) Enterphone System

The Council approved Westcoast Communications proposal to upgrade entry phone system at \$5,045.00 plus taxes. This upgrading will eliminate inconveniences of the enterphone system interruptions caused by the residents' telephone service providers who frequently misconnect home phone system wiring. The residents would be able to receive a "buzz" from a visitor on either a home or mobile phone. The project will be scheduled as soon as possible and appropriate notices will be provided in advance.

d) Fire Bells and Generator Testing

The Property Manager confirmed schedule for 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

C&C Mechanical and Malburg Pump & Boiler submitted quotes for fan repairs and upgrade in the tower elevator-mechanical room. The Council approved Malburg Pump & Boiler quote at \$450.00 plus taxes. The project requires installation of arrangement providing safe access to this fan located on the exterior of the elevator room structure. The work will commence as soon as weather permits.

f) Surveillance System Improvements

Westcoast Communications completed approved by the Council projects:

- Replacement of the defective elevator cameras with a more robust system
- Replacement of the aged Keyscan System server

g) Parking Management & Control System

To improve parking management and control, the Council continues reviewing several options, including acquisition of the parking control software.

h) Elevator Room Tower

As reported in January 2017 Council meeting minutes, 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.

i) Gas Distribution System

Malburg Pump & Boiler 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) Annual Roof Anchors Inspection

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

k) Dryer Vents Cleaning & Windows Cleaning

A quote for dryer vents cleaning was submitted by National Air and Pacific Heights.

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

After review of the effectiveness of past procedures, assessment of experiences and practices in other buildings provided by the Property Manager, the Council decided to adopt a schedule of dryer vents cleaning as follows:

- From outside of the suites, every year
- From outside and inside of the suites, every two years.

The Council approved Pacific Heights proposal to:

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

In addition to financial benefits of this implementation, there is a reduction in frequency of inconvenient requirement for access to the suites.

A notice reminding residents about their responsibility for the maintenance of dryers will be distributed to all units.

l) Annual Fire Inspection

Elite Fire will perform the annual fire inspection on March 6, 7 and 8, 2017. Notices regarding access to suites were posted in the building and websites, and were mailed out to all owners two weeks in advance.

m) Emergency Generator Testing (Semi-Annual)

The periodical maintenance and testing of the generator were completed by Finning on February 15, 2017.

n) Parkade Membrane and Concrete Cracks Repairs

To extend the lifespan of the parkade floor membrane, Vancouver Injection & Waterproofing continues sealing new cracks. After heavy rain periods, several new leaks appeared on the parkade walls. They are being repaired as well.

o) Commercial Corridor Leaks Level 1 Repairs

Vancouver Injection & Waterproofing continues with repairs of the wall cracks in the commercial section corridor at Level 1.

p) Gutters Maintenance - Commercial Section

The Property Manager is in the process of obtaining quotes for rain gutters maintenance at the ground level of the commercial section units.

q) Waste Management Ltd. - Contract Amendments

As noted in January 2017 Council meeting minutes, Waste Management submitted contract amendments proposal indicating rates increase as of June 1st, 2016. Since these proposed increases were not communicated to the Strata Corporation at appropriate time, the Council responded with approval of their effectiveness as of January 1st, 2017. Waste Management Ltd. accepted it. The Council complimented Property Manager for successful handling of this matter.

r) Table Tennis Unit - Party Room

The old and worn out tennis table was replaced with a sturdier and of better quality one at a total cost of \$1,400.00. The building staff performed its assembly.

s) Townhouse - Water Leak

As noted in January 2017 Council meeting minutes, the Owner reported to staff water leaks in the bathroom and in the garage. The building staff is monitoring these leaks in order to determine their source.

4) **BYLAWS AND RULES VIOLATIONS**

a) **Car Insurance Infraction**

Letters were mailed to six Owners advising to submit their car insurance documents.

b) **Parkade Gate Rule Violation**

Letters were mailed to nine Owners.

c) **Visitor Parking Violation**

Letters were mailed to five Owners.

d) **Recycling Rule Violations**

Letters were mailed to two Owners.

e) **Pool Use Rule Violations**

A letter was mailed to one Owner.

f) **Short Term Rental Bylaw Violation**

A letter was mailed to one Owner.

5) **CORRESPONDENCE**

a) An Owner submitted correspondence disputing excessive cost of charging their electrical vehicle in the building parkade at \$70.00 per month, which was implemented by a new strata rule. The Council confirmed provisions of the Strata Corporation Rule No. 17: ELECTRICAL VEHICLE CHARGING - USER FEE, including the requirement for a \$70.00 monthly charge for using common area power supply.

b) Four Owners submitted correspondence regarding parkade gate rule violation. The Council did not accept the Owners' position related to these incidents and approved a \$50.00 fine for parkade gate rule violation to all four Owners.

c) A request for renovations of their units was submitted by four Owners. The Council approved these request.

d) A Resident submitted correspondence regarding two, separate incidents of swimming pool rules violations: drinking in the hot tub, not showering before entering the hot tub. The Council did not accept the Resident's position and approved an aggregate fine of \$50.00 for these violations.

e) An Owner submitted correspondence regarding the pool usage and subsequent spillage of water in the elevator. After verification of circumstances of the case, the Council decided not to fine the Owner.

f) An Owner submitted correspondence, regarding charges for late payment of the maintenance fees. The council decided to reduce the charges to \$50.00.

g) The management sent out a letter to an owner regarding an unauthorized charging of their electrical vehicle indicating possible fines and noted the newly approved Strata Corporation Rule implementing a \$70.00 monthly charge for using common area power supply.

h) An Owner reported a water drip and stain on their bedroom ceiling. The investigation determined that they were caused by water condensation inside the bathroom's ventilation duct. The Owner was advised to use the bathroom fan more often and longer. Since the damages were well below deductibles, Strata Corporation did not get involved.

- i) An Owner reported a stain on their bathroom ceiling. The investigation determined that the leak was not active at the time it was attended. The Owner was advised to monitor it and contact the building management if it reoccurs.
- j) An Owner submitted correspondence disputing \$50.00 extra charge for the exclusive use of elevator during an extended period of suite renovations. The Council confirmed appropriateness of this charge, being in line with the provision of Rule No.13: RENOVATIONS/ALTERATION.
- k) An Owner submitted correspondence, questioning application of the recently introduced electrical vehicle charging fees in their particular case. The Owner was requested to charge the battery of their gasoline powered scooter periodically only, and to disconnect the electrical cable from the common area outlet when the charging is not required.

Attention Owners

Owners are invited to write to the Council via the Management Company, Pacific Quorum Properties, regarding any Strata related matters.

6) NEW BUSINESS

a) Water Shut Off Valves

Following a recent case of water tap failure in one of the units, the Council would like to remind all Owners to be aware of location of the shut off valves for cold and hot water within their unit. These valves enable turning off water supply in their units in case of the water outlets repairs and, as a prudent precaution, when residents are absent for a prolong period of time.

b) Air-conditioning Unit Ownership

One of the two air-conditioning (A/C) units located in the parkade has been recently connected to the newly re-acquired commercial unit, 1362 West Pender St.

It was noted for the record, that in year 2005, two A/C units have been installed in the parkade by developer, Pinnacle International Development. They were connected to the developer's display suites which were operated by Anson Realty. Several years ago, 1366 West Pender St. (PENDER MEDI-SPA) formally acquired one of them from the developer.

The Council contacted Pinnacle International and Anson Realty who confirmed that the second A/C unit belongs to 1362 West Pender St. commercial unit.

The Council requested Property Manager to inform the Owners of 1362 West Pender St. of their responsibility for repairs and maintenance of this A/C unit.

c) Drain Lines

On Tuesday, February 14, commercial unit 1366 W. Pender St. (Medi-Spa) reported clogged toilets. The toilet contents overflowed and leaked on top of one of the cars in the parkade. The owner of Medi Spa was advised that Strata Corporation is not responsible for repairs or maintenance of equipment, including toilets, owned by individual units. The Property Manager requested Montalbano Plumbing who attended clearing of badly clogged sewer lines, to quote a separation of sewer lines serving two commercial units, 1366 and 1362 West Pender St.

7) ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 8:10 p.m.

**NEXT COUNCIL MEETING
TUESDAY, MARCH 28, 2017**

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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