

# MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, MARCH 22, 2016 AT 5:30 PM



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**COUNCIL PRESENT:**

**Roman Piechocki**                      **President/Treasurer**  
**Peter van Diepen**                      **Vice-President**  
**Irfaan Hafeez**  
**Mark Deppel**  
**Lawrence Keenan**  
**Ken Sopko**

**Sina Rezai**                                      **Commercial Representative**

**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 February 23, 2016 Council Meeting, as presented.

**CARRIED**

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the January and February 2016 Financial Statements to the Council both, prior to and at the meeting. The Council approved the January and February 2016 Financial Statements.

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 February 2016:                      \$157,457.00
- CRF balance as of February 2016:                                      \$1,267,564.00

c) **Arrears**

The Council reviewed the list of accounts in arrears. The 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.

d) **Revised Bank Accounts (Operating Funds and CRF)**

The Treasurer reported on the revised bank accounts noting that a total of six (6) accounts are now being opened for all three strata entities: Strata Corporation, Residential Section and Commercial Section. The Property Manager will contact Pacific Quorum's Accounting Department to correct the re-allocation of funds to these entities.

e) **PST Refund - BC Hydro and Fortis BC Invoices**

The Property Manager obtained a quote from Don Russell, Chartered Accountants for the preparation of the PST refund application to the BC Ministry of Finance for the period from August 1, 2013 to December 31, 2015, at a cost of \$975.00 plus GST. The Council approved this quote.

4) **BUSINESS ARISING**

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

Following review of the colour chart of the balcony membrane, the Council selected the dark grey colour, which was considered the most practical and the most cost effective for future maintenance of the membrane. The start of the project is expected to be in mid-May/early June 2016; the duration of the project will be approximately two months. The Council also authorized payment of the \$10,000.00 deposit to the contractor that is required for the purchase of materials.

b) **Annual Fire Inspection**

The inspection was completed on March 10, 2016. The secondary round of the Annual Fire Inspection for the six (6) missed units will be scheduled as soon as possible. Notices to the Owners of these units will be distributed well in advance. The Council approved to fine the Owners who failed to provide access to their unit in the amount of \$200.00 for violating bylaw R.7 PERMIT ENTRY TO STRATA LOT. Additionally, in line with bylaw R.7.2, these Owners will proportionally bear the cost of the secondary fire inspection.

Additionally, the Council approved a quote from the Elite Fire Ltd. to address several equipment deficiencies in the common area of the building. Deficiencies in some Commercial Section units will also be addressed at that time.

c) **Annual Dryer Vent Cleaning**

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

d) **Lighting Audit & Upgrades Proposal**

The Council reviewed proposals from AYO Energy, Lumenix, and Commercial Lighting for retrofitting the building's lights. 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 Property Manager was requested to obtain further information from Commercial Lighting regarding equipment installation costs. The Council will review all of the proposals again, and report their decision at the April 2016 Council Meeting.

e) **Roof Anchors Inspection**

The Annual Roof Anchors Inspection has been scheduled for the first week of April 2016. The date is to be confirmed with the contractor.

f) **Fire Sprinkler Head Cages - 2015 AGM – CRF Project**

On March 8, 2016, Elite Fire Ltd. began installing protective fire sprinkler cages in the common area and in all residential units. This project will take approximately two months to complete. Detailed schedules are being sent in stages to the Owners, and distributed by hand to all residents in advance.

g) **Fire Monitoring System Upgrade**

The Council reviewed and approved a proposal from Accurate Alarms Ltd. for a free of charge upgrade to the U.L.C. fire alarm monitoring system, in order to comply with new code requirements. The Property Manager will schedule the service.

5) **BYLAWS AND RULES VIOLATIONS**

- a) Parkade gate rule violations – letters were mailed to three (3) Owners.

**6) CORRESPONDENCE**

- a) An Owner submitted a response to a parkade gate rule violation, and requested a reversal of the fine. After review, the Council decided not to fine the Owner, and issued a warning letter only.
- b) An Owner submitted a complaint letter regarding BBQ odour and door slamming noise from a neighbouring unit. The Property Manager issued a warning letter to the violating unit.
- c) An Owner submitted a request for flooring upgrades. The Council approved this request.
- d) An Owner from the Commercial Section submitted a response regarding a visitor parking rule violation. After review, the Council decided not to fine the Owner, and issued a warning letter only.
- e) The Property Manager mailed a letter to an Owner requesting clarification on unreported subletting of part of their unit by the main tenant, which requires submission of a Form K to the Strata Corporation. Failure to provide a Form K within two weeks from the date of the letter will result in a \$200.00 fine being applied to the Owner's account.
- f) An Owner submitted a complaint regarding the access door in the back lane being unattended during the recent resident's move-out. To maintain the building's security, the Property Manager reminded the security service contractor and the staff to monitor the back lane door more diligently, supervise all moves, and to remind residents about their obligation to ensure that the door is not left open without supervision.
- g) An Owner submitted correspondence regarding safety within the Commercial Section of the parkade, particularly near the entrance to this section of the parkade at level P1. The Council directed the Property Manager to mail out a letter to one Commercial Section Owner to ensure that they are parking their car(s) within the allocated parking space(s), and staying clear of the driveway. Additionally, in order to improve safety of the residents accessing the parkade on foot, traffic warning signs will be posted at the exit doors from the elevator lobbies on all three levels of the parkade.
- h) An Owner reported a crack on the wall in their unit. Management advised the Owner that cracks on interior walls occur throughout the building, and that they do not indicate any structural problems. The Council emphasizes that similar cracks were inspected during the 10-year warranty inspection. The structural engineer's assessment of these cracks was as follows: "*CATEGORY: Owner responsibility; COMMENT: We note that the drywall cracks do not indicate structural distress and no excessive deflection was noted in the wall. These cracks can be repaired for aesthetic reasons*".
- i) An Owner reported a water leak in their unit. Management inspected the unit, and noted that the leak was caused by an Owner drilling a screw through a drain line while installing wall shelves. The Owner was advised to fix the damages.
- j) Owners on the 10<sup>th</sup> and 11<sup>th</sup> floors reported water dripping from their ceiling. It was determined that the leak originated from a washing machine in a unit on the 12<sup>th</sup> floor. Management mailed a letter to the unit on the 12<sup>th</sup> floor, advising them to arrange for an appliances technician to inspect their washing machine and the hose connections. As the damages were well below the Strata's deductibles, the Strata did not become involved in the repairs.
- k) An Owner on the 9<sup>th</sup> floor reported two separate water leaks. It was determined that the leaks originated from the shower basin due to cracked caulking, as well as from water spilling onto the bathroom floor from a unit on the 10<sup>th</sup> floor. Management mailed a letter to the unit on the 10<sup>th</sup> floor, advising them to arrange for caulking repairs. As the damages were well below the Strata's deductibles, the Strata did not become involved in the repairs.

**Attention Owners**

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

**Attention Owners**

Following a recent increase in water damage affecting strata lots, the Council would like to remind all Owners of their responsibilities for repairs and replacement costs of damaged property. When a strata lot is damaged, and the cost of repairs and/or replacement is below the deductible on the Strata's insurance policy, 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 from another strata lot does not change the responsibility for the repairs.

The "Classico" Strata Corporation consistently connects the Owners of the units involved in any accident, including water leaks that result in damage to strata lot(s), 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.

**7) NEW BUSINESS**

**a) Parking Reassignments**

The Council reviewed correspondence from two Owners requesting reassignment/exchange of their parking stalls. The Strata's lawyer was contacted for advice, who confirmed that per the Disclosure Statement, the Owners could exchange parking stalls or transfer parking stalls. A written notice of the reassignment must be given to the Strata Corporation and to the head leasee (the company that leased the parking stalls to the initial Owner). The Property Manager advised the Owners to comply with the lawyer's advice, and submit all of the necessary documentation regarding the exchange of their parking stalls to the Council for their review and approval. The Property Manager is awaiting a response from both Owners.

**b) Guest Suite Maintenance**

Following an Owner's observation regarding the guest suite's readiness for occupancy, the Council directed the Property Manager to remind the janitorial service contractor about the importance of thorough cleaning of the guest suite. The Property Manager will also follow-up with the staff to supervise the janitor, ensuring that the guest suite is adequately prepared for new occupancy. Furthermore, Council approved replacement of the aging TV set in the guest suite with a flat screen unit, at an expense of up to \$500.00.

**8) ADJOURNMENT/NEXT MEETING**

There being no further business to discuss, the meeting was adjourned at 7:20 p.m.

**NEXT COUNCIL MEETING: TUESDAY, APRIL 26, 2016 AT 5:30 PM**

## **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.**

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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.*