

# MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, MARCH 24, 2015 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>Peter van Diepen</b> <b>Lawrence Keenan</b> <b>Irfaan Hafeez</b>	<b>President/Treasurer</b> <b>Vice-President</b> ( <i>left at 7:10 p.m.</i> )
<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 5:30 p.m.

**Guest:**

An Owner met with the Council to address bylaw and rule violations. After presentation of the Owner's argument, the Council discussed the issues and decided not to apply fines for these violations.

2) **ADOPTION OF PREVIOUS MINUTES**

It was:

**MOVED/SECONDED**

To approve the Minutes of the February 24, 2015 Council Meeting, as presented.

**CARRIED**

3) **FINANCE**

a) **Monthly Statement**

The Treasurer reported to the Council on the February 2015 Financial Statements before the meeting. A number of corrections were submitted to Pacific Quorum's Accounting Department. The Council approved the February 2015 Financial Statements.

The Treasurer requested the Property Manager to verify unclear charges for the garbage and organic waste disposal with the Waste Management company.

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.

**Account Balances**

The current balances as of February 28, 2015 for the appropriate funds are as follows:

- Total cash balance as of February 28, 2015: \$1,201,660.00 (including CRF)
- CRF balance as of February 28, 2015: \$927,219.00

b) **Arrears**

Please note the following bylaw, 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.

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

Please 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 Accounts 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.
7. At the meeting after the lien has been filed, the Council approves starting legal proceedings and applies another fine and interest.

4) **BUSINESS ARISING**a) **Organic Waste Disposal Program**

Four (4) additional organic waste bins have been received from the Waste Management. The kitchen catchers, to be available for purchase by residents, are expected to be received in April 2015.

b) **Commercial Section Office – Toilet Drains Realignment**

Montalbano Plumbing Ltd. completed the Commercial Section's toilets drains realignment. The Commercial Section is in the process of obtaining a quote for painting the newly installed drain pipe.

- c) **Pressure Reducing Valve (PRV) Installation – Commercial Section**  
The Property Manager reviewed this issue with the Commercial Section Executive. The Executive did not approve the expenditure of approximately \$12,000.00 for the installation of a PRV affecting the entire Commercial Section. Since there were no issues reported from the other Commercial Section Owners related to the water pressure, the Owner of 1366 W. Pender St. (Pender Medi Spa) was advised to contact their own plumber to install a PRV on their water supply line.
- d) **3rd Floor Residential Section Corridor – Renovation**  
The previously approved project remains to be scheduled by Glory Carpet.
- e) **Exercise Room – Mirror Replacement**  
Extreme Glass Ltd. completed the replacement of the broken mirror at a total cost of \$991.98.
- f) **Party Room Curtains**  
Glory Carpet completed replacement of curtain tracks and adjustment of the existing curtains where required, at a total cost of \$1,701.00.
- g) **Annual Fire Inspection**  
The Annual Fire Inspection is scheduled for April 7 – 10, 2015. Notices were mailed out to all Owners, posted in the building and on websites well in advance.
- h) **Pipelines Insulation Project (Approved in October 2014 – Update/Modification)**  
A modified project of pipelines insulation is expected to be undertaken in April. The repaired waterline above the 15<sup>th</sup> floor ceiling has already been reinsulated by Malburg Pump and Boiler Ltd. The affected drywall ceiling has been repaired and painted as well.
- i) **Balconies Membrane Renewal – Meeting Contractors (2016 CRF Project)**  
In addition to REMDAL Ltd., two more contractors will be invited to quote on this project. This project will be presented to Owners at the 2015 Annual General Meeting (AGM) with the intention of its implementation in 2016.
- j) **Annual Roof Anchors Inspection**  
SCS Ltd. scheduled the Annual Roof Anchors Inspection for April 2015. After its exact date is determined, appropriate access notices to some unit Owners will be distributed in advance.
- k) **Rental Bylaw Review – Legal Assistance**  
The Council received a requested draft amendment of the existing rental bylaws from Clark & Wilson Lawyers. This item will be reviewed by Council Members in between the Council Meetings. Their final version of these bylaws will be presented for the Owners approval at the 2015 AGM.
- l) **1378 W. Pender St. – Commercial Section – RE/MAX Unit – Alterations**  
The alteration is nearing completion. The Property Manager will discuss with the Commercial Section Executives to provide their final approval.
- m) **Townhouses Planters**  
The Council reminded two townhouse Owners to improve the appearance of their back lane planters by planting appropriate shrubs. The Council decided that if this is not completed by the end of March 2015, the Strata Corporation would plant shrubs in those planters and charge the expense back to the Owners of these units. This item will be reviewed again at the next Council Meeting.
- n) **Swimming Pool Washrooms – Floor Tiles Re-sealing**  
The Council is awaiting a quote from Glory Carpet for preventative reapplication of sealant on tiles in the swimming pool washrooms.

o) **Windows Washing**

Pacific Heights Services Inc. scheduled the window washing for April 22 – May 5, 2015. An appropriate notice will be posted well in advance.

5) **BYLAWS AND RULES VIOLATIONS**

- a) A dog urinating on common property - bylaw violation letter was mailed to one (1) Owner.
- b) A dog urinating on common property - bylaw violation letter was mailed to one (1) Owner.
- c) A noise bylaw violation letter was mailed to one (1) Owner.
- d) Two (2) noise bylaw violation letters were mailed to one (1) Owner.
- e) A parking stall oil stain – bylaw violation letter was mailed to one (1) Owner.
- f) A parking stall oil stain – bylaw violation letter was mailed to one (1) Owner.
- g) A Party Room rule violation letter was mailed to one (1) Owner.
- h) A no smoking bylaw violation letter was mailed to one (1) Owner.

6) **CORRESPONDENCE**

- a) An Owner submitted correspondence regarding an oil stain in their parking stall and reported that they have arranged for clean up of their parking stall. The staff confirmed that the oil stains have been removed.
- b) An Owner submitted a response regarding their dog urinating on common property. After reviewing the response from the Owner, the Council decided not to fine the Owner.
- c) An Owner submitted a response regarding their dog urinating on common property. After reviewing the response from the Owner, the Council decided to fine the Owner.
- d) An Owner filed written complaint against their neighbour whose cigarette smoking is affecting their unit. As a response to the no smoking bylaw violation letter was not received from the Owner involved, the Council decided to apply a \$200.00 fine for this violation.
- e) An Owner submitted correspondence pointing out apparent deficiencies in the emergency staircase exits at level 3 of the tower. The Council President is going to discuss these issues directly with the Owner.
- f) An Owner submitted correspondence regarding pigeons' excrements affecting their patio. The Property Manager will advise the Owner to monitor the issue and report specific suite above feeding birds.

**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) **Power Washing – External Common Property (Quotes)**

The Council reviewed two proposals from BAR-EL and Champion Pressure Cleaning for the external common property power washing. The Council approved BAR-EL's quote at \$2,880.00 plus taxes. This project will be scheduled for April 2015.

b) **Water Leak – Ventilation Shaft Across the Water Feature**

The Council approved a quote from Vancouver Injection and Waterproofing to prevent rain water leak in the shaft from the above located planter. The cost of injecting the crack will be \$700.00 plus GST.

c) **Council Meeting Minutes / Notices to Residents**

The Council reviewed the format of the Meeting Minutes and Notices to Residents. The Council President will submit to the management company the proposed changes.

8) **ADJOURNMENT/NEXT MEETING**

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

THE NEXT COUNCIL MEETING IS SCHEDULED FOR  
**TUESDAY, APRIL 28, 2015 at 5:30 p.m.**

**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.*