



CLASSICO STRATA PLAN BCS 460

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

COUNCIL PRESENT:

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

COUNCIL REGRETS:

Mike Jobani **Commercial**

MANAGEMENT PRESENT:

Carey Grandy, Property Manager
Pacific Quorum Properties Inc.
cgrandy@pacificquorum.com / Direct Line: 604-638-1929

1) **CALL TO ORDER**

The meeting was called to order at 5:32 p.m.

2) **STRATA PROPERTY MANAGER CHANGE**

On March 1, 2018, Pacific Quorum advised the Council that effective March 5, 2018 Carey Grant has been assigned as a new strata property manager. The Council welcomed Carey at the meeting.

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

It was:

MOVED/SECONDED

To approve the Minutes of the February 28, 2018 Council Meeting, as presented.

CARRIED

4) **FINANCE**

Financial Statements

The Treasurer reported on the Financial Statements for February 2018 before and at the meeting. The Council approved the Financial Statements for February 2018, as presented.

a) **Account Balances**

The current account balances for the appropriate funds are as follows:

Strata Corporation Total:

- Operating Cash balance as of February 2018: **\$131,355.00**
- CRF balance as of February 2018: **\$1,513,081.00**

b) **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.*

✓ **VANCOUVER OFFICE:**

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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.

c) **HSBC - Banking Charges - Outstanding Reversals**

The Property Manager confirmed that bank charges totaling \$166.50 had been refunded by cheque dated February 1, 2018.

d) **PQ – Online Banking Charges**

The Property Manager confirmed that a requisition had been submitted to reimburse the Strata Corporation for any outstanding online banking charges.

e) **Telus and Waste Management – Late Fee Outstanding Reversals**

The Property Manager advised that Accounts Payable had been provided with strict instructions not to include any late fees or penalties when processing payments. Any late fees or penalties that had been paid out to the contractor would be reimbursed to the Strata Corporation.

f) **CRA – Payroll Fine**

The Property Manager advised that the Canadian Revenue Agency had submitted an invoice for payroll fine in the amount of \$795.00. Pacific Quorum Properties was disputing the charge on the Strata Corporation’s behalf but it was recommended that the Strata Corporation remit payment in the interim as CRA will reimburse any overpayments.

After some discussion the Council approved the remittance to CRA subject to receipt of confirmation in writing from Pacific Quorum Properties Ltd. that they would cover the costs of remittance if any of their actions contributed to the costs being assessed.

5) **BUSINESS ARISING**

a) **Flood Damage – Dispute of Deductible Charge**

The Council reviewed correspondence and reports relating to a deductible charge back to a strata lot owner as a result of a water damage insurance claim. The owner of the strata lot attended the Council meeting at 6:12pm to discuss the matter, and left at 6:24pm with the Council thanking him for attending.

The Council then discussed the matter and advised that legal advice on how to proceed has been solicited, and a decision would be made upon receipt.

b) **Lobby Tower – Renovation - Update**

A representative of RodRozen Design attended the meeting to provide an update on the status of the project and discuss the progress invoice for demolition. After some discussion the Council approved remittance of 75% of the demolition phase costs totaling \$36,091.42 including taxes.

c) **Building Exterior Painting & Flashings Installation**

With respect to exterior painting three quotations had been obtained and reviewed.

The Council approved a proposal from Unitus Painting Ltd. to complete exterior painting as outlined in their March 21, 2018 quotation for \$34,636.00 + taxes.

Additional quotes for flashing installation are being solicited.

d) **Planters & Lawn Drains Failure – Terrace Level 2**

A quotation for these repairs is in progress.

e) **Washing Machine Drain Raisers Cleaning**

Montalbano Plumbing completed installation of cleanouts in one of the raisers in four units on floors 15, 12, 7 and 6. Minor drywall repairs remain to be attended.

f) **Elevator exhaust Fan - Safe Access**

NTEC Industries completed anchors installation for the fall protection system around the elevator mechanical room on the roof of the tower.

g) **Annual Fire Inspection – Deficiency Report and Quotation**

The inspection was completed on March 8, 2018. The Council approved the invoice for the inspection in the amount of \$5,658 + GST.

Ten (10) residential units failed to provide access for the inspection. The second round of the fire inspection in these missed out units will be performed on Wednesday, April 25, 2018. Notice to the Owners of these units will be distributed well in advance. Several deficiencies identified in the common area, approved by the Council at \$551.25, will also be addressed at that time.

As per bylaw R.7.1 (b), the Council authorized Property Manager to fine the Owners who did not provide access to their units during the initial inspection in the amount of \$200.00 each. In addition, the Owners of these units will be proportionally responsible for the cost of the second round inspection.

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

An additional quotation for removal of the planter soil from the roof of the patio is in progress.

i) **Dryer Vents & Windows Cleaning – Pacific Heights – Scheduled for May**

This work had been previously approved and the contractor is preparing a project schedule.

j) **631 Jervis St. (TH-7) – Mold, Condensation, Potential Moisture Damager – Repairs**

Part of the repairs had been completed; the remaining ones are on hold pending sustained dry weather.

k) **Planters – Roof TH 1 to 5 – Renewal – Quotes for Soil Removal & Disposal**

The quotations are being solicited.

l) **Strata Bylaws – Proposed Updates**

The Council advised that this was in progress.

m) **CRF Study/Depreciation Report**

Quotations have been solicited for the preparation of a depreciation report. The Council requested that Morrison Hershfield Engineers be included as a bidder given their past involvement with Classico.

n) **Roofs and Patios Membranes - 2016 Roof Inspection Report**

Quotations are in progress for interim repairs as recommended in the inspection report.

o) **Privacy Policy Revision**

The draft of the privacy policy revision is in progress.

6) **BYLAWS AND RULES VIOLATIONS**

a) **Gate Rule Violations**

Letters were mailed to five Owners.

b) **Pets Bylaw Violation**

Letter was mailed to one Owner.

c) **Visitor Parking Rule Violation**

Letter was mailed to one Owner.

d) **Bicycles Bylaw Violation**

Letter was mailed to one Owner.

e) **Use of Property Bylaws Violations**

Two letters were mailed to one Owner.

f) **Noise Bylaw Violations**

Two letters were mailed to one Owner.

7) **CORRESPONDENCE FROM OWNERS**

a) An Owner submitted response regarding motorcycles insurance bylaw infraction. After verification of the incident, the Council decided not to fine this Owner.

b) An Owner submitted correspondence regarding parkade gate rule violation. After verification of the incident, the Council decided to fine this Owner.

c) An Owner submitted correspondence regarding parkade gate rule violation. After verification of the incident, the Council decided not to fine this Owner.

d) An Owner submitted correspondence regarding parkade gate rule violation. After verification of the incident, the Council decided not to fine this Owner.

e) An Owner of commercial section submitted request for approval of interior upgrades and modifications affecting common areas. The Council approved the request subject to providing additional clarifications.

Attention Owners

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

8) **NEW BUSINESS**

a) **Glass patio door seal failure**

After verification of the failure by staff, the Property Manager obtained a quote for repairs from Extreme Glass. The Council directed Property Manager to obtain a competitive quote from Accurate Glass.

b) **Common hot water line leak inside the unit**

Following Owner's report, the building staff repaired a small pinhole leak in the common hot water line, and the damaged ceiling.

c) **Water supply problem - Level 33**

Following reports from the unit Owners, Malburg Pump & Boiler and Motalbano Plumbing attended intermittent interruptions of cold water supply. It was provisionally resolved. If proven to be a permanent solution, replacement or elimination of the Pressure Regulating Valve located at Level 25 would be required.

d) **Back Lane Parking and Traffic Concerns**

The Council directed the Property Manager to send correspondence to the City of Vancouver requesting their review and attention to safety issues caused by vehicles parking, and operating at a high rate of speed in the back lane.

e) **Make Up Air (MUA-1) - motor failure**

Malburg Pump & Boiler completed repairs of the MUA-1 motor.

f) **Pinnacle – Parking Request**

The Council reviewed correspondence received from Pinnacle International Realty Group II Inc. - the building developer, with respect to the rental of parking. The Council advised that the Strata Corporation will not provide access to residential parkade to non-residents of Classico.

9) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:07 p.m.

**THE NEXT COUNCIL MEETING SCHEDULED IS:
TUESDAY, APRIL 24, 2018**

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:

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.*