

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, MARCH 28, 2017 AT 5:30 PM



1777 West 75th Avenue
Vancouver, BC V6P 6P2
Tel: (604) 685-3828 / Fax: (604) 685-3845

PACIFIC QUORUM 24-HOUR EMERGENCY SERVICE: 604-685-3828
CLASSICO DIRECT CONTACT: 604-202-2868

COUNCIL PRESENT:

Roman Piechocki
Peter van Diepen
Mark Deppel
Lawrence Keenan
Irfaan Hafeez
Ken Sopko
Sina Rezai

President/Treasurer
Vice-President

Commercial Representative
(departed at 7:30 p.m.)

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 5:40 p.m.

Council Hearings:

An Owner's agent and their tenant attended the Council meeting to address a parkade gate rule violation. After presentation of exceptional factors affecting the incident, in response to the tenant's request, the Council decided not to fine the Owner for this violation.

An Owner attended the Council meeting to address a visitors parking rule violation. After presentation of the Owner's position, the Council decided not to fine the Owner. It was agreed that an apparent violator will be considered a visitor, not a resident.

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

It was:

MOVED/SECONDED

To approve the Minutes of the February 28, 2017 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the Financial Statements for February 2017 before and at the meeting. The Council approved the Financial Statements for February 2017, as presented.

✓ **VANCOUVER OFFICE:**

1777 West 75th Avenue
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SURREY OFFICE:

Suite 408 – 7337 137th Street
Surrey, BC V3W 1A4
Tel: 604-635-0260 Fax: 604-635-0263

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 February 2017: \$156,010.00
- CRF balance as of February 2017: \$1,301,193.00

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:

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 Pacific Quorum (PQ) - (Notice - Update)

The PQ notice posted on March 22, 2017 advises that online banking at HSBC is still unavailable. HSBC completed transition of all accounts from RBC and is currently setting up and testing new banking system. The Owners utilizing the Pre-Authorized Monthly Debit from their bank account DO NOT need to take any action. The banking change only affects Owners using online banking. The Strata Council restates 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. Additionally, PQ requests to complete a pre-authorized payment plan form and, together with a void cheque, submit them to PQ, or pay the Strata Maintenance Fee by cash or cheque payable to Strata Plan BCS 460.

4) BUSINESS ARISING**a) Lobby & Tower Interior - Renovation - Design Development**

The Committee requested clarifications from the two interior design companies, Rodrozen and Kardum, regarding their design concepts. The first design proposals are expected to be presented for the Council review at the April, 2017 Council meeting.

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. Preliminary data indicate about 12 % lower electricity consumption resulting from this project.

b) Enterphone System

Westcoast Communications reported that upgrades of the system are nearing completion. The residents will be able to receive a call from a visitor on either home or mobile phone. A notice to residents will be posted when the new system is activated.

c) Elevator Room - Ventilation/Cooling Upgrade

The project requires installation of arrangement providing safe access to a fan located on the exterior of the elevator room structure. Malburg Pump & Boiler is currently awaiting suggestions from BC Safety Authority for development of this safety arrangement.

d) Parking Management & Control System

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

e) Elevator Room Tower

As reported in the 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.

f) 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.

g) Annual Roof Anchors Inspection

SCS Materials Engineering Ltd. will perform the annual roof anchor inspection on April 11, 2017. Notices regarding access to affected residential units were distributed well in advance.

h) Dryer Vents Cleaning & Windows Cleaning

Pacific Heights scheduled dryer vents cleaning and concurrent windows cleaning for April 18th to May 5th, 2017. Because the dryer vents will be cleaned from the outside only, there will be no requirement to access the suites. A notice, including reminder about residents responsibility for the maintenance of dryers will be distributed to all units.

i) Annual Fire Inspection

The inspection was completed on March 8, 2017. The second round of the Annual Fire Inspection for the four (4) missed out units, and for attending approved common area equipment deficiencies will be scheduled as soon as possible. The Council approved to fine the Owners who failed to provide access to their unit in the amount of \$200.00 each, 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 second round of the fire inspection

of their units. Also, letters were mailed out to nine (9) owners advising of their responsibility for replacement of their unit aged smoke alarm(s).

j) Parkade Membrane & 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.

k) Commercial Corridor Leaks Level 1 Repairs

Vancouver Injection & Waterproofing continued with repairs of the wall cracks in the Commercial Section corridor at Level 1. The latest inspection of this area indicates that rain water leaks there are notably under control. The Property Manager is in process of obtaining quotes for replacement of the corroded metal framing and reinstallation of the drywall.

l) Gutters Maintenance - Commercial Section

The Property Manager obtained a quote for rain gutters maintenance at the ground level of the commercial section units at \$1,365.00, including applicable taxes. This project will be scheduled as soon as weather permits.

m) Drain Lines

On Tuesday, February 14, commercial unit 1366 W. Pender Street reported clogged toilets. Montalbano Plumbing attended and cleared the badly clogged sewer lines. The cost of it was charged to the unit Owner. Following review of the drain lines in this section of the building, on request of the Council and Management, Montalbano Plumbing submitted a quote at \$5,850.00 plus taxes, for a separation of sewer lines serving two commercial units, 1366 and 1362 West Pender Street. The Commercial Section Executive is going to discuss this proposal at their next meeting.

n) Townhouse - Water Leak

As noted previously, the building staff is going to contact the Owner in order to determine their source. The owner is currently not present.

5) BYLAWS AND RULES VIOLATIONS

a) Car Insurance Infraction

A Letter was mailed to one Owner advising to submit their car insurance documents.

b) Parkade Gate Rule Violation

Letters were mailed to five Owners.

c) Visitor Parking Violation

Letters were mailed to three Owners.

d) Garbage Bylaw Violations

Letters were mailed to two Owners.

e) Recycling rule violation

A Letter was mailed to one Owner.

6) CORRESPONDENCE

a) An Owner submitted response regarding parking inside the back lane entrance to the building. After verification of the incident, considering that it resulted in obstructing access by child strollers and wheelchairs, the Council decided to fine the Owner \$200.00 for bylaw violation.

b) An Owner submitted response regarding potential short term rental through Airbnb services. As the violation did not yet occur, and the Owner conveyed assurance of a long term rental through this service, the Council decided not to fine the Owner.

- c) An Owner submitted correspondence regarding parkade gate rule violation. After verification of the incident, the Council decided to fine the Owner \$50.00 for rule violation.
- d) An Owner submitted correspondence regarding uninsured car. After verification of the case and considering the length of time the car remains uninsured, the Council decided to fine the Owner \$200.00 for bylaw violation.
- e) An Owner submitted request for renovation of their unit. The Council approved this request.
- f) An Owner submitted correspondence regarding parkade gate rule violation. After verification of the incident, the Council decided not to fine the Owner.
- g) An Owner submitted correspondence regarding garbage rule violation. After verification of the incident, the Council decided not to fine the Owner.
- h) An Owner submitted correspondence reporting intrusion into their townhouse patio at the back lane entrance on March 26, 2017. It resulted in a theft of a waterfall fountain. The Council requested the Owner to provide additional details of the incident, suggested reporting the incident to the Police, and recommended not to leave any items of value in a effortlessly accessible patio.

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) Rule No.13 - Renovations/Alterations

Following some confusion and vagueness related to notification of the renovation start date, the Council approved amendment of the relevant paragraph of the RULE No.13: RENOVATIONS/ALTERATIONS as follows:

Old language:

The owner must provide the building staff with approximate schedule of the entire renovations/alterations project.

New language:

At least 72 hour notification must be given by the owner to the building staff indicating the project start date, its entire approximate duration and schedule.

b) Carpet Cleaning

In between the meetings, the Council approved MAXIMA Cleaning quote for periodical cleaning of the common area carpets in the amount of \$1,360.00 plus taxes. The project was completed on March 21-22, 2017.

c) Recycling

Four, worn out and leaking blue bins were replaced without charge by Waste Management.

The City is advising about implementation of a separate collection of recyclable glass. The details of this future project are available at:

<http://vancouver.ca/news-calendar/separate-glass-collection-new-grey-box-introduces-changes-to-how-you-sort-recycling.aspx>

Advanced notices and signage will be posted as soon as we are notified about its enactment.

8) ADJOURNMENT

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

**NEXT COUNCIL MEETING
TUESDAY, APRIL 25, 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:
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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.*