



**CLASSICO
STRATA PLAN BCS 460**

**STRATA COUNCIL MEETING MINUTES
TUESDAY, MARCH 25, 2014 @ 5:30 PM
MEETING ROOM - 1328 WEST PENDER STREET**

COUNCIL PRESENT:

Peter van Diepen **Vice-President**
Irfaan Hafeez
Paul McGeachie
Lawrence Keenan
Nihat Yalcin
Douglas Soo

COUNCIL REGRETS:

Roman Piechocki **President/Treasurer**

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 5:35 p.m.

2) **ADOPTION OF PREVIOUS MINUTES**

It was:

MOVED/SECONDED

To adopt the minutes of the February 25, 2014 Council meeting as amended.

CARRIED

3) **FINANCE**

a) **Monthly Statement**

The Treasurer's report, with a recommendation to approve the statements, was provided to Council. The Treasurer pointed out that after six months into this fiscal year, the operating deficit is approximately \$20,000.00. The main contributing factors to this deficit are expenses related to the 10-year warranty repairs; repairs resulting from the Keyscan security system breakdown, increased water consumption, and cost increases in pool maintenance. To balance the budget by the end of the fiscal year, the Treasurer recommends postponing any non-essential expenditures.

The Strata Council members approved the February 2014 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**

The current balances for the fourth month as of January 31, 2014 in the appropriate funds are as follows:

- Total Cash Balance \$1,199,073.00 (including Contingency Reserve Fund)
- CRF Balance \$1,024,295.00 (Contingency Reserve Fund)

c) **Arrears**

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 1st of each month.
2. 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 Accounts Receivables with all collection action taken to date.
4. At the first month overdue, 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, Council will direct the Property Manager to mail the “hard” lien letter if the account has not been paid by the due date. Also, 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, Council approves registering the lien and applying another fine and interest.
7. At the meeting after the lien has been filed, Council approves sending start legal proceedings and applies another fine and interest.

d) **Richmond Elevator Charges**

The Property Manager reported that Richmond Elevator Maintenance had responded that they will not reverse the charges for an emergency call out related to the broken elevator due to the fact that the break down was related to debris in the elevator’s sills.

4) **BUSINESS ARISING**

a) **Annual Fire Inspection**

The Annual Fire Inspection was completed on February 27, 2014. The Property Manager is going to a coordinate meeting with Mr. Fire to discuss deficiencies and inspection of missed suites.

b) **Hot Water Supply System – Roof**

The final contract from Malburg Pump and Boilers related to the boilers replacement has been approved and signed, followed by the receipt of Viessmann’s report from Viessmann Consultants about sizing of the equipment. This project will start in April 2014 and notices will be posted well in advance.

c) **Bathrooms Renovations**

The men’s and women’s bathrooms in the swimming pool and the guest suite bathroom renovations are completed, including re-grouting of the tiles. Further information regarding re-opening of the pool will be provided via notices.

- d) **Swimming Pool Change Rooms Heating**
Marlburg Pump and Boilers completed installation of Electrical Nuheat Mats in the changing rooms.
- e) **Parkade Tire Marks Repairs**
Vancouver Waterproof & Injection scheduled this project for April 2014. Notices will be posted well in advance.
- f) **Flood Detectors**
The Council President is going to arrange for another meeting with the electrical contractor to discuss flood detector installations in each strata suite. The risk assessment, cost and benefits will be considered. The Council will review equipment options and solutions at future meetings.
- g) **Speed Humps – Back Lane**
The Property Manager followed up with Cube's Strata Council and obtained their approval to install speed humps in the back lane. Approval has now been obtained from all three buildings facing the back lane (Classico, Cube and Pointe) that they are all agree to have speed humps installed at the back lane. The Property Manager is going to coordinate an on-site meeting with the City officer and the Council to finalize all details.
- h) **Keyscan**
The Council is in the process of obtaining quotes for the access control system repairs or its replacement.
- i) **Water Leak - Commercial Section Corridor**
This item will be addressed in spring 2014.
- j) **SGM – Back Lane**
The Special General Meeting regarding the back lane common area change of use and the landscaping upgrades proposal has been scheduled for April 2, 2014.
- k) **Keyscan**
The Council is in the process of obtaining quotes for the access control system repairs or its replacement.
- l) **Landscaping Design**
Samara Landscaping Designer submitted a long-range plan of the entire property's landscaping improvements. The Strata Council is going to meet the landscape designer on-site on March 7, 2014 to discuss details regarding their plans for landscaping improvements.
- m) **Swimming Pool Safety Plan**
The updated Classico's Pool Safety Plan was sent out to Vancouver Coastal Health.
- n) **Water Systems Inspection**
The Strata Council approved a quote from Mainland Plumbing & Heating at \$2,550.00 plus taxes to arrange for further upgrades in the pump room as requested by the City inspector.
- o) **Roof Anchors**
The annual roof anchors inspection has been scheduled for April 4, 2014.

p) **Dryer Vents Cleaning**

The annual dryer vent cleaning has been scheduled for April 8 – 15, 2014. Notices were posted well in advance.

q) **Common Area Furniture Replacement**

The Council confirmed that one (1) board table and eight (8) chairs for the Meeting Room were delivered.

5) **BYLAW VIOLATIONS FOLLOW-UP**

- a) A moving rule violation letter for illegal moving was mailed out to an Owner. After reviewing the response from this Owner, the Strata Council unanimously agreed to issue a fine of \$50.00 and to keep the \$200.00 damage deposit for damages in the elevator and lobby wall.
- b) Three (3) Owners received warning letters regarding a gate rule violation. After reviewing responses from those Owners, the Strata Council unanimously agreed to issue fines of \$50.00 to each Owner.
- c) Three (3) Owners received a bylaw violation warning letter regarding unreported renovations.
- d) A garbage rule violation warning letter was mailed to an Owner. After reviewing the response from this Owner, the Strata Council unanimously agreed not to issue a fine.
- e) A speeding rule violation warning letter was mailed to an Owner for speeding in the parkade.
- f) An Owner received a complaint letter regarding their tenants smoking on their balcony.
- g) A letter was mailed to a commercial Owner for continuous water leaking from their commercial strata lot.

6) **CORRESPONDENCE**

- a) The Council reviewed a letter regarding domestic water pressure. The Council is going to discuss this matter at future meetings.
- b) An Owner submitted a letter regarding not being able to locate the shut off valves in their unit. The plumbing contractor will inspect the unit as soon as the Owners are available to arrange for access.
- c) An Owner re-submitted a letter regarding water marks on the ceiling and requested the Council to touch-up and paint their ceiling. The Council responded that there are no active leaks. The ceiling marks were due to the previous Owner's booster fan malfunctioning and recommended that the Owner touch-up and paint the water marks on their own. This matter has now closed.

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

7) **NEW BUSINESS**

There was no new business on the agenda to discuss.

8) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 7:35 p.m.

The next meeting is the **Special General Meeting** scheduled for **Wednesday, April 2, 2014.**

The next Council meeting is scheduled for **Tuesday, April 29, 2014.**

ONLINE ACCESS TO YOUR STRATA CORPORATION

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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IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

सबसे महत्वपूर्ण विषय सबसे पहले देखें किंग डा प्रॉपर्टी सर्विस

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.*