

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, APRIL 28, 2015 AT 5:30 PM



430 – 1200 West 73rd 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

COUNCIL PRESENT: **Roman Piechocki** **President/Treasurer**
 Peter van Diepen **Vice-President**
 Lawrence Keenan

COUNCIL REGRETS: **Irfaan Hafeez**

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 5:30 p.m.

2) **ADOPTION OF PREVIOUS MINUTES**

It was:

MOVED/SECONDED

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

CARRIED

3) **STRATA COUNCIL**

The Council is concerned about the absence of the Commercial Representative at Council Meetings. The Property Manager scheduled a Commercial Executives Meeting for May 2015, where a new Commercial Section Representative will be elected.

4) **FINANCE**

a) **Monthly Statement**

The Treasurer reported to the Council on the March 2015 Financial Statements before the meeting. A number of corrections were submitted to Pacific Quorum's Accounting Department. They will be implemented in the April Statements. Council approved the March 2015 Financial Statements.

After detection by the Treasurer of erroneous and confusing charges for waste disposal, the Property Manager contacted Waste Management to verify unclear charges for garbage and organic waste disposals. A response from Waste Management is expected.

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) **2015/2016 Budget Preparation**

The Council is in the process of redesigning the format of budgets to meet the requirements of new legislation for the sectioned buildings. The 2015/2016 budget is under preparation as well, and it will be presented in its new format for the Owners approval at the 2015 Annual General Meeting (AGM).

c) **Pacific West Plumbing Invoice**

The Property Manager informed the Council that he received an invoice from Pacific West Plumbing in the amount of \$9,834.64 for attending toilets back up in the commercial section offices on December 5, 2014. As there was no Commercial Representative at this council meeting, the Council directed the Property Manager to obtain approval for payment of this invoice from the Commercial Section Executives.

d) **Account Balances**

The current balances as of March 31, 2015 for the appropriate funds are as follows:

- Total cash balance as of March 31, 2015: \$1,221,850.00 (including CRF)
- CRF balance as of March 31, 2015: \$942,878.00

e) **Arrears**

The Property Manager reported that letters were sent to all Owners with overdue accounts. Please note the following bylaw, which will be enforced by the Council for late strata fee payments:

<p>R.2 Payment of Strata Fees</p> <p>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.</p> <p>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.</p>

Please regard the following procedures for overdue strata fee recovery:

<p><u>PROCEDURES FOR OVERDUE STRATA FEES</u></p> <ol style="list-style-type: none"> 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 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.
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5) **BUSINESS ARISING**

- a) **3rd Floor Residential Section Corridor – Renovation**
The previously approved project has been completed by Glory Carpet and Cornel Berceanu.
- b) **Window Washing**
The window washing is currently underway and its completion is expected by May 5, 2015.
- c) **Annual Roof Anchors Inspection**
SCS Ltd. completed the Annual Roof Anchors Inspection and provided appropriate certification. It was noted that the hydraulic load test of the anchors will be required at the next year's inspection. The cost of inspection in 2016 will be more than double the typical cost, and it will be budgeted for it as required.
- d) **Dryer Vents Cleaning – Correspondence to Owners with Deficiencies**
The Annual Dryer Vent Cleaning has been completed. All units dryer vents have been cleaned from outside, 189 units have been accessed and the ducts cleaned from the inside. The Property Manager mailed out letters to Owners itemizing equipment deficiencies reported from the inspection. The Owners were requested to arrange for repairs with all costs being the responsibility of the Owner of the strata lot. The Strata Corporation is not responsible for the in-suite repairs of dryers, booster fans, connecting ducts, lint boxes, etc.

Owners may contact the following contractors to obtain a quote for this work:

National Air Technologies
604-730-9300

Air-Vac Services Canada Ltd.
604-882-9290

- e) **Annual Fire Inspection**
The Annual Fire Inspection was completed on April 10, 2015. The report is pending.
- f) **Pipelines Insulation Project (Approved in October 2014 – Update/Modification)**
A modified project of pipelines insulation is partially completed. Parts of it are being re-inspected and expected to be completed in the fall.
- g) **Balconies' Membrane Renewal – Meeting Contractors (2016 CRF Project)**
The Property Manager and Council President attended preliminary meetings with Remdal Painting and Restoration Inc., Coastline Development Ltd., and Aqua Coast Ltd. These three contractors were invited to quote on this project. It will be presented to the Owners at the 2015 AGM with the intention of its implementation in 2016.
- h) **Swimming Pool Washrooms – Floor Tiles Re-sealing**
The Council is awaiting quotes for preventative re-application of sealant on tiles in the swimming pool washrooms.
- a) **Power Washing – External Common Property**
Bar-El completed power washing of the external common property.
- i) **Electrical Maintenance – Lonsdale Electric**
Lonsdale Electric is on site addressing various minor electrical deficiencies. This project will be completed in May 2015.
- j) **Organic Waste – Kitchen Catchers**
Waste Management delivered thirty (30) kitchen catchers for the in-suite collection of organic waste. They are available for purchase by residents at a recovery cost of \$10.00 each.
- k) **Townhouses Planters**
The Council reported that the two townhouse Owners improved the appearance of their back lane planters by planting appropriate shrubs.

l) **Rental Bylaw Review – Legal Assistance**

The Council reviewed the existing rental bylaws and is drafting new rental bylaws intended to alleviate the most critical, system wide problems affecting strata corporations, arising from the short term rental practices. They will be reviewed by Clark & Wilson Lawyers. Their final version of these bylaws will be presented for the Owners approval at the 2015 AGM.

6) **BYLAWS AND RULES VIOLATIONS**

- a) Parking stall oil stains – a bylaw violation letter was mailed to six (6) Owners.
- b) Unreported tenancy – a bylaw violation letter was mailed to four (4) Owners.
- c) Unarranged move in of furniture – a bylaw violation letter was mailed to one (1) Owner.
- d) Parkade gate violation – a rule violation letter was mailed to one (1) Owner.
- e) Cigarette Smoking violation – a bylaw violation letter was mailed to one (1) Owner.

7) **CORRESPONDENCE**

- a) An Owner submitted a response regarding their dog barking. After its review, the Council decided not to fine the Owner.
- b) An Owner filed several written complaints against their neighbour whose cigarette smoke is emanating into their unit. After reviewing the correspondence from the Owner, the Council decided to apply a \$200.00 fine for each bylaw violation.
- c) An Owner submitted a response regarding an oil stain in their parking stall, informing that they have just purchased the unit and that the oil stain had been left there by the previous Owner. After its review, the Council decided to direct building staff to clean the oil stain in the affected parking stall.
- d) A townhouse Owner submitted a request to attend deficiencies surrounding their patio. The building staff arranged for this to be done.
- e) An Owner submitted a request to approve the renovation of their unit. After its review, the Council requested the owner to obtain and submit to Council all relevant permits. No approval has been granted at this time.
- f) An Owner submitted a request to approve renovation of the unit's bathrooms floor. After its review, the Council approved it.
- g) An Owner submitted a response regarding cigarette smoke bylaw violation. After its review, the Council decided to apply a \$200.00 fine for each incident of bylaw violation. The Property Manager will inform this Owner that if the cigarette smoking will continue in their unit, causing unreasonable interference in the rights of their neighbours to use and enjoy their strata lot, the Council will forward the matter to the Strata Corporation's lawyer.
- h) An Owner submitted correspondence regarding a possible leak from the unit above. After its review and inspection of this unit and the unit above, the Council advised the Owner to further monitor the affected areas because the leak was not active at the time of the inspection on April 17, 2015. It was further communicated to this Owner that the above unit has not been occupied for approximately five (5) months, however if it is proven that the leak originated from the above unit, the Owner of that unit will be responsible for any repairs.

Also, it was indicated to the affected Owner that it is possible that the leak originated from the air conditioning unit belonging to their unit, which is located above the ceiling of the storage room. If that was the case, the Owner of the unit would be responsible for repairs. The Owner was advised to inspect their air conditioning unit.

- i) An Owner submitted correspondence regarding unsanitary condition in the garbage area of the Commercial Section. The Commercial Section tenant responded assuring that they will clean and wash their bin after every garbage disposal. The situation will be monitored by staff and the Property Manager.
- j) An Owner submitted a response regarding not waiting for the parkade gate to close. After its review, the Council decided not to fine the Owner.

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) **Entry Phone - Gate to Level 2 – Display Replacement**
Westcoast Communication Ltd. replaced the failed display with a new one.
- b) **Return-it Multi Family Recycling Pilot Project**
The Council is going to review this item at the next Council Meeting.
- c) **Mechanical Maintenance**
Malburg Pump & Boiler reported completion of the following maintenance projects:
 - Electrical Vault Fans – Optimization of their operation by installation of speed controllers and placement of switches controlling the operation of fire dampers more efficiently; replacement of one driven shaft and belt tensioning.
 - Ventilation Shaft Across the Water Feature – Covering of floor openings with bar grating – safety issue
- d) **Ventilation Shaft Across the Water Feature – Water Leak**
The contractor advised that the repairs should be performed in the planter located above. The total cost to repair this leak is estimated in the amount of \$2,500.00 plus taxes. This would include removal of the tree and soil from the planter. After additional inspection, this project may be scheduled for September 2015.
- e) **Mailboxes – Cleaning/Polishing**
The Property Manager is in the process of obtaining quotes for refurbishing the mailboxes doors.
- f) **Semi-annual Carpet Cleaning – Quote from Maxima Cleaning**
The Council approved the quote for the semi-annual carpet cleaning of the common areas. This project is scheduled for May 2015.
- g) **Garbage Disposal from Restaurant – Unsanitary Conditions**
The Council directed the Property Manager to mail a letter to the restaurant Owner, advising them about unsanitary conditions around their garbage bin area located at the back lane. It violates Strata bylaws by creating conditions which "*unreasonably interfere with the rights of other persons to use and enjoy the common property or another strata lot*". The Property Manager will follow-up with the restaurant Owner and tenant to ensure that the garbage disposal area remains clean.

h) **Waste Management Contract Review**

The Council reviewed Waste Management's contract for garbage disposal. The Council, Property Manager and staff will be monitoring performance of this contractor.

i) **Staff Reorganization – Preliminary Discussion**

The Council is revisiting the concept of engaging an additional building manager. Updates will be provided in future Meeting Minutes.

j) **Bar-El Building Maintenance - Service Fee Increase**

Following review of the correspondence from Bar-El Building Maintenance, Council approved the requested increase of their current service fees by 2.5%, effective June 1, 2015. The increase was requested primarily to offset their operating costs. The last scope of service amendment and fee adjustment was implemented in September 2011.

9) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 8:10 p.m.

**THE NEXT COUNCIL MEETING IS SCHEDULED FOR
TUESDAY, MAY 26, 2015 AT 5:30 PM**

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.*