



CLASSICO STRATA PLAN BCS 460

STRATA COUNCIL MEETING MINUTES
TUESDAY, APRIL 24, 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) **ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES**

It was:

MOVED/SECONDED

To approve the Minutes of the March 27, 2018 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Financial Statements**

The Treasurer reported on the Financial Statements for March 2018 before and at the meeting.

It was:

MOVED/SECONDED

To approve the Financial Statements for March 2018, as presented.

CARRIED

b) **Account Balances**

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

Strata Corporation Total:

- Operating Cash balance as of February 2018: **\$115,051.00**
- CRF balance as of February 2018: **\$1,533,611.00**

c) **Arrears**

The Council reviewed the list of accounts in arrears. Letters were sent to all Owners with overdue accounts. The Council requested that additional correspondence be sent to two strata lots in significant arrears. 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.

d) HSBC - Banking Charges - Completed Reversals

Erroneous HSBC banking charges had been reversed as per Council’s request.

e) 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.

f) 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.

g) CRA – Payroll Fine

The Property Manager confirmed that the requested documentation was in progress.

4) BUSINESS ARISING

a) Flood Damage – Deductible Charge

The Council discussed an assessment of the deductible against a strata lot owner and, after thorough consideration of all options; the Council approved escalating action to collect the outstanding strata lot debt.

b) Lobby Tower – Renovation - Update

The Council reviewed the lobby renovation progress. Several concerns were raised regarding execution, work organization and scheduling. The Council requested the Property Manager prepare a letter to RodRozen Design outlining the Council’s concerns and requesting a schedule of the remaining project’s elements.

c) Building Exterior Painting & Flashing Installation

The Strata Council reviewed a proposal from RoofFix to install flashings and approved their proposal at \$5,960.00 + taxes.

d) Planters & Lawn Drains Failure – Terrace Level 2

A quotation for these repairs is in progress.

- e) **Washing Machine Drain Raiser Cleaning**
Cleaning of the riser from four units on floors 15, 12, 7 and 6 by Montalbano Plumbing has been scheduled for May 3rd. Notices requesting access to these units have been sent in advance. Minor drywall repairs remain to be attended by Glory Carpet.
 - f) **Annual Fire Inspection – Second Round - Deficiency - Repairs**
The second round of the fire inspection in ten (10) missed out units will be performed on Wednesday, April 25, 2018.
 - g) **TH 1 – Leak from the Roof Patio - soil disposal, planter refilling and replanting**
The Council obtained a competitive quotation from Craine Projects Ltd. for soil disposal, planters refilling and replanting, and approved their proposal at \$9,745.00 + taxes. Schedule of this work is in progress and after its completion; the repairs of the leak will be attended by Vancouver Injection & Waterproofing.
 - h) **Dryer Vents & Windows Cleaning – Pacific Heights – Scheduling In Progress**
This work had been previously approved and the contractor is preparing a project schedule.
 - i) **631 Jervis St. (TH-7) – Mould, Condensation, Potential Moisture Damage – Repairs**
Part of the repairs had been completed; the remaining ones are on hold pending sustained dry weather. The Property Manager advised that a deadline of mid-May had been provided to the contractor.
 - j) **Planters – Roof TH 2 to 5 – Renewal – Quotes for Soil Removal & Disposal**
The quotations are being solicited.
 - k) **Strata Bylaws – Proposed Updates**
The Council advised that this was in progress.
 - l) **CRF Study/Depreciation Report**
The proposal had been received from Morrison Hershfield Engineers with additional quotations in progress.
 - m) **Roofs and Patios Membranes - 2016 Roof Inspection Report**
Quotations are in progress for interim repairs as recommended in the inspection report.
 - n) **Swimming Pool - Saline vs. Chlorine systems**
The Council continues reviewing the pros and cons of these systems. The cost of upgrading the heat exchangers required in the saline system has been requested from Malburg Pump & Boiler.
 - o) **Privacy Policy Revision**
The draft of the privacy policy revision is in progress.
 - p) **City of Vancouver - Back Lane Concerns**
The Property Manager advised that correspondence had been sent to the City of Vancouver outlining concerns related to back lane traffic and parking. The Council requested that a follow up letter be sent.
 - q) **Bicycles Audit - Disposal of Unclaimed Bicycles**
Following the bicycle audit in December 2017, the unclaimed bicycles had been held on site for several months. The Council approved their disposal in any way possible. A final notice related to it will be posted on the Classico and PQ websites.
- 5) **BYLAWS AND RULES VIOLATIONS**
- a) **Car licence/insurance bylaw violation**
Letter was mailed to one Owner.
 - b) **Rental bylaw violation**
Letter was mailed to one Owner.

- c) **Use of Property bylaw violation**
Letter was mailed to one Owner.

- d) **Noise Bylaw Violation**
Letter was mailed to one Owner.

6) **CORRESPONDENCE FROM OWNERS**

- a) An Owner who had received several fines for bylaw and rule violations had been sent a letter asking them to attend the Council meeting to discuss the concerns. The Owner had not attended. The Council requested Property Manager to send a follow up letter indicating possibility of legal action.
- b) Three Owners had been sent correspondence surrounding a substantial outstanding balance on their accounts. One response confirming compliance had been received.
- c) An Owner submitted correspondence related to Bicycles bylaw violation. Considering it as a first reported violation, the Council decided not to fine this Owner.
- d) An Owner submitted responses to two separate Noise bylaw violations. The Council decided to fine this Owner \$200 for each violation.
- e) An Owner submitted correspondence related to Pets bylaw violation. Considering circumstances of the case, the Council decided not to fine this Owner.
- f) An Owner had received approval to proceed with flooring alterations in their strata lot.
- g) An Owner submitted correspondence relating to a washing machine drainage issue. After inspection of the issue by the Council member, the Owner was advised to engage their own plumber.

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) **Annual Roof Anchor Inspection**
The scheduling of the inspection by NTEC Industries is in progress.
- b) **City of Vancouver – Watering Restrictions**
The Council requested that the Property Manager instruct the building manager to start up the irrigation system controller in accordance with the current City of Vancouver watering restrictions.
- c) **Spring Clean Up - Level 5 Terrace**
The Council requested that the Property Manager follow up with the landscaping contractor regarding a general spring clean-up, including the 5th level common terrace.
- e) **Back corridor lighting**
The Council requested Property Manager to instruct building staff to reactivate lighting in the back corridor leading to the emergency exit door No. 2.

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:11 p.m.

**THE NEXT COUNCIL MEETING SCHEDULED IS:
TUESDAY, MAY 22, 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:

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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.*