

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, APRIL 25, 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 Irfaan Hafeez Ken Sopko Sina Rezai	President/Treasurer Vice-President Commercial Representative (Departed at 6:45 p.m.)
REGRETS:	Mark Deppel Lawrence Keenan	
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.

Council Hearings:

An Owner's agent attended the Council meeting to dispute a parkade gate rule violation by their tenant. After review of all factors affecting the incident, the Council decided to fine the Owner for this violation.

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

It was:

MOVED/SECONDED

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

CARRIED

3) **FINANCE**

a) **Monthly Financial Statements**

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

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.

✓ **VANCOUVER OFFICE:**

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b) Account Balances

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

Strata Corporation Total:

- Operating Cash balance as of March 2017: \$138,588.00
- CRF balance as of March 2017: \$1,321,172.00

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 April 3, 2017 advises that in the coming months PQ will be transitioning all of Pacific Quorum’s trust bank accounts to HSBC from their current bank (RBC). This change is being made for several reasons, most notably:

- Reduced bank charges.
- Increased CRF/Levy account interest rates.
- Increased efficiency through advanced technology.
- Enhanced customer service.

Clients will receive on average a 53% reduction in annual bank charge expenses. This savings will positively impact strata’s financial operations.

Further, PQ negotiated the elimination of individual transaction fees. Each property will be charged a flat monthly fee of \$27.75, which is inclusive of all accounts for the strata or section. On average, this is \$9.25 per account, per month, which is an extremely competitive commercial banking fee rate. While operating accounts and lower balance special assessment accounts will not earn interest, this will be far outweighed by the significant decrease in bank charges. Full balance of CRF accounts and special assessment accounts with balances in excess of \$100,000 will earn a preferred interest rate of 0.9%.

All banking fees will be waived by HSBC for the first 60 days during the transition period. All accounts that are open will be fully reconciled each month-end with bank statement and reconciliation copies provided with your Treasurer's financial statement package. A final reconciliation of your RBC accounts will be included with the Treasurer's financial statement package once the account is closed, providing full transparency of your funds flowing from RBC to HSBC.

The online banking at HSBC is still unavailable. HSBC is targeting May 15, 2017 for its availability. Instructions will be sent out to Owners prior to this date. The Owners utilizing the Pre-Authorized Monthly Debit from their bank account DO NOT need to take any action. The 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**

Two designers, Kardum Design and RodRozen Designs, presented their initial design proposals at a special Council meeting on April 24, 2017. The Council reviewed the proposals and accepted the Committee recommendation to select RodRozen Designs for this project. Following additional input from the Committee, Council and Owners, a final design proposal and its cost will be presented for the Owners approval at the AGM in October 2017.

b) **Enterphone System**

Westcoast Communications completed upgrading of the enterphone system. The residents will be able to receive a call from a visitor on either home or mobile phone. An appropriate notice to residents has been posted in the building and on the Classico and PQ websites. To eliminate confusion, the Property Manager requested Telus to change the display of the call from the enterphone to "Classico". It is expected to be done by the end of April 2017.

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 and the building management are reviewing suggestions from the Safety Authority for installation of this arrangement.

d) **Parking Management & Control System**

The Council reviewed three website based systems available on the market. Considering their suitability and our building capability of handling this type of systems, the Council decided to defer implementation of this project.

e) **Elevator Room Tower**

The Council decided to shelve the proposal presented by the Canadian Elevator Quality Assurance Inc.. More analysis on its applicability and our building capacity to handle this additional workload is required.

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- 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) **Dryer Vents Cleaning & Windows Cleaning**
The dryer vents cleaning and concurrent windows cleaning are in progress and their completion is anticipated on May 5th, 2017.
- h) **Annual Fire Inspection/Secondary Inspection/Deficiencies**
The secondary round of the annual fire inspection for the four missed out units has been scheduled for May 2, 2017. A notice has been distributed to the Owners who failed to provide access to their units. In line with bylaw R.7.2, these Owners will proportionally bear the cost of this portion of the secondary fire inspection. Furthermore, several fire equipment deficiencies will also be addressed at that time.
- i) **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.
- j) **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.
- k) **Gutters Maintenance - Commercial Section**
This project will be scheduled as soon as weather permits.
- l) **Annual Roof Anchors Inspection**
SCS Materials Engineering Ltd. completed the annual roof anchors inspection on April 11, 2017.
- m) **Townhouse - Water Leaks**
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**
Letters were mailed to two Owners advising to submit their car insurance documents.
- b) **Parkade Gate Rule Violation**
Letters were mailed to six Owners.
- c) **Visitor Parking Violation**
Letters were mailed to two Owners.
- d) **Garbage Bylaw Violations**
Letters were mailed to two Owners.
- e) **Pets Bylaw violation**
A Letter was mailed to one Owner.
- f) **Fob Misuse Bylaw Violation**
A Letter was mailed to one Owner.

g) **Fire Inspection - Failure to Provide Access - Bylaw Violation**

Letters were mailed to four Owners.

6) **CORRESPONDENCE**

- a) 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.
- b) An Owner submitted correspondence regarding failure to provide access for the annual fire inspection. After verification of the case, the Council decided to fine the Owner \$200.00 for bylaw violation.
- c) An Owner submitted correspondence regarding garbage disposal rule violation. After verification of the incident, the Council decided not to fine the Owner.
- d) An Owner submitted correspondence regarding 5th floor landscaping maintenance. The landscaper attended and completed spring clean-up of this area.
- e) An Owner submitted correspondence regarding bike theft from the Auto Court. After review of the incident, the Council advised the affected resident to contact the Police.
- f) An Owner from the commercial section submitted correspondence regarding parking/blocking garbage bins at the back lane. The Council advised commercial section Owners to contact the City and arrange for towing when required.
- g) An Owner submitted correspondence regarding failure to provide access for the annual fire inspection. After verification of the case, the Council decided to fine the Owner \$200.00 for bylaw violation.
- h) An Owner submitted correspondence regarding Car Insurance bylaw violation. 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.
- i) An Owner submitted correspondence regarding garbage disposal bylaw violation. After verification of the incident, the Council decided to fine the Owner \$200 for bylaw violation.
- j) An Owner submitted correspondence regarding water stain on their ceiling. The investigation determined that the leak was not active at the time it was attended. The Owner was advised to monitor it and contact the building management if it reoccurs.
- k) An Owner submitted correspondence regarding Car Insurance bylaw violation. 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.

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) **Pool Inspection/Report/Operation**

Following Vancouver Coastal Health inspection and recommendations, to ensure safety of the pool operation, the Council approved a solicited quote from Imperial Paddock for testing of the pool and hot tub water once per week at \$185.00 plus GST per month. These tests will be done in addition to daily water tests performed by the building staff.

b) **Pool Plans**

The management re-approached Vancouver Coastal Health to provide the building swimming pool plans.

c) **Bike Rack Installation**

The commercial section requested installation of bike racks in their corridor at level 1. To obtain approval of the City for this installation, the Council requested to provide detailed location of these racks.

d) **Commercial Section Washrooms – 3rd Floor**

The cleaning frequency for the 3rd floor commercial section washrooms has been increased to two times per day, Monday to Friday. The extra cost for it, quoted by the janitorial service contractor at \$10.00 plus GST per day, was approved by the Commercial Section Executive. This extra cost will be borne by the commercial section.

e) **Water Leak - Visitor Parkade**

Vancouver Injection & Waterproofing was arranged to identify the source of rain water ingress in the visitors parkade.

f) **Water Leak - 30th floor**

The building staff inspected water stains on the bathroom ceiling in the unit on the 30th floor. They were likely caused by a leak from a bathroom faucet of the unit above. As the leak was not active at that time, the Owner was advised to monitor it and contact the building management when it reoccurs.

g) **Roof Maintenance**

Following the inspection of the rooftop and patios performed by the CCI Group in September 2016, the Council determined the following immediate maintenance requirements:

1. Remove excessive organic growth and debris from drains, flashings and roof rocks.
2. Apply or replace caulking at all required penetrations, such as roofs, flashings, piping penetrations and patios at #3305; inspect remaining patios for the same.
3. Repair concrete cracks at #3305 patio parapet; inspect remaining patios for the same, and at the tower roof top - east side.

The Council directed the Property Manager to discuss implementation of some of the above roof maintenance items with the building staff.

h) **Security**

The Council discussed improvement of procedures for the FOBs control after change of unit tenancy and change of unit ownership. This issue will be addressed further at future strata meetings.

i) **Marijuana Decriminalization**

A new bylaw proposal related to anticipated legalization of marijuana, in-suite plants growing, will be drafted and presented for the Owners approval at AGM in October 2017.

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 7:55 p.m.

<p>NEXT COUNCIL MEETING TUESDAY, MAY 23, 2017</p>
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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.

Paul Kral, Senior Property Manager

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