

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, APRIL 26, 2016 AT 5:30 PM



PACIFIC
QUORUM
Properties Inc.

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

President/Treasurer

Irfaan Hafeez

Mark Deppel

Lawrence Keenan

Ken Sopko

Sina Rezai

Commercial Representative

Peter van Diepen

Vice-President - Regrets

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.

Guest:

An Owner attended the meeting to address various bylaw violations. After presentation of the Owner's argument, the Council discussed the issues, and decided to consolidate some fines and retain the remaining ones.

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

It was:

MOVED/SECONDED

To approve the Minutes of the March 22, 2016 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the March 2016 Financial Statements to the Council prior to, and at the meeting. The Council approved the March 2016 Financial Statements, 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.

b) **Account Balances**

Based on the bank statements, the current account balances for the appropriate funds are as follows:

Strata Corporation Total:

- Operating Cash balance as of March 2016: \$173,100.00
- CRF balance as of March 2016: \$1,264,166.00

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 Payment of Strata Fees

- 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.
- 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 also 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. 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) **Revised Bank Accounts (Operating Funds and CRF)**

The Treasurer reported on the revised bank accounts noting that a total of six accounts are now being opened and utilized for all three strata entities: Strata Corporation, Residential Section and Commercial Section. Pacific Quorum's Accounting Department completed the re-allocation of funds to these strata entities accounts.

4) **BUSINESS ARISING**a) **Balcony Membrane Renewal – 2015 AGM-CRF Project**

The project is expected to commence on May 16, 2016; the duration: approximately two months. The Council authorized the deposit payment of \$10,000.00 to the contractor, which is required for the purchase of materials. Notices regarding project's details will be distributed to Owners and Residents well in advance.

b) **Annual Fire Inspection/Secondary Inspection/Deficiencies**

The secondary round of the annual fire inspection for the six missed out units has been scheduled for May 3, 2016. A notice has been distributed to the owners who failed to provide access to their units. Additionally, in line with bylaw R.7.2, these Owners will proportionally bear the cost of the secondary fire inspection. Furthermore, several equipment deficiencies will also be addressed at that time.

c) **Annual Dryer Vents Cleaning**

The annual dryer vents cleaning has been completed. All units dryer vents have been cleaned from the outside. Nine units were not accessible and their ducts were not cleaned from the inside. The Property Manager had mailed out letters to the Owners, to inform them of their equipment deficiencies listed in the inspection report. The Owners were also requested to arrange for repairs indicating that all associated costs are to be borne by the respective strata lot Owners. 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

Additionally, the contractor reported on the damaged exterior dryer vent grills. The Council will arrange their replacement in conjunction with the balconies painting project.

d) **Lighting Audit & Upgrades Proposal**

The Council continue reviewing proposals submitted by AYO Energy, Lumenix, and Commercial Lighting for retrofitting the building's common area lights. The Property Manager obtained additional information from Commercial Lighting regarding equipment installation costs. The Council is considering making a lighting upgrade proposal for the 2016 AGM.

e) **Roof Anchors Inspection**

The annual roof anchors inspection was completed in April 2016.

f) **Fire Sprinkler Head Cages – 2015 AGM-CRF Project**

This project is expected to complete on May 4, 2016. Additional cages were ordered to meet the required count. Detailed schedules of installation have been sent in stages to the Owners, as well as hand delivered to all residents in advance.

g) **Parkade Cracks Sealing**

Vancouver Injection & Waterproofing completed sealing all remaining parkade membrane cracks.

5) **BYLAWS AND RULES VIOLATIONS**

a) Parkade Gate Rule Violation – A letter was mailed to one Owner.

b) Visitor Parking Rule Violation – A letter was mailed to one Owner.

- c) Rental Bylaw Violation – A letter was mailed to one Owner.
- d) Flooring Upgrades Bylaw Violation – A letter was mailed to an Owner regarding unapproved flooring upgrades.

6) **CORRESPONDENCE**

- a) An Owner submitted a complaint letter regarding variety of disturbing noises emanating from a neighbouring unit. The Property Manager issued a warning letter to the violating unit.
- b) The Council requested tenant's information from an Owner.
- c) A report has been received that an Owner's dog bit a contractor. The Property Manager informed the Strata Corporation's insurance.
- d) An Owner submitted a request for flooring upgrades. The Council approved this request.
- e) An Owner submitted a response to a parkade gate rule violation, and requested a reversal of the fine. After review, the Council decided not to fine the Owner.
- f) An Owner submitted a complaint regarding waterfall deficiency. The building manager reports that he is in the process of adjusting the flow of water to minimize development of foam in the pond.
- g) An Owner submitted a request to use their parking stall in the building by a non-resident. After review, the Council did not approve the request.
- h) A townhouse Owner requested approval to replace a poorly growing lawn with artificial grass at a section of their patio. The Council approved the request.
- i) An Owner submitted a correspondence regarding safety within the Commercial Section parking area where one of the cars is occasionally encroaching the driveway. The Property Manager issued a warning letter to the violating commercial unit Owner.
- j) An Owner submitted a request to install a charger station for their electrical vehicle. The Council requested more details from this Owner, including installation specification.
- k) An Owner submitted request to allow their expensive bicycle to be transported to/from their unit. After review, the Council did not approve the request. The approved by the Owners bylaw is strictly enforced:

R.10 Bicycles, Storage and Parking

R.10.1 No bicycles are to be kept on balconies or patios; instead, they shall be stored within the owner's designated storage locker or bicycle locker in the underground parking facility or such other areas as may be prescribed by the strata council. Bicycles are not permitted in elevators, except for the purpose of transporting them from Level 2 to Level P1 and vice versa. Bicycles are not permitted in the lobby or in the hallways and corridors of the building. All bicycles must enter or exit the building by way of the vehicle entry to the underground parking facility or by way of staircase No. 8 which connects the storage lockers on Level 2 with the back lane.

- D) An Owner submitted a request for flooring and fire place upgrades. The Council approved this request.

- m) An Owner submitted a response to fines for late payment of strata maintenance fee requesting their reversal. After review, the Council decided not to reverse the fines .
- n) An Owner submitted a request for repairs of a failed window seal. The Property Manager will obtain quotes to perform repairs.

Attention Owners

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

Attention Owners

Following a recent increase in water damage affecting strata lots, the Council would like to remind all Owners of their responsibilities for repairs and replacement costs of damaged property. When a strata lot is damaged, and the cost of repairs and/or replacement is below the deductible on the Strata's insurance policy, the responsibility for the repairs/replacement falls on the strata lot Owner. In such circumstance, an insurance claim is not made by the Strata Corporation. The fact that the cause of damage originated from another strata lot does not change the responsibility for the repairs.

The "Classico" Strata Corporation consistently connects the Owners of the units involved in any accident, including water leaks that result in damage to strata lot(s), for the purpose of potential recovery of the repair costs from the Owner who caused the damage.

Additionally, the Owners are advised to obtain an appropriate and adequate condominium insurance policy that will protect them in the event of damage to their strata lot that will not be covered by the Strata Corporation's insurance policy. The current water damage deductible of the Strata Corporation's insurance policy is \$15,000.00.

7) **NEW BUSINESS**

a) **Emergency Generator**

Cummins Canada replaced the seven years old batteries in the emergency generator.

b) **Blocked Drain**

A townhouse owner reported on water seeping from a planter along the wall of the patio staircase. The building staff will investigate the cause of this leak.

c) **Carpet Stretching**

The Council approved a quote from Glory Carpets at \$2,200.00 including GST, for carpet stretching on the common hallway floors at levels: 7, 12, 15, 18, 19, 21, 22, 24, 27, 29, 33, 36 and 37. The Property Manager will schedule the project with the contractor. Notices to the potentially affected units will be provided well in advance.

d) **Guest Suite Maintenance**

The janitorial service contractor responded regarding observations related to cleaning of the guest suite. The building manager also presented his consideration at this Council Meeting. It was concluded that there was a regrettable miscommunication between the parties and the Council wish to apologize for the misunderstanding. The Owners ought to be assured that an apparent deficiency noted in the last Council Meeting minutes was relatively insignificant, and that it was timely attended to. The Council reiterates that in general, the overall performance of the staff and janitors is excellent, which is frequently reported by the Owners, Residents and the Property Manager. The Property Manager will also communicate this to the janitorial company management.

e) **Emergency Staircase Key**

Due to a significant changes in residency, the Council reviewed the issue of emergency staircase keys. All residents are reminded that, in order to improve the building security, the inside door locks in the emergency staircases have been rekeyed. The original staircase key opens only the doors at Level 1. Owners and authorized tenants can receive one new key for the staircase access to their floor. All of the other floors, with the exception of the crossover floors, were locked off to that particular key. Residents living on the crossover floors 5, 10, 15, 20, 25, 30 and 35 do not require a new key. Please contact the building managers to receive your new key.

f) **FOBs Control Improvement**

The staff proposed improvement in the FOB control management. The Council approved it. The Owners are reminded of strata Rule No.13:

Rule No. 13: ACCESS FOB ENTITLEMENT

All owners are entitled to purchase a limited number of access fobs equal to the number of bedrooms in the unit plus two (a one bedroom unit is entitled to no more than three fobs, a two bedroom unit is entitled to no more than four fobs, a three bedroom unit is entitled to no more than five fobs, etc.) The cost for each fob purchase is \$75.00.

g) **Maintenance and Improvement Projects May-August 2016**

The Council reviewed a number of the maintenance and improvement projects to be completed between May to August 2016. Some of these projects are at the proposal stage and require separate approval; some will be attended by staff, some by contractors.

- Balconies repainting (UNITUS)- schedule; suspended stages verification; quality control
- Fire inspection - second round (Elite Fire)
- Electrical Vault - checking fans belts; monitoring during hot summer days; etc.
- Security monitoring system - replacement of two computers
- Guest Suite upgrade - replacement of TV set
- Carpet stretching (Glory Carpets)
- Garbage Room - flooring recoating; maintenance - proposal
- Irrigation upgrade - Level 5 planters
- Lawn - 2nd level - replacement with artificial grass – proposal
- Traffic lines repainting – back lane
- Power washing - external property
- Waterfalls - tuning to minimize foaming
- Boilers periodical service (Malburg Pump & Boiler)
- Emergency Generators - semi-annual service (Cummins)
- Windows or entire tower washing after balconies repainting (Pacific Heights or competitor)
- Parkade monitoring system service - annual (Global Monitoring System).

8) **ADJOURNMENT/NEXT MEETING**

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

NEXT COUNCIL MEETING: TUESDAY, MAY 24, 2016 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.

Paul Kral, Senior Property Manager

1777 West 75th Avenue

Vancouver, BC V6P 6P2

Tel: (604) 685-3828 / Fax: (604) 685-3845

Direct: (604) 638-1961

Email: pkral@pacificquorum.com

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.*