



## CLASSICO STRATA PLAN BCS 460

STRATA COUNCIL MEETING MINUTES  
TUESDAY, APRIL 29, 2014, 5:30 PM  
MEETING ROOM - 1328 WEST PENDER STREET

### COUNCIL PRESENT:

|                  |                                     |
|------------------|-------------------------------------|
| Roman Piechocki  | President/Treasurer                 |
| Peter van Diepen | Vice-President – departed at 7:30PM |
| Irfaan Hafeez    | departed at 8:00PM                  |
| Paul McGeachie   | departed at 8:00PM                  |
| Lawrence Keenan  |                                     |
| Nihat Yalcin     |                                     |
| Douglas Soo      | departed at 7:30PM                  |

### 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 25, 2014 Council meeting with the following amendments:

##### 3) FINANCE

##### b) Account Balances

“The current balances *for the sixth month as of February 28, 2014* in the appropriate funds”

**CARRIED**

#### 3) FINANCE

##### a) Monthly Statement

The Treasurer reported on the March 2014 Financial Statements. Minor corrections were submitted to the Pacific Quorum Accounting Department. The Strata Council members approved the March 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 March 31, 2014 in the appropriate funds are as follows:

- Total Cash Balance      \$1,182,909.00      (including Contingency Reserve Fund)

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- CRF Balance \$1,020,243.00 (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 1<sup>st</sup> of each month.
2. Council directs the Property Manager to automatically mail a warning letter on the 3<sup>rd</sup> 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.

4) **BUSINESS ARISING**

a) **Annual Fire Inspection – Deficiencies**

The Annual Fire Inspection was completed on February 27, 2014. The inspection of the missed out suites and repairs in common area deficiencies were completed on April 24, 2014.

b) **Hot Water Supply System replacement – Roof**

This project is expected to start in mid May, 2014 and is planned to be completed by mid July, 2014. Notices will be posted in advance.

c) **Parkade Tire Marks Repairs**

Vancouver Waterproof & Injection completed repairs of the damaged parkade floor membrane on April 18, 2014. The cost for repairs will be charged back to the Owner, whose tenant damaged the parkade membrane.

d) **Flood Detectors**

To minimize floods from the washing machine overflows, the Council reviewed equipment options and solutions, and agreed to purchase one (1) flood detector for each residential unit. Our staff will place the flood detector in the washing machine closet of each unit. Further updates regarding details and scheduling will be provided via notices.

e) **Speed Humps – Back Lane**

The Property Manager reported that the City of Vancouver received letters signed by the Strata Council President for each of the three properties (1328 West Pender Street, 1331 and 1333 West Georgia Street) confirming their agreement to the design, installation and payment for speed humps in the lane between Jervis Street and Broughton Street. The City requested a Letter of Credit be made payable to the City of Vancouver in the amount of \$12,000.00. It was noted that the cost is estimated to be half the above stated amount; however, it is the City's policy to add a contingency of 100 percent. This item will be further discussed at the next council meeting.

f) **Keyscan - Access Control System**

The Council has obtained quotes for the Access Control System upgrade/repairs or its replacement. The Council decision with recommendation is expected within the next two months. It will be presented for owners approval at the October AGM.

g) **Water Leak – Commercial Section Corridor**

This item will be addressed in fall 2014. Potential repairs will be included in the CRF projects to be tabled at AGM.

h) **Landscaping Design**

The Strata Council reviewed two quotes from landscaping companies based on the design from Samara Design. The Council directed the Property Manager to obtain an additional quote from another landscaping company.

i) **Swimming Pool Inspection**

Following completion of change rooms renovation and hot tub re-grouting the pool was opened to residents on April 5, 2014. The Coastal Health inspection granted approval for operation of the pool. To ensure full compliance with the new pool regulations, the Strata Council implemented assistance of Imperial Paddock service in water testing and equipment maintenance for one month. The updated Pool Safety Plan was resubmitted to Coastal Health.

j) **Water Systems Inspection**

Mainland Plumbing & Heating completed additional upgrades of cross-connections in the building water systems as directed by the City inspector. The cost of these upgrades: \$2,600.

k) **Dryer Vents Cleaning**

The annual dryer vent cleaning was completed on April 15, 2014. All unit vents were cleaned from the outside. Access for cleaning from the inside was not provided by 33 units.

5) **BYLAW VIOLATIONS FOLLOW-UP**

- a) A gate rule violation warning letter was mailed to an Owner.

6) **CORRESPONDENCE**

- a) The Council reviewed a letter regarding domestic water pressure. The Owner is going to discuss this matter with a plumber.
- b) An Owner send a letter reporting absence of the cold water shut off valve in their unit. The

plumbing contractor inspected the unit and located the shut off valve.

- c) The Property Manager received information about unreported renovations related to three (3) units. The Council agreed to fine two (2) Owners \$200.00 each for renovations that were not approved by the Strata Council.
- d) The Council approved a renovation request from the Owners of units #3507 and #2405.
- e) The Property Manager received a complaint letter about tailgating in the parkade. The Council verified the complaint and directed Property Manager to write a letter to the violator indicating potential fine of \$200.00.
- f) An Owner submitted a letter about a barking dog in the neighbouring suite. The Council directed the Property Manager to write a letter indicating potential fine of \$200.00.
- g) An Owner submitted a letter about a minor pool area upgrade and cleaning, and postal box installation. The Council reported that hangers in the shower rooms were installed. The Property Manager will follow up with the janitor to ensure that cleaning equipment is not left in the swimming pool area unattended. The Strata Council responded that there is a mail box for small parcels in the mail room. It is up to the Canada Post service to utilize it.
- h) An Owner submitted correspondence regarding landscaping upgrades along Jervis Street. All suggestions will be forwarded to a landscaper.
- i) An Owner submitted a letter confirming that the smoke alarm in their apartment was replaced in September 2013. The Council accepted this confirmation.

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

## 7) NEW BUSINESS

- a) **Fireplaces Shut Off for Summer**  
The Council discussed possible gas savings by shutting off the pilot light in each residential unit for the summer months. This saving directly benefits our yearly budget and services covered by our maintenance fees. Further information will be provided via notices.
- b) **Sump Pumps Repairs and Cleaning**  
One of the failed sump pumps was repaired and reinstalled. The second one is still undergoing repairs out of site. The sump pump pit was cleaned of all debris.
- c) **Windows Washing**  
The Strata Council agreed to award the contract in the amount of \$8,050.00 + GST to Pacific-Heights Window Cleaners for the spring windows cleaning. The Property Manager is going to follow up with Pacific-Heights' management regarding privacy and security of the Penthouse level.
- d) **Developer's Parking Stalls**  
On request of the Residential Executive, the Property Manager provided all relevant information to Paul G. Mendes, PGM Law Corporation, to clarify parking stall assignments in the BCS-460 Classico Strata Corporation. This item will be discussed at the next Council meeting.

e) **CRF Funded Projects**

The Strata Council reviewed a list of potential projects for the 2014/2015 fiscal year. This item will be discussed again at next month Council meeting.

f) **Plants in the Lobby**

This item was deferred for future meetings.

8) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 8:35 p.m.

The next Council meeting is scheduled for **Tuesday, May 27, 2014.**

**ONLINE ACCESS TO YOUR STRATA CORPORATION**

To access ***PQ ONLINE*** for Classico:

- Go to: [www.pacificquorum.com](http://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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**24-Hour Emergency Maintenance #: 604-685-3828**

**IMPORTANT INFORMATION** Please have this translated  
**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire  
**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca  
**CHI DẪN QUAN TRỌNG** Xin nhờ người dịch họ

**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。 誰かのために日本語に訳してもらってください。  
**알려드립니다** 이것을 번역해 주십시오  
**धरणी माउवणी** विचार करके विने संहा दिये जा चुकेका कचरणी

*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.*