



CLASSICO STRATA PLAN BCS 460

STRATA COUNCIL MEETING MINUTES
TUESDAY, MAY 22, 2018, 5:30 PM

COUNCIL PRESENT:	Roman Piechocki Peter van Diepen Ken Sopko Mark Deppel Lawrence Keenan	President/Treasurer Vice-President
COUNCIL REGRETS:	Mike Jobani Irfaan Hafeez	Commercial
MANAGEMENT PRESENT:	Julia Pop, Property Manager Pacific Quorum Properties Inc. jpop@pacificquorum.com / Direct Line: 604-638-1970	

1) **CALL TO ORDER**

The meeting was called to order at 5:37 p.m.

2) **NEW PROPERTY MANAGER**

Following resignations of Paul Kral in March and of Carey Grandy in April, the Council welcomed Julia Pop, the new Pacific Quorum Property Manager for Classico. She is looking forward to working with the Council to ensure effective building operation. Julia brings with her seventeen years of experience in project management, mechanical engineering (pressure vessels and mechanical installations) planning, and business management including eight years of Strata and Rental/Commercial property management. Julia can be reached by email at jpop@pacificquorum.com or by phone at 604-638-1970.

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

It was:

MOVED/SECONDED

To approve the Minutes of the April 24, 2018 Council Meeting, as presented.

CARRIED

4) **FINANCE**

a) **Financial Statements**

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

It was:

MOVED/SECONDED

To approve the Financial Statements for April 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 April 30, 2018: **\$122,160.00**
- CRF balance as of April 30, 2018: **\$1,470,299.00**

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 one strata lot. Please note the following bylaws, which will be enforced by the Council for late Strata fee payments:

✓ **VANCOUVER OFFICE:**

1777 West 75th Avenue
Vancouver, BC V6P 6P2
Tel: 604-685-3828 Fax: 604-685-3845

www.pacificquorum.com

SURREY OFFICE:

Suite 408 – 7337 137th Street
Surrey, BC V3W 1A4
Tel: 604-635-0260 Fax: 604-635-0263

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.*

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) Pacific Quorum (PQ) – Online Banking Charges

The Property Manager confirmed that a cheque from PQ will be deposited to Classico account for the disputed by the Council, outstanding online banking charges.

e) 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.

f) CRA – Payroll Fine

The Property Manager reported that the root cause appears to be in a failure to remit a penalty from June 2015. However at that time no notice was received from CRA. Pacific Quorum will request clarification from CRA. The Council reiterated approval of the remittance to CRA subject to receipt of confirmation in writing from Pacific Quorum Properties Ltd. that they would cover the costs of remittance if any of their actions contributed to the costs being assessed.

5) 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, approved escalating action to collect the outstanding strata lot debt. The Owner will be invited to discuss the issue at the next Council meeting.

b) Lobby Tower – Renovation - Update

At the direction of the Council, correspondence has been forwarded to the designer outlining schedule and operational concerns. On request of RodRozen Design, a meeting with the Council was held on May 16 to clarify the above issues. Following this meeting, the designer revised the project completion for June 8, 2018.

- c) **Building Exterior Painting & Flashing Installation**
The Council advised that the flashing installation was completed and the building exterior painting is set tentatively for June 4, 2018.
- d) **Planters & Lawn Drains Failure – Terrace Level 2**
After inspection by the Council, the project was limited to renewal of one planter located at level 2 in front of TH-5. Vancouver Waterproofing & Injection will provide quotation for the repairs.
- e) **Washing Machine Drain Raiser Cleaning**
Cleaning of the riser from four units on floors 15, 12, 7 and 6 by Montalbano Plumbing was completed. 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 was completed on Wednesday, April 25, 2018. One unit has not provided access. A letter was sent to the missing unit requesting to arrange the inspection at the Owner's cost and provide a proof of its completion by May 30, 2018.
- g) **Leak from a Unit on 22 Floor - Damage to the Unit on 21nd Floor**
The resulting damages are under the Strata Corporation deductible for water damage. The issue is between the Owners of the two units.
- h) **TH 1 – Leak from the Roof Patio - soil disposal, planter refilling and replanting**
Craine Projects Ltd. completed initial phase of the work, Vancouver Injection & Waterproofing is repairing the membranes. The Council approved replacement of the four planters' draining materials as quoted by Craine Projects Ltd. in amount of \$4,079.00.
- i) **Dryer Vents & Windows Cleaning – Pacific Heights**
This work has been scheduled for the end of June 2018, after completion of the building painting project.
- j) **631 Jervis St. (TH-7) – Mould, Condensation, Potential Moisture Damage – Repairs**
The remaining repairs were scheduled for May 28, 2018.
- k) **Planters – Roof TH 2 to 10 – Renewal – Quotes for Soil Removal & Disposal – CRF Project**
These will be done in the future. The quotations are being solicited.
- l) **Strata Bylaws – Proposed Updates**
The Council advised that this was in progress.
- m) **CRF Study/Depreciation Report**
The proposal had been received from Morrison Hershfield Engineers with additional quotations in progress.
- n) **Roofs and Patios Membranes - 2016 Roof Inspection Report**
Quotations are in progress for interim repairs as recommended in the inspection report. The Council advised that this item is in progress.
- o) **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 estimated by Malburg Pump & Boiler at \$5,000. The Council is assessing the total cost of this potential project.
- p) **Privacy Policy Revision**
The Council advised that the draft of the privacy policy revision is in progress.

p) **City of Vancouver - Back Lane Concerns**

Following complaints from the Owners, the Property Manager had sent a letter to the City of Vancouver outlining concerns related to the back lane traffic and parking. At this time, no response from the City had been received. The Council requested that a follow up letter be sent proposing a "local traffic only" be arranged at the back lane.

q) **Window Repair**

The inner pane of one of the windows in a unit on the 33rd floor suddenly burst into small pieces. Accurate Glass was arranged to replace the window.

r) **Glass Patio Door Replacement**

Following Council's approval of a competitive quote from Accurate Glass, Property Manager advised the contractor to contact the tenant to arrange for the repairs.

s) **Bicycle Audit**

Removal of unclaimed bicycles from the site was completed; they were donated to the charity.

t) **Annual Roof Anchor Inspection**

NTEC Industries has scheduled the annual roof anchors inspection for May 29, 2018.

u) **Arrears in Fines**

The Council is considering application to the Civil Resolution Tribunal to enforce payment of significant amount of fines for violation of bylaws and rules accumulated by one of the units. The Owner was invited to discuss the issues with the Council but did not attend the meeting.

6) **BYLAWS AND RULES VIOLATIONS**

Strata Council has made the following decisions:

a) **Car licence/insurance bylaw violation**

Violation letter was mailed to one Owner.

b) **Rental bylaw violation**

Violation letters were mailed to the Owners and a fine of \$200.00 each was levied to their strata lot accounts.

c) **Noise Bylaw Violation**

Violation letter was mailed to the Owner and a fine of \$200.00 was levied to the strata lot account.

d) **Illegal Parking**

Violation letter was sent to the Owner.

e) **Uninsured Vehicle**

Violation letter was sent to the Owner.

f) **Response to Bylaw violations**

Council advised that response letters have been received from 3 Owners.

g) **Noise Complaint from an Owner**

Violation letter was sent to the offending Owner.

7) **CORRESPONDENCE FROM OWNERS**

a) Emails have been received from a tenant on the 17th floor regarding noise originated from the 18th floor. The Council will monitor the situation.

b) A letter has been received from an Owner regarding a fine related to the common property bylaw violation. The Council reviewed the circumstance of the case and voted to reverse the \$200.00 fine.

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) Water Leak from a Unit on the 38th floor to a Units on 37th and 36th floor

The origin of the leak remains undetermined. The Owner's plumber is working on the location. The affected units have been inspected and assisted by staff and Council.

b) Swimming Pool Inspection

Vancouver Coastal Health provided inspection reports. The Council has reviewed and responded to the pointed deficiencies.

c) Swimming Pool Ventilation Failure

Malburg Pump & Boiler attended repairs of the pool air handling unit (AH-1) by replacing a failed contactor and fuse.

e) Lobby Glass Door - Damage

On early morning of May 21, 2018, one side of the lobby glass door was totally shattered by a resident. An extra security service was arranged. Accurate Glass has boarded the broken side of the door. The door replacement will be quoted in a week and when approved and ordered, it will take 2-3 weeks to arrive. The damage will be claimed against the Strata Corporation Insurance. The Owner will be responsible for the insurance deductible and any unclaimable expenses.

f) Leak from the Commercial Unit to Parkade

Following a report of a leak in the parkade, the occupant of the commercial unit has been promptly advised about it. The Property Manager will mail a bylaw violation letter to the unit's Owner and charge the Owner's account for the repairs of the resulting damages.

g) Building Maintenance by Staff

The Council reviewed the current maintenance tasks. Power washing was scheduled; the irrigation system will be adjusted; ventilation grills will be vacuumed clear and the external lighting attended.

h) Pacific Quorum Properties Inc. - Termination of Service

The Council has handed a letter to the Property Manager to be presented to the President of Pacific Quorum Property Inc. The letter advises that the Council has voted to terminate the services of Pacific Quorum by providing the required two month notice. The Council decided that Classico would be served more effectively by a smaller organization. Following the review of a number of potential service providers, the Council decided to engage Korecki Real Estate Service Inc. in managing the Classico in the future. The Council proposed to accelerate the termination of the Agreement with PQ by one month, ending it effectively on June 30, 2018.

9) ADJOURNMENT

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

**THE NEXT COUNCIL MEETING SCHEDULED IS:
TUESDAY, JUNE 26, 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:

PACIFIC QUORUM PROPERTIES INC.

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CLASSICO DIRECT CONTACT: 604-202-2868

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.*