

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, MAY 26, 2015 AT 5:30 PM



PACIFIC
QUORUM
Properties Inc.

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CLASSICO DIRECT CONTACT: 604-202-2868

COUNCIL PRESENT:	Roman Piechocki Peter van Diepen Lawrence Keenan Irfaan Hafeez	President/Treasurer Vice-President
COUNCIL REGRETS:	Sina Rezai	Commercial Representative
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 COUNCIL MEETING MINUTES**

It was:

MOVED/SECONDED

To approve the Minutes of the April 28, 2015 Council Meeting, as presented.

CARRIED

3) **STRATA COUNCIL**

The Property Manager reported that the Commercial Section Executives elected Sina Rezai (330 – 638 Broughton Street) as the Commercial Representative for the Strata Council of Classico – BCS 460.

4) **FINANCE**

a) **Monthly Statement**

The Treasurer reported to the Council on the April 2015 Financial Statements before the meeting. The Council approved the April 2015 Financial Statements.

The Property Manager reported that Waste Management reimbursed the Strata Corporation \$4,890.07 for the erroneous charges. Waste management also reimbursed the Strata Corporation \$290.00 for repairs of the damaged gate.

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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) **2015/2016 Budget Preparation**

The Council prepared a draft of the format of the budgets to meet the requirements of new legislation for the sectioned buildings. The 2015/2016 budget will be presented in its new format for the Owners approval at the 2015 Annual General Meeting (AGM).

c) **Financial Audit**

Following discussion, the Council requested the Property Manager to obtain quotes for financial audit of the Strata Corporation as of August 31, 2015.

d) **Account Balances**

The current balances as of April 30, 2015 for the appropriate funds are as follows:

- Total cash balance as of April 30, 2015: \$1,196,244.00 (including CRF)
- CRF balance as of April 30, 2015: \$954,950.00

e) **Arrears**

The Property Manager reported that letters were sent to all Owners with overdue accounts. Please note the following bylaw, 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 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 Accounts 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.
7. At the meeting after the lien has been filed, the Council approves starting legal proceedings and applies another fine and interest.

5) **BUSINESS ARISING**a) **Annual Fire Inspection – Follow Up**

The annual fire inspection in the four (4) missed units will be performed on June 8, 2015. Notices to the owners of these units were distributed well in advance. Some common area and commercial section units deficiencies identified during the annual inspection, will also be addressed at that time. To meet the regulatory requirements, the fire extinguishers and fire sprinkler gauges will be replaced in September 2015.

b) **Windows Washing**

The window washing has now been completed.

c) **Parkade Cracks Repairs**

The Property Manager will follow up with Vancouver Injection & Waterproofing regarding the parkade crack repairs approved at the 2014 AGM.

d) **Swimming Pool Washrooms – Floor Tiles Re-sealing**

The swimming pool washroom's floor tile re-sealing has been completed.

e) **Rental Bylaws Review**

The Council continues the review of the Classico existing rental bylaws. After its completion, any new bylaws will also be reviewed by Clark & Wilson Lawyers. The final version of these bylaws will be presented for the Owners' approval at the 2015 AGM.

f) **Return-it - Multi Family Recycling Pilot Project**

The Council will be reviewing this item at the next Council Meeting.

g) **Balconies' Membrane Renewal – 2016 CRF Project**

The Property Manager and the Council President met with representatives from Remdal Painting to review the tower rooftop suitability for the use of swing stages in this project. The project proposals from three (3) contractors will be evaluated and presented to the Owners at the 2015 AGM with the intention of its implementation in 2016.

h) **Electrical Maintenance**

The Council reviewed a report from Lonsdale Electric. Various repairs were completed in common areas of both sections of buildings and in the parkade. The contractor had troubleshoot one electrical circuit of receptacles in the parkade but was unable to locate an obvious reason for malfunctioning of another one at level P3. The contractor will present options to address malfunctioning of this circuit.

i) **Carpet Cleaning**

The semi-annual carpet cleaning of the common areas has been completed.

j) **Mailboxes – Cleaning**

After review of quotes for restoration of the mailbox doors, the Council approved a quote from Cornel Berceanu at a total cost of \$250.00.

k) **Staff Reorganization**

Following extensive evaluation of the building staffing requirements, the Council concluded that the most suitable and beneficial solution to meet these requirements is employing a resident building manager. After review of the best options available, the Council offered a Resident Building Manager contract to Mr. Cornel Berceanu effective August 1, 2015. Mr. Berceanu, a resident owner, has accepted the position.

To eliminate any possibility of conflict of interest, the Council included the following clause in Mr. Berceanu's contract:

"Specifically, employment as Building Manager of Strata Plan BCS-460 is contingent upon employee not holding a position on the Strata Council of Strata Plan BCS-460."

The Council welcomes Mr. Cornel Berceanu as the Resident Building Manager at the Classico.

6) BYLAWS AND RULES VIOLATIONS

- a) Annual Fire Inspection – A bylaw violation letters were mailed to four (4) Owners for failing to provide access to their units for the inspection.
- b) Party Room – A rule violation letter was mailed to one (1) Owner.
- c) Unleashed Dog – A bylaw violation letter was mailed to one (1) Owner.
- d) Parkade Gate – A rule violation letter was mailed to one (1) Owner.
- e) Bird Feeding – A bylaw violation letter was mailed to one (1) Owner.
- f) Cigarette Smoking – A bylaw violation letters were mailed to two (2) Owners.

7) CORRESPONDENCE

- a) An Owner submitted a complaint regarding an unleashed dog. The Council directed the Property Manager to respond in writing.
- b) An Owner filed a written complaint against their neighbour as cigarette smoke was emanating into their unit.
- c) An Owner submitted a response regarding a cigarette smoke bylaw violation stating that he was not at home when the alleged violation occurred. After its review, the Council decided to monitor the situation.
- d) An Owner submitted a response regarding a bird feeding bylaw violation. After its review, the Council decided to apply a \$200.00 fine for this bylaw violation.
- e) An Owner submitted a complaint regarding a gate violation by another resident. After its review, the Council decided to mail out a rule violation warning letter.
- f) An Owner submitted a request to repair the disconnected, parkade electrical outlet. The Council reported that the contractor was unable to locate the problem. The Council is awaiting options from the contractor to address the malfunctioning circuit in the parkade.
- g) An Owner submitted a response regarding a noise bylaw violation. After its review, the Council decided to apply a \$200.00 fine for the bylaw violation.
- h) An Owner submitted a response regarding Party Room use past the permitted hours. After its review, the Council decided to apply a \$50.00 fine for the rule violation.
- i) An Owner submitted a response for failure to provide access for the Annual Fire Inspection. After its review, the Council decided to apply a \$200.00 fine for this bylaw violation.
- j) An Owner submitted a response regarding an unleashed dog. After its review, the Council decided not to fine the Owner.
- k) An Owner submitted a written complaint against security guard restricting resident's access to the amenity room. The Council directed the Property Manager to review the issue with the security guard.

- l) An Owner submitted a written complaint against their neighbour whose cigarette smoke was emanating into their unit. The Property Manager issued a bylaw violation warning letter.

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) **Overhang Cleaning**

On request of the owner, the staff cleaned the overhang located underneath one of the 6th floor units.

a) **Parkade Gates Maintenance**

Elite Door Service Ltd. completed the periodical parkade gates maintenance.

b) **High Temperature Alarm – Elevator-Mechanical and Distribution Rooms**

The Council reviewed the issue of potentially undetected high air temperature resulting from failure of the ventilation system in the tower Elevator-Mechanical Room and in the Distribution Room. The council approved installation of a programmable temperature alarm indicator in these rooms.

c) **Guest Suite Rental Rates**

The Council approved the increase of the Guest Suite rental fee by **\$5.00 (Five Dollars)**. The Guest Suite occupancy, starting September 1, 2015, will be charged at \$65.00 per day. Minimum charge for cancellation: \$65.00
Damage deposit remains the same at: \$100.00

d) **CMI Contract**

Following reorganization of the building staff, the Council terminated the existing agreement with CMI Concierge & Security Inc. as of August 16, 2015.

The Council proposed entering into a new agreement with CMI as of August 17, 2015 for services as follows:

- Fridays from 11:30 p.m. to Saturdays at 7:30 a.m.;
- Saturdays from 3:30 p.m. to Sundays at 7:30 a.m.;
- Sundays from 3:30 p.m. to 11:30 p.m.; and
- Statutory Holidays:
 - From 11:30 p.m. of the preceding day to 7:30 a.m. on the Statutory Holiday; and
 - From 3:30 p.m. to 11:30 p.m. on the Statutory Holiday.

In addition, the service would be required to replace building staff that are on vacations for about twenty-five (25) days per year from 3:30 p.m. to 11:30 p.m.

CMI accepted their contract termination and agreed with the amendments. CMI will send a new contract closer to the date of change.

e) **Drain Raisers Auguring**

The Property Manager, staff and the Council President met on site with Montalbano Plumbing to discuss options for the most effective and efficient drain raisers auguring. After review of the scope of the project, the Council directed the Property Manager to obtain three competitive quotes.

f) **Circular Driveway - sealant application**

The Council approved to proceed with periodical application of protective concrete sealant on the circular driveway in front of the building.

g) Drains - Lawn Level 2 - terrace

The Council approved a proposal from Cornel Berceanu to locate and clean the drains on the 2nd level terrace lawn. The drains will be accessed from the unoccupied commercial section unit located directly under the lawn.

h) Distribution Room - Air Conditioning (A/C)

The Council approved periodical maintenance of the A/C unit serving the Distribution Room.

i) In-suite Air Conditioning (A/C) Maintenance

The Council directed the Property Manager to mail letters to all Owners on floors 33-38 advising them of responsibility to maintain their A/C units.

j) Visitors Parking

The Council directed the Property Manager to mail warning letters to the Commercial Section owners regarding occasional, illegal parking of their units occupants in the visitors parking.

9) ADJOURNMENT/NEXT MEETING

There being no further business, the meeting was adjourned at 7:20 p.m.

**THE NEXT COUNCIL MEETING IS SCHEDULED FOR
TUESDAY, JUNE 23, 2015 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.

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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.*