

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, MAY 23, 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 Mark Deppel Lawrence Keenan	President/Treasurer Vice-President
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 5:35 p.m.

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

It was:

MOVED/SECONDED

To approve the Minutes of the April 25, 2017 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the Financial Statements for April 2017 before and at the meeting. The Council approved the Financial Statements for April 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.

b) **Account Balances**

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

Strata Corporation Total:

- Operating Cash balance as of April 2017: \$144,991.00
- CRF balance as of April 2017: \$1,341,194.00

✓ **VANCOUVER OFFICE:**

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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)**

PQ advised that the Bill Payment Receiver function has not been completed yet by HSBC as it requires interfacing with the other banks. Further information will be provided once received from HSBC.

4) **BUSINESS ARISING**

a) **Lobby & Tower Interior - Renovation - Design Development**

Since the last Council meeting, the Committee met several times to review the details of the RodRozen Design proposal. A meeting with the designer to convey the Committee observations and suggestion is scheduled for May 24, 2017. Following consolidation of these propositions, and any supplementary 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) **Gutters Maintenance - Commercial Section**

Bane Painters completed the project on May 20, 2017.

c) **Annual Fire Inspection/Second Round Inspection/Deficiencies**

The second round of the annual fire inspection for the four missed out units and to attend several fire equipment deficiencies has been completed on May 2, 2017. The Elite Fire submitted a quote to replace two failed heat sensors in the commercial section unit 1368 West Pender St. at a total cost of \$540.00 plus GST. The strata Council concurred with the

contractor's recommendation and approved their quote. The expense for the heat sensors replacement will be charged back to this unit.

d) **Dryer Vents Cleaning & Windows Cleaning**

Pacific Heights completed dryer vents cleaning and concurrent windows cleaning projects on May 5, 2017.

e) **Water Leak - Visitors Parkade**

Vancouver Injection & Waterproofing inspected the source of rain water ingress in the visitor's parkade and will perform repairs as soon as possible.

f) **Roof Maintenance**

The building staff completed part of the roof maintenance recommended by the inspection of the roof and patio membranes performed by CCI Group Engineering in September 2016. It included removal of excessive organic growth and debris from drains, flashings and roof rocks. The remaining part, such as replacement of caulking in piping penetrations, repairs of concrete cracks on the roof-top and on some upper level patios, will also be attended by the building staff.

g) **Marijuana Decriminalization**

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

h) **Pool Plans//Pool Operator Course**

Vancouver Coastal Health provided the building swimming pool plans. As reported in the Council meeting minutes in April, Imperial Paddock commenced testing of the pool and hot tub water once per week. These tests are done in addition to daily water tests performed by the building staff. A refresher Pool Operator course is being scheduled for the building manager.

i) **Security**

The Council discussed a control improvement of the building entry FOBs. The Council president will meet with Westcoast Communications technician to review the capacity of the Keyscan system for enhancement of the FOBs control.

5) **BYLAWS AND RULES VIOLATIONS**

a) **Hot Tub Rule Violation**

Letters were mailed to two Owners.

b) **Parkade Gate Rule Violation**

Letters were mailed to six Owners.

c) **Visitor Parking Violation**

Letters were mailed to two Owners.

6) **CORRESPONDENCE**

a) An Owner submitted correspondence regarding clogged drain and a probably dying tree in their patio planter. After review of two competitive proposals for rebuilding of the planter's drain, the Council approved a quote from the building manager at \$700.00 plus GST. The service will be provided after the building manager's regular hours of work. In addition, the landscaper was engaged to assess the condition of the tree, its potential removal and replacement.

b) An Owner submitted correspondence regarding parkade gate rule violation. After verification of the incident, the Council decided to fine the Owner \$50.00 for the rule violation.

c) An Owner reported a stain on their ceiling. After investigation, it was determined that the stain may have been caused by a leak from a malfunctioning appliance at a suite above. The Owner of this unit was advised to have their appliance checked by a qualified technician.

Since the damages were well below deductibles, Strata Corporation did not get involved.

- d) An Owner submitted correspondence regarding Car Insurance bylaw violation. After verification of the case, the Council decided not to fine the Owner for bylaw violation.
- e) An Owner submitted correspondence regarding parkade gate rule violation. After verification of the incident, the Council decided to fine the Owner \$50.00 for the rule violation.
- f) Two Owners submitted a request for upgrades in their apartment. The Council approved these requests.

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) **External Glass Panel Damage**

Extreme Glass and Accurate Glass submitted quotes to replace the damaged external glass panel at the building's 10th floor. The Council approved a quote from Accurate Glass at \$1,423.00 plus taxes. The Property Manager was requested to file insurance claim with the strata corporation insurance provider.

b) **Spring Maintenance**

The building staff completed most of the scheduled spring maintenance. The remaining items will be completed by early summer 2017.

c) **Domestic Water Supply Leaks - 1362 W. Pender St. - Commercial**

The commercial section owner reported leaks from a hot water line and from a valve on cold water line traversing their unit ceiling. Malburg Pump and Boiler, the building mechanical contractor attended the emergency repairs. A section of the hot water recirculation line and a faulty valve on the cold water line were replaced at an approved by the council cost of \$2,488.62. Part of the repairs was performed at an overtime rate.

d) **Mechanical Maintenance**

Malburg Pump & Boiler completed periodical boilers inspection and maintenance, and performed repairs on roof boiler #3. A number of mechanical issues, including inspection and maintenance of electrical vault fans were also attended. The Council approved the combined cost of these repairs at \$1,490.84.

e) **Elevators Breakdowns**

Over the last six weeks, there were a number of unusual elevator failures. The Property Manager requested Richmond Elevators to arrange for additional prompt inspection and repairs.

f) **Janitorial Service Deficiencies**

Following complaints, the Property Manager advised the janitorial company about the recent common areas carpet vacuuming deficiencies.

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:35 p.m.

**NEXT COUNCIL MEETING
TUESDAY, JUNE 27, 2017**

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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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.*