

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, MAY 24, 2016 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 Mark Deppel Lawrence Keenan	President/Treasurer Vice-President
REGRETS:	Ken Sopko 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 5:40 p.m.

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

It was:

MOVED/SECONDED

To approve the Minutes of the April 26, 2016 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Financial Statements**

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

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

Strata Corporation Total:

- Operating Cash balance as of April 2016: \$171,090.00
- CRF balance as of April 2016: \$1,265,915.00

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) **Purchasing Limits**

The Council reviewed the purchasing restrictions and increased them as follows:

Staff: authorized for non-regular purchase of goods of a value up to \$200.00

Property Manager: up to \$1,000.00

Purchases of individual items or products of a value above these amounts require council approval.

The Council spending restrictions are determined by the strata corporation bylaws:

S.18 Spending Restrictions

- S.18.1 A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with the bylaws and the expenditure has been approved by the owners either in the budget or by $\frac{3}{4}$ vote resolution.
- S.18.2 Despite subsection 18.1 and pursuant to section 98(2)(a) of the Act, the strata council may approve an expenditure out of the operating fund if the expenditure, together with all other expenditures not otherwise previously approved by the owners, whether of the same type or not, that were made under this subsection in the same fiscal year, is less than \$10,000.00.

S.18.3 Despite subsection S.18.1 and in addition to the exception contained in subsection S.18.2, the strata council may authorize spending the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

4) **BUSINESS ARISING**

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

UNITUS Painting Ltd. commenced the project on May 16, 2016; its anticipated completion, mid July 2016. The deposit payment of \$10,000.00 + GST was issued to the contractor. Notices regarding the project details have been distributed to Owners and Residents well in advance.

The Council approved engagement of Vancouver Injection & Waterproofing to perform independent spot-checking during the following balconies repainting project stages:

- Site preparation
- Product application
- Clean up

Estimated time: 50 hours at \$65.00/hour + GST

In an effort to facilitate the “balconies painting project”, the Council and Management request residents to store their BBQ inside their unit until the project is completed. The propane tanks can be stored at the Level 2 terrace. Please contact the building staff at 604-202-2868 to assist you with storing your propane tanks at the Level 2 terrace.

Furthermore, in light of recent inspections of the building exterior, it was brought to the Strata's attention that some residents have installed tiles or other permanent surface coverings on their balconies. Please be advised that altering any permanent material to the exterior of the building is against the Strata Corporation Bylaws, section *R. 6 - Obtain Approval before altering a Strata Lot or Common Property*, and will undermine the integrity of the new membrane and the building envelope components. These alterations were not approved by the Strata Council and must be removed, in order for the balcony decks to be repaired and the new balcony membrane to be installed. If these deck coverings are not removed when the balcony repair project commences on May 16, 2016, the Strata will arrange for the removal and chargeback all associated removal costs to the respective Owners. If you have any questions, please respond to the Property Manager by mail to Pacific Quorum's office or via email at pkral@pacificquorum.com

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

The second round of the annual fire inspection for the six missed units and attending several equipment deficiencies have been completed on May 3, 2016. It was reported that one Owner did not provide access for the second scheduled inspection. The cost associated for the secondary inspection will be charged back to the Owners failing to provide access. In addition, a \$200 fine has been assessed against one unit Owner who did not provide access for the secondary inspection.

c) **Lighting Audit & Upgrades Proposal**

The Council continues reviewing proposals submitted by AYO Energy, Lumenix, and Commercial Lighting for retrofitting the building's common area lights. The Council will prepare a lighting retrofitting proposal for the 2016 Annual General Meeting (AGM).

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

The project was completed on May 4, 2016. It was reported that some isolated installation difficulties were encountered by the technicians preventing placement of the cage over the sprinkler head. Also, the access was not provided by eight unit Owners. One Owner, for apparent esthetic reasons, limited the installation of the cages in his unit to one. The Management will be sending letters to those unit Owners, advising of potential dangers and risks associated with the absence of the protective fire sprinkler cages. The schedule of the second round cages installation will be sent out to the eight unit Owners.

e) **Carpet Stretching**

Glory Carpets Ltd. completed the carpet stretching of the common hallway at levels: 7, 12, 15, 18, 19, 21, 22, 24, 27, 29, 32, 33, 36 and 37.

5) **BYLAWS AND RULES VIOLATIONS**

- a) Parkade Gate Rule Violation – Letters were mailed to five Owners.
- b) Recycling Rule Violation – A letter was mailed to one Owner.

6) **CORRESPONDENCE**

- a) It was reported that an Owner upgraded their unit flooring without the Strata Corporation's approval. The Property Manager sent a letter to the Owner requesting specification of the new flooring.
- b) The Council requested clarification from an Owner as a result of insufficient tenancy information provided in Form K.
- c) An Owner submitted a response to a smoking bylaw violation. After review, the Council decided not to fine the Owner.
- d) An Owner submitted a response confirming that the illegally installed balcony tiles were removed from their balcony.
- e) An Owner submitted a response to a parkade gate rule violation, and requested further details regarding the alleged violation. The Council will verify the violation by reviewing the surveillance cameras recordings and data of the Keyscan security system.
- f) An Owner submitted a response to fines for a late payment of the strata maintenance fee, requesting their reversal. After review, the Council decided not to reverse the fines.
- g) An Owner submitted a request to approve installation of the windows and balcony door bug screens. The Council approved the retractable screen door installation and advised to contact the building manager for various potential options of screens installation.
- h) An Owner submitted a response to a parkade gate rule violation requesting a reversal of the fine. After review, the Council decided not to fine the Owner.
- i) An Owner submitted a request for interior renovation, including removal of a partition wall. The Council requested to submit additional details of the modification as there is a kitchen drain raiser located inside this wall.
- j) An Owner submitted a response to various bylaw violation fines requesting their reversal. After review, the Council decided not to reverse the fines.

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) **Janitorial Contract**

The Council reviewed Bar-El's janitorial contract. Due to a number of service contract addendums implemented during the last 10 years, the Property Manager was requested to consolidate them and present the amended contract to the Council at the next Council Meeting.

b) **Irrigation**

The staff has performed seasonal maintenance of the irrigation system and attended deficiencies of planters irrigation on the 5th floor lawn. Unfortunately, due to constraints of the system, two planters would have to be watered by hand. Cooperation of the residents neighbouring this area is appreciated. The irrigation system has been set up to comply with the Stage 1 of the Metro Vancouver water restrictions, which is in effect from May 15, 2016.

c) **Bylaws Amendment**

The Council discussed potential amendments to the current bylaws. The review of the proposals will continue at future meetings.

8) **ADJOURNMENT/NEXT MEETING**

There being no further business to discuss, the meeting was adjourned at 7:45 p.m.

NEXT COUNCIL MEETING: TUESDAY, JULY 26, 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

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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.