



## CLASSICO STRATA PLAN BCS 460

STRATA COUNCIL MEETING MINUTES  
TUESDAY, MAY 27, 2014, 5:30 PM  
MEETING ROOM - 1328 WEST PENDER STREET

**COUNCIL PRESENT:**

Roman Piechocki                      President/Treasurer  
Peter van Diepen                      Vice-President  
Irfaan Hafeez  
Lawrence Keenan  
Nihat Yalcin  
Douglas Soo                              departed 7 p.m.

**COUNCIL REGRETS:**

Paul McGeachie

**MANAGEMENT PRESENT:**

Paul Kral, Senior Property Manager  
Pacific Quorum Properties Inc.  
pkral@pacificquorum.com / Direct Line: 604-638-1961

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1) **CALL TO ORDER**

The meeting was called to order at 5:35 p.m.

2) **ADOPTION OF PREVIOUS MINUTES**

It was:

**MOVED/SECONDED**

To approve the minutes of the April 29, 2014 Council meeting.

**CARRIED**

3) **FINANCE**

a) **Monthly Statement**

The Treasurer reported on the April 2014 Financial Statements. Minor corrections were submitted to the Pacific Quorum Accounting Department. The Strata Council members approved the April 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 April 30, 2014 for the appropriate funds are as follows:

- Total Cash Balance            \$1,170,704.00                      (Including Contingency Reserve Fund)
- CRF Balance                    \$1,001,362.00                      (Contingency Reserve Fund)

c) **Arrears**

The Property Manager reported that letters were sent to all Owners with overdue accounts.

**d) Budget**

The Strata Council is in the process of preparing the 2014/2015 budget.

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) Hot Water Supply System Replacement – Roof**

This project is well underway and is planned to be completed by mid-July 2014.

**b) Flood Detectors**

The Property Manager reported that the flood detectors were received. 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.

**c) Speed Humps – Back Lane**

The Property Manager and Council representatives met a City of Vancouver planner to finalize the design, installation and payment for speed humps in the lane between Jervis Street and Broughton Street. This item will be discussed with Owners at the upcoming Annual General Meeting.

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

The Strata Council directed the Property Manager to obtain quotes for the Commercial Section’s corridor wall repairs. This item will be discussed again at the next Council meeting.

**e) Landscaping Design**

The Strata Council received a final quote from a landscaping company based on the design from Samara Design. The Council is going to review the quote and confirm that all the items are included in the final proposal.

f) **Water Systems Inspection**

The Property Manager reported that the City inspector is going to contact the on-site staff to coordinate the water system inspection.

g) **BC Hydro PIP Incentive (Rebate) for LED MR-16 Light Bulbs**

The Property Manager reported that the BC Hydro's Incentive Rebate of approximately \$1,200.00 for LED MR-16 light bulbs will be received in June 2014.

h) **ICBC Claim Refund (Damage to Upstand)**

The Property Manager confirmed that the Strata Corporation received \$500.00 from ICBC related to a 2013 claim for a damaged upstand in front of the building.

i) **Fire Alarm and Emergency Generator Tests (City Requirements)**

The Council directed the Property Manager to obtain competitive quotes for the Annual Emergency Generator Inspection. The Property Manager is also going to inquire with the City on whether or not the monthly fire alarm testing is required. It was agreed that, in the meantime, building staff will continue with regular monthly fire alarm testing.

j) **Plants in the Lobby**

This item is going to be discussed at future meetings.

k) **Developer's Parking Stalls**

On request of the Residential Section Executive, Paul G. Mendes, lawyer provided a draft of the opinion regarding parking stall assignments at the Strata Corporation of BCS 460 – Classico, and suggested that each potentially involved party engage separate legal representatives. This item will be discussed further at the next meeting.

l) **CRF Funded Projects**

The Strata Council reviewed potential, CRF funded projects for the 2014/2015 fiscal year and finalized some of them. The final list of the projects will be presented to Owners at the upcoming Annual General Meeting.

m) **Window Washing**

The Property Manager reported that window washing has been scheduled for June 16 – 27, 2014. Notices will be posted well in advance.

5) **BYLAW VIOLATIONS FOLLOW-UP**

a) A move out bylaw violation warning letter was mailed to an Owner. The Strata Council unanimously agreed to issue a fine.

b) Unreported tenancy letters was mailed out to four (4) Owners. The Strata Council unanimously agreed to issue fines.

c) A garbage rule violation warning letter was mailed to an Owner. The Owner's tenant requested council hearing, however, the tenant did not attend this meeting. The Strata Council unanimously agreed to issue a fine.

6) **CORRESPONDENCE**

a) An Owner sent a letter reporting food odour coming from the restaurant's exhaust. The Property Manager is going to obtain a quote to install a filtration unit on top of the exhaust vent.

- b) The Property Manager received information about unreported renovations related to one unit. The Council agreed to fine this Owner \$200.00 for renovations that were not approved by the Strata Council.
- c) The Council approved a renovation request from the Owners of unit #2906.
- d) It was reported that RE/MAX started renovations in their commercial unit; this renovation was approved in 2013. The Council directed the Property Manager to obtain an updated renovation scope of work from the RE/MAX office.
- e) The Owners submitted a letter about their hardwood floor lifting due to a flood in 2012 that originated from a neighbouring suite. The insurance agent reported that the hardwood floor was upgraded by the Owners, therefore, not covered under the Strata insurance. The Owners were advised to arrange for the repairs themselves.
- f) An Owner submitted correspondence regarding neighbours leaving items on the lawn at Level 5. The Property Manager issued a bylaw violation warning letter.
- g) An Owner submitted a letter complaining about noise emanating from a neighbouring unit. The Property Manager issued a bylaw violation warning letter.
- h) An Owner submitted a letter requesting reimbursement for landscaping tools and a lawnmower purchased for the Strata. The Strata Council did not approve this request and noted that Owners must always submit a purchase request to the Strata Council for their consideration first.
- i) An Owner submitted a complaint about a verbal attack by an unidentified resident at the building's front entrance. The Management informed this Owner to contact the police.
- j) A bylaw violation warning letter was mailed out to an Owner regarding alcohol consumption in the Party Room.
- k) A toilet overflow in unit on the 27<sup>th</sup> floor caused water damage in this unit and in two units below. The Strata Corporation will not be involved as there were no damages to common property. An Owner on the 27<sup>th</sup> floor whose toilet overflowed and caused the water damage is going to follow up and arrange for all necessary repairs.
- l) An Owner on the 9<sup>th</sup> floor reported a leak in the bathroom from above. Our staff determined that the leak originated from the shower handle of the unit on the 10th floor. The Strata Corporation will not be involved as there were no damages to common property and advised the Owners to arrange for all necessary repairs.

During the last several months, we have received reports of water leaks in some bathrooms from the base of the shower handle. These leaks cause damage to the bathroom wall, and if prolonged or severe enough, it may result in water damage to the suite below. If your bathroom has a configuration of the shower handle as in the picture posted on *PQ ONLINE* on May 27, 2014, the upper section of the shower handle flange must be sealed to prevent water leakage.

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

7) **NEW BUSINESS**

a) **CHOA – Associate Membership Renewal**

The Strata Council approved the annual CHOA associate membership renewal at a cost of \$75.00.

b) **Maintenance – Spring/Summer**

The Strata Council reviewed the maintenance plan for spring/summer 2014. This item will be further discussed with the Council President and the Property Manager at their regular site meetings.

8) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 8:15 p.m.

The next Council meeting is scheduled for **Tuesday, July 22, 2014 at 5:30 p.m.**

**ONLINE ACCESS TO YOUR STRATA CORPORATION**

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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*Vancouver, BC V6P 6G5*

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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 lo traduzca  
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch họ

重要資料 請找人為你翻譯  
これは大切な情報を伝えます。 どうか日本語に訳して下さることを  
알려드립니다다 이걸을 번역해 주십시오  
बहुत महत्वपूर्ण है। कृपया इसे हिंदी में अनुवाद करवाएं

**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.*