

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, JUNE 23, 2015 AT 5:30 PM



430 – 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
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 Lawrence Keenan Sina Rezai	President/Treasurer Vice-President Commercial Representative
COUNCIL REGRETS:	Irfaan Hafeez	
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 May 26, 2015 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Statements**

The Treasurer reported to the Council on the May 2015 Financial Statements before the meeting. The Council approved the May 2015 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) **2015/2016 Budget Preparation**

The Council accepted in principal the second draft of the new format of budgets, which meet the requirements of the new legislation for sectioned buildings. The updated budgets will be presented in its new format for the Owners' approval at the 2015 Annual General Meeting.

c) **Foreclosure**

The Council reviewed correspondence from Hammerberg's lawyers related to an Owner who failed to respond to the lawyer's demand letter regarding unpaid strata fees. The lawyer noted that the next step in the collection process is to commence legal proceedings in the Supreme Court of BC. After reviewing all of the facts, the Council directed the Property Manager to make another attempt to contact the Owner.

d) **Financial Audit**

The Property Manager obtained a quote at \$3,500.00 plus GST from Don Guthrie, CPA, CA, for the financial audit of the Strata Corporation, as of August 31, 2015. The Council approved this quote.

e) **Account Balances**

The current account balances as of May 31, 2015 for the appropriate funds are as follows:

- Total cash balance as of May 31, 2015: \$1,185,521.00 (including CRF)
- CRF balance as of May 31, 2015: \$960,873.00

f) **Arrears**

The Property Manager reported that 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 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 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.

4) **BUSINESS ARISING**

a) **Annual Fire Inspection**

The second round of the Annual Fire Inspection was successfully completed.

b) **Parkade Cracks Repairs**

Vancouver Injection & Waterproofing commenced the parkade cracks repairs, as approved at the 2014 AGM.

c) **Rental Bylaws Review**

Clark Wilson Lawyers completed the review of Classico's existing rental bylaws, and suggested various amendments. The final version of these bylaws will be presented for the Owners' approval at the 2015 AGM.

d) **Return-it – Multi Family Recycling Pilot Project**

After review of the proposal, the Council decided to maintain the existing system of disposing recyclable materials.

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

The Property Manager reported that Coastline Development Ltd. submitted a quote for the balconies' membrane renewal. Remdal Painting and Aqua City were not ready with their quotes at the time of this meeting. The Property Manager will follow up with these contractors to ensure their quotes availability for the August 2015 Council Meeting. The project proposals from three (3) contractors will be evaluated and presented to the Owners at the 2015 AGM, with potential implementation of the project in 2016.

f) **Electrical Maintenance**

The Council reviewed a report from Lonsdale Electric. The troubleshooting of one electrical circuit in the parkade is outstanding. The contractor will present options to address the malfunctioning of this circuit.

g) **Drain Raisers Auguring**

The Property Manager obtained quotes for locating kitchen drain lines cleanouts in units located on levels 3, 4 and 5, installing cleanouts where necessary, auguring seven kitchen drain risers, and hydro jet cleaning of the horizontal drain lines in the parkade. The Council approved the quote from Montalbano Plumbing at \$8,800.00 plus GST, and will present it to the Owners for approval at the 2015 AGM.

h) **Mailboxes – Cleaning**

The restoration of the mailbox doors has been completed.

i) **Circular Driveway – Sealant Application**

The application of protective concrete sealant on the circular driveway in front of the building and at the entrance from the back lane has been completed.

j) **Drains – Level 2 Terrace Lawn**

The locating of concealed drains on the 2nd level terrace lawn has been completed.

k) **Distribution Room – Air Conditioning (A/C)**

The periodical maintenance of the A/C unit serving the Distribution Room has been completed.

5) **BYLAWS AND RULES VIOLATIONS**

a) Cigarette Smoking – A bylaw violation letter was mailed to one Owner.

b) Pets – Bylaw violation letters were mailed to two Owners.

- c) Parkade Gate – Rule violation letters were mailed to five Owners.
- d) Oil leak in parking stall – Bylaw violation letters were mailed to three Owners.
- e) Water thrown from balcony – A bylaw violation letter was mailed to one Owner.

6) **CORRESPONDENCE**

- a) The Council directed the Property Manager to mail a letter to an Owner to confirm their temporary use of the handicapped parking stall.
- b) An Owner filed two written complaints against their neighbour, as cigarette smoke was seeping into their unit. After its review, the Council decided to monitor the situation, and not to apply fines.
- 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 parkade gate rule violation. After its review, the Council decided to fine the Owner \$50.00 for the parkade gate rule violation.
- e) An Owner submitted a complaint regarding water dripping from an upper level balcony. After its review, the Council decided to mail out a bylaw violation warning letter.
- f) An Owner submitted a response regarding a dog urinating on common property. After its review, the Council decided not to apply a fine.
- g) An Owner submitted a response regarding a parkade gate rule violation. After its review, the Council decided to fine the Owner \$50.00 for the parkade gate rule violation.
- h) An Owner submitted a response regarding a parkade gate rule violation. After its review, the Council decided to fine the Owner \$50.00 for the parkade gate rule violation.
- i) An Owner submitted a response regarding a parkade gate rule violation. After its review, the Council decided not to apply a fine.

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) **New Owners Information Notice**
The Council developed an Information Notice for new Owners. It will be delivered to new residents by building staff. The notice was also posted on the Classico and *PQ ONLINE* websites.
- b) **Landscaping Improvements**
The Council discussed potential installation of an artificial lawn on the 2nd floor terrace, and replacement of irrigation water sprinklers with weeping hoses on the 5th floor planted area. The Council decided not to proceed with these projects at this time. To increase moisture retention at the level 5 planters, the Council directed the Property Manager to obtain a quote for bark mulch placement in this area.
- c) **Exercise Room**
The Council reviewed a quote for rubber mats installation in a section of the exercise room. The Council is awaiting a second quote.

8) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 7:25 p.m.

**THE NEXT COUNCIL MEETING IS SCHEDULED FOR
TUESDAY, AUGUST 25, 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.

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.**