



# CLASSICO STRATA PLAN BCS 460

## STRATA COUNCIL MEETING MINUTES TUESDAY, JUNE 27, 2017 AT 5:30 PM

### COUNCIL PRESENT:

Roman Piechocki President/Treasurer  
Peter van Diepen Vice-President - Departed 8:00 pm  
Irfaan Hafeez - Departed at 7:30 pm  
Ken Sopko  
Mark Deppel  
Lawrence Keenan  
Sina Rezai - Commercial Rep. -Departed 7:20 pm

### 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.

### Council Hearings:

A Resident attended the Council meeting to address the parkade gate rule violation. After the Resident's presentation of exceptional factors affecting the incident, the Council decided not to fine the Resident for this rule violation.

### 2) ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

#### **MOVED/SECONDED**

To approve the Minutes of the May 23, 2017 Council Meeting, as presented.

**CARRIED**

### 3) FINANCE

#### a) Monthly Financial Statements

The Treasurer reported on the Financial Statements for May 2017 before and at the meeting. The Council approved the Financial Statements for May 2017, as presented. Following the recent change of banking from RBC to HSBC, to maximize the amount of interest earned, the Council authorized PQ to transfer \$50,000.00 from the residential operating account to the residential CRF.

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: \$158,632.00
- CRF balance as of April 2017: \$1,358,700.00

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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 1<sup>st</sup> of each month.
2. The 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 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 new HSBC payment function platform for payees and certain additional requirements specific to the processing of electronic payments along with those made at other financial institutions across Canada, should be completed by HSBC as of July 1, 2017. Further information will be provided once received from HSBC.

4) **BUSINESS ARISING**

a) **Lobby & Tower Interior – Renovation**

During the last month the Committee held several meetings with RodRozen Designs in continuation of review of details of the design proposal. Some of them were also attended by the building staff and council members. The designer inspected details of the interior configurations and obtained relevant building drawings. Additional samples of proposed materials are expected to be presented for examination and selection. The Committee and council will meet with the designer on July 11, 2017 to assess their updated proposal, including a draft of the proposed project budget.

b) **Annual Fire Inspection/Second Round /Deficiencies Commercial Section**

Elite Fire completed replacement of two failed heat sensors in the commercial section unit 1368 West Pender St. at a total cost of \$540.00 plus GST. The expense for the heat sensors replacement will be charged back to this unit.

c) **Water Leak - Visitors Parkade**

The rain water ingress in the visitor's parkade was sourced out and repaired by the staff. The damaged drywall will be replaced by a contractor as soon as possible.

d) **External Glass Panel Damage**

Accurate Glass attended replacement of the damaged external glass panel at the building's 10<sup>th</sup> floor. Unfortunately, during the process of repairs, the metal frame of the panel was damaged. Accurate Glass will be returning in early July 2017 to complete the project.

e) **Entry Fob's control improvement**

The Council president met with Westcoast Communications technician to review the capacity of the Keyscan system for enhancement of the Fobs control. An improved Fobs control function is now in place.

f) **Elevators breakdowns**

Over the last six weeks, there were a number of unusual elevator failures. Richmond Elevators arranged for additional prompt inspections of all elevators including repairs of the elevator "A" door. The elevators performance continues to be monitored by the staff and Property Manager.

Richmond Elevators submitted an additional invoice in the amount of \$168.00 for after-hours call for service. The Council approved payment of this invoice.

g) **Commercial Corridor - drywall repairs**

Following lengthy but successful process of elimination of the ground water leaks from the wall in the commercial section corridor at level 1, Glory Carpet submitted a quote to repair and re-paint the commercial corridor walls and floor at total cost of \$12,100.00 plus taxes. The Council approved this quote. This expense will be charged to CRF accounts of both commercial and residential sections, as approved by the Owners at 2015 AGM.

5) **BYLAWS AND RULES VIOLATIONS**

a) **Plastic Foil on Balcony**

A letter was mailed to one Owner.

b) **Parkade Gate Rule Violation**

Letters were mailed to six Owners.

c) **Visitor Parking Violation**

A Letter was mailed to one Owner.

d) **Garbage/Recycling Rule Violation**

A letter was mailed to one Owner.

e) **Garbage Bylaw Violation**

A letter was mailed to one Owner.

f) **Moving Bylaw Violation**

A letter was mailed to one Owner.

g) **Oil Leak in Parking Stall**

A letter was mailed to one Owner.

h) **Uninsured Vehicle Parking in the Parkade Rule Violation**

A Letter was mailed to one Owner.

6) **CORRESPONDENCE**

- a) As noted in the May 2017 meeting minutes, an Owner submitted correspondence regarding a clogged drain and a dying tree in their townhouse patio planter. The strata landscaper confirmed that the tree cannot be saved and removed it. The building manager emptied the planter and determined absence of any drainage in the planter. Because installation of proper and effective drain in the planter would be rather complicated and costly, the Council decided to fill the planter with gravel and cover it with concrete. The Property Manager is in the process of obtaining three quotes for this project.
- b) An Owner submitted correspondence regarding the parkade gate rule violation. After verification of the incident, the Council decided not to fine the Owner.
- c) An Owner reported presence of a mice in one of the ground floor units. The Council advised the owner to contact a pest control company as the strata would not get involved in it.
- d) An Owner submitted correspondence regarding a car insurance bylaw violation. After verification of the case, the Council decided to fine the Owner for the bylaw violation.
- e) An Owner submitted correspondence regarding building access assistance while they had forgotten their entry fob. A new strata corporation policy will be established regarding building access assistance and procedures.
- f) An Owner submitted correspondence regarding plastic foil covering the enclosure of their balcony affirming its removal. The Council decided not to fine the Owner for the strata bylaw violation.
- g) An Owner submitted correspondence regarding the state of the 5<sup>th</sup> level lawn plants, and power washing of their patio. The Council responded that cleaning and washing of the patio is an owner's responsibility. The strata landscaper is going to assess the need for plants replacement at this location and report it to property management.
- h) An Owner submitted correspondence regarding the garbage bylaw violation. After verification of the incident, the Council decided to fine the Owner for the bylaw violation and charge their account \$50.00 for removal of the item from the strata property.
- i) Two Owners submitted jointly a correspondence regarding trees located along the W. Pender Street which apparently pose some degree of danger and damage to the strata property. The council determined that the trees branches have been trimmed last year by the landscaper, and that they are still several meters away from the building. The Owners clarification is required which tree tops obstruct the view from their units. In addition, because some of the trees in question are located outside of the strata property, the Council advised the owners to forward their concerns to the City of Vancouver.
- j) An Owner submitted correspondence regarding the parkade gate rule violation. After verification of the incident, the Council decided not to fine this Owner.
- k) An Owner submitted correspondence regarding the visitor parking rule violation. After verification of the incident, the Council decided not to fine this Owner.
- l) A Commercial Section Owner submitted a request for upgrades in their office. The Council approved this request.

**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) **Bicycle Audit**

The Council determined the need to organize a bicycle audit as there is an indication of considerable number of them being abandoned. The project is anticipated to be implemented late in the fall.

b) **Response to Calls from Residents**

The Council reviewed the current response procedures related to the after-hours calls from residents to strata. A new policy will be drafted by the next council meeting.

c) **Building Exterior Painting**

The Council arranged for inspection of the state of coating of the concrete sections of the building. Bill Wooffinden of Inspec Consulting Services Inc. assisted by Property Manager and president of the strata council inspected the property to determine the life of the existing coating. The ground sections of the building were repainted in 2010, the life of our mid-grade elastomeric paint is 7 to 10 years, depending on the exposure to the elements. The concrete sections of the tower located above level 3 including roofs, were not repainted at that time. The report from this inspection recommends repainting of the building in 2018.

To prepare for this potential project, the council decided to engage the above inspector for development of specification of the exterior painting of the building at a cost of \$500.00 plus taxes. This will be followed by solicitation of quotes for this project. The project and its budgetary cost estimate will be presented for the Owners approval at the AGM in October 2017.

d) **Electrical Vault Fan Repairs**

Malburg Pump & Boiler completed the electrical vault fan repairs at \$856.00 plus taxes.

e) **TH-5 – Water Leak**

The building staff responded to Owners report of water leak from the roof area into their townhouse. As the leak was not active, the owner was advised to monitor it and report immediately at a sign of any new water stain.

f) **Bike Racks and Cage**

To prevent theft of bicycles from the common area, the commercial section representative proposed installation of a cage to enclose the existing bike racks located in the circular driveway beside the parkade entrance. The Council requested more details of the proposal.

g) **Hot Water Supply Line Leak**

Malburg Pump & Boiler attended repairs of the strata hot water supply line resulting in a small leak in one of the units on the 37<sup>th</sup> floor.

h) **Rentals**

The Council reviewed relevance of the strata rental bylaws in cases where a rental company is declared as tenant, and the actual residents are being considered by them as either guests or licensees. The Property Manager will obtain a legal opinion about the validity of these arrangements.

i) **Vehicle Insurances**

The Council reviewed the strata bylaws related to vehicles insurance specifically, the strata authority to arrange removal of the uninsured vehicles from the strata property. The Property Manager will obtain legal opinion on it.

j) **Moving in/out**

The Strata Council reviewed security, elevator locking and signage procedures for move in and out. The Property Manager is going to remind the onsite staff to ensure that appropriate sign is always posted on elevators at the 3<sup>rd</sup> floor and in the main lobby during the moves. The residents are reminded about the strata bylaw requirement: "...*The person moving in or out must ensure that the door is not left open without supervision, and that furniture and effects are not left in the elevator lobby for longer than 15 minutes at a time.*"

k) **Budget 2017/2018 & 3/4 Vote Resolutions - AGM**

In preparation for the October 2017 Annual General Meeting, the Council reviewed the list of agenda topics, proposed bylaws amendments and special projects proposed to be funded from the Contingency Reserve Fund. The drafts of 2017/2018 budgets are being developed by the treasurer.

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:45 p.m.

**NEXT COUNCIL MEETING  
TUESDAY, AUGUST 22, 2017**

**ONLINE ACCESS TO YOUR STRATA CORPORATION**

**To access *PQ ONLINE* for Classico:**

- Go to: [www.pacificquorum.com](http://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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