



CLASSICO STRATA PLAN BCS 460

STRATA COUNCIL MEETING MINUTES
TUESDAY, JULY 22, 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
Paul McGeachie

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 MINUTES**

It was:

MOVED/SECONDED

To approve the minutes of the May 27, 2014 Council Meeting.

CARRIED

3) **FINANCE**

a) **Monthly Statement**

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

- Total Cash Balance \$1,133,792.00 (Including Contingency Reserve Fund)
- CRF Balance \$970,767.00 (Contingency Reserve Fund)

c) **Arrears**

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

d) **2014/2015 Operating Budget**

The Treasurer presented the Strata Council with a draft of the 2014/2015 Operating Budget. The Council members reviewed and discussed the various income and expense categories. The proposed budget anticipates no increase in the monthly strata maintenance fees. The final proposal will be presented for council approval in August, and will be forwarded to all Owners with the Annual General Meeting (AGM) Notice.

e) **CRF Term Deposit**

The Property Manager reported that the updated investment statement from Vancity was received.

Please 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. 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, 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 starting legal proceedings and applies another fine and interest.

4) **BUSINESS ARISING**

a) **Hot Water Supply System Replacement – Roof**

This project is substantially completed. The new boiler system has been inspected by the BC Safety Authority; the system is operating satisfactorily. The old equipment has been removed from site. The Strata Council approved several improvements, including installation of a new floor waterproof membrane in the boiler room.

b) **Flood Detectors**

The Property Manager reported that the building staff distributed the flood detector to approximately 70% of the units. The building staff will be following up with those Owners who are not permanently living in the building to ensure that all the flood detectors are distributed.

c) **Speed Humps – Back Lane**

The Strata Council approved a refundable deposit payment of \$12,000.00 to the City of Vancouver for the installation of speed humps in the back lane, thus confirming the intent of proceeding with the project. This project, with details of funding, will be presented for Owners approval at the upcoming AGM as a 3/4 vote resolution.

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

The Property Manager obtained quotes for the Commercial Section's corridor wall repairs. The Strata Council approved the following:

- Bring in technical representatives to the site to determine the best approach to reduce / resolve the water ingress issue at a total cost of \$1,500.00 plus disbursements and GST;
- Prepare short form specifications, details, and drawings (bid documents) at a total cost of \$2,400.00 plus disbursements and GST;
- Obtain competitive prices (contact 3 – 5 bidders to bid on the project) at a total cost of \$500.00 plus disbursements and GST; and
- Once the work begins, conduct site visits to inspect the work (3 site visits estimated) at a cost of \$350.00 per visit plus disbursements and GST.

e) **Landscaping Design**

The Strata Council reported that the landscaping company is in the process of installation of a new planter in the back lane. The landscaping upgrades are well under way.

f) **Injection and Cracks Sealing in Parkade**

This maintenance item will be part of the Contingency Reserve Fund (CRF) projects for the 2014/2015 fiscal year and will be presented to Owners at the upcoming AGM.

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

The Property Manager reported that the BC Hydro's Incentive Rebate for LED MR-16 light bulbs will be received by the end of July 2014.

h) **Odour Scrubber Installation – 1348 W. Pender Street**

The property manager is going to contact the City whether a working scrubber is required by law to be installed and maintained for all restaurant exhausts, before we proceed with sending a letter to the owner.

i) **Emergency Generator Annual Test**

The Emergency Generator Annual Test has been re-scheduled for August 13, 2014. Notices will be posted well in advance.

j) **Plants in the Lobby**

The Strata Council discussed various proposals for the lobby's enhancement. The Committee submitted proposals at an approximate cost of \$2,000.00 to install plants in the lobby. The Strata Council also discussed whether to purchase live or artificial plants. This item will be discussed with Owners at the upcoming AGM and presented as a 3/4 vote resolution proposed to be funded from the CRF..

k) **Stair Repairs Along Jervis Street**

This project quote in the amount of \$17,000.00 + GST has not been approved by the council. For now, the maintenance of the concrete stairs will be performed by the staff.

l) **CRF Funded Projects**

The Strata Council approved potential CRF funded projects for the 2014/2015 fiscal year. The final list of projects will be presented to Owners at the upcoming AGM.

m) **Window Washing**

The Property Manager reported that spring window washing has been completed. No deficiencies were reported by residents.

5) **BYLAW VIOLATIONS FOLLOW-UP**

- a) A bylaw violation warning letter was mailed to an Owner regarding smoking.
- b) An Owner submitted a response regarding the barking dog in their suite. It was noted that the barking stopped as soon as Pacific Quorum issued the letter.
- c) An Owner submitted a response regarding a Form K request and smoking within their apartment.
- d) An Owner submitted a response regarding illegal dumping of garbage. After reviewing the Owner's response, the Strata Council agreed to apply a \$200.00 fine for illegal garbage disposal and charge back \$150.00 to their unit for removal from site and disposal of illegally dumped garbage.
- e) A bylaw violation letter was mailed to Owners, fining them \$200.00 for an unreported move out.
- f) A bylaw violation letter was mailed to an Owner regarding oil spilled in their parking stall and a noise bylaw violation. The Strata Council agreed to apply a \$200.00 fine for the noise bylaw violation and a \$200.00 fine for the oil in their parking stall.
- g) A rule violation letter was mailed to an Owner for not waiting for the parkade gate to close.

6) **CORRESPONDENCE**

- a) An Owner submitted correspondence regarding security and privacy concerns. It was determined that the Strata Corporation took pictures of a damaged tree located in the common area, in front of the Owner's patio.

The Owner was also concerned with the fact that the Strata Corporation's staff entered their home. It was determined that staff member entered the unit with the owner present when investigating a water leak in the commercial section corridor located below this unit.

- b) RE/MAX re-submitted the scope of work for their renovations in their Commercial unit; the Strata Council approved the renovations.
- c) An Owner submitted correspondence regarding unreported renovations. Council accepted explanation.
- d) An Owner submitted a response letter regarding smoking. Council accepted explanation.
- e) An Owner submitted a response letter regarding their parking stall being used by someone not residing in the building. Council accepted explanation.
- f) An Owner submitted correspondence regarding noise emanating from a neighbouring unit. The Strata Council agreed to apply a \$200.00 fine for the noise bylaw violation

- g) An Owner submitted correspondence regarding a dog barking on the 20th floor. The Strata Corporation agreed to apply a \$200.00 fine for noise bylaw violation.
- h) An Owner submitted correspondence regarding a dog barking on the 37th floor. Council accepted explanation.
- i) An Owner submitted a response letter regarding a move in fee. The Strata Corporation agreed to apply a \$100.00 move in fee and a \$200.00 fine for the unscheduled move.
- j) An Owner submitted the scope of work for the renovations in their unit, #2502; the Strata Council approved this renovation.
- k) An Owner submitted the scope of work for the renovations in their unit, #703; the Strata Council approved this renovation.
- l) An Owner submitted correspondence regarding the water feature in front of the building not working. The Strata Council responded that this water feature was turned off due to the landscaping upgrades and will be turned back on as soon as the landscaping upgrades are completed.

IMPORTANT NOTICE

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, 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) **Annual General Meeting**

The Annual General Meeting (AGM) has been scheduled for Tuesday, September 23, 2014. The Strata Council discussed the agenda for the AGM. The AGM notices will be mailed out to all Owners well in advance.

b) **Pylons Installation**

The Strata Council inquired whether the City would allow the Strata Corporation to install concrete pylons to prevent parking on the pedestrian walkway along the Commercial Section of the property.

The City responded, that in light of the recent West End Community Plan, the City of Vancouver will be embarking on plans to activate the West End laneways by installing more laneway housing, greenery, and encouraging more pedestrians to engage in cycling activities. The proposal for installing concrete pylons, which would limit these activities are not in line with the new policy changes. Therefore, the City of Vancouver does not support the installation of barriers of any kind along this laneway.

c) **Commercial Section – Interior Lights**

The Strata Corporation approved the Commercial Section's request for new interior lights fixture

replacements on various existing lights.

d) **Security – Commercial Corridor**

The Strata Corporation approved a quote from Westcoast Communication to supply and install fob readers for each side of the east corridor's door from the Commercial side leading in and out of the parkade at a total cost of \$1,750.00 plus GST.

8) **ADJOURNMENT/NEXT MEETING**

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

The next Council meeting is scheduled for **Tuesday, August 26, 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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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 le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです、ごなにかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오.

घरुणी महत्वाची विषय अरुजे विसे असे हिम घा घुलेंया अरुबाई

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.*