

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, JULY 26, 2016 AT 5:30 PM



PACIFIC
QUORUM
Properties Inc.

1777 West 75th Avenue
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PACIFIC QUORUM 24-HOUR EMERGENCY SERVICE: 604-685-3828
CLASSICO DIRECT CONTACT: 604-202-2868

COUNCIL PRESENT:	Roman Piechocki	President/Treasurer
	Ken Sopko	
	Sina Rezai	Commercial Representative
	Mark Deppel	
REGRETS:	Lawrence Keenan	
	Peter van Diepen	Vice-President
	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 – MAY 24, 2016**

It was:

MOVED/SECONDED

To approve the Minutes of the May 24, 2016 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the Financial Statements for May and June 2016 to the Council. The Council approved the Financial Statements for May and June 2016, as presented.

The Council requested the strata council president to write a letter to the president of Pacific Quorum, the strata management company, to address deteriorating performance of the financial service provided by this company.

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.

VANCOUVER OFFICE:

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b) Account Balances

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

Strata Corporation Total:

- Operating Cash balance as of June 2016: \$207,567.00
- CRF balance as of June 2016: \$1,200,191.00

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.2.2 *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 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) PST Refund - BC Hydro and Fortis BC Invoices

PST refund from the BC Ministry of Finance for the period from August 1, 2013 to December 31, 2015 in the amount of \$13,225.00 has been received.

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

UNITUS Painting Ltd. commenced the project on May 16, 2016; its anticipated completion is end of July 2016. Several residents reported deficiencies in the application of the balcony membrane. They were attended and corrected by the contractor. The Council directed the Property Manager to contact Vancouver Injection and Waterproofing to perform independent quality control spot-checking of balconies, before the final payment is released.

Also, to ensure that any potential deficiencies are not overlooked, a notice to residents requesting to report any imperfections or shortcomings detected on their balcony will be posted and distributed

b) Lighting Audit and Upgrades Proposal

The Council continued 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).

c) Fire Sprinkler Head Cages – 2015 AGM - CRF Project

The project was completed, except in one unit on 22nd floor, where installation of sprinkler cages is going to be scheduled. After reviewing clarification from Elite Fire regarding final count of sprinkler heads cages, the Council approved the final payment.

d) Blocked Drainage TH 5

The building staff is investigating patio drainage blockage at TH 5.

e) Janitorial Contract

The Council is going to review and finalize Bar-El's consolidated janitorial contract at the next Strata Council meeting.

f) Bylaws Amendment

The Council approved proposed amendment to the current bylaws related to Christmas trees (transfer of strata Rule No.6 to bylaws). This item will be presented in form of the 3/4 vote resolution for the owners approval at AGM.

5) BYLAWS AND RULES VIOLATIONS

a) Use of Property Bylaw Violation

A letter regarding leaving garbage in the common area was mailed to one Owner.

b) Unreported Tenancy Bylaw Violation

A letter was mailed to one Owner.

c) Pool Rule Violation and Noise Bylaw Violation

A letter was mailed to one Owner.

d) Failure to Provide Access for Fire Inspection Bylaw Violation

A letter was sent out to the Owner for not providing access for 2nd round fire inspection. The Council approved a \$200.00 fine for this violation. The Owner was instructed to arrange the in-suite fire inspection and report the result.

e) Smoking Prohibition Bylaw Violation

Letters were mailed to three Owners.

f) Rentals Bylaw Violation

Letters were mailed to two Owners.

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. Since no response was received, the Strata Council approved a \$200.00 fine for violating bylaw related to flooring replacement approval.

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- b) An Owner submitted a request to approve installation of the windows and balcony door bug screens. The Council approved this request.
 - c) 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.
 - d) An Owner submitted a response to bylaw violation fines with a repeated request for reversal of the previously assessed and approved fines. The Council decided that fines will stay.
 - e) An Owner submitted a request for flooring upgrades and fireplace modification. The Council approved this request.
 - f) An Owner from Commercial Section submitted a request for various upgrades. The Council requested the Owner to provide exact scope of work including specific confirmation that the unit's drain lines will be connected directly to the main building collector drain line, not to the adjacent commercial unit line.
 - g) An Owner submitted letter regarding alleged smoke emanating from neighbouring apartment. The Council directed the Property Manager to contact the offending resident and issue a smoking prohibition bylaw violation letter.
 - h) An Owner requested to permit their nanny, who provides them with a daily service, to park her car in their additionally rented parking stall. The Council approved this request.
 - i) An Owner submitted response regarding alleged smoking prohibition bylaw violation, denying that smoke was emanating from their unit. After further investigation, the Property Manager issued a bylaw violation warning letter to another unit Owner.
 - j) An Owner submitted a request for flooring upgrades. The Council approved this request.
 - k) An Owner submitted correspondence regarding plugged patio drain. The building staff performed repairs.
 - l) An Owner submitted response denying alleged unreported tenancy. The Council directed the Property Manager to forward to the Owner further details regarding alleged unreported tenancy.
 - m) An Owner on the 7th floor reported damaged window after hearing a "loud bang". The staff determined presence of a hole in the outer pane of the kitchen window. It had appearance of a penetration by a pellet gun projectile. The projectile has not been located. The resident reported it to the police. Extreme Glass contractor submitted a quote for the window replacement at \$978.99 plus taxes. The Council approved this quote. The insurance claim has been filed.
 - n) An Owner submitted correspondence and invoice at \$78 .75 for a dead pigeon removal from their patio. It was noted that this Owner arranged pest control service without consulting Strata Property Management. The Council did not approve reimbursement for this invoice. The Owner was advised that in the future, the management company should be contacted to provide assistance.
 - o) An Owner submitted a request for flooring upgrades. The Council approved this request.

- p) An Owner submitted complaint regarding a parked car encroaching driveway near the exit from the residential parkade, creating a hazard to drivers approaching the gate opening for reader. The warning tickets were issued to the resident occupying this parking stall. The Council directed the Property Manager to contact the Owner of this car directly.

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) **Garbage Room**

The Council directed the Property Manager to obtain a quote for the residential garbage room floor recoating.

b) **Roof/Patio Membranes**

The Council directed the Property Manager to contact Vancouver Injection and Waterproofing for a quote for inspection and report on the condition of the flat roofs and some patios membranes.

c) **Elevator Room - heat problems**

Following the last year overheating problems in the tower, roof elevator mechanical room, the Council invited to a meeting George Malburg, Malburg Pump and Boiler to provide potential solutions elevating this problem. After George's presentation, the Council requested him to submit a quote for the improvement of ventilation and installation of the air conditioning unit in this room.

d) **Sump Pump**

George Malburg outlined deficiency of the alarm system in the sump pump unit located in the parkade at level P3. The Council requested him to submit a quote for the sump pump failure alarm improvement.

e) **Fire Emergency Fans**

The Council requested Malburg Pump and Boiler to submit a quote for the inspection and maintenance of the fire emergency fans.

f) **Exterior Tower Maintenance**

The balconies repainting project is nearing completion. There is considerable accumulation of dust on the panels of the tower. The Council requested a quote from Pacific Heights for the pressure washing of the entire tower. The power washing of the tower panels only is quoted at \$17,470.00. Additional quotes for the hand washing of the panels and for the windows washing are pending.

g) **Commercial Section re Visitors Parking Stalls**

The commercial section submitted a request to the Strata Corporation to provide consent for engagement of Clark & Wilson LLP to present this section with opinion regarding visitors parking stalls allocation. This law firm provides legal advice to the entire Strata Corporation (not to the sections) and as such would be in potential conflict of interest in providing legal advice to the sections. To avoid any complications, the Council requested commercial section to contact an independent lawyer to obtain opinion related to this matter.

h) **Commercial Section Corridor - level 1**

On request of the commercial section, Glory Carpet submitted a quote for tiles installation in the commercial section corridor. The Council directed the Property Manager to also obtain a quote for re-painting the floor of this corridor.

i) **Break In – Commercial Section**

On July 6, 2016 at about 4:00 a.m. the alarm went off in the commercial office #330. It was caused by a forced entry to this office through the stairwell #6 located at the back lane. The burglar stole some electronic equipment. Police and building staff attended the site. Following investigation, it was determined that there was also unsuccessful attempt to cut the drywall to access this office. In consultation with the commercial section representative, the building staff performed repairs including reinforcement of the doors. The Council arranged for a number of security improvements for all access points leading from the back lane.

8) **ADJOURNMENT**

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

**NEXT COUNCIL MEETING
TUESDAY, AUGUST 23, 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.

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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.