

# MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, AUGUST 23, 2016 AT 5:30 PM



1777 West 75<sup>th</sup> Avenue  
Vancouver, BC V6P 6P2  
Tel: (604) 685-3828 / Fax: (604) 685-3845

PACIFIC QUORUM 24-HOUR EMERGENCY SERVICE: 604-685-3828  
CLASSICO DIRECT CONTACT: 604-202-2868

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<b>COUNCIL PRESENT:</b>	<b>Roman Piechocki</b>	<b>President/Treasurer</b>
	<b>Ken Sopko</b>	
	<b>Sina Rezai</b>	<b>Commercial Representative</b>
	<b>Mark Deppel</b>	
	<b>Lawrence Keenan</b>	
	<b>Irfaan Hafeez</b>	
<b>REGRETS:</b>	<b>Peter van Diepen</b>	<b>Vice-President</b>
<b>MANAGEMENT PRESENT:</b>	<b>Paul Kral, Senior Property Manager</b>	
	<b>Pacific Quorum Properties Inc.</b>	
	<b>pkral@pacificquorum.com / Direct Line: 604-638-1961</b>	

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1) **CALL TO ORDER**

The meeting was called to order at 5:30 p.m.

2) **ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES – JULY 26, 2016**

It was:

**MOVED/SECONDED**

To approve the Minutes of the July 26, 2016 Council Meeting, as presented.

**CARRIED**

3) **FINANCE**

a) **Monthly Financial Statements**

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

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:

**VANCOUVER OFFICE:**

1777 West 75<sup>th</sup> Avenue  
Vancouver, BC V6P 6P2  
Tel: 604-685-3828 Fax: 604-685-3845

[www.pacificquorum.com](http://www.pacificquorum.com)

**SURREY OFFICE:**

Suite 302 – 7337 137<sup>th</sup> Street  
Surrey, BC V3W 1A4  
Tel: 604-635-0260 Fax: 604-635-0263

Strata Corporation Total:

- Operating Cash balance as of July 2016: \$158,497.00
- CRF balance as of July 2016: \$1,167,697.00

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 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) **Budget 2016/17**

The Council discussed the 2016/2017 Operating Budget. Following the analysis of expenses in both, Operating and CRF budgets, the Council approved a 2.5% inflationary increase of the Strata Maintenance Fee. The final draft of 2016/17 Operating Budget will be reviewed at the September 2016 Council Meeting. It will be presented to owners for approval at the October 25, 2016 Annual General Meeting (AGM).

e) **Mandatory Tax Filing**

The Controller of the Pacific Quorum, the property management company, reported that over the last several years there has been increased attention to the requirement for Strata Corporations to file annual income tax returns. While these requirements are not new, Canada Revenue Agency (“CRA”) has recently been increasingly vigilant with their scrutiny of Strata Corporations. The Strata Council decided to obtain a second opinion regarding this requirement.

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

UNITUS Painting Ltd completed the project on July 30, 2016. Vancouver Injection and Waterproofing performed independent quality control, spot-checking of balconies, and reported that generally the membrane has been adequately applied. Some Council members met UNITUS Painting Ltd. on August 5<sup>th</sup>, 2016 to review all reported deficiencies. UNITUS Painting Ltd confirmed the schedule of deficiencies repairs: starting August 29<sup>th</sup> to September 1<sup>st</sup>. Notices were posted well in advance informing residents about this schedule.

**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 which will be presented for the Owners' approval at the 2016 Annual General Meeting (AGM).

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

The project was completed, except in one unit on 29th floor, where due to the suite renovations, the installation of sprinkler cages remains to be scheduled.

**d) Blocked Drainage TH-5**

The site staff attended repairs of the drainage blockage at TH-5.

**e) Janitorial Contract**

The janitorial contract has been consolidated and forwarded to Bar-El Building Maintenance Ltd. (the current janitorial contractor) for approval.

**f) Garbage Room**

The Strata Council reviewed quotes for the garbage room floor recoating and decided to have this project performed by the building staff.

**g) Roof/Patio Membranes**

The Strata Council directed the Property Manager to obtain quotes to inspect and report on the condition of the roof and some patio membranes.

**h) Elevator Room**

The Council is awaiting a quote from Malburg Pump & Boiler for the improvement of ventilation and installation of the air conditioning unit in this room.

**i) Sump Pump**

The Council is awaiting a quote from Malburg Pump & Boiler for the sump pump failure alarm improvement.

**j) Window Cleaning/Exterior Maintenance**

The Council approved quotes from Pacific Heights for regular window cleaning at \$8,500.00 and a light pressure washing of the entire tower at \$17,470.00. These projects will be scheduled for September 2016. Notices will be posted well in advance.

**k) Commercial Section Corridor**

The Property Manager obtained a quote to paint the commercial corridor at level 1. The Commercial Section is going to review the quote and report back.

**l) Water Drainage Problem - Patio 5<sup>th</sup> Floor**

The staff attended repairs of the drainage blockage at the 5<sup>th</sup> floor patio.

**m) 1362 W. Pender St. (Commercial Unit) - Scope of Development Work - Schedule**

The Council approved a request for upgrades at 1362 W. Pender St., based on the scope provided by the Owner. The Owner of the unit was requested to provide a schedule of the development, with particular attention to activities generating significant noise, such as coring and drilling.

**5) BYLAWS AND RULES VIOLATIONS**

**a) Water Thrown Over Balcony - Bylaw Violation**

A letter was mailed to one Owner.

**b) Unreported Tenancy Bylaw Violations**

After detailed review of the circumstances of the alleged violations, the Council approved reversal of fines.

**c) Parkade Gate Rule Violation**

A letter was mailed to one Owner.

**d) Smoking Bylaw Violation**

Letters were mailed to four Owners. The Council approved to apply smoking bylaw violation fine to one Owner.

**6) CORRESPONDENCE**

**a)** An Owner reported a stain on their ceiling. After investigation it was determined that the leak was caused by malfunctioning dryer booster fan. The Owner was advised to have it repaired and to arrange for touch up painting of the ceiling themselves.

**b)** An Owner submitted a request for flooring upgrades. The Council approved this request.

**c)** An Owner submitted response regarding smoking bylaw violation, as smoke was not emanating from their unit. After further investigation, the Council accepted the explanation and no fines were issued.

**d)** An Owner reported wet stain on their bathroom ceiling. The investigation determined that it was caused by a small leak from a fire sprinkler line. The Strata Corporation arranged for repairs of the line.

**e)** An Owner submitted complaint about another resident throwing water from a balcony above. It was determined that it originated from a unit on the 21<sup>st</sup> floor. A bylaw violation letter was sent to the Owner of this unit.

**f)** An Owner submitted response regarding smoking bylaw violation, acknowledging that their visitor smoked on balcony, unaware of this being in violation of the Strata Corporation bylaws. The Council considered it as an exceptional case and issued no fines.

**g)** An Owner submitted a complaint regarding disturbing noise caused by unscheduled renovation in a unit on the 11<sup>th</sup> floor. The Council directed the Property Manager to send a noise bylaw violation letter to the Owner of this unit.

- h) An Owner submitted letter regarding alleged cigarette smoke emanating from the neighbouring apartment. As it is a repeat violation, the Council directed the Property Manager to issue a smoking bylaw violation letter to the alleged violator.
- i) An Owner submitted a request for interior upgrades. 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) **Exterior Staircases**

The three exterior staircases have been recoated with a membrane system by the staff.

b) **Corridor Behind the Lobby**

The Council reviewed the need to either tile or repaint the flooring in the corridor behind the lobby. The Property Manager will obtain a quote for upgrading this corridor with tiles.

c) **Emergency Generator**

The emergency generator annual inspection has been completed on August 8th, 2016.

d) **Landscaping Improvements**

On request of the Council, HOE! HOE! HOE! Landscaping submitted a quote for replacement of some plants which have been either badly damaged or just died. The cost of replacement of about 25 plants: \$740.00 plus GST. The Council approved the quote.

e) **Fire Sprinkler Line Leak**

Elite Fire attended emergency repairs of a fire sprinkler line leak in a suite on 31<sup>st</sup> floor at a total cost of \$451.50. The building staff will repair the ceiling in this unit.

f) **Visitor Parking Entrance Gate – Enter Phone Camera**

The Council authorized Westcoast Communication to replace the failed enter-phone camera at the visitor parking entrance gate.

g) **Visitor Parking Entrance Gate - Failure**

Elite Door Services attended emergency repairs of the visitor parking entrance gate.

h) **Garbage Disposal**

The Council reminds residents that disposing prohibited items in the garbage compactor results in extra charges imposed by the garbage disposal depot. The most frequently reported prohibited materials are: renovation materials including drywall and paint containers, and recyclable items including organics.

All residents are reminded about the requirements to dispose garbage in accordance with the strata rules and bylaws. The abridged instructions related to the garbage disposal are posted in the garbage room.

PLEASE DO NOT PLACE IN THE GARBAGE COMPACTOR:  
CONSTRUCTION MATERIALS, RECYCLABLES, FOOD SCRAPS, ELECTRONICS

i) **Parkade Gas Monitoring System**

The annual parkade gas detectors testing has been scheduled for September 2016.

j) **Flood Detectors**

The flood detectors, placed by the Strata Corporation inside the residential units in 2014, are expiring in September 2016. There is evidence of their effectiveness, as several leaks from washers have been timely prevented. To minimize the damaging effects of floods from washing machine leaks and overflows, the Council decided to replace them at no cost to the individual owners. The building staff will place one flood detector in the washing machine closet of each residential unit. Further updates regarding details and scheduling will be provided via notices.

8) **ADJOURNMENT**

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

**NEXT COUNCIL MEETING  
TUESDAY, September 27, 2016 AT 5:30 PM**

**Annual General Meeting:  
TUESDAY, OCTOBER 25, 2016**

**ONLINE ACCESS TO CLASSICO**

- Go to: [www.theclassico.ca](http://www.theclassico.ca)

**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*

*1777 West 75th Avenue*

*Vancouver, BC V6P 6P2*

*Tel: (604) 685-3828 / Fax: (604) 685-3845*

*Direct: (604) 638-1961*

*Email: [pkral@pacificquorum.com](mailto:pkral@pacificquorum.com)*

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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.*