

# MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, AUGUST 25, 2015 AT 5:30 PM



PACIFIC  
QUORUM  
Properties Inc.

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**COUNCIL PRESENT:**

**Roman Piechocki**  
**Peter van Diepen**  
**Lawrence Keenan**  
**Irfaan Hafeez**

**President/Treasurer**  
**Vice-President**

**COUNCIL REGRETS:**

**Sina Rezai**

**Commercial Representative**

**MANAGEMENT PRESENT:**

**Paul Kral, Senior Property Manager**  
**Pacific Quorum Properties Inc.**  
**pkral@pacificquorum.com / Direct Line: 604-638-1961**

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1) **CALL TO ORDER**

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

**Guest:**

An Owner met with the Council to address bylaw and rule violations. After presentation of the Owner's argument, the Council discussed the issues and decided to apply fines for two out of three types of violations.

2) **ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES**

It was:

**MOVED/SECONDED**

To approve the Minutes of the June 23, 2015 Council Meeting, as presented.

**CARRIED**

3) **FINANCE**

a) **Monthly Statements**

The Treasurer reported to the Council on the June and July 2015 Financial Statements before the meeting. The Council approved the June and July 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 third 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 the new format for the Owners' approval at the 2015 Annual General Meeting (AGM).

c) **Foreclosure**

Following report in the council meeting minutes of June 23<sup>rd</sup>, the Property Manager informed that an Owner, who failed to respond to the lawyer's demand letter regarding unpaid strata fees, contacted the Management and paid all of their outstanding strata fees.

d) **Financial Audit**

The financial audit of the Strata Corporation, as of August 31, 2015, has been scheduled for early September 2015.

e) **Account Balances**

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

- Total cash balance as of July 31, 2015: \$1,228,313.00 (including CRF)
- CRF balance as of July 31, 2015: \$992,575.00.00

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:

|                                   |                                                                                                                                                                                                                                                                                       |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>R.2 Payment of Strata Fees</b> |                                                                                                                                                                                                                                                                                       |
| 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:

|                                                  |                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>PROCEDURES FOR OVERDUE STRATA FEES</u></b> |                                                                                                                                                                                                                                                                                                                      |
| 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 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) **Parkade Crack Repairs**

Vancouver Injection & Waterproofing continues with the parkade crack repairs, as approved at the 2014 AGM.

b) **Rental Bylaws Review**

Clark Wilson Lawyers completed the review of the Classico's rental bylaws and suggested various amendments. The council approved the amendments which will be presented for the Owners' approval at the 2015 AGM.

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

The Property Manager reported that Coastline Development Ltd., Remdal Painting, and Aqua City submitted quotes for the balconies' membrane renewal. In addition, a Wolfgang Painting representative met onsite with the Property Manager and the Council President on August 18, 2015 to provide a quote. The project proposals from all of the contractors will be evaluated and presented to the Owners at the 2015 AGM, with potential implementation of the project in 2016.

d) **Electrical Maintenance**

The Council reported that all of the outstanding electrical repairs have been completed

e) **Exercise Room**

The Council reviewed quotes for the installation of rubber mats in a section of the exercise room to reduce noise affecting neighbouring residential units.. The Council approved the quote for eight rubber mats, at a total cost of \$609.00. The staff will install the mats.

5) **BYLAWS AND RULES VIOLATIONS**

a) Pets bylaws violation – a letter was mailed to three (3) Owners.

b) Parkade gate rule violation – a letter was mailed to six (6) Owners.

c) Use of property bylaws violation – a letter was mailed to three (3) Owners.

d) Garbage/recycling disposal bylaw/rule violation – a letter was mailed to six (6) Owners.

e) Parking bylaw violation – a letter was mailed to one (1) Owner.

6) **CORRESPONDENCE**

a) An Owner submitted a response regarding a parkade gate rule violation. After its review, the Council decided not to fine the Owner.

b) 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.

c) An Owner submitted a letter regarding tailgating in the parkade. After its review, the Council decided to issue a warning letter.

d) An Owner submitted a response regarding a parkade gate rule violation. After its review, the Council directed the Property Manager to contact the Owner for further clarification.

e) An Owner submitted a response regarding a smoking bylaw violation. After its review, accepting it as a one-off incident, the Council decided not to fine the Owner.

f) 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 letter.

- g) Four (4) Owners submitted a request for renovation in their units. After their review, the Council approved the requests.
- h) An Owner submitted a response regarding a recycling rule violation. After its review, the Council decided not to fine the Owner.
- a) An Owner submitted a response regarding broken glass at the pool area. After its review, the Council decided not to fine the Owner.
- i) An Owner submitted a letter regarding a dog off-leash on the common property. After its review, the Council decided not to fine the Owner.
- j) An Owner submitted a letter regarding a proxy assignment form. After its review, the Council decided to discuss this request at the upcoming AGM, under the New Business discussion.
- k) An Owner submitted a letter regarding communication and Classico's Strata community. After its review, the Council decided to discuss this request at the AGM, under the New Business discussion.
- l) An Owner submitted a letter regarding various landscaping deficiencies. The landscaper addressed the outstanding issues.
- m) A Commercial Owner submitted a request for interior upgrades in their unit. After its review, the Council approved the request.
- n) An Owner submitted a letter regarding tailgating in the parkade. After its review, the Council decided not to fine the apparent violator.
- o) 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 letter.
- p) An Owner submitted a response regarding garbage and recycling rule violations. After its review, the Council decided not to fine the Owner.
- q) An Owner submitted a letter requesting a 70% reduction in their fines totalling \$1,100.00. After its review, the Council did not approve the request. The fines remain as previously approved and charged to the Owner's account.
- r) An Owner submitted a letter requesting the trimming of tree branches along West Pender Street. After its review, the Council directed the Property Manager to obtain quotes to prune the trees.

**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) Landscaping**

An Owner approached the Council requesting transfer of shrubs hedges on the 5<sup>th</sup> floor to another location. The council decided that the shrubs hedges will remain there as designed, and determined that they were already trimmed as required by the landscaper.

The Council President met with No Limit Landscapers to inspect all of the dead plants. It was determined that forty (40) plants have died on the level 2 terrace. No Limit Landscapers will seek the opinion of their gardener, and report back on a potential solution. In addition, six (6) medium sized plants were found dead on the ground level along West Pender Street. No Limit Landscaper will replace these plants at no cost to the Strata.

The Hoe! Hoe! Hoe! landscaper submitted a quote for placement of bark mulch on the 5<sup>th</sup> floor patio at \$400.00. Following improvement of irrigation at this location, the Council found placement of bark mulch unnecessary, and did not approve this proposal.

Also, it was noted that noise generated by power tools used by Hoe! Hoe! Hoe! landscaper has been disruptive to some residents. The Council directed the Property Manager to write a letter to the landscaper and suggest using less powerful equipment particularly, a gas powered leaves blower.

b) **Move-ins – Short Term Rentals - Monitoring & Reporting**

The Council discussed difficulties in monitoring and reporting of ever increasing short term rentals and sublets. This item will be discussed at the upcoming AGM in conjunction with the proposed rental bylaws amendments.

c) **Accurate Alarms Contract Proposal**

Accurate Alarm submitted a quote for the U.L.C. fire alarm monitoring system at \$140.00 per month. The Council directed the Property Manager to request further details, specifically, providing response to communication in case of entrapment in the elevators.

d) **Pool Inspection**

Vancouver Coastal Health completed periodical inspection of the swimming pool, provided reports and operational permits.

e) **Pool Drain Covers**

Vancouver Coastal Health informed the Management of the potential need to replace the drain covers in the pool and hot tub, and advised that any new drain covers must be pre-approved by Vancouver Coastal Health. The Council directed the Property Manager to obtain quotes for the drain covers from Imperial Paddock.

f) **Fire Sprinkler Heads protection**

The Council discussed options for protecting the in-suite fire sprinkler heads from accidental activation and resulting costly water damages. Recessing sprinkler heads appeared to be very expensive and technically complicated. The council decided to obtain quotes for installation of protective sprinkler head cages in all residential units, and present the proposal at the upcoming AGM for the owners approval.

g) **Garbage Compactor – Power Washing**

The Property Manager was requested to arrange power washing of the garbage compactor with Waste Management.

h) **Elevator Mechanical Room – Temperature Control & Ventilation**

The Council discussed the need to have adequate ventilation for the elevator room. This item will be further discussed at future meetings.

i) **Flood Detectors Expiry**

It was noted that the flood detectors, which were distributed to all residents over two years ago, are expiring by August 2016. The Council directed the Property Manager to order 250 new flood detectors and replace them before the expiry date.

j) **AGM Date**

The Annual General Meeting (AGM) has been scheduled for Tuesday, October 27, 2015. The Notice of Meeting will be distributed to all Owners well in advance.

k) **Visitor Parking**

It has been reported that the Commercial Section unit owner occasionally parks their car in the visitor's parking stall. This item has been addressed several times in the past. The Council directed the Property Manager to remind the Commercial Section of the relevant bylaws and rules.

l) **Meeting Room – Strata Office Upgrades**

The council determined that carpet in the meeting room and in the adjacent strata office is badly worn and require replacement. The Council directed the Property Manager to obtain quotes for replacement of the carpet with ceramic tiles.

8) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 9:25 p.m.

**THE NEXT COUNCIL MEETING IS SCHEDULED FOR  
TUESDAY, SEPTEMBER 29, 2015 AT 5:30 PM**

**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.**

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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.*