



# CLASSICO STRATA PLAN BCS 460

## STRATA COUNCIL MEETING MINUTES TUESDAY, AUGUST 22, 2017 AT 5:30 PM

**COUNCIL PRESENT:**

**Roman Piechocki** President/Treasurer  
**Irfaan Hafeez**  
**Ken Sopko**  
**Mark Deppel**  
**Lawrence Keenan**

**REGRETS:**

**Sina Rezai** Commercial  
**Peter van Diepen** Vice-President

**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 COUNCIL MEETING MINUTES**

It was:

**MOVED/SECONDED**

To approve the Minutes of the June 27, 2017 Council Meeting, as presented.

**CARRIED**

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the Financial Statements for June and July 2017 before and at the meeting. The Council approved the Financial Statements for June and July 2017, 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:

**Strata Corporation Total:**

- Operating Cash balance as of July 2017: \$100,865.00
- CRF balance as of July 2017: \$1,447,536.00

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:

✓ **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 408 – 7337 137<sup>th</sup> Street  
Surrey, BC V3W 1A4  
Tel: 604-635-0260 Fax: 604-635-0263

**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. In addition, 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 has been set up and that HSBC is still waiting for other banks to complete their payment function platform. Further information will be provided once it has been received from HSBC.

**e) Budget 2017/2018 (Draft 1)**

The Council discussed the 2017/2018 Operating Budgets. Several amendments have been approved. The final proposal of this Operating Budgets will be presented by the Treasurer at the Council Meeting in September 2017.

**4) BUSINESS ARISING**

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

Over the last two months, the Committee and some council members held several meetings with RodRozen Designs to further review and amend the details of the design proposal, and to finalize its budgetary cost estimate. On August 17, 2017, the Council held a special meeting to review the amended proposal. The Council approved in principle the proposed redesign of the main lobby which, subject to Owners approval, is expected to be implemented in 2018. To provide an opportunity for all Owners to familiarize themselves with the redesign proposal, the Council is organizing several presentations of the project by the RodRozen Designs, to be held in late September. All Owners will receive advance notices about these presentations. The project and its budgetary cost estimate will then be presented for the Owners approval at the AGM on October 24, 2017.

For several reasons, including financial implications, the Council decided to postpone the redesign of the tower interior till next year.

- b) **Annual Fire Inspection/Second Round /Deficiencies Commercial Section**  
Elite Fire reported their inability to complete the replacement of the failed heat sensors in the Commercial Section unit 1368 West Pender St. because of their difficult to reach locations on a very high ceiling. The Property Manager has organized another contractor, Mountain Fire Protection, to have the task completed by the end of August 2017.
- c) **Landscaping**  
The Landscaper completed planting of perennials at the Level 5 terrace.
- d) **Water Leak - Visitors Parkade**  
Repairs of the damaged drywall in the Visitors Parkade are under way.
- e) **External Glass Panel Damage**  
Accurate Glass completed replacement of the damaged external glass panel at the building's 10<sup>th</sup> floor at a total cost of \$1,494.15 including tax, being born by the Strata Corporation.
- f) **Emergency Generator Testing**  
Finning Canada completed the annual emergency generator maintenance and testing on August 14, 2017.
- g) **Commercial Corridor - drywall repairs**  
Repairs of the damaged drywall in the Commercial corridor have been scheduled for the end of August 2017.
- h) **Response to Calls from Residents**  
A new response procedure related to the after-hours calls from Residents to the Strata Corporation will be formulated at future meetings.
- i) **Building Exterior Painting**  
Bill Wooffinden Consulting Services Inc. provided a specification for the exterior repainting of the building. A budgetary quote has been obtained from UNITUS Painting. The project and its budgetary cost estimate will be presented for the Owners approval at the AGM on October 24, 2017.
- j) **Cold Water Supply Line Insulation**  
Malburg Pump & Boiler completed cold water supply line insulation in the Pump Room.
- k) **Planter Repairs – Level 2**  
The building staff completed planter repairs at 1330 W. Pender St. - TH 5.
- l) **Bike Racks – Commercial Section**  
Following the previous Council decision, the building staff installed two bike racks in the Commercial Section of the parkade designated for their Owners and occupants.
- m) **Rentals**  
It was determined that Owners of a unit whose rentals are managed by a rental company, High-Street Accommodations, is in breach of the Strata rental bylaws. High Street Accommodations, acting on behalf of the Owners, requested a Council hearing and will attend the Council meeting on September 26, 2017.
- n) **Vehicle Insurances**  
It was reported that following a number of warnings, as of August 16, 2017, five (5) Owners failed to provide a proof of a valid insurance of their vehicles parked on the Strata common property. The Council approved the bylaw violation fines.

- o) Trees Trimming**  
As reported in the June 2017 Council Meeting Minutes, two (2) Owners jointly submitted correspondence regarding trees located along West Pender Street which apparently pose some degree of danger and damage to the Strata Property. The Council confirmed that the trees are located on the City property and they do not pose any danger to the building. The Council advised the Owners to forward any of their concerns to the City of Vancouver.
- p) Swimming Pool Water Testing**  
The Council confirmed that Imperial Paddock technician and the building staff continue regular water testing of the swimming pool.
- q) Annual General Meeting (AGM - October 24, 2017) - Agenda Items**  
The Council reviewed the list of agenda topics, including special projects to be funded from the Contingency Reserve Fund.

**5) BYLAWS AND RULES VIOLATIONS**

- a) Rental Bylaw Violation**  
Letters were mailed to two (2) Owners.
- b) Parkade Gates Rule Violation**  
Letters were mailed to thirteen (13) Owners.
- c) Visitor Parking Violation**  
Letters were mailed to twelve (12) Owners.
- d) Garbage/Recycling Rule Violation**  
Letters were mailed to three (3) Owners.
- e) Garbage Bylaw Violation**  
A letter was mailed to one (1) Owner.
- f) Pets Bylaw Violation**  
A letter was mailed to one (1) Owner.
- g) Oil Leak in Parking Stall**  
A letter was mailed to one (1) Owner.
- h) Uninsured Vehicle Parking in the Parkade Bylaw Violation**  
Letters were mailed to eight (8) Owners.

**6) CORRESPONDENCE**

- a)** An Owner submitted correspondence thanking for planting perennials at the terrace Level 5.
- b)** An Owner submitted correspondence regarding water dripping from a balcony planter from one of the units above. Management informed the Owner to repair the leaking planter.
- c)** An Owner submitted correspondence regarding noise emanating from a neighbouring suite. The Council issued a noise bylaw violation letter.
- d)** An Owner submitted correspondence regarding the car insurance bylaw violation. After verification of the incident, the Council decided to fine the Owner.
- e)** An Owner submitted a request for renovations of their unit. The Council approved it.

- f) An Owner responded to the Council notification about detecting a broken balcony glass panel in their unit. The Council confirmed arrangement of the panel replacement by the Strata Corporation.
- g) An Owner submitted correspondence regarding the parkade gate rule violation. After verification of the incident, the Council decided not to fine this Owner.
- h) An Owner submitted correspondence regarding the rental bylaw violation. After verification of the case, the Council decided to fine this Owner.
- i) An Owner submitted correspondence regarding the visitor parking rule violation. After verification of the incident, the Council decided to fine this Owner.
- j) The rental company submitted correspondence regarding the Strata rental bylaw violations. The Council hearing with the rental company acting on behalf of the Owners has been scheduled for September 26, 2017.
- k) An Owner submitted correspondence regarding their car insurance bylaw violation. After verification of the incident, the Council decided not to fine the Owner.
- l) An Owner submitted correspondence regarding the following:
  - Parkade gate rule violation. After verification of the incident, the Council decided not to fine the Owner.
  - Move in fee. After verification of the case, the Council decided to reverse \$200 charge for move in to unfurnished suite and charge the Owner's account \$100 for move in to a furnished suite.
- m) An Owner submitted a complaint against another Resident for not stopping at the parkade gate. The verification of the incident determined that the allegation was erroneous.
- n) An Owner submitted correspondence regarding the visitor parking rule violation. After verification of the incident, the Council decided to fine this Owner.

**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) **Hot Tub Cover**  
It was determined that the hot tub cover is badly worn. Imperial Paddock submitted a solicited quote for a new hot tub cover at \$465.00 plus taxes. The Council approved this quote and is awaiting its delivery.
- b) **Landscaping Improvements**  
The landscaper submitted a solicited quote for replanting of three planters on Broughton St. and one planter located in the loading zone of the Commercial Section, at a total cost of \$475.00 plus GST. The Council approved it and the project is under way.
- c) **Bathroom Sink Backup**  
Following the building staff initial response, Montalbano Plumbing attended to a bathroom sink back up in one of the units on the 5<sup>th</sup> floor, eliminating an unusual blockage in the building main drain riser.

- d) **Parkade Gates and Lobby Entrance Door**  
Elite Door performed periodical parkade gates maintenance and adjusted malfunctioned main lobby door hydraulic closer.
- e) **Boiler – Domestic Hot Water Temperature Sensor Failure**  
Malburg Pump & Boiler replaced a failed control board affecting operation of the temperature sensor in boiler No. 3 in the Level 2 Boiler Room.
- f) **Elevator Exhaust Fan**  
Atlas Anchors and Malburg Pump & Boiler submitted solicited quotes for an elevator exhaust fan access fall protection. Management is waiting for additional quotes.
- g) **Flood Damage**  
On July 18, 2017 a pinhole in a plastic icemaker water supply tube in one of the units on 16<sup>th</sup> floor caused significant water damage in this unit and less severe damage in the unit below. The initial response to the flood was performed by the building staff and a Council member. The Property Management arranged a service of the Circle Restoration Company and, because the damages were expected to be above the Strata insurance flood deductible, filed an insurance claim with the Strata insurer. The restoration process is still under way.

Following suites inspection in 2011, the Council advised 77 Owners of units with fridges equipped with the ice making element, to replace the plastic water supply tube with metal braided line.

The Council would like to remind all Owners again that this plastic tube may unexpectedly leak causing significant water damage and costly repairs.

The Owners of the unit causing any flood are financially responsible for the cost of repairs in their own and other affected suites up to \$15,000.00. (The present Strata Corporation flood damage insurance deductible).

**PLEASE BE REMINDED TO REPLACE THE ICE MAKER  
PLASTIC WATER LINE WITH METAL BRAIDED LINE**

Also, the Owners should consider installing a product called "Flood Safe Auto Shut-off Connector" which has capability to shut the water off in case of a line failure.

- h) **Broken Balcony Glass Panel**  
Extreme Glass replaced the broken balcony glass panel in a unit on the 23<sup>rd</sup> floor at a cost of \$268.44, being borne by the Strata Corporation.
- i) **CMI Security Service**  
CMI Security Service submitted a contract renewal with a proposed rate increase of \$1.00 per hour targeted to their staff wages. The current rate is \$19.25. The latest rate increases: 2010 - 2.8%, 2014 - 4.0%. On August 22, the Council president and the Property Manager met with CMI's CEO to review their contract renewal. A number of improvements of this service were agreed upon. The Council considered their present proposed rate at \$20.25 reasonable and approved it effective September 1, 2017.
- j) **Hot Water Leak – 32<sup>nd</sup> floor**  
An Owner on the 32<sup>nd</sup> floor reported a stain on their suspended ceiling. The building staff determined the source of the leak originating from the building hot water supply line. The Strata Corporation promptly arranged for repairs of the leaking line and of the damaged ceiling drywall.

k) **Power Plumbing Snake**

The building manager submitted a request to purchase a power plumbing snake at about \$1,000.00 plus taxes enabling more expeditious attendance to potential building sewer backups. In many cases, a prompt and effective staff reaction may significantly reduce the cost of repairs resulting from these backups. The council approved this request. Notwithstanding, the Owners are reminded about their responsibilities for all in-suite plumbing issues.

l) **Bicycles & Motorcycles**

The Council determined the need to address potential conflicts between residents resulting from parking of bicycles and motorcycles in the parkade. A review of the current bylaw and implementation of potential supplementary rule will be undertaken after the October 2017 AGM.

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:50 p.m.

**NEXT COUNCIL MEETING  
TUESDAY, SEPTEMBER 26, 2017**

**ONLINE ACCESS TO YOUR STRATA CORPORATION**

**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 75<sup>th</sup> 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)***

**PACIFIC QUORUM 24-HOUR EMERGENCY SERVICE: 604-685-3828**

**CLASSICO DIRECT CONTACT: 604-202-2868**

*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.*