



**THE CLASSICO
STRATA PLAN BCS 460**

**STRATA COUNCIL MINUTES
WEDNESDAY, SEPTEMBER 18, 2013 @ 5:30PM
MEETING ROOM – 1328 WEST PENDER STREET**

COUNCIL PRESENT:

**Roman Piechocki
Peter van Diepen
Ken Sopko
Irfaan Hafeez
Mark Deppel**

**President/Treasurer
Vice-President**

COUNCIL REGRETS:

**Douglas Soo
Lawrence Keenan**

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 5:35 p.m.

2. ADOPTION OF PREVIOUS MINUTES

It was:

MOVED/SECONDED adopt the minutes of the August 15, 2013 Council meeting minutes, as circulated.

CARRIED

3. FINANCE

a. Monthly Statement

The Treasurer reported on the August 2013 Financial Statements. The Strata Council members approved receiving the August 2013 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, 9:00 a.m. to 5:00 p.m., Monday to Friday.

b. Account Balances

The current balances for the 10th month as at August 30, 2013 in the appropriate funds are as follows:

- Total Cash Balance \$1,138,310.00 (including CRF Balance)
- CRF Balance \$927,022.00 (Contingency Reserve Fund)

c. **Arrears**

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

d. **2013/2014 Working Budget**

Council reviewed the proposed budget for the 2013/2014 fiscal year. The Council members discussed the various income and expense categories related to the 2013/14 Operating Budget. Details will be forwarded to all Owners with the Annual General Meeting (AGM) information package.

4. **BUSINESS ARISING**

a. **Elevator Update**

The Property Manager and the manager from Richmond Elevator are going to schedule a meeting on site to discuss the elevator's regular maintenance schedule. It was noted that elevator "C" malfunctioned numerous times during the past four (4) weeks.

b. **10-Year Warranty**

Council reported that restoration of external waterproof membranes in commercial and residential sections were completed. Also, the parkade floor cracks' repairs have been completed.

- i. The Council further approved parkade walls' cracks injection, and repairs at a total cost of \$5,775.00 plus taxes as proposed by Vancouver Injection & Waterproofing. This project has been scheduled for October/November 2013.
- ii. The residential and commercial property external sealant inspection was completed by Enviro Pro Building Consultants. The report will be available by the end of September 2013.
- iii. The Property Manager is going to obtain competitive quotes for the concrete wall delamination in P1 West at stall #121A

c. **TH-1 and TH-5**

The Council reported that all the required repairs have been completed at a total cost of \$1,911.00.

d. **Security Upgrades**

West Coast Communications completed installation of the CCTV camera in the back lane to capture the commercial section entrance, and the commercial waste disposal area. Costs for an HD-51 Honeywell Day/Night Vandal-Resistant Dome Camera, and its installation totaled \$1,350.00 plus taxes.

Metal plates were installed by the building staff on several exterior and interior doors to prevent break-ins.

e. **Lobby Repainting**

The Council informed that the repainting of the lobby was completed. The Council thanked Ken, and the Redesign Committee for coordinating this project.

- f. **Window Washing**
Window washing is currently underway and will be completed by the end of September 2013.
- g. **Carpet Cleaning**
The Council approved the quote from Maxima Cleaning to clean all common areas of both sections for the total cost of \$1,315.00 plus taxes. This project has been scheduled for September 2013.
- h. **Gas Sensors**
The annual parkade gas monitoring sensors testing was completed by Global Gas Detection Inc. at a cost of \$1,020.00 plus taxes.
- i. **BC Hydro Grant**
The Property Manager was instructed to re-apply for a BC Hydro grant regarding the recent LED light bulbs purchased for common areas, and the Property Manager will advise Council once this application has been fulfilled.
- j. **Loading Zone Area**
A quote was received for an enclosure for the commercial garbage bins from Nikls. Council reviewed a revised drawing, which will be sent to Nikls for review, and ask them to provide a revised quote. This item will be discussed at the upcoming Annual General Meeting (AGM).
- k. **Bathrooms Renovations**
Council is still waiting for further quotes for repairs to shower stalls areas in the men's, ladies' and guest suite washrooms. This item will be discussed at the upcoming AGM.
- l. **Hot Water Supply System - Roof**
The Council reviewed a quote for replacement of the three (3) new boilers and ancillary equipment in the roof top mechanical room at a total cost of \$200,000.00. This item will be discussed at the upcoming AGM.
- m. **Water Lines Insulation**
The Council reviewed a quote for water lines insulation on the 5th, 15th, and 27th floors. This item will be discussed at the upcoming AGM.
- n. **Bylaw Violations Follow-Up**
- i. A complaint was received about a noisy party and a bylaw violation letter was sent to a resident regarding the noisy party on August 13, 2013. The Owner apologized for their behaviour on August 14, 2013.
 - ii. A complaint was received about a barking dog, and a bylaw violation letter was sent to the resident on August 29, 2013 regarding continuous barking early in the morning, and during the day.
 - iii. A complaint was received about items stored in the common hallways, and a bylaw violation letter was sent to the resident on August 29, 2013 regarding items left in the common hallway outside their unit.

- iv. A complaint was received about consumption of alcohol in the swimming pool on several occasions on August 6, 2013. A letter was mailed out to the Owner on August 29, 2013 advising that a fine of \$50.00 was levied against the Owner's account
- v. A complaint was received about an Owner disposing vacuum cleaner in the garbage room. A letter was mailed to this Owner on September 4, 2013 advising that a fine of \$200.00 was levied against the Owner's account. The Owner sent an apology reply on September 16, 2013. The Council agreed not to reverse the \$200.00 fine.
- vi. A complaint was received about an Owner disposing material in the garbage room which could not be considered as ordinary household refuse. A warning letter was mailed to this Owner on September 4, 2013.
- vii. A complaint was received regarding an unauthorized move-out on September 1, 2013. A bylaw violation letter was mailed to this Owner on September 4, 2013 and a charge of \$100.00 was applied for the move-out on the weekend. The Council agreed not to reverse the \$200.00 fine.

5. CORRESPONDENCE

Owners are invited to write to Council via the management company, Pacific Quorum Properties, regarding any Strata matters.

- a. A letter was received from an Owner regarding missed fire inspections, which resulted in two (2) fines, in which they felt that they did not receive notices in a timely manner. After further review and discussion, the Council agreed to reverse the second fine at \$200.00 as previously levied against the Owner's account, subject to confirmation that this Owner arranged for an in-suite fire inspection.
- b. A complaint letter was received from an Owner about deck washing. A warning letter was sent out on September 4, 2013.
- c. An Owner phoned the Pacific Quorum emergency line in the early morning, advising that a bird flew into their apartment. The Council would like to remind Owners to call Pacific Quorum's 24-hour line for emergencies only, such as a fire, flood, or security breaches.
- d. TH-2 requested permission to remove kitchen cabinets, all carpets, patching and painting all walls, and changing the banister. After a review and discussion, approval was granted, and the Owner will be advised.
- e. A complaint letter was received regarding an Owner not waiting for the parkade gate to close before driving away. A rule violation letter was sent to this Owner, advising of a \$50.00 fine levied against their account. The Owner replied with an apology letter on September 11, 2013. The Council agreed not to reverse the \$50.00 fine.
- f. The Council informed an Owner that the two (2) ventilation grills were repaired and repainted.

6. **NEW BUSINESS**

a. **Auto Door Opener Installation**

The Council discussed a quote and the scope of work regarding the installation of an auto door opener for the building's main entrance door.

It was noted that further investigation is required regarding options for selecting usage of push buttons, and electrical installation. The Property Manager is going to arrange for additional quotes regarding electrical work.

b. **Carpet Stretching**

The Council provided a list of floors where carpet stretching is required. The Strata Manager is going to obtain quotes.

c. **Compactor Container Repairs**

The Strata Property Manager updated the Council regarding scheduled garbage compactor repairs. The repairs were completed on September 20, 2013. The garbage compactor is now fully operational.

d. **Swimming Pool**

The Council advised that the swimming pool's Annual Inspection was completed and a permit was issued.

e. **Toilets Modification**

This item was differed for the next meeting.

7. **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 7:30 p.m.

The next meeting is the Annual General Meeting scheduled for **Wednesday, October 22, 2013.**

ONLINE ACCESS TO YOUR STRATA CORPORATION

To access *PQ ONLINE* for The 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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