

# MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

THURSDAY, SEPTEMBER 24, 2015 AT 6:30 PM



430 – 1200 West 73<sup>rd</sup> Avenue  
Vancouver, BC V6P 6G5  
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**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>Peter van Diepen</b>                                    | <b>Vice-President</b>            |
|                            | <b>Irfaan Hafeez (arrived at 7:00 p.m.)</b>                |                                  |
| <b>COUNCIL REGRETS:</b>    | <b>Sina Rezai</b>  | <b>Commercial Representative</b> |
|                            | <b>Lawrence Keenan</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 6:40 p.m.

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

It was:

**MOVED/SECONDED**

To approve the Minutes of the August 25, 2015 Council Meeting, as presented.

**CARRIED**

3) **FINANCE**

a) **Monthly Statements**

The Treasurer reported on the August 2015 Financial Statements to the Council before the meeting. The Council approved the August 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 approved the final draft of the new format of budgets, which meet the requirements of the new legislation for sectioned buildings. These budgets will be presented for the Owners' approval at the 2015 Annual General Meeting (AGM).

c) **Contingency Reserve Fund (CRF) Split**

The Council approved the CRF split, which meets the requirements of the new legislation for sectioned buildings. Further information with recommendation for its approval will be presented to the Owners' at the 2015 AGM.

d) **Financial Audit**

The financial audit of the Strata Corporation, as of August 31, 2015, is under way.

e) **Account Balances**

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

- Total cash balance as of August 31, 2015: \$1,239,409.00 (including CRF)
- CRF balance as of August 31, 2015: \$1,008,391.00

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:

**R.2 Payment of Strata Fees**

- 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:

**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 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 is continuing with the parkade crack repairs, as approved at the 2014 AGM.

b) **Commercial Section Corridor**

Following recent periods of rain, new, minor water leaks appeared through concrete cracks in the commercial corridor at level 1. They will be sealed by Vancouver Injection & Waterproofing. The area continues to be monitored.

c) **Balcony Membrane Renewal – 2016 CRF Project**

Based on a number of proposals from reputable contractors, the project will be presented for the Owners approval at the 2015 AGM, with its potential implementation in 2016.

d) **Pool and Hot Tub Drain Covers**

The new type of drain covers were pre-approved by Vancouver Coastal Health. The Council approved the purchase of four new drain covers from Imperial Paddock at a cost of \$56.00 per cover. The building manager will install them.

e) **Fire Sprinkler Heads Protection Cages**

The Council obtained quotes for the installation of protective sprinkler head cages in all residential units, and will present the project proposal at the upcoming AGM for the Owners' approval.

f) **Accurate Alarm Contract Proposal**

As previously reported, Accurate Alarm submitted a quote for the fire alarm monitoring service at a cost of \$140.00 per month. The Property Manager has contacted Accurate Alarm numerous times requesting further details; however, as of September 24, 2015, Accurate Alarm has not responded. The Council directed the Property Manager to request further details, specifically, providing a response in regards to communication in case of entrapment in the elevators.

g) **Tree Trimming Along W. Pender Street**

Following Council approval, on September 24, 2015, the landscaper pruned the trees along West Pender Street at a cost of \$280.00 plus GST.

h) **Exercise Room - Rubber Mats**

Following a number of complaints from the Owners to reduce the noise generated by incidental dropping of exercise weights, the building manager installed rubber mats in a section of the exercise room.

i) **Garbage Compactor Power Washing**

The Property Manager requested Waste Management to arrange for the power washing of the garbage compactor. A response from Waste Management is expected.

5) **BYLAWS AND RULES VIOLATIONS**

a) Use of property bylaw violations – A letter was mailed to three (3) Owners.

b) Oil leak in parking stall bylaw violation – A letter was mailed to one (1) Owner.

c) Pet bylaw violation – A letter was mailed to one (1) Owner.

d) Unreported tenancy bylaw violation – A letter was mailed to one (1) Owner.

e) Unarranged move-out rule violation – A letter was mailed to one (1) Owner.

**6) CORRESPONDENCE**

- a) In response to the Owners' response regarding parkade gate rule violation, the Property Manager provided the Owners with additional details of the violation. After review of the case, the Council decided to fine the Owner.
- b) An Owner submitted a response regarding unreported tenancy. After its review, and accepting it as a one-off incident, the Council decided not to fine the Owner.
- c) An Owner submitted a renovation request letter. The Council approved the request.
- d) An Owner submitted a repeated request to reverse a number of fines. After their review, the Council decided not to reverse the assessed fines and, as a matter of exception, decided not to proceed with legal action, subject to receiving payment of fines in four equal installments. The fines were paid by the Owner as decided.
- e) Following a complaint, a parking bylaw violation letter was sent to the Owner. In the absence of any response, the Council decided to fine the Owner for this violation.
- f) An Owner submitted a letter regarding a broken glass in the unit's window. The Property Manager arranged for the window replacement.
- g) An Owner submitted a response regarding a Use of Property bylaw violation. The Council accepted it as a one-off incident, and decided not to fine the Owner.
- h) An Owner submitted a letter regarding water dripping from the above balcony. The Council is monitoring this situation.
- i) A number of complaints were received regarding drilling noise emanating from one of the neighbouring units on an early Saturday and on a Sunday. After review of the case, the Council noted that the Owners violated a number of bylaws related to noise, and rule No.15 related to renovations/alterations. The Council decided to fine the Owner for these violations.
- j) An Owner submitted a response denying an alleged dumping of water from their balcony. In the absence of definite proof, the Council decided not to fine the Owner. The situation is being monitored.
- k) Following the Council's request, an Owner submitted an amended Schedule A related to alterations. The Council approved the request.
- l) An Owner submitted a response requesting reversal of charges for attending to damages to common property caused by their toilet overflow. After its review, the Council decided that the charges will remain, citing that they were at a minimal possible level. The Strata Corporation acted in the best interest of the Owner. A rapid and effective response by staff, Council Members and the carpet cleaning contractor avoided very costly engagement of a restoration company in remedying the damages caused by a flood which affected the common area corridor.
- m) An Owner submitted a complaint regarding dead plants in three townhouse back lane patios. The Council noted that due to the recent drought and water use restrictions, it has been difficult to maintain some plants, and as a result, some of them have died. To maintain an attractive appearance of the Strata property, the Council requested the Owners to either remove the dead plants, or replant their patios with new ones.
- n) An Owner submitted a response to bylaw violation letter related to a dog off-leash on the common property. After review of the circumstances, the Council accepted it as a one-off incident, and decided not to fine the Owner.

- o) Three (3) Owners submitted requests for flooring replacement. The Council approved their requests.
- p) An Owner submitted a response to the letter related to the parkade gate rule violation. The Council accepted it as a one-off incident, and decided not to fine the 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) **Meeting Room - Office Flooring**

The Council obtained quotes for the replacement of the carpet with porcelain tiles in the meeting room/office, and will present the proposal at the upcoming AGM for the Owners' approval.

b) **Parkade Gas Detectors Testing**

The annual parkade gas detector testing has been completed.

c) **Dead Trees Along Jervis Street**

The Council directed the Property Manager to send a letter to the City of Vancouver advising that two Birch trees located on the City property, across from 631 and 601 Jervis Street, are dying and need to be removed and replaced.

d) **Carpet Cleaning Common Areas**

The Council approved a quote for the common area carpet cleaning from Maxima Cleaning at \$1,360.00 plus GST. The cleaning will take place in October 2015. Notices will be posted well in advance.

e) **Annual Fire Inspection - Deficiency Repairs**

To meet the regulatory requirements, Elite Fire replaced all expired fire extinguishers and fire sprinkler system pressure gauges. These projects were approved by the Council in May 2015.

f) **Windows Washing**

Pacific Heights commenced washing the building windows on September 21, 2015. The project is expected to continue for approximately two (2) weeks.

g) **TH-2 (1338 West Pender St.) - ceiling leak**

The building manager responded to a leak from the second floor ceiling in TH-2. It was determined that the leak originated from the wall on the roof due to deficient fastening of the water hose bib. The building manager repaired the ceiling and sealed the water bib line on the roof.

h) **Birds Feeding**

It was reported that some residents continue feeding pigeons and seagulls, which results in accumulation of bird droppings on balconies.

In this regard, we draw your attention to Bylaw R.4.1 which states:

**R.4.1 Use of Property**

*An owner must not:*

- (p) feed pigeons, gulls or other birds, squirrels, rodents or other animals from the strata lot or anywhere on or in close proximity to the common property or any limited common property, but this shall not apply to a pet permitted to be kept in his strata lot pursuant to these bylaws and the rules and regulations made hereunder, which pet shall be fed only in his strata lot;*

Pursuant to Bylaw R.4.1, the Strata Corporation may impose a fine of \$200.00 for the contravention of this Bylaw. If you are feeding birds from balconies or windows, please discontinue it immediately.

**8) ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 7:35 p.m.

**NEXT MEETING: ANNUAL GENERAL MEETING**  
**TUESDAY, OCTOBER 27, 2015 AT 6:00 PM**

**NEXT COUNCIL MEETING: TUESDAY, NOVEMBER 24, 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.**

***Paul Kral, Senior Property Manager***

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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.*