



# CLASSICO STRATA PLAN BCS 460

## STRATA COUNCIL MEETING MINUTES TUESDAY, SEPTEMBER 26, 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 5:30 p.m.

### 2) ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES

It was:

#### **MOVED/SECONDED**

To approve the Minutes of the August 22, 2017 Council Meeting, as presented.

**CARRIED**

### 3) FINANCE

#### a) Monthly Financial Statements

The Treasurer reported on the Financial Statements for August 2017 before and at the meeting. The Council approved the Financial Statements for August 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 August 2017: \$85,100.00
- CRF balance as of August 2017: \$1,460,468.00

#### 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 HSBC has completed the implementation of our online strata fee payment process. The following banks will now accept payments directed to Pacific Quorum:

HSBC  
Scotiabank  
TD Canada Trust  
Royal Bank  
Bank of Montreal  
Central 1 Credit Union  
CIBC

Instructions are posted on the Pacific Quorum website; Owners will be directed to each property's **PQ ONLINE** resources under 'Strata Fees'. Christina Ye [cye@pacificquorum.com](mailto:cye@pacificquorum.com) will be managing this payment stream and Owners can direct issues to her.

**e) Budget 2017/2018 (Draft 7)**

The Council discussed and finalized the 2017/2018 Operating Budget. It will be presented for the Owners' approval at the 2017 Annual General Meeting.

**4) BUSINESS ARISING**

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

About forty Owners and Residents attended presentations of the Lobby Renovation project by RodRozen Designs who demonstrated the proposed design concept selected by the Council for implementation. The design concept was met with highly favourable and supportive comments with Owners expressing their excitement and eagerness for the renovation. The proposal, including its funding will be presented for the Residential Section Owners approval by a "3/4 Vote Resolution" at the AGM on October 24, 2017.

b) **Annual Fire Inspection/Second Round /Deficiencies Commercial Section**

Mountain Fire Protection replaced the failed heat sensors in the Commercial Section unit 1368 West Pender St. The Council also reviewed an invoice from Elite Fire in the amount of \$896.70 for unsuccessful replacement of the failed heat sensors in the same unit because, as a result of their miscalculation, the scissors lift did not fit into the affected premises. The Strata Council directed the Property Manager to request Elite Fire to reverse the cost of the lift rental in the amount of \$594.00 plus taxes.

c) **Flood Damage**

As reported in August 2017 Council meeting minutes, 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 Strata Insurance adjustor reported that the repairs will be completed in early October 2017.

d) **Water Leak - Visitors Parkade**

Glory Carpet repaired a section of the damaged by water drywall in the Visitors Parkade.

e) **Commercial Corridor - drywall repairs**

Repairs of the damaged drywall in the Commercial corridor are under way.

f) **Landscaping Improvements**

The landscaper replanted three planters on Broughton St. and one planter located in the loading zone of the Commercial Section.

g) **Building Exterior Painting**

UNITUS Painting submitted an amended budget quote for the exterior repainting of the building. The project and its budget cost estimate will be presented for the Owners approval at the AGM on October 24, 2017.

h) **Hot Tub Cover**

The Council is awaiting its delivery.

i) **Elevator Exhaust Fan**

The Council is awaiting a quote from SCS Material Engineers Ltd for an elevator exhaust fan access fall protection.

j) **Ceiling Repairs 32<sup>nd</sup> Floor**

Glory Carpets submitted a quote in the amount of \$850.00 plus taxes, for drywall repairs following a main hot water line leak in a unit on the 32<sup>nd</sup> floor. The Strata Council approved a quote from Glory Carpet at \$850.00 plus taxes.

k) **Annual General Meeting (AGM - October 24, 2017) - Agenda Items**

The Council finalized the list of agenda topics, including special projects to be funded from the Contingency Reserve Fund. The list of projects will be presented to the Owners at the upcoming AGM.

l) **Building Maintenance**

The Property Manager will follow up with the building staff regarding completion of various building maintenance projects.

5) **BYLAWS AND RULES VIOLATIONS**

a) **Rental Bylaw Violation**

Letters were mailed to seven (7) Owners.

b) **Parkade Gates Rule Violation**

Letters were mailed to four (4) Owners.

c) **Visitor Parking Violation**

Letters were mailed to three (3) Owners.

d) **Garbage Bylaw Violation**

A letter was mailed to one (1) Owner.

e) **Renovation bylaw violation**

A letter was mailed to one (1) Owner.

f) **Move In/Out & Renovation Bylaw Violation**

A letter was mailed to one (1) Owner.

g) **Water Dripping from balcony**

A letter was mailed to one owner following complaints about balcony water dripping and overhanging balcony plants.

6) **CORRESPONDENCE**

a) An Owner submitted correspondence regarding recycling rule violation. After verification of the incident, the Council decided not to fine the Owner.

b) An Owner submitted correspondence regarding the rental bylaw violation. After verification of the case, the Council decided that the \$200.00 fine will remain.

c) An Owner submitted correspondence regarding noise bylaw violation. After verification of the case and confirmation that a source of disturbing noise was attended, the Council decided not to fine this Owner.

d) An Owner submitted correspondence regarding refund for the guest suite rental cancelation. After verification of the circumstances of case, the Council decided to reimburse the Owner in the amount of \$325.00.

e) An Owner submitted correspondence regarding the car insurance bylaw violation. After verification of the incident, the Council decided not to fine the Owner.

f) An Owner submitted correspondence regarding the timing of the emergency generator testing, and the Public Address (PA) announcements during these tastings. The Council decided to maintain the current testing schedule which minimizes its negative effect on the use of the residential elevators and eliminates inconvenience from the need to turn off sensitive electronic equipment in the commercial section units. Also, the Council decided that to ensure essential information benefiting all Owners, the PA announcements will continue.

g) An Owner submitted correspondence regarding drywall repairs in their apartment after repairs of a leak from the main drain stack. The Council approved required repairs.

h) An Owner submitted correspondence regarding smoke emanating from a neighbouring suite. The Council issued a smoking bylaw violation letter and a \$200.00 fine.

i) An Owner submitted a complaint regarding water dripping from a balcony planter from one of the units above. Management informed the offending Owner to repair the leaking planter and to trim their plants.

j) An Owner submitted a response to a complaint of water dripping from their balcony planter and regarding overhanging balcony plants. The Owner confirmed that they repaired the leaking planter and trimmed the plants.

k) An Owner submitted a request for renovations of their unit. The Council approved it.

l) An Owner submitted correspondence regarding the parking bylaw violation. After verification of the incident, the Council decided not to fine this Owner.

m) An Owner submitted correspondence regarding the car insurance bylaw violation. After verification of the incident, the Council decided to fine the Owner.

- n) An Owner submitted a request for renovations of their unit. The Council approved it.
- o) An Owner submitted correspondence regarding their parking stall reassignment. After reviewing available documents, the Council confirmed that Strata Corporation is not aware of any related agreement between the two parties, and directed the Property Manager to respond accordingly.
- p) An Owner from 18<sup>th</sup> floor submitted complaint of pigeon droppings on their balcony resulting from birds feeding by the unit above. It was noted that pigeons are landing on many balconies and not always because of being fed by the residents. Nevertheless, the Council is going to monitor the situation in this section of the building.
- q) An Owner submitted correspondence claiming unfairness of the move in fee charge at \$100.00. After verification of the incident, the Council decided that, as per the Strata bylaw, the move-in fee to a furnished suite at \$100.00 stays.

**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) **Tower Roof Access - Trespassing**

Following two incidents of unauthorized entry onto the roof area, to prevent future break and entry, the roof access door was fitted with a protective astragal plate. Also, the Council decided to re-key all door locks at the roof levels.

b) **Staff Meetings**

In response to the building manager's request to have weekends and holidays entirely off, the Council drafted a new employment contract accommodating this request. The Council directed the Property Manager to have the new contract reviewed by a lawyer before its administration.

c) **Flashings Installation - Quote**

Roofix submitted a solicited quote at \$5,930.00 to install self-adhered flashings on identified by the Strata locations. This installation will prevent staining of the concrete walls by a running down rain water. The Strata Council decided to include this project in the "3/4 Vote Resolution" for repainting of the building exterior.

d) **Parkade Gas Monitoring System**

Global Gas Detection completed the annual inspection of the parkade gas monitoring system.

e) **Plumbing Leak - 6<sup>th</sup> Floor**

Montalbano Plumbing completed the drain stack connection repairs in a unit on the 6<sup>th</sup> floor. The Council approved necessary drywall repairs quoted by Glory Carpet at \$2,100.00 plus taxes.

f) **Surveillance Camera - Commercial Section**

The Commercial Section proposed an installation of one security camera on the outside perimeter of the commercial building. A provisional installation budget is estimated at \$3,000.00, and at \$650.00 annually for the potential monitoring and maintenance of it. This item will be discussed at the Commercial Section meeting.

g) **Abandoned Furniture, Appliances & Mattresses**

Deliberately abandoned or dumped waste on public or private property is considered illegal dumping. Illegal dumping is harmful to the environment, costs taxpayers over a million dollars each year, and sends a message that illegal activity is tolerated in our neighbourhoods. Classico residents and businesses are responsible for properly disposing of their waste. The fastest way to report abandoned garbage in our neighbourhood is using City of Vancouver online tool. You'll need the abandoned garbage location, description of garbage, and an optional photo. Due to the high demand for removing abandoned garbage, it may take some

time before City staffs are able to collect the reported garbage. The Property Manager is going to inform the building staff to monitor for illegally dumped items around our property and to report such violations to the City. If you are concerned about waste disposal procedures, please contact Classico building staff.

**h) Decorative Light Post - Back Lane**

The Council decided to retrofit or remove the obsolete and ineffective decorative light post at the back lane.

**i) Carpets Cleaning**

The Council approved a quote from MAXIMA Cleaning at \$1,360.00 plus taxes for the periodical carpet cleaning of the common areas. This project is scheduled for October 2017.

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

**8) ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:30 p.m.

**NEXT COUNCIL MEETING  
TUESDAY, AGM - October 24, 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*

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*Vancouver, BC V6P 6P2*

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**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.*