

# MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, SEPTEMBER 27, 2016 AT 5:30 PM



PACIFIC  
QUORUM  
Properties Inc.

1777 West 75<sup>th</sup> Avenue  
Vancouver, BC V6P 6P2  
Tel: (604) 685-3828 / Fax: (604) 685-3845

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>Ken Sopko</b>	
	<b>Sina Rezai</b>	<b>Commercial Representative</b>
	<b>Mark Deppel</b>	
	<b>Lawrence Keenan</b>	
	<b>Irfaan Hafeez</b>	
<b>REGRETS:</b>	<b>Peter van Diepen</b>	<b>Vice-President</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 5:30 p.m.

2) **ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES – AUGUST 23, 2016**

It was:

**MOVED/SECONDED**

To approve the Minutes of the August 23, 2016 Council Meeting, as presented.

**CARRIED**

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the Financial Statements for August 2016. The Council approved the Financial Statements for August 2016, 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 2016: \$176,842.00
- CRF balance as of August 2016: \$1,171,705.00

✓ **VANCOUVER OFFICE:**

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Tel: 604-685-3828 Fax: 604-685-3845

[www.pacificquorum.com](http://www.pacificquorum.com)

**SURREY OFFICE:**

Suite 302 – 7337 137<sup>th</sup> Street  
Surrey, BC V3W 1A4  
Tel: 604-635-0260 Fax: 604-635-0263

**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:

**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. 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.

**d) Budget 2016/2017**

The Council discussed and finalized the 2016/2017 Operating Budget. It will be presented for the Owners’ approval at the 2016 Annual General Meeting.

**e) Mandatory Tax Filing by the Strata Corporation**

The Council is awaiting additional information regarding this requirement.

**f) GST Payment on Strata Fees**

The Property Manager is awaiting response from CRA and Strata Corporation Auditor, regarding the requirement to register and pay the GST by the Commercial Section.

**4) BUSINESS ARISING****a) Balcony Membrane Renewal – 2015 AGM-CRF Project**

UNITUS Painting Ltd. completed the deficiency repairs related to this project at no charge. The Council approved payment of \$6,795.00 plus taxes for extra work approved during the project and performed by the contractor. Part of it will be charged back to some owners whose balconies were not adequately prepared by them for the project. (removal of tiles, furniture, etc.)

- b) **Lighting Audit and Upgrades Proposal**  
The Council and staff met on site with Commercial Lighting representative, one of the three contractors who submitted proposals, to review his approach to this potential project. Based on all submissions, the Council prepared a ¾ vote resolution for Lighting Upgrading which will be presented for the Owners' approval at the 2016 Annual General Meeting.
- c) **Fire Sprinkler Head Cages – 2015 AGM-CRF Project**  
The project was completed, including their installation in one outstanding unit on level 22.
- d) **Janitorial Contract**  
The janitorial contract has been consolidated and sent to Bar-El Janitorial for approval.
- e) **Roofs and Patios Membrane**  
The Strata Council approved CCI Group Ltd. proposal at \$2,400.00 plus taxes for roofs and patios membrane inspection. The inspection has been completed. The Council will prepare the maintenance schedule based on the report from this inspection.
- f) **Elevator Room**  
The Council reviewed a detailed quote from Malburg Pump & Boiler for improvement of ventilation and installation of the air conditioning unit in this room. This proposal will be presented for the Owners' approval at the 2016 Annual General Meeting.
- g) **Sump Pump**  
The Council approved a quote in the amount of not exceeding \$1,000.00 from Malburg Pump & Boiler for the sump pump failure alarm improvement.
- h) **Windows Cleaning**  
Pacific Heights completed a light power washing of the entire tower. The regular window cleaning is underway and is expected to be completed on Friday, October 7, 2016.
- i) **Commercial Corridor**  
The Commercial Section approved a quote in the amount of \$1,160.00 to paint the floor of the commercial corridor at Level 1.
- j) **Visitor Parking Gate – Enterphone Camera**  
Westcoast Communication replaced the failed enterphone camera at the visitors parking gate.
- k) **Parkade Gas Monitoring System**  
The annual parkade gas detector testing has been scheduled for early October 2016.
- l) **Corridor Behind the Lobby**  
The Council received a quote for installation of tiles in the corridor behind the lobby and in the adjacent vestibules. This proposal will be presented for the Owners' approval at the 2016 Annual General Meeting.
- m) **Flood Detectors**  
As reported in the previous month minutes, the Council approved the purchase and replacement of the expired flood detectors in each residential unit. The staff is now distributing them; approximately 75% of the units has already received them.

n) **Commercial Section Re Visitors Parking**

The Commercial Section representative raised the issue of the Commercial Section entitlement to the use of the visitors parking. The issue appears to be complex and legal, requiring degree of practical application. The Council will revisit this item after the 2016 Annual General Meeting.

5) **BYLAWS AND RULES VIOLATIONS**

a) **Use of Property Bylaw Violation**

A letter was mailed to an Owner who disposed dog feces on the common property.

b) **Rental Bylaws Violation**

Letter were mailed to four Owners, three of whom were engaged in short term rentals through the airbnb service.

c) **Parkade Gate Rule Violation**

Letters were mailed to eight Owners.

d) **Noise Bylaw Violation**

Letter was mailed out to one Owner. This Owner responded that their suite is carpeted; the floor creaking noise may be emanated from some other suites. Furthermore, there is hardly any action in this suite between the hours of 6 a.m. and 7 a.m., the period of apparent noise disturbance. The Council decided to consider this letter as a warning and not to fine this Owner.

6) **CORRESPONDENCE**

- a) An Owner submitted correspondence suggesting installation of two high quality security cameras at the back lane to prevent illegal garbage dumping and improve safety and security measures. The Council consider the present coverage of the strata surveillance cameras at the back lane to be adequate. The unsightly garbage is removed from the strata property by the building staff daily; the staff contacts the City of Vancouver service for removal of major items like furniture and mattresses, which is usually done within 3-4 days.

The Council would like to remind all residents as follows:

**Illegal garbage dumping**

**Illegal dumping is harmful to the environment and costs taxpayers hundreds of thousands of dollars each year. City bylaws impose penalties for illegal dumping on City property. A person caught illegally dumping material will have to:**

- **Remove the waste and pay to restore the area**
- **Repay the City for cleaning and restoration costs if the offender does not remove the waste**
- **Pay a fine of up to \$2,000 – under the City of Vancouver Street and Traffic Bylaw 2849**

**On strata property: Report to the building management, contact the Vancouver Police Department's non-emergency line: 604-717-3321.**

**Contact City to request removal of abandoned furniture, appliances -  
E-mail: [info@vancouver.ca](mailto:info@vancouver.ca)**

**For more information visit website:**

**<http://vancouver.ca/home-property-development/abandoned-garbage-and-illegal-dumping.aspx>**

- b) An Owner submitted a request for shelving installation in their unit. The Council approved this request.
- c) Two Owners submitted requests for the mutual exchange of their parking stalls assignment. Following consultation with the strata legal counsel and review of the legal documentation submitted by the Owners, the Council approved these requests.
- d) An Owner submitted a complaint regarding noise emanating from an above suite. The Property Manager issued a bylaw violation letter.
- e) An Owner submitted request to install bird spikes on one of the 5<sup>th</sup> floor ledges to prevent pigeons nesting. The building staff completed the installation.
- f) An Owner submitted correspondence regarding charge back for the balcony tiles removal noting that they purchased this unit with the tiles already installed. The Owner was unaware that the tiles were not installed there originally. Further, the Owner disputed the amount of charge back at \$425.25 and offered to pay \$200 dollars, considering it to be mutually fair. In view of the strata bylaws related to alterations, and ample time presentation of the notice to Owners regarding the removal of illegally installed balcony tiles, the Council did not approve the requested reduction of the charge back. The Owner is to reimburse the Strata Corporation in the amount of \$425.25.
- g) An Owner submitted correspondence regarding balcony tiles removal and noted that there were no tiles or any other items on their balcony. The Council directed the Property Manager to contact UNITUS Painting Ltd to verify this extra work and charge.
- h) The Owner apologized on behalf of their tenants who engaged in multiple short term subletting of their unit through airbnb service. The Owner requested the fines for the rental bylaws violations and move in charges to be reduced to an aggregate amount of \$300 corresponding to one violation fine and one move in charge. The Council decided that all fines and move in charges stay.

**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) Exercise Room – Bench Upholstering**

Following reports from residents about the warn out exercise bench, the Council decided to reupholster it. The building manager will arrange it.

**b) Gas – Cost increase – Consumption Control**

Fortis BC received approval for an 80% rate increase for the price of gas. As of October 1, 2016, the actual overall customer bill increase is estimated at about 12% because the cost of gas is only one of several charges on this bill. The Council has been budgeting for the potential increase in cost of gas every year. Despite allowing for this already approved increase, the Council will engage in persuasive and motivating efforts to reduce the gas consumption. One of them being an appeal to residents for reasonable use of the fire places.

c) **Enterphone System Failures**

Following comments from residents, staff and service providers, the Council discussed potential upgrading of the Enterphone system. This item will be further reviewed at the future meetings.

d) **Lobby and tower interior upgrade**

The Council discussed future upgrades and redesign of the tower interior including replacement of the lobby center piece featuring the photographic image of a monument. As a first step, the Council decided to present the Owners with a proposal for allocation of funds for the design development for renovation of the tower lobby and interior.

e) **AGM Agenda Items**

The Council finalized the list of agenda topics, projects to be funded from the Contingency Reserve Fund and related ¾ vote resolutions to be presented for the Owners approval at the Annual General Meeting.

f) **Short Term Rentals**

Council reviewed the recent incidents of short term rentals and related bylaws violations. Since this is a growing problem, the Council requests residents to report to the Pacific Quorum Property Manager any suspected violations of this nature.

All Owners and residents are reminded about the related bylaws:

**R.4 Use of Property**

*R.4.1 An owner must not use a strata lot or common property in a way that:*

*(d) is illegal,*

**R.12 Rentals**

*R. 12.1 Prior to possession of a strata lot by a tenant, an owner must deliver to the tenant the current bylaws and rules of the strata corporation and a Notice of Tenant's Responsibilities in Form K.*

*R. 12.2 Within two weeks of renting a strata lot, the landlord must give the strata corporation a copy of the Form K - Notice of Tenant's Responsibilities signed by the tenant, in accordance with section 146 of the Act.*

*R. 12.3 For the purpose of this bylaw, tenant means a person who rents all or part of a strata lot, and includes a subtenant, and the term "rent" means money paid or agreed to be paid, or value or a right given or agreed to be given, by or on behalf of the person to the landlord in return for the right to possession all or part of a strata lot.*

*R. 12.4 No residential strata lot or a portion of the strata lot may be rented for less than three months.*

*R.12.5 An owner who fails to submit a signed "Form K - Notice of Tenant's Responsibilities" within the time limit allowed under the Act is subject to a fine of \$200.00, and the fine may be imposed every 7 days for as long as the strata lot or part of the strata lot is rented and the strata corporation is not in receipt of the signed Form K.*

*R.12.6 This bylaw R.12 applies to rental of a strata lot or a portion of the strata lot to a family member of the owner.*

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 9:00 p.m.

**NEXT MEETING  
Annual General Meeting  
TUESDAY, OCTOBER 25, 2016**

**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.*