



**CLASSICO
STRATA PLAN BCS 460**

**STRATA COUNCIL MEETING MINUTES
TUESDAY, NOVEMBER 5, 2013 @ 5:30 PM
MEETING ROOM - 1328 WEST PENDER STREET**

COUNCIL PRESENT:

**Roman Piechocki
Peter van Diepen
Irfaan Hafeez
Lawrence Keenan
Nihat Yalcin
Paul McGeachie**

**President/Treasurer
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.

Council Election of Officers – Confirmation

The following Owners were declared elected as the new 2013/2014 Residential Section Executives and the Strata Council:

Roman Piechocki	President/Treasurer
Peter van Diepen	Vice-President
Irfaan Hafeez	
Lawrence Keenan	
Nihat Yalcin	
Paul McGeachie	

The Commercial Section executives were not elected as of November 5, 2013. The Property Manager will contact the Commercial Section's Owners, and arrange for a site meeting to elect their representatives on Classico's Strata Council.

2) **ADOPTION OF PREVIOUS MINUTES**

It was:

MOVED/SECONDED

To adopt the minutes of the September 18, 2013 Council meeting minutes, as circulated.

CARRIED

3) **FINANCE**

a. **Monthly Statement**

The Treasurer reported on the September 2013 Financial Statements. The Strata Council members approved receiving the September 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 2nd month as at September 2013 in the appropriate funds are as follows:

- Total Cash Balance \$1,127,667.00 (including CRF Balance)
- CRF Balance \$939,479.00 (Contingency Reserve Fund)

c. **Arrears**

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

d. **CRF Term Deposits – VANCITY (Updates)**

The Property Manager advised that Pacific Quorum requested opening a CRF Term Deposit with VANCITY.

e. **Bank Charges**

The Council is seeking a reduction of the bank charges. The Property Manager is going to follow-up with Pacific Quorum Management.

4) **BUSINESS ARISING**

a. **10-Year Warranty**

The Council reported that restoration of external waterproof membranes in the Commercial and Residential Sections were completed. Also, the parkade floor's cracks repairs have been completed.

- i. As noted in September 2013 meeting minutes, the Council further approved the 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 November/December 2013.
- ii. The Residential and Commercial property's external sealant inspection was completed by Enviro Pro Building Consultants, and their report was provided to the Strata Council. The Strata Council President and the Property Manager are going to review the Report, and will discuss it with the Council at a future meeting.
- iii. The Property Manager obtained one (1) quote from Vancouver Injection & Waterproofing for the concrete wall delamination in P1 West at parking stall #121A. The Council directed the Property Manager to obtain additional quotes.

- b. **ICBC Claim**
The Property Manager reported that repairs to the tiled up-stand in front of the building were repaired. The insurance claim has been filed.
- c. **BC Hydro Grant**
The Property Manager re-applied for a BC Hydro grant regarding the recent LED light bulbs purchase for the common areas. The grant is expected to be received by the end of November 2013.
- d. **Bathrooms Renovations**
The Council reviewed a quote from Bane Painting & Decorating for the bathroom renovation. The Council directed the Property Manager to obtain one (1) additional quote.
- e. **Hot Water Supply System – Roof**
The Council discussed a quote and scope of work for replacement of the three (3) new boilers, and ancillary equipment in the rooftop mechanical room at a total cost of \$200,000.00 as approved at the October 2013 Annual General Meeting. It was agreed that the Property Manager is going to obtain two (2) additional competitive quotes.
- f. **Water Lines Insulation**
The Council reviewed quotes for water lines insulation on the 5th, 15th, and 27th floors. The Council is consolidating quotes and deferred the decision till the next council meeting.
- g. **Automatic Door Opener Installation**
The Council discussed quotes and scope of work regarding the insulation of an automatic door opener for the building's main entrance door. This item will be reviewed again at the next Council meeting, when an additional quotes for electrical work will be available.
- h. **Carpet Stretching**
The Property Manager obtained quotes for carpet stretching on various floors. At this point, the Council agreed to proceed with carpet stretching on the 9th floor only, in order to determine its effectiveness, quality of the workmanship and potential overall cost. This item will be reviewed again at the next Council meeting.
- i. **Toilets Modification - Commercial Section**
Pacific West Plumbing submitted a quote for the modification of two (2) toilets on the 3rd floor of the Commercial Section at a total cost of \$3,190.00 plus taxes. The Council directed the Property Manager to contact the Commercial Section for their feedback/opinion, and possible approval of this project.
- j. **Elevator Update**
The Property Manager provided a report on troubleshooting of the elevators at Classico. It was noted that Richmond Elevators confirmed that the past issues were related to the faulty relay in the controller and faulty door locks at elevator "C". The elevators are being monitored.

5) **BYLAW VIOLATIONS FOLLOW-UP**

- a. A complaint was received about furniture and other items placed in the common area, and a Bylaw violation letter with a \$200.00 fine was sent to the resident on October 5, 2013.. The Owner responded on October 12, 2013 that this was not garbage, but donations for Big Brother. The Council decided not to reverse the fine.

6) **CORRESPONDENCE**

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

- a. A complaint was received from an Owner regarding possible fines for not providing a Form K to Pacific Quorum Properties. The Property Manager reported that the Form K was originally sent to VCS prior to Pacific Quorum's takeover. The Council agreed not to charge the fine. However, the owner will be reminded about the requirement for a 72 hour notice for the elevator reservation and payment of the \$200 damage deposit at the time of the booking.

R.12 Rentals

R.12.4 Before a tenant may move into any strata lot, the owner shall deliver or cause to be delivered to the strata corporation a "Form K – Notice of Tenant's Responsibilities" in the form set out in the Act, signed by the tenant.

R.11.3 At least 72 hours notification must be given to the Building Staff for each move in and move out. Notification and booking the moving elevator can be done verbally, in person, or in writing. Elevator shall be booked on a first come first served basis.

R.11.5 A damage deposit is required in the amount of \$200, in form of cash or certified cheque against receipt, deposited with the Building Staff, at the time of booking of a move in or out, as specified in 11.3 above.

- b. A letter was received from a Commercial Owner regarding signage installation. The Council granted its provisional approval. The council is awaiting drawings to be submitted by the Commercial Owner before the final approval is granted.
- c. A letter was received regarding tire marks left on the parkade floor after speeding away in the parkade. The Council agreed to charge-back the cleaning cost for the parkade floor to the Owner responsible.
- d. Two (2) letters were received regarding noise bylaw violations which occurred on October 3, 2013 and November 1, 2013. The Council agreed that the first fine from October 3, 2013 stands, and also agreed to apply an additional \$200.00 fine for the noise bylaw violation on November 1, 2013.
- e. A complaint letter was received regarding material left on the common property. The Council agreed that the \$200.00 fine stands.
- f. The Council received a complaint about one Commercial Owner installing their signage illegally on the common property. The Council directed the Property Manager to respond to the Commercial unit in question, and inform them that any signage placed on common property must be pre-approved by the Strata Council, as signage installation may change the common property's appearance, which is against the Strata bylaws.
- g. An Owner submitted a letter regarding various maintenance issues. The Council responded that only vegetation removal would be considered the Strata's responsibility. This maintenance will be scheduled for some time next year when the weather is warmer.

- h. A letter of March 30, 2013 was resubmitted to Strata Corporation regarding landscaping maintenance and debris cleaning on the 5th floor patio in exchange for waiving the unit Strata Fees. The Council reconfirm the decision of not waiving the Strata Fees conveyed to the owner in correspondence of April 25, 2013. The Council directed the building manager to inspect and remove debris from the 5th floor Common Area lawn on a weekly basis.
- i. A letter was received regarding deferral of the Depreciation Report at the October 22, 2013 Annual General Meeting (AGM). The Strata Council responded that this item will be again discussed, and voted on at the 2014 AGM.

7) **NEW BUSINESS**

a. **Policy For Trades**

A draft policy proposal was submitted to the Council related to privacy considerations when accessing common areas of the building by trades. This item will be reviewed at future meetings.

b. **Pool/Spa filters**

The Council approved a quote from West Coast Pools in the amount of \$2,639.87 including taxes to rebuild the Pool and Spa sand filters. The project was completed in October.

c. **Kitchen Sink Drains Cleaning**

The Council approved Pacific West Plumbing quote in the amount of \$2,300 + taxes to clean the kitchen sink drain stacks at the bottom levels as per previous years scope of work. This project has been scheduled for the end of November 2013.

d. **Suggestions from AGM**

The Council reviewed the following items as suggested by Owners at the October 2013 Annual General Meeting:

- **Trash/Recycling Improvement** – It was agreed that site staff will be monitoring recycling, and report back to the Council.
- **Speed Hump Installation** – It was agreed that the Council will draft a letter to the City, requesting installation of speed humps at the back line, and request implementation of a one-way traffic direction. The Property Manager will submit the Strata Council's requests to the City.
- **Gym – Paper Towels and Sanitary Spray** – The Council did not approve installation of a dispenser for Paper Towels and Sanitary Spray. The exercise equipment is cleaned daily by janitor. Residents are requested to bring their own towel and disinfectant.

After-Hours Security – The Council discussed after-hours security services. The current system provides a 16 hour personnel presence on site daily. It comprises of building managers and security guards. A 24 hour emergency telephone service is provided by building managers and Pacific Quorum Properties agents. A back up response list of personnel on site is available to

building managers and to Pacific Quorum office. The current operating budget does not allow for additional security service. This option may be explored by the council in development of the next fiscal year budget.

Contacts:

Building managers/security guard: 604-202-2868

Pacific Quorum Properties: 604-685-3828

Police non-emergency: 604-717-3321

Police emergency: 911

All the below captioned items will be discussed at future meetings:

- P1/P2 parkade cleaning
- Intercom upgrades to connect with cellphones
- General landscaping
- Concrete steps topping repairs (Jervis Street)
- Landscaping on level 5
- Motion sensor installation – hallways/common areas
- Odour in washrooms
- Trades parking in front of the building
- Lawn – Jervis Street/Townhomes/Boulevard – lawn condition
- Notice posting/design
- Garage gate closing/opening timing
- Grease dumping in kitchen sinks
- Dead trees – alley
- Garbage in the back lane
- Flood detector

e. **Rules 2013/2014 – Amendment: Rule No. 16 – Recycling**

Please note the new Rules as follows as approved by the Strata Council:

Rule No. 16 – Recycling

Recycled Materials

Residents shall deposit recyclable materials in the appropriate blue bins located in the garbage room. Cardboard boxes shall be flattened and deposited in the green container located in the visitor's parkade.

Non-Recycled Materials

Materials other than ordinary household garbage, such as paint, electronics, batteries, metals, wood, furniture, renovation materials, some books, etc., shall be removed from the strata premises and disposed of at the residents' own expense.

f. **Strata Insurance Renewal**

The Property Manager is going to obtain an appraisal and quotes for insurance renewal.

g. **Bathroom and corridor fans – 3rd Floor Commercial**

On October 25, 2013 C & C Electrical/Mechanical inspected fans in the bathroom and corridor on level 3 of the Commercial Section. The contractor is going to source the fan motors.

h. **Snow Removal**

The Council confirmed that during periods of freezing, icing and snowfall, the Building Managers

assistance and participation will be required to clear and/or salt sidewalks, stairways and driveways to avoid and prevent potential risk to residents and guests as per their job description. The Strata Council is going to contact an external contractor for assistance only when the snowfall is very heavy, and if it occurs on a weekend.

i. Signage Installation Request

A Commercial Owner submitted a sketch of one of the signs they would like to post. The Council is going to review the request and respond back.

8) ADJOURNMENT/NEXT MEETING

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

The next Council meeting is scheduled for **Wednesday, December 11, 2013 at 5:30 pm.**

ONLINE ACCESS TO YOUR STRATA CORPORATION

To access **PQ ONLINE** for 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.

Paul Kral, Senior Property Manager

430 – 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Tel: (604) 685-3828 / Fax: (604) 685-3845

Direct: 604-638-1961

Email: pkral@pacificquorum.com

Website: www.pacificquorum.com

24-Hour Emergency Maintenance #: 604-685-3828

IMPORTANT INFORMATION Please have this translated
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire
INFORMACIÓN IMPORTANTE Queque alguien que lo traduzcan
CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯
これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
알려드립니다 이것을 번역해 주십시오
ସମ୍ପର୍କ ସହଜରେ ଦିଅନ୍ତୁ ଏହାକୁ ଭାଷାରେ ରଖନ୍ତୁ

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.*