



## CLASSICO STRATA PLAN BCS 460

STRATA COUNCIL MEETING MINUTES  
TUESDAY, NOVEMBER 25, 2014, 5:30 PM  
MEETING ROOM - 1328 WEST PENDER STREET

**COUNCIL PRESENT:**  
Roman Piechocki                      President/Treasurer  
Peter van Diepen                      Vice-President  
Irfaan Hafeez  
Lawrence Keenan                      (arrived at 5:50 p.m.)

**COUNCIL REGRETS:**                      Douglas Soo

**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 5:40 p.m.

2) **ADOPTION OF PREVIOUS MINUTES**

It was:

**MOVED/SECONDED**

To approve the Minutes of the October 28, 2014 Council Meeting.

**CARRIED**

3) **FINANCE**

a) **Monthly Statement**

The Treasurer reported on the October 2014 Financial Statements. Minor corrections were submitted to Pacific Quorum's Accounting Department. The Council Members approved the October 2014 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) **Account Balances**

The current balances as of September 30, 2014 for the appropriate funds are as follows:

- Total Cash Balance                      \$1,114,618.00                      (Including Contingency Reserve Fund)
- CRF Balance                                      \$892,233.00                      (Contingency Reserve Fund)

c) **Arrears**

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

Please regard the following procedures for overdue strata fee recovery:

**VANCOUVER OFFICE:**

Suite 430 - 1200 West 73<sup>rd</sup> Avenue

Vancouver, BC V6P 6G5

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

**PROCEDURES FOR OVERDUE STRATA FEES**

1. Strata Fees are due and payable on the 1<sup>st</sup> of each month.
2. 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, 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, Council will direct the Property Manager to mail the “hard” lien letter if the account has not been paid by the due date. Also, 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, Council approves registering the lien and applying another fine and interest.
7. At the meeting after the lien has been filed, Council approves starting legal proceedings and applies another fine and interest.

4) **BUSINESS ARISING**

a) **Electrical Vault – Ventilation**

The Council President and Malburg Pump and Boiler are going to meet with Mott Electric regarding the installation of visual and/or audible alarms of ventilation system failure in the electrical vault. This item will be discussed again at the next meeting.

b) **Security – Commercial Corridor**

The Council reported that the lock has been re-keyed on both sides of the door. Access through the Commercial corridor is now controlled by FOB reader.

c) **Speed Humps – Back Lane**

The Property Manager informed the Council that the speed humps were installed. The City Neighbouring Parking and Transportation Branch supervisor reported that due to the obstruction caused by a container placed by the next door tower contractor, the crew was unable to fully complete installation of one hump. According to the supervisor, the installation of the missing half of the hump will be completed in the spring 2015. The Council directed the Property Manager to write a letter to the City expressing dissatisfaction with the City flawed project scheduling and coordination. Also, the City is to be alerted about potential exposure to vehicles collisions in the event the missing part of this hump is not installed.

d) **Water Leak – Commercial Section Corridor**

Following recommendations from the CCI Engineering to mitigate ingress of rain water, Vancouver Injection and Waterproofing completed initial stage of cracks and cold joints injections in the wall of the Commercial section corridor. The area continues to be monitored for further leaks.

e) **Odour Scrubber Installation – 1348 West Pender Street**

The Property Manager reported that on November 10, 2014, the City confirmed that they are going to follow up on AKI restaurant's kitchen exhausts. Further information will be provided to strata.

f) **Roof Boilers**

Malburg Pump and Boiler replaced all three (3) heat exchangers at no cost to Classico.

g) **Pressure Reducing Valves (PRV) – Domestic Water Supply Risers – Level 15**

The Council reported that Malburg Pump and Boiler replaced the failed PRV and isolation valves on the cold water riser.

h) **Kitchen Sink Drains Cleaning**

The Council reported that Pacific West Mechanical Ltd. completed cleaning of the kitchen sink drain risers from levels 3 - 5. The contractor recommended cleaning of at least one riser from the parkade level. This project will be scheduled for early December 2014.

i) **Carpet Stretching**

Glory Carpets completed carpet stretching on the common hallway floors of levels 4, 5, 6, 8, 10, 11 and 16.

5) **BYLAW VIOLATIONS FOLLOW-UP**

a) A move out bylaw/rule violation letter was mailed to an Owner.

b) A garbage bylaw/rule violation letter was mailed to an Owner.

6) **CORRESPONDENCE**

a) Owners from two townhouses responded regarding removed plants and shrubs from their balcony planters and confirmed that they are going to re-plant the shrubs and would maintain their planters accordingly.

b) The Property Manager contacted an Owner regarding water condensation in their apartment and advised them about the requirements for effective ventilation of their apartment.

c) An Owner submitted correspondence requesting that move-in charges be reduced. The Council agreed to reverse a mistakenly overcharged fee in the amount of \$100.00.

d) An Owner submitted correspondence regarding a parking stall assignment to another unit. The Council did not approve this request advising the Owner to address the issue with developer.

e) An Owner submitted correspondence disputing a fine for not stopping and waiting for the gate to close. The Council is going to review the camera surveillance records and report back at the December 2014 Council Meeting. The owner will be given an opportunity to present his case at the council hearing.

f) An Owner submitted correspondence regarding residents throwing items from top floor balconies, and about level 5 planter lights not working. The Council has posted notices in the building advising residents not to throw items from balconies and windows. The staff activated planter lights.

- g) An Owner submitted a request for hardwood flooring upgrades. The Council approved this request.
- h) An Owner submitted correspondence regarding short term rentals. The Council unanimously approved fines and directed the Property Manager to issue a warning letter to all Owners who are renting their apartments on a short term basis.
- i) An Owner submitted a request for hardwood flooring upgrades. The Council approved this request.
- j) Two Owners submitted complaints about noise emanating from a neighbouring suite on two (2) occasions. The Council unanimously approved \$400.00 in fines.
- k) An Owner submitted a complaint regarding a possible water leak and odour in their unit. The Council advised that they have inspected the neighbouring suites and did not find any signs of water leak. This Owner was advised to properly ventilate their apartment.
- l) An Owner from the Commercial Section reported high water pressure in their unit. The Council agreed to install a Pressure Reducing Valve on the original line supplying cold water to the Commercial Section, townhouses No.1-5 and irrigation system. A quote from Malburg Pump and Boiler is being obtained.
- m) An Owner reported an attempted break into their townhouse. The Council is going to arrange for repairs of the exterior door.

**IMPORTANT NOTICE**

During the last several months, we have received reports of water leaks in some bathrooms from the base of the shower handle. These leaks cause damage to the bathroom wall, and if prolonged or severe enough, may result in water damage to the suite below. If your bathroom has a configuration of the shower handle as in the picture posted on *PQ ONLINE* on May 27, 2014, the upper section of the shower handle flange must be sealed to prevent water leakage.

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

7) **NEW BUSINESS**

a) **Fire Panel**

The Property Manager informed the Council that Mircom (Fire Protection) is going to prepare a quote for an upgrade of the fire panel with digitized module providing pre-recorded voice message. This item will be discussed at future meetings.

b) **Strata Corporation Insurance Renewal**

The Property Manager submitted proposals from HUB Coastal Insurance for the Strata Corporation's insurance policy renewal. The Strata Council directed the Property Manager to obtain an additional quote. This item will be discussed at the December 2014 Council Meeting.

c) **Back Flow Assembly Inspection**

The Property Manager provided correspondence from the City regarding the back flow assembly inspection. The Council confirmed that all required installations were completed.

d) **Swimming Pool Inspection**

Vancouver Coastal Health inspected the swimming pool and hot tub. The Council reported that the updated Pool Safety Plan has been provided to Vancouver Coastal Health. The Property Manager is going to obtain a quote to install an automated liquid chlorine dispenser.

e) **Landscaping**

The Council discussed HOE! HOE! HOE! Gardening Services performance. The short-term contract expires on December 31, 2014. The Council agreed to extend the landscaping contract for another twelve (12) months.

f) **Organic Waste**

The Council discussed the new requirements for organic waste, which will be in force as of January 1, 2015. This item will be further discussed at the December 2014 Council Meeting.

g) **Short Term Rentals**

It came to the Council's attention, that a number of owners and tenants are renting or subletting their apartments for a short term. The Council would like to remind all Owners that, with the exception of original owners who are grandfathered, renting for less than three months violates the Strata Corporation's bylaws and is subject to a \$200.00 fine per offence. Please note the Strata Corporation's bylaws:

**R.12 Rentals**

*R.12.1 For the purpose of this bylaw the term "rent" and any variations thereof will be deemed to include all types of rental arrangements, including, but not limited to, sublets, home exchanges, time shares, month to month tenancies and fixed term leases, and whether for all or only part of the residential strata lot, whether oral or written and whether any cash consideration is paid or not. For the purpose of this bylaw any person "renting" a residential strata lot is a "tenant."*

*R.12.2 These rental bylaws supplement the requirements of the Act and Regulations applicable to the rental of residential strata lots, and therefore are not exhaustive in and of themselves. Owners renting or wishing to rent, and tenants occupying, a residential strata lot should also familiarize themselves with the applicable provisions of the Act and Regulations by which owners and tenants are also bound.*

*R.12.3 No residential strata lot may be rented for less than three months.*

*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.*

h) **AGM Follow-Up – Remaining Items to be Reviewed and Responded**

(As per the AGM Strata Minutes)

- **Balcony Membrane Deterioration:** The Property Manager inspected two balconies on the 11<sup>th</sup> floor and reported that the balcony membrane is not damaged but worn out. The Council agreed to review this item at future meetings.
- **Proxy Form Format:** The Council is going to review this item again prior to the 2015

General Meeting.

- **Concrete Steps Topping Repairs (Jervis Street):** The Property Manager is going to obtain a second opinion for the stair repairs.
- **Odour in the Lobby Washroom:** The Property Manager is going to direct the janitor to use more neutral materials for cleaning the bathroom.
- **On-line Booking for Party Room and Guest Suite:** The Property Manager is going to obtain further information from Pacific Quorum's IT personnel and report back to the Council.
- **Purchase of "Concept 2" Rowing Machine:** Council determined that there is more demand for floor space than additional machines that limit movement/access.
- **Cleanliness of 3<sup>rd</sup> Floor Common Areas:** The Council is going to inspect the 3<sup>rd</sup> floor and determine what potential repairs are required in the 3<sup>rd</sup> floor corridor.

8) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 8:20 p.m.

The next Strata Council Meeting is scheduled for  
**Monday, December 15, 2014 at 5:30 p.m.**

**ONLINE ACCESS TO YOUR STRATA CORPORATION**

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*

*430 – 1200 West 73<sup>rd</sup> Avenue*

*Vancouver, BC V6P 6G5*

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

Direct: (604)638-1961  
Email: [pkral@pacificquorum.com](mailto:pkral@pacificquorum.com)  
Website: [www.pacificquorum.com](http://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** Busque alguien que le traduzca

**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

**सुखी सलवाही** विरवा वरजे विसे वेसे एग ए वुसंवा वरवाए

*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.*