

# MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, NOVEMBER 22, 2016 AT 5:30 PM



PACIFIC  
QUORUM  
Properties Inc.

1777 West 75<sup>th</sup> Avenue  
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**PACIFIC QUORUM 24-HOUR EMERGENCY SERVICE: 604-685-3828**  
**CLASSICO DIRECT CONTACT: 604-202-2868**

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**COUNCIL PRESENT:**

**Roman Piechocki**  
**Peter van Diepen**  
**Sina Rezai**  
**Mark Deppel**  
**Lawrence Keenan**  
**Irfaan Hafeez**

**President/Treasurer**  
**Vice-President**  
**Commercial Representative**

(from 6:00 pm)

**REGRETS:**

**Ken Sopko**

**MANAGEMENT PRESENT:**

**Paul Kral, Senior Property Manager**  
**Pacific Quorum Properties Inc.**  
**pkral@pacificquorum.com / Direct Line: 604-638-1961**

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1) **CALL TO ORDER**

The meeting was called to order at 5:35 p.m.

2) **ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES – SEPTEMBER 27, 2016**

It was:

**MOVED/SECONDED**

To approve the Minutes of the September 27, 2016 Council Meeting, as presented.

**CARRIED**

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the Financial Statements for September & October 2016 before and at the meeting. The Council approved the Financial Statements for September & October 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.

☑ **VANCOUVER OFFICE:**

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**SURREY OFFICE:**

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Tel: 604-635-0260 Fax: 604-635-0263

**b) Account Balances**

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

**Strata Corporation Total:**

- Operating Cash balance as of October 2016: \$133,585.00
- CRF balance as of October 2016: \$1,227,311.00

**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:

- 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) CRF - Term Deposits**

The Council approved the following arrangements:

Transfer Strata Corporation's existing term deposits to Coast Capital Savings for a 1 year term at 1.45% interest as follows:

**From VanCity Credit Union**

Business Investment Savings #1 + interest

#4 Escalator Term Deposit + interest – Maturity date: 13 December, 2016

From Northern Savings Credit Union

GIC + interest – Maturity date: 5 January, 2017

The total amount of transfer to Coast Capital Savings is about \$720,000.00 (including interest earned).

*CARRIED*

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

Following consultation with legal advisors, the Council directed Pacific Quorum to file 2015/16 Strata Corporation tax return to Canadian Revenue Agency, at an administrative fee of \$400.00 per year.

f) **GST Payment on Strata Fees**

The Strata Corporation Auditor responded noting that Commercial Section may register and pay GST. The Council approved this recommendation and directed Pacific Quorum to make appropriate arrangements.

4) **BUSINESS ARISING**

a) **Lobby and tower interior - renovation - design development**

The Council decided to establish a committee for this project at the next Council meeting.

b) **Lighting Audit - energy saving project**

The Council reviewed updated energy analysis proposals. Based on all three submissions, the Council will develop specification for the common areas lights replacement which will be provided to contractors for re-quoting.

c) **Enterphone System Failures**

Following comments from residents, staff and service providers, the Council discussed potential upgrading of the enterphone system. The Strata Council is awaiting proposals.

d) **Janitorial Service Contract**

The consolidated janitorial service contract has been jointly approved by Bar-El Janitorial, the current service provider, and by the Strata Corporation.

e) **Roofs and Patios Membranes**

The Council reviewed CCI Group Ltd. Report for roofs and patios membrane maintenance. Based on the report recommendations, the Council will prepare immediate and long term maintenance schedule.

f) **Elevator Room - ventilation/cooling upgrade**

At a special meeting attended by the Council representatives, two owners and Property Manager, George Malburg, Malburg Pump & Boiler, the strata mechanical service contractor, provided an updated proposal comprising of two optional solutions for installation of air conditioning unit. This proposal is intended to alleviate observed sporadic overheating of the tower elevators room. Additional proposals and quotes for this potential project are expected to be received in mid-December 2016.

g) **Sump Pump - alarm improvement**

Malburg Pump & Boiler completed installation of the sump pump failure alarm improvement.

- h) Tower Washing and Windows Cleaning**  
Pacific Heights completed a light power washing of the tower and windows cleaning of the entire property. The reported by residents deficiencies have also been addressed.
- i) Exercise Room – Bench Replacement**  
The worn out exercise bench has been replaced with a new one.
- j) Short Term Rentals**  
In light of the increasing incidents of the rental bylaws violations, the Council decided to post in the building a special notice addressing these disturbing developments.
- k) Flood Detectors and Alarms**  
The building staff continues distribution of one flood detector to all residential units at no cost to residents. Some residents purchased additional detector for \$10.00.
- l) Visitor Parking - Commercial Section**  
Following the Council decision reached at the September meeting, the issue of Commercial Section entitlement to the use of the visitors parking has been revisited. The Council approved to provide one, specifically programmed entry fob to the Commercial Section enabling access to the visitors parkade by their visitors. This fob will also provide access to the tower main lobby enabling the required registration of the visitor's car at the front desk. The Council will monitor and evaluate the effectiveness of this temporary arrangement.

**5) BYLAW / RULE VIOLATIONS AND RESPONSES**

- a)** An Owner submitted response regarding several fines and charges for a short term subletting of their unit, being a violation of the Strata Rental Bylaws. The Owner will attempt to evict the current tenant who engaged in these activities. After verification of records, the Council decided that all fines and move-in charges stay.
- b)** An Owner submitted several responses regarding multiple fines and charges for a short term subletting of their unit, being a violation of the Strata Rental Bylaws. The tenant who engaged in these activities has been successfully evicted by the Owner. After verification of records, the Council decided that all fines and move-in charges stay.
- c)** An Owner submitted response regarding several parking bylaw violations, requesting their reversal. After verification of records, the Council decided that all fines stay.
- d)** An Owner submitted response regarding parkade gate rule violation, requesting a fine reversal. After verification of records, the Council decided that the fine stays.
- e)** A new Owner submitted response regarding parkade gate rule violation, requesting a fine reversal. After reviewing all circumstances of the case, the Council considered the Strata violation letter as a warning and decided not to fine the Owner.
- f)** An Owner submitted response regarding renovation schedule rule violation. After reviewing relevant preceding correspondence and circumstances of the case, the Council decided not to fine the Owner.

- g) An Owner submitted response regarding three parkade gate and one visitor parking rules violations, requesting their reversal. After verification of records, the Council decided that all fines stay.
- h) An Owner submitted response regarding parkade gate rule violation by their tenants, requesting a fine reversal. After verification of records and circumstances of the case, the Council decided that the fine stays.
- i) An Owner submitted response to a move in bylaw violation, requesting a fine reversal. After review of the circumstances of the case, the Council decided to reverse the fine.
- j) An Owner submitted response regarding failure to submit a Form K, being a rental bylaw violation, and requested a fine reversal. After review of the circumstances of the case, the Council decided to reverse the fine.
- k) An Owner submitted response regarding pet rule violation, requesting a fine reversal. After verification of records, the Council decided that the fine stays.

6) **BYLAWS AND RULES VIOLATIONS**

a) **Pets Bylaw Violation**

A letter was mailed to one Owner.

b) **Rental Bylaws Violation**

Letters were mailed to five Owners, three of whom were engaged in short term rentals through the Airbnb service.

c) **Parkade Gate Rule Violation**

Letters were mailed to fourteen Owners.

d) **Visitor Parking Violation**

Letters were mailed to four Owners.

e) **Noise Bylaw Violation**

A letter was mailed to one Owner

7) **CORRESPONDENCE**

- a) An Owner submitted a request for flooring upgrades. The Council approved this request.
- b) An Owner submitted correspondence regarding charge back for the balcony cleaning during the balcony repainting project, noting that there were no items left on their balcony. As an exception, considering the change of unit ownership during the project, the Council approved reversal of the charge.
- c) An Owner submitted correspondence regarding charge back for the balcony cleaning during the balcony repainting project. The owner claimed that items left on their balcony were minimal. Also, the Owner disputed the amount of charge back. After verification of records, the Council decided not to reverse the charge.
- d) An Owner submitted correspondence regarding charge back for the balcony cleaning noting

that the items left on their balcony were removed, however later then required. After review of the records and circumstances of the case, the Council decided not to reverse the charge.

- e) An Owner submitted letter regarding noise emanating from the unit above. After verification of circumstances of the case, the Council decided to fine the Owner.
- f) An Owner submitted a request for blinds upgrades. The Council approved this request. This Owner also informed Strata Corporation that the previous tenants left items in their storage locker and requested their removal. The Council advised the Owner to remove the items and store them as required. Also, the Owner submitted a letter regarding noise emanating from apparent electrical closet beside their unit. The Strata Council clarified that a humming noise is emanating from the main electrical vault located below, and that the noise remains at the same level since 2003 (the year the building was acquired by the strata corporation), and that there were no complaints about it from former residents.
- g) The Owner submitted a letter requesting reversal of the extra move in charges. After review of the exceptional circumstances of the case, the Council decided to reverse the charge.
- h) Three Owners submitted a requests for renovation in their units. The Council approved all three requests.
- i) Commercial Section Owner submitted a request for a business sign installation. The Council did not approve one of the two locations of the proposed sign, and requested additional information related to the structure and appearance of the sign.
- j) An Owner submitted a response to a parkade gate rule violation, confirming that they have paid the fine.
- k) An Owner submitted a complaint letter regarding a neighbour feeding pigeons. The Property Manager issued a warning letter to the alleged bylaw violator.

**Attention Owners**

***Owners are invited to write to the Council via the Management Company, Pacific Quorum Properties, regarding any Strata related matters.***

**8) NEW BUSINESS**

- a) **Surveillance System Improvements**  
On request of the Council, Westcoast Communication submitted a proposal for replacement of the defective elevator cameras with a more robust system at \$3,550.00 plus taxes. This proposal and a potential acquisition of a software for parking control, will be reviewed at the next Council meeting.
- b) **Lobby couch replacement**  
The Council reviewed a proposed at the last AGM replacement of the lobby couch. The Council decided to incorporate this item into the overall redesign and renovation project of the tower interior.
- c) **Proxy Form**  
The Council reviewed an Owner's proposal for potential revision of a proxy form which includes alternative appointments of proxy holders. The Council decided not to change the current proxy form.

d) **Water Leaks**

An Owner on the 7<sup>th</sup> floor reported a water leak resulting in damage to the bathroom ceiling. It was determined that the leak originated from the 8<sup>th</sup> floor unit shower handle. The unit on the 8<sup>th</sup> floor was advised to arrange for repairs of it. As the damages were well below the Strata's insurance deductible, the units involved were provided a mutual contact to address the cost of repairs.

A fire hydrant sealing failure, located on the Level 2 terrace, resulted in a minor rain water leak to the commercial section unit. Strata Corporation arranged for repairs of the sealing. There were no damages in the undeveloped commercial section unit.

e) **Landscaping Service Contract**

The Council reviewed and approved contract renewal for the landscaping services for 2017. The service cost remained unchanged.

f) **Depreciation Report/Contingency Reserve Fund Study**

The need for arranging the Depreciation Report will be discussed at the future meetings.

g) **Christmas/New Year Holidays – Schedule**

The Council reviewed Christmas Holiday schedule. The building managers' days off will be as follows:

Monday, December 26, 2016

Tuesday, December 27, 2016

Monday, January 2, 2017

The CMI security guards replacement will be arranged as required.

h) **Strata Corporation Insurance Renewal**

The Council approved a quote from HUB Coastal International for the property Insurance Policy as of January 1, 2017, at an annual premium of \$110,502.00 (being only \$278.00 higher than last year's). It is to be noted that the deductible for the Water Damage remains at \$15,000.00. The Council thanked Property Manager for successful negotiating of this policy.

9) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:25 p.m.

<p style="text-align: center;"><b>NEXT COUNCIL MEETING TUESDAY, DECEMBER 13, 2016</b></p>
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- 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.*