

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, NOVEMBER 24, 2015 AT 5:30 PM



430 – 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: (604) 685-3828 / Fax: (604) 685-3845

PACIFIC QUORUM 24-HOUR EMERGENCY SERVICE: 604-685-3828
CLASSICO DIRECT CONTACT: 604-202-2868

COUNCIL PRESENT:	Roman Piechocki	President/Treasurer
	Peter van Diepen	Vice-President
	Irfaan Hafeez	
	Mark Deppel	
	Ken Sopko	
	Lawrence Keenan	
	Sina Rezai	Commercial Representative
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 5:35 p.m.

2) **ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES**

It was:

MOVED/SECONDED

To approve the Minutes of the September 24, 2015 Council Meeting, as presented.

CARRIED

3) **ELECTION OF THE 2015/2016 STRATA CORPORATION COUNCIL**

The following Owners were declared elected as the new 2015/2016 Strata Corporation Council:

Roman Piechocki	#1006	President/Treasurer
Peter van Diepen	#1348	Vice-President
Irfaan Hafeez	#1102	
Lawrence Keenan	#3801	
Mark Deppel	#2001	
Ken Sopko	#3305	
Sina Rezai	#330	Commercial Representative

4) **FINANCE**

a) **Monthly Statements**

The Treasurer reported on the September and October 2015 Financial Statements to the Council before the meeting.

As further adjustments and clarifications regarding the splitting of the Income & Expenses accounts were required, the Council decided to defer approval of the September and October 2015 Financial Statements until the Council Meeting on December 15, 2015.

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) Expense Accounts Split – September and October 2015

The Treasurer reported that the splitting of the expense accounts will be reviewed and finalized at the Council Meeting on December 15, 2015, based on the approved 2015/2016 Operating Budget.

c) Revised Bank Accounts

The Treasurer informed Council that the revised operating funds and Contingency Reserve Funds (CRF) for the Strata Corporation, Residential Section, and Commercial Section will be reviewed and finalized at the Council Meeting on December 15, 2015. The Council directed the Property Manager to inquire with Vancity regarding the potential renewal of the \$100,000.00 term deposit interest rates. The current term deposit matures on December 13, 2015.

d) Account Balances

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

Strata Corporation total:

- Operating cash balance as of October 31, 2015: \$264,889.00
- CRF balance as of October 31, 2015: \$1,039,814.00

e) Arrears

The Property Manager reported that 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 Payment of Strata Fees

- R.2.1 An owner must pay strata fees to the strata corporation on or before the first day of the month. The strata fees will be made up of the fees owing to the strata corporation and the fees owing to the owner's separate section as set out in the approved budget.
- 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 also regard the following procedures for overdue strata fee recovery:

PROCEDURES FOR OVERDUE STRATA FEES

1. Strata Fees are due and payable on the 1st of each month.
2. The Council directs the Property Manager to automatically mail a warning letter on the 3rd 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, 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.

5) **BUSINESS ARISING**

a) **Parkade Crack Repairs**

Vancouver Injection & Waterproofing is continuing with the parkade crack repairs, a project approved at the 2014 Annual General Meeting (AGM).

b) **Commercial Section Corridor – Rain Water Leaks – CRF 2014 Project**

Following recent periods of heavy rain, several minor, new water leaks appeared in the concrete external wall in the commercial corridor at level 1. The water leak areas will be injected by Vancouver Injection & Waterproofing. The area continues to be monitored.

c) **Balcony Membrane Renewal – CRF 2015 Project**

The Council will re-invite all contractors who submitted the project proposals to discuss its additional details.

d) **Swimming Pool and Hot Tub Drain Covers**

The Building Manager installed the new type of drain covers, which were pre-approved by Vancouver Coastal Health.

e) **Fire Sprinkler Heads Protection Cages – CRF 2015 Project**

The Elite Fire technician is expected to inspect the site to determine if there is enough clearance between the door and the proposed sprinkler head cage in the unit’s bathroom's drop ceilings. The project approval is expected at the December 15, 2015 Council Meeting.

f) **Garbage Compactor Power Washing**

Waste Management completed the power washing of the garbage compactor.

g) **Flooring Upgrades of Meeting Room and Office – CRF 2015 Project**

The installation of porcelain tiles will begin on November 26, 2015. It should be completed within 2 to 3 days.

h) **Kitchen Drain Raisers Improvement – CRF 2015 Project**

The kitchen drain raisers improvement and cleaning started on November 23, 2015, and is expected to last several days.

i) **Carpet Cleaning Common Areas**

Maxima Cleaning completed the carpet cleaning for the common areas.

j) **Commercial – Fire Extinguishers’ Inspection**

The fire extinguishers’ inspection in part of the Commercial Section, which was missed in April 2015, was completed on November 18, 2015.

k) **Emergency Generator Deficiency Repairs**

The Council directed the Property Manager to obtain quotes for the required emergency generator deficiency repairs.

6) **BYLAWS AND RULES VIOLATIONS**

- a) Garbage disposal bylaw violations – A letter was mailed to two Owners.
- b) Common property bylaw violation – A letter was mailed to one Owner.
- c) Gate rule violation – Letters were mailed to two Owners.
- d) Oil stain in parking stall – A letter was mailed to one Owner on August 28, 2015, requesting that they clean the oil stain in their parking stall. It was further reported that the stain was not cleaned as of November 24, 2015. Considering extenuating circumstances of the case, the Council directed the Property Manager to extend the deadline to clean the oil stain to December 5, 2015; if not done by then, the Strata will arrange for cleaning, and will charge all costs back to the Owner.

7) **CORRESPONDENCE**

- a) An Owner submitted a letter regarding water dripping from the balcony above. Council was able to identify the unit where a resident was watering flowers on their balcony. The resident was advised to be more careful when doing so.
- b) The City Inspector submitted a letter requesting a copy of the emergency generator report, and confirmation that the required repairs were completed. The repairs are expected to be completed in December.
- c) An Owner submitted a letter complaining of pets urinating on the 3rd floor access level. Council will post signs and re-post the notice, advising residents about potential fines if their pets urinate in the common areas of the building.
- d) An Owner submitted a letter proposing various lighting and security upgrades. After review, Council determined that, in their opinion, the lighting of the common area in the back lane is reasonably sufficient, which includes eight motion activated lights. The Council will review the adequacy of the camera surveillance system.
- e) An Owner submitted a letter advising of a strong, fresh paint odour from the adjacent unit. The Council directed the Property Manager to contact the Owner's neighbour, requesting the Material Safety Data Sheet (MSDS) of the interior paint used during the renovation.
- f) An Owner submitted a complaint regarding renovation noise emanating from a unit above. The Property Manager mailed out a warning letter.
- g) An Owner submitted a letter denying any renovations in their apartment. The Council determined that the noise was emanating from a different unit. The Property Manager sent out a letter of apology.
- h) An Owner submitted a letter informing the Council of damage to the 3rd floor corridor's wall during a move-in that occurred on November 21, 2015. After review of the circumstances of the case, the Council decided to arrange for the repairs as required.

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) **Lighting Audit & Upgrades Proposal**

AYO Energy Solution submitted an energy efficiency proposal by way of retrofitting all building lights. The Council will review the proposal with its potential implementation after the Owner's approval at the 2016 AGM.

b) **Water Feature Pump Failure**

The water feature circulation pump failed. The ordered parts were received, and the building manager will install them and reactivate the water feature as soon as possible.

c) **Hot Tub Water Flow and Pump**

Following Coastal Health's inspection and recommendations, Imperial Paddock inspected the hot tub's water flow and pump. No issues were reported.

d) **Fire Panel – Trouble Alarms**

Following a number of random Fire Panel trouble alarms, MIRCOM, the manufacturer of the equipment, was arranged to address the problem. After the initial inspection, they submitted a quote in the amount of \$1,440.00 to test the system's failing communication loops. Council approved this quote.

e) **Janitorial Service**

The list of deficiencies and weaknesses was reported to the janitorial service contractor; the service performance is being monitored.

f) **Water Backflow Preventers**

The annual inspection of the back flow preventers has been completed.

g) **Insurance Appraisal Update**

Normac Appraisals submitted the required insurance appraisal update for Classico, with a total insurable value of \$87,482,000.00.

h) **Insurance Renewal – Quotes**

The Property Manager will arrange for the Strata Corporation's insurance renewal quote. This item will be discussed at the December 15, 2015 Council Meeting.

i) **Dual Radial Electrical Vault Maintenance**

The Property Manager requested a quote from Pro-Con Electrical Testing Ltd. for the required, triennial Electrical Vault Maintenance.

j) **Parkade Gates**

The periodic parkade gates maintenance has been scheduled for early December 2015.

k) **Revised Service Agreements with Pacific Quorum Inc.**

The Council approved and signed the revised Property Management Service Agreements between Pacific Quorum Properties Inc. and the Strata Corporation, Residential Section, and Commercial Section. The management service fee remained the same.

l) **New Rental Bylaws**

The Council would like to remind all Owners of the new rental bylaw, as approved at the October 2015 AGM. Letters will be mailed out informing all Owners of this new bylaw.

m) **Pet Registrations and Control**

Following a number of complaints, to improve detection and identification of infractions related to dogs' control, the Council decided to invoke the Strata Corporation bylaw, and implement a pet registration form. The form will be mailed out to all Owners.

The Council would like to remind all residents of Strata bylaw R.8, which reads as follows:

<p>R.8 Pets</p> <p>R.8.1 A resident of a residential strata lot that keeps a dog, cat or other non-caged animal in his strata lot, either permanently or temporarily, shall register that pet with the strata council by providing to the strata council a written notice. The notice must be signed by the resident setting out the name, breed and colour of the pet, the strata lot number of the strata lot in which the pet is kept, the name and telephone number of the owner of the pet and the license number of the pet (when the pet is required to be licensed), and shall only keep a pet in his strata lot in compliance with these bylaws.</p> <p>R.8.2 A resident or guest must ensure that all animals are leashed or otherwise secured when on the common property.</p> <p>R.8.3 No resident of a strata lot shall permit his pet to urinate or defecate on the common property, and if any pet does urinate or defecate on the common property, the resident shall immediately and completely remove all of his pet's waste, and dispose of it in a waste container or by some other sanitary means. If, in the reasonable opinion of the strata corporation, any special cleaning is required as a result of the pet urinating or defecating, the resident shall pay all costs of such special cleaning.</p> <p>R.8.4 A resident of a strata lot whose guest brings an animal or pet onto the common property shall be responsible to ensure that the guest complies with all requirements of these bylaws as they relate to pets and shall perform all of the duties and obligations with respect to that animal as set out in these bylaws as if the animal were one kept by the resident in his strata lot.</p> <p>R.8.5 The strata corporation may require that a resident of any residential strata lot permanently remove his or her pet or other animal kept by the resident in his or her strata lot if such pet or animal, in the opinion of the strata council, constitutes a nuisance or a danger to any other resident, or causes damage to any resident or their property, or to any property of the strata corporation.</p>
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n) **Council Responses to Issues Raised by the Owners at the 2015 AGM**

• **Council Meetings – Open to Owners (Providing Meeting Dates)**

The Council is preparing the meetings to be open to residents. An advance notice will be posted.

Under the Standard Bylaws, Owners may attend Strata Council Meetings as observers only. However, they may not attend portions of the meetings related to: bylaws enforcement proceedings; rental restriction bylaw exemption hearings; and matters where a person's privacy would be unreasonably interfered with.

• **Communication Between Residents**

To improve transparency and communication, the Council is planning to open Council Meetings to residents. Any additional proposals are requested to be submitted to the Council.

• **Proxy Form Format**

This proposal will be reviewed during the preparation for the 2016 AGM.

• **Concrete Steps Topping Repairs (Jervis Street)**

The Council will inspect the site with potential arrangement of the appropriate repairs during next year's spring/summer period, budget permitting.

- **Cleanliness of 3rd Floor Common Areas**

The corridor has been partly renovated during the previous fiscal year. The carpet in the corridor is cleaned regularly (minimum twice a year) by a professional contractor. To minimize odour and appearance of stains from accidental dog urine, the entry carpet mat has been replaced with a rubber mat. The most worn out section of the carpet tiles will be replaced with new ones. The cleaning shortcomings in this section have been reported to the janitorial service contractor.

- **Homeless People Sleeping Along the Water Pond – Safety Issue**

The presence of homeless people in this area is very infrequent. When observed, the staff is politely requesting them to leave from the common property. The Council considers the access to the water pond to be sufficiently guarded by the concrete benches and reasonably safe.

- **Move-in Fee Increase**

The need for the move-in fees increase will be assessed by the Council during next year's budget preparation. If needed, the move-in fee increase will be presented to the Owners for their approval in the form of a bylaw amendment by way of a 3/4 vote resolution at the 2016 AGM.

- **Sprinkler Head Cages Installation for Hallway/Common Areas**

The Council is reviewing the project with the contractor. The proposed addition of protective cages over the sprinkler heads in the common area corridors will be included in costing of the project, and implemented if it is within the approved project's budget.

- **Allowing Pets Through Lobby**

As reported in the above Minutes, to improve dog control in general, the Council decided to invoke the Strata Corporation bylaw and implement a pet registration form. The form will be mailed out to all Owners. After review of all the pros and cons, the Council considered the present rule regulating dog traffic to be the best compromise and the least disturbing to all residents. Rule No. 11: Pets in Building remains in force.

- **Back Lane Light/Possible Camera Installations**

As reported in the Minutes above, the Council determined, that in their opinion, the lighting of the common area in the back lane is reasonably sufficient, which, in addition to regular external building wall lighting, landscaping lights, and city street lights, includes eight motion activated lights.

The Council will review the adequacy of the camera surveillance system. Also, as it relates to the overall security of the property, the Council is drafting a notice and rules related to the operation of the building surveillance system.

- **Hand Sanitizer for the Garbage Room**

The Council have strong reservations about placing sanitizers anywhere in the building, because exposure to a potentially harmful bacteria is practically everywhere. A personal, instant hand sanitizer might be a solution to those who are concerned.

The Council directed the building staff to clean the handles and bin lids in the garbage room more often.

- **Organic Waste Left on Balconies**

Residents are reminded not to accumulate any waste on balconies, especially organic waste during hot summer periods.

- **Residents Behaviour Towards Each Other**

Interaction between residents is, in general, beyond the control of the Strata Council. If any behaviour is threatening or may lead to infliction of physical harm, seeking police assistance should be the norm.

9) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 8:35 p.m.

**NEXT COUNCIL MEETINGS: TUESDAY, DECEMBER 15, 2015 AT 5:30 PM
TUESDAY, JANUARY 26, 2016 AT 5:30 PM**

ONLINE ACCESS TO CLASSICO

- Go to: www.theclassico.ca

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

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.