

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, DECEMBER 13, 2016 AT 5:30 PM



PACIFIC
QUORUM
Properties Inc.

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CLASSICO DIRECT CONTACT: 604-202-2868

COUNCIL PRESENT:

Roman Piechocki	President/Treasurer
Peter van Diepen	Vice-President
Sina Rezai	Commercial Representative (left 6:30pm)
Mark Deppel	
Lawrence Keenan	
Ken Sopko	

REGRETS: **Irfaan Hafeez**

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 November 22, 2016 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the Financial Statements for November 2016 at the meeting. The Council approved the Financial Statements for November 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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b) Account Balances

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

Strata Corporation Total:

- Operating Cash balance as of November 2016: \$149,745.00
- CRF balance as of November 2016: \$1,244,896.00

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 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 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 matured term deposit at VanCity in the amount of \$373,605.92 including interest earned was transferred to Coast Capital Savings for a one year term deposit at 1.45%.

e) Mandatory Tax Filing by the Strata Corporation

Pacific Quorum is in process of filing the 2015/16 Strata Corporation tax return to Canadian Revenue Agency at an administrative fee of \$400.00.

f) **GST Payment on Strata Fees**

Pacific Quorum is in the process of registering GST for the Commercial Section. After registration, Canadian Revenue Agency will provide the schedule for GST remittance.

4) **BUSINESS ARISING**

a) **Lobby and Tower Interior - Renovation - Design Development**

Following Council request, Ken Sopko presented a proposed redesign committee membership:

Ken Sopko
Kourosh Malek
Penny Malek
Paul McGeachie
Lori-Ann Keenan

The Council approved the above committee and provided general guidelines related to the potential project stages, schedule and its approval process.

The first meeting of the committee will be held on December 14th, 2017 at 7 pm. The proposed selection of the designers will be presented for the committee approval.

b) **Lighting Audit - Energy Saving Project**

Based on the Council specification, four contractors quoted on replacement of the fluorescent lights with LED lights in the entire parkade. The Council granted a tentative approval for it to C&C Electrical, subject to a successful on site test of eight light tubes proposed by this contractor. This test and potential implementation of this project will take place as soon as feasible.

c) **Enterphone System Failures**

The Strata Council is awaiting proposals for potential upgrading of the system.

d) **Roof and Patio Membranes**

Based on CCI Group Ltd. inspection report on the roof and patio membranes, the Council prepared a short term maintenance schedule to be addressed by the building staff and Vancouver Injection & Waterproofing, as soon as weather permits it. The major items recommended in the report, to be addressed within 2 to 3 years, will be incorporated in the building long term maintenance plan.

e) **Elevator Room - Ventilation/Cooling Upgrade**

The Council requested Property Manager to arrange an independent assessment of this project by Canadian Elevator Quality Assurance Inc. Notwithstanding, competitive proposals and quotes for this potential project are expected to be received in mid-January 2017.

f) **Surveillance System Improvements**

The Council reviewed proposal from Westcoast Communication for replacement of the defective elevator cameras with a more robust system. The Strata Council approved a quote from Westcoast Communication at \$3,550.00 plus GST to install a new elevator cameras system. Also, to improve parking management and control, the Council is reviewing several options, including acquisition of the parking control software.

- g) **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.
- h) **Tiling Project**
Glory Carpet completed installation of floor tiles in the corridor adjacent to the lobby, vestibule leading to the garbage room and in the exit area leading to the visitors' parkade.
- i) **Depreciation Report**
The need for arranging the Depreciation Report will be discussed at the future meetings.

5) **BYLAWS AND RULES VIOLATIONS**

- a) **Unauthorized Electrical Car Charging**
A letter was mailed to one Owner advising to submit to Council a request for permission.
- b) **Rental Bylaws Violation**
A letter was mailed to one Owner.
- c) **Parkade Gate Rule Violation**
Letters were mailed to seven Owners.
- d) **Visitor Parking Violation**
Letters were mailed to two Owners.
- e) **Common Area Storage Bylaw Violations**
Letters were mailed to two Owners.
- f) **Car Insurance Infractions**
Letters were mailed to thirteen Owners.

6) **CORRESPONDENCE**

- a) An Owner submitted a response to a parkade gate rule violation. After verification of records, the Council decided that \$50 fine will stay.
- b) An Owner submitted a response to a parkade gate rule violation. After verification of records, the Council decided that \$50 fine will stay.
- c) An Owner's representative submitted a response to a parkade gate rule violation and to the Council request to inspect the apartment for presence of any illegal activities. The Council directed the Property Manager to verify the existence of power of attorney documentation for this representative. This item will be reviewed again at the January 2017 Council meeting.
- d) A Commercial Section Owner submitted a request for a business sign installation. The Council approved this request.
- e) An Owner submitted a response to a parkade gate rule violation. After verification of records, the Council decided that \$50 fine will stay.
- f) An Owner submitted a response to a parkade gate rule violation. The Council accepted the circumstances of this incident and decided not to fine the Owner.

- g) An Owner submitted a response to a parkade gate rule violation. After verification of records and considering special circumstances of the case, including misprint in the violation letter, the Council decided not to fine the Owner.
- h) An Owner submitted correspondence regarding items stored in the common area corridor. The Property Manager issued a warning letter to the Owners of the violating units.
- i) An Owner submitted a response to a noise complaint emanating from their unit. After verification of circumstances of the case, the Council considered it to be an isolated incident and decided not to fine the Owner.
- j) An Owner submitted a 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.
- k) An Owner submitted a response to a parkade gate rule violation. After verification of circumstances of the case, the Council decided not to fine the Owner.
- l) 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.
- m) An Owner submitted a response to a move out fee charges. After verification of records, the Council decided that 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) **Gas Distribution System**
The Council instructed Property Manager to approach Malburg Pump & Boiler for development of drawings of the gas distribution system in the building. This is an outstanding project following the elimination of the gas leak in 2014 attended by the above contractor. This will be done on a time cost basis.
- b) **Kitchen Sinks Risers Cleaning**
The annual, preventative cleaning of the kitchen sinks raisers in the most critical units will be performed by Montalbano Plumbing on December 19th, 2017. Notices to affected units have been issued in advance.
- c) **Elevator Key Upgrades**
Following Safety Order from BC Safety Authority, Richmond Elevator, a contractor servicing strata elevators, submitted a quote for the replacement of the Fire Department - tower elevator switches at \$1,600 plus taxes. The Council approved this quote.
- d) **Emergency Generator Testing (semi-annual)**
The testing will be performed by Finning in February 2017 .

- e) **Fire Inspection (annual)**
The Fire Inspection will be performed by Elite Fire in March, 2017.
- f) **Roof Anchors Inspection (annual)**
The Property Manager will schedule the inspection with SCS Materials Engineering Ltd. to be done no later than April 6, 2017.
- g) **Dryer Vents Cleaning (annual)**
The Property Manager will obtain quotes for dryer vents cleaning from National Air Technologies and from Pacific Heights, to be done in April after roof anchors inspection.
- h) **Windows Cleaning (semi-annual)**
The Property Manager will schedule the cleaning with Pacific Heights for May 2017.

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 7:45 p.m.

**NEXT COUNCIL MEETING
TUESDAY, JANUARY 24, 2017**

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:
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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.*