



**CLASSICO
STRATA PLAN BCS 460**

**STRATA COUNCIL MEETING MINUTES
MONDAY, DECEMBER 15, 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 5:45 p.m.)
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.

Guest: An Owner met with the Council to address a fine related to a gate closure violation. After considering the Owner's argument, the Council discussed and decided to reverse the fine.

2) **ADOPTION OF PREVIOUS MINUTES**

It was:

MOVED/SECONDED

To approve the Minutes of the November 25, 2014 Council Meeting.

CARRIED

3) **FINANCE**

a) **Monthly Statement**

The Treasurer reported that the November 2014 Financial Statements were not available at the time of the December 15 Council Meeting. The November 2014 Financial Statements will be reviewed at the January 2015 Council Meeting.

The Council approved the renewal of the Contingency Reserve Fund (CRF) - \$100,000.00 deposit for one year, locked in term at 1.7%.

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) **Budgets/CRF Strata – Sections**

Following changes introduced under the Real Estate Service Act ("RESA"), we are now required to maintain separate Operating and Contingency Reserve Fund (CRF) budgets, bank accounts and financial statements for:

✓ VANCOUVER OFFICE:

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

www.pacificquorum.com

SURREY OFFICE:

Suite 408 – 7337 137th Street
Surrey, BC V3W 1A4
Tel: 604-635-0260 Fax: 604-635-0263

Joint Strata Corporation
Residential Section
Commercial Section

Until now, sectioned Strata Corporations as Classico, maintained only two accounts, Residential and Commercial.

To meet these requirements, Council is drafting a new format of the Operating Budgets and Contingency Reserve Funds for the next fiscal year. These changed budgets and funds will be presented for the Owners approval at the 2015 Annual General Meeting (AGM).

c) **Account Balances**

Account balances as of the November 30, 2014:

- Total Cash Balance \$1,101,349.00 (Including Contingency Reserve Fund)
- CRF Balance \$877,033.00 (Contingency Reserve Fund)

d) **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:

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.
7. At the meeting after the lien has been filed, the Council approves starting legal proceedings and applies another fine and interest.

4) **BUSINESS ARISING**

a) **Electrical Vault – Ventilation**

The Council President and Malburg Pump & Boiler met with Doug Foley, Mott Electric regarding the installation of visual and/or audible alarms of ventilation system failure in the electrical vault. As an alternative, Mott Electric will investigate with MIRCOM a feasibility of connecting the sensor with the fire panel.

- b) **Insurance Renewal**
The Council is reviewing the Strata Corporation's insurance proposals for 2015 from HUB Coastal and BFL Canada.
- The decision on acceptance of the proposed policy will be made during the week of December 22, 2014.
- c) **Speed Humps – Back Lane**
The Property Manager informed the Council that the missing half of the speed hump installation and widening of the most south westerly speed hump will be undertaken as soon as the weather permits.
- d) **Water Leak – Commercial Section Corridor**
Vancouver Injection and Waterproofing is progressing further with localizing leaks and arranging for additional injections as required. The area continues to be monitored for further leaks.
- e) **On-Line Booking / Party Room and Guest Suite**
Pacific Quorum reported that online booking for moves or guest suite bookings have not been programmed yet and it is on their list of future considerations. At present, residents can use the guest suite/party room booking forms available on the "Classico" website and on *PQ ONLINE*.
- f) **Concrete Steps Topping Repairs**
Coastline Group Ltd. submitted a quote to remove old cracked concrete toppings at \$4,860.00. It was then proposed by Coastline to install traffic coating on the existing stairs. The Council deferred decision regarding this issue.
- g) **Kitchen Sink Drains Cleaning**
The Council reported that the scope for additional cleaning of the drains will be discussed at the next Council Meeting.
- h) **Pool – Auto Dispenser**
Imperial Paddock submitted a quote in the amount of \$2,035.00 to install a liquid chlorine feeder for the swimming pool. Due to the resultant requirement for more effective ventilation in the Pool Mechanical Room, the Council deferred the decision on this proposal. Malburg Pump & Boiler will be approached to investigate the feasibility of ventilation installation in this room.
- i) **Fire Panel**
MIRCOM (fire protection) reported that any upgrades to the existing fire panel must first be approved by the Fire Department. This item will be discussed at future meetings.
- j) **Organic Waste**
The Council discussed the new requirements for organic waste, which will be in force in Vancouver as of January 1, 2015. It was agreed to purchase one (1) 64 gallon tote for organic waste to be placed in the building by February 1, 2015. Notices will be posted in advance informing residents about the location of the tote and the type of waste to be disposed in it.
- k) **Landscaping**
The Council reported that Hoe! Hoe! Hoe! Landscaping's contract has been extended for twelve (12) months starting January 1, 2015.

l) **3rd Floor Common Areas**

The Council President and the Property Manager met on site to review the scope of potential upgrades of the 3rd floor corridor. Glory Carpet's contractor was requested to provide a quote. This item will be discussed at future meetings.

m) **Break – In at #601 Jervis St.**

Following the attempted break-in to the townhouse at this address, which resulted in damage to the entrance door, the Property Manager informed that a new door was installed. The cost of installation was covered by the Strata because it was below the Strata's insurance deductible.

5) **BYLAW VIOLATIONS FOLLOW-UP**

- a) Warning letters regarding short term rentals were sent out to three (3) Owners.
- b) Move-in bylaw/rule violation letters were mailed to seven (7) Owners.
- c) Noise bylaw violation letters were mailed to two (2) Owners.
- d) Gate rule violation letters were mailed to two (2) Owners.
- e) A recycling rule violation letter was mailed to an Owner.
- f) A tenancy bylaw violation letter was mailed to an Owner

6) **CORRESPONDENCE**

- a) An Owner submitted a request for hardwood flooring upgrades. The Council approved this request.
- b) An Owner submitted a request for hardwood flooring upgrades. The Council approved this request.
- c) An Owner submitted correspondence disputing a fine for a move-in bylaw violation. The Council unanimously approved a \$200.00 fine.
- d) An Owner submitted correspondence regarding three (3) separate noise bylaw violations. The Council unanimously approved a \$600.00 fine.
- e) A tenant submitted correspondence regarding not providing a Form K. The Council advised that the Owner (not tenant) must respond to Strata correspondence. The Council unanimously approved a \$200.00 fine.
- f) An Owner submitted correspondence regarding an unregistered tenant and a noise bylaw violation. The Council unanimously approved a \$200.00 fine for the unregistered tenancy and a \$200.00 fine for the noise bylaw violation.
- g) An Owner submitted correspondence regarding a person living in their apartment/subletting, requesting that the Council give two (2) extra weeks to investigate this matter. The Council agreed, giving the Owner an extra two (2) weeks to conclude their investigation and report back to the Council.
- h) An Owner submitted correspondence regarding mold in their apartment. The Council directed the Owner to properly air out their unit, as no visible leaks were observed.

- i) An Owner submitted a request for flooring upgrades. The Council approved this request.
- j) An Owner responded regarding a recycling rule violation, apologizing for their ignorance. The Council accepted the explanation and agreed not to issue a fine at this time.

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 related matters.

7) **NEW BUSINESS**

a) **Commercial Section – Emergency Call-Out**

The Property Manager informed the Commercial Section to phone Pacific Quorum's 24-Hour Maintenance Emergency Line at 604-685-3828 for any queries, maintenance requests, or in the case of an emergency.

b) **Commercial Section Level 3 Washrooms' Drain Lines**

After several incidents of clogged toilets, the Council requested Pacific West Mechanical and Montalbano Plumbing to provide a quote for re-alignment of the toilets drain lines. This item will be discussed at the next Council Meeting.

c) **Leak on 21st Floor**

The Council received information about a leak, which originated from the ensuite shower stall of a unit on the 22nd floor. The Owner has been advised to arrange for a plumber to inspect and eliminate the leak. The resident was advised not to use this shower stall until repairs are completed.

d) **Annual Fire Inspection**

The Annual Fire Inspection is going to be scheduled for the last week in February 2015. Notices will be posted well in advance.

e) **Commercial Section – PRV Installation**

Malburg Pump & Boiler is going to submit a quote to install a Pressure Reducing Valve (PRV) on the original line that is supplying cold water to the Commercial Section, townhouses No.1-5 and the irrigation system. This project has been scheduled for January 2015. Notices will be posted well in advance.

f) **Electrical Services**

The Council President met with Lonsdale Electric to address a number of minor electrical deficiencies including identification of some breakers, replacement of thermostats, switches, outlets and baseboard heaters.

g) **Commercial Section Visitor Parking**

The Council discussed the usage of visitor parking stalls. It was noted, that the visitor parking stalls are restricted to the Residential Section's use only as per the Strata bylaw:

Notwithstanding legal documents including the disclosure statement, our bylaws state:

S.20 Consents

S.20.1 *Any consent, approval or permission given under these bylaws by the strata council or the executive of a separate section, as the case may be, shall be revocable at any time upon reasonable notice.*

S.20.2 *Notwithstanding any provision of the Act, the strata corporation may proceed under the Small Claims Act (British Columbia) against an owner or other person to collect money owing to the strata corporation, including money owing as a fine, without requiring authorization by a resolution passed by a ¾ vote.*

S.20.3 *Strata corporation is authorized to install and use video surveillance cameras and access control systems in line with provisions of the BC Personal Information Protection Act ("PIPA")*

(a) *Strata corporation is authorized to restrict access to specific sections and parts of the building.*

(b) *Residential section residents and guests have no access to commercial section of the building.*

(c) *Commercial section residents' and guests' access is limited to commercial section and to commercial section of the parkade through the external entrance gate of the parkade.*

8) **ADJOURNMENT/NEXT MEETING**

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

The next Strata Council Meeting is scheduled for
Tuesday, January 27, 2014 at 5:30 p.m.

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 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

सबुती महत्वाची विषय वरचे विषे वेई दिग दा हुईला वरबाई

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.