

MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

TUESDAY, DECEMBER 15, 2015 AT 5:30 PM



PACIFIC
QUORUM
Properties Inc.

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COUNCIL PRESENT:

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

President/Treasurer
Vice-President

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 November 24, 2015 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Statements**

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

The Treasurer also reported on the November 2015 Financial Statements to the Council prior to the meeting.

As further corrections, adjustments and clarifications regarding the splitting of the Income & Expenses accounts were required, the Council decided to defer approval of the November 2015 Financial Statements until the next Council Meeting on January 26, 2016.

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) **Term Deposit Renewal and CRF Transfer (Quotes & Decisions)**

After review of several proposals, to ensure the best and secure return from the strata funds investment, the Council approved the following:

Transfer to Northern Savings Credit Union for a one-year, non-redeemable term:

From Vancity Credit Union:

- #5 Non-Redeemable Term Deposit: \$101,450.00 (matured on Dec13,2015)
- Business Investment Savings #1: \$5,325.00

From RBC:

- Account No. 00010 119-977-7 (CRF): \$250,000.00
- The total will be approximately \$356,775.00 at a 1.55% annual interest rate.

CARRIED

Additionally, on December 15, 2015, the Council designated Roman Piechocki and Peter van Diepen to be the signing authorities on behalf of Classico – BCS 460 for administration of the investments at Northern Saving Credit Union through McCurdy Financial Planning Inc.

c) Revised Bank Accounts (Operating Fund and CRF)

The Treasurer informed Council that following approvals at the last AGM, 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 next Council Meeting on January 26, 2016.

d) Account Balances

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

Strata Corporation total:

- Operating cash balance as of November 30, 2015: \$289,634.00
- CRF balance as of November 30, 2015: \$1,055,646.00

e) 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 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:

<u>PROCEDURES FOR OVERDUE STRATA FEES</u>	
1.	Strata Fees are due and payable on the 1 st of each month.
2.	The Council directs the Property Manager to automatically mail a warning letter on the 3 rd 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.

4) **BUSINESS ARISING**

a) **Parkade Cracks Repairs**

Vancouver Injection & Waterproofing completed approximately 95% of all required repairs.

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

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

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

The Council re-invited all three contractors who submitted project proposals to discuss additional details. Further information will be provided in the January 2016 Meeting Minutes.

d) **Fire Panel – Trouble Alarms**

Following a number of random fire panel trouble alarms, Mircom, the manufacturer of the equipment, arranged to troubleshoot the system's failing communication loops. No alarms have been reported since then.

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

The Elite Fire technician inspected the site, and determined that there is enough clearance between the door and the proposed sprinkler head cage in the unit's bathroom's drop ceilings. A second quote has also been obtained from Mountain Fire & Protection at \$16.00 plus tax per cage, which includes installation. The Council directed the Property Manager to contact Elite Fire and negotiate their quote at \$15.70 including taxes per cage including installation, and report back to the Council. The approval for the project is expected by the January 26, 2016 Council Meeting.

f) **Strata Corporation Insurance Renewal**

The Property Manager submitted proposals from HUB Coastal Insurance and BFL Insurance for the Strata Corporation's insurance policy renewal. The Council approved a quote from HUB Coastal Insurance for the 2016 Insurance for Classico with an Annual Premium at \$110,974.00. The new policy will be posted on the Classico website. It is to be noted that deductible for the Water Damage remains at \$15,000.00.

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

The installation of porcelain tiles was completed on November 29, 2015.

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

The kitchen drain raisers improvement and cleaning was completed. Additionally, the Council approved a quote from Glory Carpets at \$1,550.00 plus taxes to repair the drywalls, and install access plates in five units, following the completion of the kitchen drain stacks cleaning project.

- i) **Main Electrical Vault Maintenance**
Pro-Con Electrical Testing Ltd. scheduled the required triennial Electrical Vault Maintenance for January 15 and 27, 2016, beginning at 9:00 a.m.
- j) **Parkade Gates**
The Property Manager reported that the Strata is awaiting a response from Elite Door regarding the scheduling of periodic maintenance for the parkade gates.
- k) **Emergency Generator Deficiency Repairs**
The Property Manager obtained an additional quote from Cummins Canada, at \$3,276.00 including taxes, for the required emergency generator deficiency repairs. The Council approved the quote from Cummins Canada.
- l) **Pet Registrations and Control**
The pet registration form was mailed out to all Owners.
- m) **Speed Humps Cost Breakdown**
The Property Manager emailed the City Engineering Department on November 25, 2015 to provide a cost break down related to the speed humps installation at the back lane. The Strata Corporation will not issue the payment until a response from the City has been received.
- n) **Cameras Surveillance System**
The Council reviewed legal opinions regarding two fake cameras installed at the back lane. The disclosure of the status of these cameras will be included in the strata rule related to the building surveillance system. Another two, active cameras, continue to operate at the back lane to monitor and record activities there.

5) **BYLAWS AND RULES VIOLATIONS**

- a) Move-in bylaw violations – Letters were mailed to three Owners.
- b) Common property bylaw violation – A letter was mailed to one Owner.
- c) Gate rule violations – Letters were mailed to three Owners.
- d) Oil stain in parking stall – A letter was mailed to one Owner, requesting clean-up of the oil stain in their parking stall. The Owner agreed for the staff to clean it accepting all costs to be charged back to their account.
- e) Bicycle bylaw violation – A letter was mailed to one Owner.
- f) Building access service chargeback – A letter was mailed to one Owner.

6) **CORRESPONDENCE**

- a) An Owner submitted a renovation request letter. The Council approved the request.
- b) Following complaint about a fresh paint odour emanating from their unit, at the request of the Property Manager, an Owner provided the Material Safety Data Sheet (MSDS) of the interior paint used during their unit renovation. The data sheet was forwarded to the complainer.
- c) The Commercial Section submitted a letter regarding the untidiness of the commercial washroom facilities at level 3 offices. The locksmith suggested installation of a key-lock on the door, and have the keys available to the Commercial Section occupants only. The Commercial Section owners will review this matter further.

- d) An Owner submitted a request to reverse a number of fines against their unit for unreported moves/subletting. After review, the Council decided not to reverse the assessed fines and charges.
- e) An Owner submitted a letter requesting the reversal of a chargeback in the amount of \$86.55 for the night-hours staff service to provide access into their unit. After review, the Council decided not to reverse the assessed chargeback.
- f) A Commercial Section Owner submitted requests to reverse fines for the parkade gate rule violation. After review, the Council decided not to reverse the assessed fine.
- g) An Owner submitted requests to reverse fines for late strata fee payments. After review, the Council decided not to reverse the assessed fines.
- h) An Owner submitted a letter questioning the removal of the drywall, and the installation of a kitchen drain riser clean out within their unit. After review, the Council directed the Property Manager to explain the reason for the clean out installation and provide options for improvement of the clean out location.
- i) On December 15, 2015, a resident's dog bit the contract janitor. The council sent the janitor to hospital by taxi. The Property Manager informed the Strata Corporation's insurance provider about this incident. A cautionary advice letter will be send to the owners requesting proof of dog's certification and vaccination, and suggesting muzzling the dog while on the strata common property.

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) **Landscaping Contract Renewal**
The current landscaper, Hoe! Hoe! Hoe! Gardening Services submitted a proposal for renewal of the annual landscape maintenance. The Council solicited a competitive quote from Houston Landscaping. After reviewing the proposals, Council approved the renewal of the landscaping contract with Hoe! Hoe! Hoe! at \$650.00 + tax per month.
- b) **Rules Amendment – Surveillance System**
Council adopted a new rule related to the policy of the Surveillance System.

Rule No. 17 – Surveillance System and Cameras

Strata Bylaw:

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

Strata Policy:

Only personnel and contractors authorized by the Council are allowed to use various sections of the surveillance system:

Westcoast Communications Inc. – maintenance and repairs of the entire surveillance system, as authorized by the Council and/or Property Manager.

Building Manager and Site Supervisor – residents data entry, key fob programming, re-setting of the Keyscan program, and camera monitoring system, as required for verification of infractions.

Security Guards – monitoring Keyscan on-line transactions, as required, monitoring video cameras display only for the detection of security breaches and for verification of infractions.

No person is allowed to “track” the movement of residents using the Keyscan system, or create a record of data from the Keyscan system or from the video recording equipment without Council’s explicit authorization.

The Strata Corporation makes no representation or guarantees that any of the systems will be fully operational at all times. The Strata Corporation is not responsible or liable to any Owner, tenant, occupant or visitor in any capacity (including a failure to maintain, repair, replace, locate or monitor any of the systems, whether arising from negligence or otherwise) for personal security or personal property in any area monitored by any of the systems.

There are currently twenty-four active cameras. All camera videos are available on the office monitor and on a monitor located in the Telephone/Cable Room. Only camera views from the enter-phones, the party room 1, swimming pool, and exercise room are visible on residents’ TV screens. They can be accessed as follows:

- Shaw – channel 116 or 399
- Novus – channel 69
- Other Providers – please contact the cable provider for further information.

Channel	Location	Colour
1 (101)	Enterphone W	Colour
2	Enterphone E	Colour
3	Lobby S	Colour
4	Lobby N	Colour
5	Enterphone – Visitors Gate	Colour
6	Visitors Gate	Colour
7	Visitors Parkade W	Colour
8	Visitors Parkade E	Colour
9	Parkade P1 N – Door	Colour
10	Parkade - Residential Gate	Colour
11	Parkade P1 – Staircase 5	Colour
12	Parkade P2 – Staircase 5	Colour
13	Parkade P3 – Staircase 5	Colour
14	Lockers – Level 2	Colour
15	Entrance Level 3 – Back Lane	Colour
16	Garbage Room	Colour
17 (102)	Exercise Room	B&W
18	Swimming Pool	B&W
19	Party Room – 1	B&W
20	Back Lane – Commercial Loading	Colour
21, 22	Back Lane - T/H E & W	Fake
23 (Elev)	Elevator A	Colour
24	Elevator B	Colour
25	Elevator C	Colour
26	Party Room – 2	Colour

c) **Catch Basins/Sand Box/Sump Pump Pit Cleaning**

Malburg Pump & Boiler submitted a quote to clean the catch basin, sand box, and sump pump pit located in the parkade. The Council approved this project, and it will be scheduled as soon as possible.

8) **ADJOURNMENT/NEXT MEETING**

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

NEXT COUNCIL MEETING: 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.

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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.*