

# MINUTES OF COUNCIL MEETING CLASSICO – STRATA PLAN BCS 460

Thursday, December 13, 2018 at 5:30 pm

**PRESENT:** Roman Piechocki President / Treasurer  
Peter van Diepen Vice President  
Mark Deppel  
Mona Zarbafian  
Lawrence Keenan  
Irfaan Hafeez (5:50pm – 9:10pm)

**REGRETS:** Mike Jobani (Commercial)

**STRATA AGENT:** Alex Korecki, Korecki Real Estate Services Inc

## **CALL TO ORDER:**

The meeting was called to order at 5:40 pm.

## **COUNCIL HEARING**

Ting Wang & Jason Lau – Bird Netting Installation (5:40pm – 5:50pm)

Lorie Hughes – Strata Procedures (5:50pm – 6:00pm)

The above-mentioned owners attended the meeting independently requesting:

- Permission to install bird netting on their balcony (See CORRESPONDENCE item 2.)
- To address various Strata Corporation procedures related to in-suite repairs and safety concerns. (See CORRESPONDENCE item 1.)

## **MINUTES**

It was **MOVED / SECONDED** and **CARRIED** to approve the October 10, 2018 Council meeting minutes as distributed.

## **FINANCIAL REPORT**

- Monthly Statements:** The Treasurer reported on the Financial Statements for October and November 2018 before and at the meeting.  
It was **MOVED / SECONDED** and **CARRIED** to approve the Financial Statements for October 31 and November 30, 2018.
- Account Balances:** The current balances for the 3<sup>rd</sup> months ending November 30, 2018 in the appropriate funds are as follows.
  - Total Operating Cash \$145,327.00
  - Total CRF Cash \$1,448,527.00
- Arrears Report:** As of December 7, 2018, total arrears for the Strata Corporation were \$55,222.01. Lien warning letters have been issued against 32 units. The owners in question will be given courtesy phone calls by the Strata Management company, following which liens will be placed against all units still in arrears.

4. CRA Payroll Fine: The previously reported \$798.12 CRA fine has been sourced to an outstanding 2015 employee payroll remittance. The fine is the result of a discrepancy between CRA and Pacific Quorum payroll records. To avoid further interest charges, the outstanding CRF fine will be paid by the Strata Corporation. The Council instructed Strata Agent to write a letter to Pacific Quorum requesting reimbursement of this fine.
5. Term Deposits: The two term deposits at Coast Capital Savings have matured in December. The Council approved to place their cumulative amount of \$592,039.00 into a one-year GIC with Blue Shore Financial at the annual interest rate of 2.70%. The remaining \$375,843.00 term deposit is maturing on January 5, 2019 and will be placed with Blue Shore Financial under the same terms.
6. Strata Fee Allocation: Further discussion on the commercial / residential strata fee allocations has been deferred until the next meeting.
7. Financial Audit: The Agent is in the process of sourcing financial audit quotes, with the proposed audit to be completed prior to the strata corporation's fiscal yearend.

### **BUSINESS ARISING**

1. Fines & Arrears – Civil Resolution Tribunal (CRT): A default order has been previously received from the CRT, awarding the Strata Corporation \$2,350.00 in outstanding fines issued against an owner. The CRT order has not been appealed. The total fines, including those accumulated after the claim's submission to CRT amount to \$3,750.00.
2. The Council reviewed a dispute and request letters from the unit's owner relating to various fines. As all of the fines were previously verified and a CRT default order received, the Council decided not to reverse them. The Agent was instructed to respond to the owners accordingly.
3. Tower Lobby Renovations: The Council reviewed a dispute letter from Rodrozen Designs, relating to a \$4,060.95 holdback resulting from several lobby renovation deficiencies, including: a blocked fire sprinkler head, driveway staining, and elevator shafts cleaning, the latter totalling \$5,985.00. The Council decided that the holdback was justified. The Agent was instructed to respond accordingly.

The Council continues to try to sell the onyx plates left over from the old lobby.

4. Building Exterior Painting: RooFix has completed the installation of additional flashings along some section of the roof line at the cost of \$4,805.85. A quote from Unitus Painting Ltd. to paint an overhang at level 38 is still pending.
5. Planter Drain & Irrigation: Craine Projects has completed the replacement of six small magnolia trees in the recently repaired planters on the townhouse roof and 2<sup>nd</sup> level terrace at the cost of \$2,029.02 (tax incl.).
6. Roof & Patio Membrane: In 2016, CCI Group Engineering conducted a roof and patio membrane review. Interim repair quotes recommended in the inspection report are still pending.
7. Swimming Pool: Flow Consulting has not been able to complete the previously approved feasibility study to change the pool disinfectant system. The Agent is sourcing alternative quotes.
8. Glass Claims: Claims for three separate glass damage and replacement incidents have been filed and approved by the Strata insurer. Each of them is subject to a \$100.00 insurance deductible.

9. Emergency Generator: The Council approved a quote from Finning Cat in the amount of \$1,361.00 (plus tax) for the annual testing and maintenance of the emergency generator. The Strata Agent was instructed to schedule the project as soon as possible. In addition, the Council reminded the Strata Agent to re-implement the monthly generator test by the building staff as required by the building Fire Safety Plan.
10. Waste Management Contracts: The Council approved the Waste Management contracts for disposal of regular garbage and organics from the residential section. They are subject to a 30-day termination notice at maturity in one year. The commercial section contract remains to be approved by the respective executive.
11. Surveillance Camera Recorder: Westcoast Communications has replaced the faulty DVR at the cost of \$950.00 (plus tax).
12. Telus Line Charges: To reduce cost, the Council instructed the Strata Agent to disable the Telus enterphone line callback function.
13. Kitchen Sink Drain Raisers: To prevent backups, the Council approved a quote from Montalbano Plumbing in the amount of \$2,800.00 (plus tax) to clean the most critical kitchen sink raisers from units 305 and 407.
14. Electrical Vault Cleaning: The Council approved a quote in the amount of \$3,850.00 (plus tax) from Pro-Con Electrical Services for the triennial main electrical vault cleaning. It was noted that if optional, a cleaning report quoted at an additional \$450.00 (plus tax) will not be requested.
15. Sump Pump & Catch Basins Cleaning: A biennial sump pump and catch basins cleaning quote was reviewed from DMS Mechanical. Additional quotes are pending.
16. Strata Insurance Renewal: Insurance renewal quotes have been obtained and will be presented for the Council approval along with the Strata Agent recommendations.
17. Filming at the back lane: The Strata Corporation has received a \$1,500.00 compensation for inconveniences to residents associated with an October 22, 2018 filming in the back lane.

## **CORRESPONDENCE**

1. Water Damage Procedures & Safety Concerns: A unit owner submitted correspondence and attended the council hearing to discuss water damage responsibilities. They also requested replacement of a failed smoke alarm and expressed concerns regarding objects being thrown from above on their patio, including a heavy metal case containing camera which landed on the common property in front of their unit.

The Council outlined the owner's responsibilities for the above noting that the details of them can be located in notices posted on the Classico website - [theclassico.ca](http://theclassico.ca):

- Responsibility for Repairing the Damage Inside the Unit
- Owner's Maintenance Responsibilities

The Council decided to repost a notice to residents regarding throwing items from their balconies.

2. Pigeon Infestation: A unit owner submitted correspondence and attended the council hearing outlining problems with pigeons and their droppings on their balcony. The owners requested permission to install special netting on their balcony. Following review of the owners proposal, the Council concluded that the netting would significantly affect the appearance of the building's exterior. Consequently, the owners request was denied, and

the Strata Agent was instructed to respond to the owners accordingly citing Strata Corporation bylaw:

*R.6.5 An owner must not do, or permit any other person to do anything that will, in the opinion of the strata council, alter the exterior appearance of the building.*

3. Back Lane Parking Complaint: A townhouse unit owners submitted a letter complaining about the back lane parking. The Council noted that all available to them actions are being undertaken to prevent parking and traffic violations in this location. Additional information on this issue can be found under New Business, item #13. The Strata Agent was instructed to respond to the owners accordingly.
4. 1376/1378 West Pender St. - New Business Operation: As briefly reported in the October 10, 2018 minutes, the owner of this unit entered into a lease agreement with Purolator. After lengthy exchanges related to the details of the operation affecting Strata common areas, and after consultation and input from the Commercial Section Executive, the Council granted an approval for this business operations, including signage installation subject to:
  - Obtaining any and all necessary permits
  - Using fully licensed and bonded trades
  - Ensuring that the operator's vehicles will not be parking in the loading area for more than 20 consecutive minutes
  - Ensuring that there will be no parking in the circular driveway at 1328 West Pender St. (Strata Corporation bylaw)
5. 1376/1378 West Pender St. - Renovation: The Council reviewed a renovation request from a contractor representing Purolator which is setting up their operation at this unit. The renovation project includes concrete coring in the parkade at level P1 West required for installation of additional power cables to the unit. The latter will require an electrical power shutdown. The Council granted the approval in principle subject to several provisions and clarifications, particularly related to the extent and schedule of the electrical power shutdown in the building.
6. Hardwood Flooring Installation - Application: The Council approved an application for hardwood flooring installation from the unit owner.

## **BYLAWS AND RULES VIOLATIONS**

1. Parkade Gate Rule Violation: Violation letters were sent to two owners. After review of the circumstances, the Council approved a fine of \$50.00 each.
2. Parkade Gate Rule Violation: Violation letters were sent to three owners. After review of the circumstances and owners' responses, the Council decided not to impose fine.
3. Motor Vehicle Insurance Bylaw Violation: A Violation letter was sent to one owner. After review of the circumstances, the Council approved a fine of \$200.00 for this long lasting violation.
4. Parking Bylaw Violation: A Violation letter was sent to one owner. After review of the circumstances, the Council approved a fine of \$200.00 for this repetitive violation.
5. Parking Bylaw Violation: The Council reviewed the dispute letter from the owner for this violation. Because the owner was made previously aware of the parking bylaw restrictions, the Council decided not to reverse the \$200.00 fine.
6. Rental Bylaw Violation: A violation letter was sent to one owner for short term rental. After review of the circumstances, the Council approved a fine of \$200.00 for this violation.

7. Pet Bylaw Violation: The Council reviewed the dispute letter from the owner for this violation. Because it was a first incident which occurred in mitigating circumstances, the Council decided not to impose a fine, and considered this violation letter as warning.
8. Pet Bylaw Violation: A violation letter was sent to one owner for permitting two dogs running without a leash in the main lobby area. Considering all circumstances, the Council approved a fine of \$200.00 for this violation.
9. Noise Bylaw Violations: Following review and verification of three separate reports of noise violations against one owner, the Council approved imposition of fines in the aggregate amount of \$600.00.
10. Use of Property Bylaw Violation: A violation letter for flooding common area was issued to a commercial section unit owner. Considering all circumstances and its repetitive nature, the Council approved a fine of \$200.00 for this violation.
11. Car Oil Leak Chargeback: Despite written request, the owner failed to clean the oil leaking from their car in the parkade. In line with the provision of the Strata bylaw, the Council approved a \$60.00 chargeback for cleaning the oil spill by the building staff.

## **NEW BUSINESS**

1. Ongoing Noise Violations: Multiple noise violations have been reported against a unit owner. Considerable number of fines have been approved and issued by the Council against the violating unit's owners. The Strata Agent is conducting a title search on the property to determine if there is an alternate mailing address for the owners of the violating unit. The Council intends to initiate a Civil Rights Tribunal claim against these owners.
2. Elevator Failures: The building continues to experience sporadic elevator failures, some of which resulted in residents becoming trapped in the elevator. The Strata Agent is communicating with Richmond Elevators to have the issues rectified.
3. Water Leak: The building continues to experience sporadic water leaks from pinholes and failed soldering joints on the hot water supply lines. The leaks are repaired by the building staff and mechanical contractor. The Strata Agent is sourcing feasibility study quotes to determine the best long term approach to rectify the issues.
4. Water Leak Damage Policy and Procedures: The Strata Corporation has specific procedures relating to water damage inside Owners unit. A detailed policy can be located on the Classico website under: RESPONSIBILITY FOR REPAIRING THE DAMAGE INSIDE THE UNIT. Residents affected by the water leak damage will be provided with appropriate information when the reported incident is inspected by the building staff.
5. Commercial Recycling: Further discussion on the relocation of the commercial section recycling bins has been deferred due to the commercial section representative's absence.
6. Landscaping Contract: The Council reviewed a landscaping contract renewal proposed by Hoe! Hoe! Hoe! Gardening Services, the current service provider. The Council instructed the Strata Agent to obtain competitive quote from Craine Projects Ltd.
7. Telus Fibre Optic: Telus presented Strata Corporation with Fibre Optic Network Agreement authorizing them to install high speed fibre optic connections in the building, and granting them with various rights and concessions. Further discussion on the issue was deferred until the next meeting.

8. Washing Machine Drain Raisers: The  $\frac{3}{4}$  vote Resolution related to this project was approved at the last AGM. The Strata Agent is in the process of organizing a meeting with Montalbano Plumbing to determine the project's details and obtaining a quote.
9. Rooftop Planters: At the Annual General Meeting, the owners defeated a  $\frac{3}{4}$  vote Resolution to renovate the rooftop planters above townhouses 2 to 5. The Council was asked to consider undertaking this work as part of a future larger project which is to include the commercial section's roof. Further discussion on the issue was deferred pending completion of the depreciation report.
10. Parkade Gate Remote Opener: Because of potential security concerns, the Council decided not to pursue implementation of a parkade gate remote opening system. The Strata Agent was instructed to investigate the possibility of installing a long-range fob reader.
11. Party Room Equipment: As requested at the Annual General Meeting, the site supervisor will be authorized to spend up to \$500.00 to purchase new pool cues and Ping-Pong rackets.
12. Automated Garbage Room Doors: Because of time constraints, this issue was deferred to future council meetings.
13. Back Lane Traffic: The Council is aware of traffic flow and parking problems along the back lane and has expressed their concerns to the City of Vancouver in writing. Owners are encouraged to contact the City independently at <https://vancouver.ca/vanconnect-desktop.aspx> and express their concerns.
14. Depreciation Report: Depreciation Report quotes have been received from BC Sciences and Morison Hershfield Engineering. The Agent is in the process of obtaining additional quotes.
15. Rules: The Strata Corporation Rules were approved by the Council; they are enclosed with the meeting minutes and are posted on the Classico website.

### **Termination**

There being no further business, the meeting was terminated at 9:25pm. The next Council meetings has been scheduled for Wednesday, January 23, 2018 at 5:30pm

**Alex Korecki, Dip.ULE**  
Strata Agent

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