



CLASSICO STRATA PLAN BCS 460

STRATA COUNCIL MEETING MINUTES TUESDAY, DECEMBER 12, 2017 AT 5:30 PM

COUNCIL PRESENT:

Roman Piechocki **President/Treasurer**
Peter van Diepen **Vice-President**
Irfaan Hafeez
Ken Sopko
Mark Deppel

REGRETS:

Lawrence Keenan
Mike Jobani **Commercial**

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 5:30 p.m.

Council Hearing:

An Owner met with the Council to address noise bylaw violations. After presentation of the Owner's argument, the Council discussed the issues and decided that the \$200 fine stays.

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

It was:

MOVED/SECONDED

To approve the Minutes of the November 28, 2017 Council Meeting, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Financial Statements**

The Treasurer reported on the Financial Statements for November 2017 before and at the meeting. The Council approved the Financial Statements for November 2017, 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.

b) **Account Balances**

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

Strata Corporation Total:

- Operating Cash balance as of November 2017: \$147,309.00
- CRF balance as of November 2017: \$1,497,278.00

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:

✓ **VANCOUVER OFFICE:**

1777 West 75th Avenue
Vancouver, BC V6P 6P2
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

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. In addition, 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) HSBC - Banking Charges - Outstanding Reversals - Online charges

The Property Manager reported that HSBC agreed to reimburse the Strata Corporation for erroneous bank charges at \$111.00. This transaction will be implemented shortly.

The Council expressed dissatisfaction with unannounced and arbitrarily imposed charges for on-line banking utilized by some Owners for monthly payment of the Strata maintenance fee. As of October 2017, Pacific Quorum (PQ) started charging Strata Corporation \$3.00 for each of these transactions. The Council was discontented with PQ justification of these charges and requested additional clarifications. In general, the Council was critical of the PQ disrespectful attitude demonstrated on a number of occasions and requested the Property Manager to convey it to the PQ management.

4) BUSINESS ARISING

a) Lobby & Tower Interior – Renovation

After several reviews, the Council finalized and approved the RodRozen lobby renovation contract. The Council authorized a deposit payment to RodRozen in the amount of \$72,182.00. The project is expected to start in the last week of January 2018 and last 6 to 8 weeks.

b) Motorcycles Parking - Residential Section

It was reported and verified that some motorcycles are parked in passage ways which in some cases may potentially cause impediment to foot traffic. The Council is going to monitor it further.

c) Planter & Lawn Drains Failure - Terrace Level 2

Vancouver Injection & Waterproofing was engaged to determine scope of work and provide quote for repairs of the failed planter & lawn drains at terrace level 2.

d) **Building Exterior Painting**

The Council is awaiting additional quotes from Total Project and Cambie Roofing for the exterior building repainting and installation of the self-adhered flashings.

e) **Emergency Generator Test Impact**

Elpro Electric and Council member completed investigation of the extent of emergency generator test impact on various sections of the building. Inspection of the power distribution blueprints and empirical evidence confirmed that power transfer at 30% of the generator load does not affect electrical outlets inside the commercial and residential units. In other words, residents' and occupants' high-tech electrical equipment will not be affected during this type of generator test and can remain operational during the test. Consequently, to minimize the inconvenience to all residents, as of Thursday, December 28, 2017, the monthly generator test will be rescheduled from 8:00 pm to 1:00 pm. Notices will be posted in advance.

f) **Kitchen Sink Drains Cleaning**

The periodical, preventative cleaning of all seven kitchen sink drain raisers was completed by Montalbano Plumbing on December 7, 2017. The Council recognized the reported by some residents inconveniences resulting from the indiscriminate inflexibility of the project schedule. The Council will insist on its improvement next year.

g) **Washing Machine Drain Raisers Cleaning**

The Property Manager is in the process of obtaining a quote for cleaning all washing machine drain risers in the tower.

h) **Bicycles Audit**

As per the notice distributed to all Owners and residents, all bicycles located in the common areas of the building must be tagged by their Owners. Any unidentified bicycle by January 15, 2018 will be removed and donated to charity.

i) **Owners Responsibilities for Repairs Inside Suites - Policy**

The Council is drafting a comprehensive policy addressing sometimes confusing Strata Corporation determination who is responsible to repair the Owner's suite that has been damaged when the Strata Corporation's insurance company is not involved.

j) **Commercial Section Drains - identification and tagging**

To expedite response to potential floods and leaks, Malburg Pump and Boiler with assistance of the building staff will identify and tag all commercial section drains in the parkade at level P1.

5) **BYLAWS AND RULES VIOLATIONS**

a) **Parkade Gates Rule Violation**

A letter was mailed to one (1) Owner.

b) **Noise Bylaw Violation**

Letters were mailed to two (2) Owners.

c) **Renovation Rule Violation**

A letter was mailed to one (1) Owner.

6) **CORRESPONDENCE**

a) An Owner submitted a request for renovations of their unit. The Council approved it.

b) An Owner submitted correspondence regarding hit and run incident at the Strata parkade. The Council advised this owner to report it to ICBC.

c) As reported in previous minutes, the Owners from 38th floor requested permission to remodel the 38th floor hallway at their cost. Following the review of the requested by the Council additional project's details, the Council approved it.

- d) An Owner's agents who attended the Council Hearing on November 28th, 2017 submitted a response disputing applicability of the Strata bylaw requiring a minimum 3 month rental period. They agreed to pay the outstanding moving in fees. Because of apparent complexity of the case, the Council is awaiting clarification from the Strata lawyer regarding imposition of fines for the rental bylaws violations.
- e) An Owner submitted correspondence regarding the parkade gate rule violation. After verification of the incident, the Council decided to fine this Owner.
- f) An Owner submitted a request for carpet replacement in their unit. The Council approved it.
- g) An Owner on the 32nd floor reported water stain in the master bedroom floor. The building staff and Council member determined that a small ingress of rain water originated from an edge of the adjacent unit's balcony. UNITUS Painting determined that a leak did not result from a breach of the recently reapplication of the balcony membrane. Vancouver Injection and Waterproofing will perform repairs to the building envelope.
- h) An owner submitted correspondence regarding transparency of the process related to the lobby renovation project. The Renovation Committee chair extended invitation for a meeting with this Owner to review the details of the tenders and contract awarding process.
- i) An owner submitted correspondence disputing charge back for cleaning an oil spill in a parking stall assigned to their unit. After verification of the incident, the Council decided that a \$77.43 clean up charge stays.
- j) An Owner submitted correspondence regarding washing machine drain back up. The Council is going to arrange for washing machine drain riser cleaning affecting this area.
- k) An Owner submitted correspondence providing reason for the noise bylaw violation. After verification of the incident, the Council decided to fine this Owner.
- l) An Owner submitted correspondence regarding water stain in their townhouse bedroom ceiling. Following the building staff investigation of the visible water leak, Vancouver Injection and Waterproofing was engaged to perform repairs.
- m) The Council compiled a list of a number of outstanding bylaws and rules violation letters sent out to various Owners. After detailed verification of each incident and considering any timely response from those Owners, the Council will decide on potential imposition of fines. The affected Owners will be notified about the Council decision in writing.

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) Strata Corporation Property Insurance Renewal

After review of two proposals, the Council approved a quote from HUB Coastal International for the Property Insurance Policy as of January 1, 2018, at an annual premium of \$111,250.00, being \$1,250 higher than for this calendar year. Despite of one, not insignificant, claim of the flood damage restoration, the deductible for the Water Damage will remain at \$15,000.00. The Council thanked Property Manager for successful negotiating of this policy. Also, the Council approved a loan in the above amount from the Joint CRF account to fund the insurance premium. As in the past, the loan will be repaid monthly through an operating account of the insurance expense line.

b) **External water leak in a unit on 32nd floor**

As reported in Correspondence - Item h) above, Vancouver Injection & Waterproofing is attending repairs of the envelope to eliminate minor rain water leak in a unit on 32nd floor.

c) **Annual Fire Inspection**

The Strata Council approved a quote from Elite Fire at \$4,670.00 + taxes. The Fire Inspection will be performed by Elite Fire in March, 2018.

d) **Security/Concierge Duties Review**

Following comments and observations from residents, management and staff, the Council reviewed the performance of CMI Security service. In general, the council is satisfied with the security/concierge staff attitude and responsiveness. However, considering the upcoming holiday period, increase in traffic and visitations, and more active criminal elements and, considering the last New Year day break in to the commercial section office, the Council will remind CMI management about the most relevant security/concierge service duties.

e) **Christmas/New Year Holidays – Schedule**

The Council reviewed the personnel schedule during the upcoming holiday period.

The building employees' contractual days off are:

Monday, December 25, 2017

Tuesday, December 26, 2017

Monday, January 1, 2018

Site Supervisor will be on vacations on December 27, 28 and 29, 2017.

The CMI security guards replacement has been arranged as required.

**PLEASE BE REMINDED TO REPLACE THE ICE MAKER
PLASTIC WATER LINE WITH METAL BRAIDED LINE**

8) **ADJOURNMENT**

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

**NEXT COUNCIL MEETING
TUESDAY – January 23, 2018 at 5:30 pm**

ONLINE ACCESS TO YOUR STRATA CORPORATION

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

1777 West 75th Avenue

Vancouver, BC V6P 6P2

Tel: (604) 685-3828 / Fax: (604) 685-3845

Direct: (604) 638-1961

Email: pkral@pacificquorum.com

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

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.*