

# **MINUTES OF COUNCIL MEETING**

## **STRATA PLAN BCS-460**

### **THE CLASSICO**

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**HELD:** On Tuesday, August 11, 2009 at 5:30 p.m. in the Library at 1328 West Pender Street, Vancouver, B.C.

**PRESENT:**

Roman Piechocki	President
Mark Belben	Vice President
Cornel Berceanu	Building Maintenance
Irfaan Hafeez	Website/Admin.
John Shayegan	
Amir Alavi	

(5:44 p.m. to 6:45 p.m.)

**STRATA AGENT:** Alex Korecki, Vancouver Condominium Services Ltd.

The meeting was called to order at 5:35 p.m.

## **MINUTES**

It was moved, seconded and carried to adopt the minutes of the July 15, 2009 council meeting, as circulated.

## **FINANCIAL REPORT**

1. Special meeting: It was noted that since the last council meeting, a separate meeting was held, attended by:

- Sean Cornish, Vice President VCS
- Ed Janzen, Accounting Manager VCS
- Alex Korecki, Strata Agent VCS
- Mark Latham, former council member
- Cornel Berceanu, council member
- Roman Piechocki, President, strata council

The purpose of the meeting was to review the re-allocations of expenses to previous fiscal periods, to review the accounting methods, and to assess the current status of strata finances. It was determined that in addition to \$35,000 deficit reported at the October 2008 AGM, there is an additional deficit of about \$52,000 which accumulated over the previous two fiscal years. This deficit consists of approximately \$40,000 from the 2007/2008 fiscal year and \$12,000 from the 2006/2007 fiscal year.

These deficits were a result of missed re-allocations, mistakes and underestimates of expenditures.

This additional deficit of about \$52,000 will have to be recovered during the upcoming fiscal period.

2. **Monthly Statements:** Roman Piechocki reviewed the July 2009 financial statements with the strata council. Mr. Piechocki confirmed that, in general, the financial statements are correct and as such it was moved, seconded and carried to approve the June and July 2009 financial statements, as presented.

Also, after discussion, it was moved seconded and carried to switch to accrual basis accounting effective September 1, 2009.

3. **Arrears:** The council reviewed the arrears, specifically focusing on owners with outstanding charge-backs. The agent was requested to issue letters to these owners reminding them of their outstanding balances, and requesting immediate payment.

As recorded in the previous meeting minutes, during re-development, owner of 1368/1372 W. Pender St. ("Irashai" restaurant) caused damage to the fire protection system, which resulted in the Strata Corporation incurring significant expenses. As of July 2009, the total amount owed to the Strata Corporation by the owner of the restaurant is \$2,921.08.

The owner of the restaurant was to take additional steps to bring the repairs into code compliance. After numerous letters a satisfactory response was not received. Acting in the best interest and safety of the building, the Strata Corporation engaged a contractor to complete the work. This additional expense will also be charged back to the owner of the restaurant. The strata council is considering starting a Small Claims court action against the owner.

4. **Audit:** The council revisited the issue of auditing the year-end financial statements. The following quotes were reviewed:

• Reid Hurst & Nagy	\$2,950 plus GST plus expenses
• Berris Mangan	\$3,000 plus GST plus expenses
• Felicity Webb	\$2,400 plus GST (expenses included)

After discussion, it was moved, seconded and carried to engage Felicity Webb, CGA to conduct and audit of the 2009 year-end financial statements.

5. **2009/2010 Draft Budgets:** The council briefly reviewed the proposed draft budgets, reiterating the intent to hire an additional employee to maximize strata's ability to perform certain maintenance tasks, and improve the overall efficiency of building operations. As a result, the council is also planning to modify concierge/security schedule. The draft budgets will be finalized in time for the next council meeting.

6. Account Balances: The current balances for the eleven-month period ending July 31, 2009 in the appropriate funds are as follows:

- Total Cash Balance \$ 317,978.61
- CRF Balance \$ 287,740.26

7. Special Projects:

- (a) Landscaping Improvements: The council budgeted approximately \$3,200 for landscaping improvements during the next fiscal year.
- (b) Treadmill Replacement: The council budgeted approximately \$7,000 for treadmill replacement during the next fiscal year.
- (c) Circular Driveway Repairs: A quote for the circular driveway repairs is still pending. The council anticipates budgeting for this work based on quotes.
- (d) Front Lobby Upstands: The council budgeted approximately \$3,000 for tiling of the front lobby upstands/fountain retaining walls.
- (e) Building Painting: The council directed the agent to draft a  $\frac{3}{4}$  vote resolution for the upcoming Annual General Meeting to have the Commercial and some Residential portions of the building re-painted. Two quotes were obtained:
  - Remdal Painting & Restoration \$ 41,261 plus GST
  - Alumni Painting \$ 21,672 plus GST

The funds for the painting work will be raised from the Contingency Reserve Fund and will be split between the Commercial and Residential sections. The agent will budget for a 10% cost over-run and will continue to obtain quotes for the work until such time as the contract has been awarded, if approved by the owners at the Annual General Meeting.

## **BUSINESS ARISING**

1. Five-Year Warranty Items: The developer, Mondiale Developments, continues to address the outstanding five-year warranty items. The council also discussed a response from Travellers Guarantee Company of Canada, noting that commercial use areas are excluded from warranty coverage as per section D.1.1(q) in the Building Policy document. The agent has been asked to further liaise with the Travellers Guarantee Company of Canada to try to determine why no insurance coverage is provided.
2. Guest Suite Rental: If you are interested in reserving the guest suite for family and/or friends during the Olympic Games (February to March 2010) please write to the strata council via the management company. Please include your suite number and the preferred date(s). This is not a booking and will only give the council a general idea of the interest in rental of the guest suite during this period.

3. **Annual Fire Testing:** As discussed in the previous meeting minutes, after the third round of annual fire inspection, four units had failed to provide access. As per the previous meeting minutes, these units have now been fined \$200 each in accordance with the bylaws and the Strata Property Act. In addition, they have been issued letters directing them to have their units inspected by a certified fire inspection company and submit the resultant report to the management company no later than September 1, 2009. Failure to supply the report by the said date will result in weekly fines of \$200 until such time as a report has been received.
4. **Scratched Window:** The council briefly re-visited the issue of an owner who had complained of a scratched window in their unit. This was discussed under window washing in the previous meeting minutes. After discussion, council agreed to honour the previous council meeting decision.
5. **Irashai Sushi Code Compliance:** As discussed in the previous meeting minutes, Nikls "One Call" has completed repairs to the electrical wiring improperly connected and damaged by the restaurant. Mircom Fire has tested the wiring. The outstanding repairs are ceiling patching and re-installation of insulation.
6. **Contracts:**
  - (i) **Carpet Cleaning:** The quarterly cleaning contract with The Cleaning Connection has been terminated. This decision was in no way reflective of the company's performance. The council still intends to contact The Cleaning Connection to clean the building on an "as needed" basis.
  - (ii) **Exercise Equipment:** The council has terminated Exertec's monthly contract, effective August 31, 2009. The council still intends to contact Exertec on an "as needed" basis to repair the gym equipment.
  - (iii) **VCS Contract:** The council has approved the renewal of the strata management services contract with Vancouver Condominium Services for an additional three-year period with an increase in management fee of 3%.
  - (iv) **Booster Pump Replacement:** As discussed in the previous meeting minutes under the domestic water distribution system section. One of the booster pumps at the building has failed. Milani Plumbing, Pacific West Plumbing & Heating and Spears Sales & Services was contacted to quote on the work. Pacific West Plumbing & Heating noted they would need to remove the booster pump prior to quoting on the repairs. Milani Plumbing submitted a quote in the amount of \$2,852 plus GST for the repairs. At the time of the meeting, a quote from Spears Sales & Services was still pending. A decision on the contractor to perform the work will be made in between meetings once the Spears quote is reviewed by council.

**Post Meeting Note:** A quote from Spears Sales & Services Ltd. was received shortly after the strata council meeting in the amount of \$1,870 plus GST for the seal replacement on the booster pump. It was moved, seconded and carried to proceed with Spears.

## **CORRESPONDENCE**

*Owners are invited to write council via the management company regarding any strata matters.*

1. The council received a letter from an owner requesting the reversal of a \$200 fine as a result of the owner failing to provide access for fire inspections. The council denied the request.
2. The council reviewed a letter from an owner in the tower requesting permission to alter one of their exterior windows by changing it to an openable window. The council is of the opinion that the window will alter the exterior appearance of the building, the request was denied.
3. The council reviewed a renovation request from an owner. The owner proposed removing two walls around their solarium creating a more open floor plan. After reviewing the owner's blueprints, the council noted that the owner had failed to account for gas and water pipelines. The owner should refer to sheet #M20 of the Mechanical Drawings. This sheet may be obtained from the Site Supervisor for inspection and/or copying. After discussion, the request was denied, pending further information from the owner.
4. The council received a letter from a townhouse owner expressing concern that, while they were watering the exterior planters on their rooftop, water had entered through the ceiling of their unit. The issue was investigated prior to the meeting and determined to be the result of a damaged exterior hose bib. The owner repaired the hose bib and the issue was corrected.
5. The council reviewed a letter from an owner who complained of random occurrences where water would drip onto their balcony from the units above. The council would like to take this opportunity to remind all owners that balconies should only be washed with a damp mop and that no water should be allowed to flow over the balcony edge. A memo in this regard will also be posted in the building common areas.
6. The council received a letter from an owner requesting permission to install hardwood flooring in their strata lot. After discussion, council granted the owner's request, subject to their using an underlay material with an STC and ITC rating equal to or greater than 70.
7. The council reviewed a letter from an owner with concerns about various deficiencies relating to the exterior building envelope. According to the owner the list has been forwarded to the developer on numerous occasions but has not been addressed. After review, the council noted that these issues have been discussed with the developer and the developer is in the process of addressing them.

## **NEW BUSINESS**

1. **Sushi Restaurant Garbage Odour:** Recently, the council received complaints of odours emanating from the Sushi Restaurant garbage. A letter was issued to the restaurant requesting that they have the garbage picked up on a more frequent basis and to wash out the garbage dumpster. At tonight's meeting, the agent was asked to issue a follow-up letter informing the operator of a special type of garbage bags that should be used for disposal of restaurant waste.
2. **Air Conditioner Leak:** Recently there was an incident whereby the A/C unit froze in a tower suite due to improper maintenance. This resulted in extensive damage to the owner's strata lot. The council would like to take this opportunity to reiterate a section from the previous meeting minutes dated July 5, 2007 as this owner appears to have misinterpreted the strata's responsibilities.

*“...All A/C units are individual appliances each serving only one suite, and are the property of the owners of the suites. Therefore, their maintenance and repairs are also the responsibility of the owners. Consequently, all owners of the suites equipped with A/C units are hereby advised that they are responsible for the call-in service of their choice to repair the A/C unit, in the event of failure, to the owner’s account, and that any associated damage (e.g. flooding of their suites) will also be their financial responsibility.”*

3. **Carbon Monoxide and Propane Sensors Testing:** During the last year test of the parking garage sensors, the contractor had advised the council that eight propane sensors will require replacement as they are no longer supported. The price to replace these sensors is \$435 each. After discussion, the council agreed not to proceed with the replacement of the sensors as recommended by Critical Environmental Technologies. The agent was directed to bring in a different company to perform the sensor testing and provide their opinion.
4. **Owner Repair Responsibilities:** In order to help the flow of information and ensure that owners understand what falls under their own responsibility, the council compiled the following list of individual owners' maintenance responsibilities. This information was last re-run in the December 2008 meeting minutes:

### **Appliances and connections:**

*Stove and oven  
Fridge/freezer  
Dishwasher  
Washer  
Dryer including internal lint trap  
Microwave oven  
Garburator  
A/C Units where applicable*

### **Plumbing:**

*Fixtures – faucets, drains, shut-off valves, showerheads, handles, cartridges  
In-suite piping and pipe connections, seals, washers, etc.  
Bathtubs  
Bathroom and kitchen sinks  
Toilet  
Toilet water tank and its internal mechanisms  
Tub and shower enclosures – fixtures, caulking, seals, grout joints  
In-suite P-trap*

**Electrical system and fixtures:**

Light fixtures  
In floor-warming system  
Timers  
Thermostats  
Switches  
Outlets including cable and telephone jacks  
Circuit breakers  
Ground fault circuit interruptors (GFCI)  
Junction boxes  
Baseboard heaters

**Gas fireplace**

Piping, connections, pilot, valves, burners, etc.

**Fire protection system:**

Smoke alarms \*  
Speakers (when visibly damaged, painted over or tampered with)  
Sprinkler heads (when visibly damaged or painted over)

- \* *Smoke alarm is a combined smoke detector and audible alarm device, not connected to building fire alarm system. It is designed to sound an alarm within a room or a suite in which it is located upon detection of smoke within that room or suite. It should be tested by resident monthly and vacuumed by resident twice a year. Its functionality is checked during the annual service of building fire protection system, which is arranged by the Strata Corporation. If the device is found to be faulty, by the resident or by service technician, it should be replaced and the cost of it should be borne by the owner of the suite. The device is connected to the electrical system of the suite and does not require batteries.*

**Ventilation:**

Bathroom/shower place exhaust fans  
Range hood exhaust fan including filter  
Dryer booster fan including external lint traps and ducts  
Air condition units  
Heat recovery ventilators

**Various finishes:**

Wall paint  
Hardwood floor  
Carpets  
Granite  
Marble  
Ceramic tiles  
Kitchen cabinets  
Closets  
Vanities  
Baseboards

**Doors and windows:**

Locks  
Closers  
Latches  
Handles and hinges  
Mirrors, tracks, etc.

There being no further business, the meeting was adjourned at 8:21 p.m. The next strata council meeting has been scheduled for Wednesday, September 16, 2009 at 5:30 p.m.

The Annual General Meeting has been tentatively scheduled for Wednesday, October 21, 2009. Registration is scheduled to start at 6:00 p.m. and the meeting at 6:30 p.m.

An official notice of the Annual General Meeting will follow in October.

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