

# **MINUTES OF COUNCIL MEETING STRATA PLAN BCS-460 THE CLASSICO**

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**HELD** On Monday, December 6, 2010 at 5:30 p.m. in the Library,  
1328 West Pender Street, Vancouver, B.C.

**PRESENT** Roman Piechocki  
Peter Van Diepen  
Mark Belben  
Irfaan Hafeez

**STRATA AGENT** Bill West, Vancouver Condominium Services Ltd.

The meeting was called to order at 5:30 p.m.

## **ELECTION OF OFFICERS**

The council voted to elect:

Roman Piechocki	-	President & Treasurer
Peter Van Diepen	-	Vice-President

## **RULES**

The council voted to adopt the strata rules as attached.

## **MINUTES**

It was moved, seconded and carried to adopt the minutes of the September 23, 2010 council meeting, as circulated.

## **FINANCIAL REPORT**

1. **Monthly Statement:** It was moved, seconded and carried to adopt the September and October 2010 financial statements, as circulated. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Account Balances: The current balances for the 2<sup>nd</sup> month as at October 31, 2010 in the appropriate funds are as follows:
  - Total Cash Balance           \$629,658 (Including CRF Balance)
  - CRF Balance                   \$367,211 (Contingency Reserve Fund)
3. Insurance Renewal: The insurance renewal date is December 31<sup>st</sup>. The agent will supply council with quotes to renew the coverage as soon as they are available.
4. LIWP Investments Ltd. – 1368/1372 West Pender: As previously stated, a Default Order of Judgement was obtained against LIWP Investments Ltd. as a result of their failure to pay outstanding charge-backs totalling \$7,226.08. All payments have since been satisfied and the matter is now considered closed.

## **BUSINESS ARISING**

1. Five Year Warranty Items: The five year warranty deficiency items have been completed by the developer to council's satisfaction. The agent will notify the insurance company that the building's five year warranty items have been successfully completed.
2. Booster Pump Upgrade: At the Annual General Meeting the owners approved an upgrade of the booster pump used to circulate water throughout the building. Council has approved a proposal by Ram Mechanical to perform the upgrade. As part of this project, the council has also approved proceeding with the pumps energy consumption audit. It will enable pumps manufacturer to custom size the equipment for our specific requirements.
3. Pressure Relief Valves for Fire and Jockey Pump: Hydroworks Contracting Ltd. has completed the work to repair the fire and jockey pump, as previously approved by council. The cost of the repair was \$1,725 plus HST.
4. Party Room Tiling: The party room tiling has been completed by Glory Carpet at a cost of \$13,600 including HST. Council approved payment.
5. Window Washing: The council determined that window washing would ensue upon completion of the dryer vent cleaning which is tentatively scheduled for late February. The window washing will be conducted in March. Notices will be provided to owners and residents when the actual dates are set. The council reviewed a quote from Pacific Heights Window Washing Incorporated for \$8,200 plus HST to provide the window washing service. Council directed the agent to obtain a competitive quote from another firm, which will be provided at the next council meeting. Council is anticipating two window washings annually, one in March, the other in August.

6. Annual Fire Alarm Inspection: Council reviewed a quote from Mountain Fire Protection Ltd. to perform the annual fire inspection. The cost estimate is \$3,400 plus HST. Council directed the agent to request a competitive quote from Mircom.
7. Water Feature: Council approved a quote from Imperial Paddock Pools Ltd. for repair of the water feature pump and motor. The cost of the repair is \$1,175 plus HST.
8. Roof Anchor Testing: Roof Anchor Testing will be conducted on December 9<sup>th</sup> in order to ensure that all anchors are safe and secure. The roof anchors are utilized by contractors (window washing, dryer vent cleaning, etc.) when scaling the building exterior.
9. Drain Cleaning: Council authorized Pacific West Plumbing to clean the drains via the kitchen stacks in units #406, #501, #502, #503 and #504. There are seven suites in total that need these lower drains cleaned and cleared on a bi-yearly basis. The first two suites have been completed and the five remaining will now be cleaned.
10. Bylaw Violation Fine: Council directed the agent to assess a pets bylaw violation fine on an owner after proper notice was served.

## **CORRESPONDENCE**

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

1. An owner wrote protesting move-in charges that they thought were not warranted. The council investigated the issue with building staff and determined that the owner was indeed correct, that the move-in charges were wrongfully applied. Council directed the agent to reverse the charges.
2. An owner wrote protesting a charge-back that they had received for the cost of cleaning safety glass that had been stained, due to their unapproved renovation. The council responded that the bill sent was indeed correct and it is the responsibility of the owner to pay.
3. Council reviewed and approved a renovation request from an owner on the 30<sup>th</sup> floor. The renovation will create some noise and the building staff will do their utmost to inform nearby residents when noisy periods will ensue.
4. A commercial owner wrote to request council pay back the cost of drain cleaning that had to be performed on the weekend when building staff could not attend to it. After reviewing the invoice and the circumstances of the plumbing incident, council approved repayment to the commercial unit for the cost of \$1,008 including HST.

## **NEW BUSINESS**

1. Security Upgrade:
  - (a) The strata is nearing completion of a four point security upgrade which includes the elevator which was re-programmed to require a fob in order to access level P1.
  - (b) The visitor parkade access has now had a key scan reader installed.
  - (c) Parkade gates have been reinforced with expanded metal sheets.
  - (d) The residential parkade key scan reader is being re-positioned in order to shorten the amount of time necessary for the gate to remain open.
  
2. Washing Machine Hose Replacement: At this year's AGM, the strata approved replacement of all plastic washing machine hoses with metal braided hoses. The council solicited quotes from several firms and elected to hire building staff personnel in order to complete the re-installation of all washing machine hoses as a sub-contract. The work will be performed after regular staff work hours. The decision to utilize the building staff as opposed to an outside firm is both cost-saving and efficient in that during the time that the building manager has access to the suites, he can identify the water shut-off valve in each of the units and inform the owners as to the shut off valve location. The manager will also be conducting a refrigerator water line audit in order to determine which refrigerators have plastic lines. It is intended to recommend that owners replace plastic lines with metal braided lines at their expense.
  
3. AGM New Business: The following items were brought forward by the owners at the Annual General Meeting for council to consider this year. The items are as follows:
  - (a) Refrigerator Supply Lines: As previously noted, an audit will be conducted at the same time as the washing machine hoses are being replaced.
  - (b) Bicycle Storage: An owner had requested that more bicycle storage be provided. Council recognizes that parking level 3 is the only possible space for more bicycle storage. In order to create more storage, they will need to investigate the most effective way to create it and also how to budget for it. This issue will be given further consideration during the course of this year.
  - (c) Front Driveway Parking: An owner requested that the circular driveway be designated a fire lane. Council responded that this is not feasible, since the circle is used for a drop off many items and some commercial use.
  - (d) Fob Audit: An owner requested that the strata conduct a fob audit. The strata council responded that an audit is currently done on a regular monthly basis.

- (e) Concierge Acceptance of Deliveries: An owner requested that the building staff receive packages for owners. The council has determined that the building staff is not large enough to accommodate this request, nor can they assume responsibility for the signing of personal property.
  - (f) Night Security: An owner requested that night time security be enhanced. The council responded that this could be done if the budget permits. Council will look into this topic as the year progresses.
  - (g) Front Water Feature: An owner had requested that plants be added to the water feature and that it be beautified. The council discussed this issue and has resolved that, because of the chemicals that are placed within the water, that it would not be a receptive environment to plants or living organisms.
  - (h) Water Shut-off Education: An owner had requested that the strata inform the ownership how to turn off the water within the entire unit. As previously stated, this will be accomplished during the washing machine hose replacement project when building staff gain access to suites, they will have an opportunity to identify the location of the water shut-offs and will inform the owners.
4. Building Manager's Employment Status: The newly hired building manager's probation period has come to an end and the strata has endorsed his continued employment.
  5. Commercial Keys: The council reports that they have obtained and organized copies of nearly all commercial keys. This project will soon be completed.
  6. Form K – Notice of Tenants Responsibilities – Tenant Registration – New Bylaw: Owners are reminded of bylaw 2.4(2) and 7.6(4):
    - 2.4 (2) *The strata corporation requires that a tenant must provide the strata corporation with their name and contact information.*
    - 7.6 (4) *Before a tenant may move into any strata lot, the owner shall deliver or cause to be delivered to the strata corporation a "Form K – Notice of Tenant's Responsibilities" in the form set out in the Act, signed by the tenant.*
  7. 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.

**Appliances and connections:**

Stove and oven  
 Fridge/freezer  
 Dishwasher  
 Washer  
 Dryer including internal lint trap

**Plumbing:**

Fixtures – faucets, drains, shut-off valves,  
 showerheads, handles, cartridges  
 In-suite piping and pipe connections, seals,  
 washers, etc.  
 Bathtubs

Microwave oven  
Garburator  
A/C Units where applicable

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 interrupters (GFCI)  
Junction boxes  
Baseboard heaters

Responsibility for clearing drain lines will follow the physical routing of those lines:

- blockage occurred within a suite, or a commercial unit - the owner pays;
- blockage occurred within the tower or under townhouses – residential section pays;
- blockage occurred within the commercial section - commercial section pays;
- blockage occurred past the point where residential and commercial lines join, both strata sections pay.

**Fire protection system:**

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

**Gas fireplace**

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

There being no further business, the meeting was adjourned at 7:30 p.m. The next meeting will be held on Monday, January 10, 2011 at 5:30 p.m.

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## **HAPPY HOLIDAYS**

***Please note that our office will be closed on Friday, December 24<sup>th</sup>, Monday, December 27<sup>th</sup>, and Monday, January 3<sup>d</sup>. Emergency service is available if necessary: please call the usual telephone number, 604-684-6291, for assistance. We take this opportunity to wish everyone a very Happy Holiday Season.***

**BCS-460 – CLASSICO RULES**  
**Updated December 1, 2010**

**Rule No. 1: RENTAL POLICY FOR PARTY ROOM**

Anyone wishing to rent the Party Room for exclusive use must adhere to the following:

**1. Application:**

- Only an owner of BCS-460 may make an application for exclusive use of the Party Room. If the owner has rented out his or her suite, only the registered tenant (hereinafter also referred to as “owner”) of that suite may make an application.
- An owner wishing exclusive use of the Party Room must book the room with the Building Staff.
- A \$75 fee is payable to rent the Party Room for exclusive use. This fee is non-refundable and is payable by cheque to “BCS-460”, at the time of booking.
- An owner who rents the Party Room for exclusive use must also make a \$100 refundable damage deposit by cheque to ‘BCS-460’, at the time of booking.
- An owner must sign the application form to rent the Party Room, which includes a waiver of liability and an agreement to use the room in accordance with this Rule No.1.

**2. Attendance at Function**

- The owner must be in attendance at the function.
- The maximum number of people in the Party Room is 60.

**3. Owner’s Responsibility**

- The owner is personally responsible for the conduct of all guests attending their function; the owner must ensure that all Bylaws and Rules of the Strata Corporation are fully complied with.
- This responsibility is acknowledged and accepted by signature to the contents of this application.
- Adult supervision is required in the Party Room.
- The pool table should not be moved.
- The ping-pong table may be moved, but not collapsed/folded.

**4. Party Room Use Rules:**



- **Alcohol:** If alcohol will be present in the Party Room during the function, a Party Alcohol Liability insurance policy must be purchased and be in effect during the function. (This insurance policy can be purchased from an insurance agency). Alcohol can only be consumed within the Party Room and may not be taken outside of the Party Room.
- **Entrance:** An owner is responsible for the entrance of all guests into the Classico. It is not the responsibility of the Building Staff to escort an owner's guests into the Party Room.
- **Property Access:** Inside Classico, guests are limited to the Party Room. In order to respect the privacy of Classico residents, guests are not permitted to wander the premises.
- **Washrooms:** A washroom is available in the hallway adjacent to the Party Room.
- **Decorations, streamers, banners:** Nothing shall be attached to the walls or ceiling of the Party Room.
- **Cooking:** Cooking of meats, vegetables etc. are not permitted in the Party Room. However, cold food may be prepared and served.
- **Smoking:** Smoking is not permitted in the Party Room or on the Party Room balcony due to the City of Vancouver Health Bylaw No. 9535 which prohibits smoking within six (6) meters of a door, window or air intake system.
- **Music:** Music, provided by reasonable home stereo equipment and other entertainment is permitted and shall be kept to a reasonable sound level in order that the nearby residents are not disturbed.
- **Noise:** The owner is responsible for keeping the noise in the Party Room at a level that will not result in a disturbance to nearby residents.
- **Adult Supervision:** An owner is responsible for ensuring that an adult over the age of 19, be in the Party Room at all times.
- **Pets:** No pets are permitted in the Party Room.

## 5. Times:

- The Party Room may be rented for period of up to five (5) hours.
- A function may not begin in the Party Room before 7:00 a.m.
- All guests must vacate the Party Room no later than 11:00 p.m.

## 6. Clean-up:

- The owner applicant is responsible for all clean up and for restoring the Party Room and adjacent washroom to their pre-function state to the satisfaction of the Building Staff, acting reasonable. This shall be completed by within (30) minutes of the end of the function.

- Any damage or cleaning required as a result of a function in the Party Room and the use of washroom will be charged back to the owner.

## **7. Questions:**

- Any questions concerning the rental policy or the use of the Party Room should be directed to the Building Staff.

## **Rule No. 2: FITNESS CENTRE**

1. All users of the Fitness Centre are requested to adhere to the Fitness Centre etiquette:

### **When you come to the Fitness Centre, please....**

- Wear proper athletic and lower body clothing and shoes. Bare feet and socks only are not permitted.
- Make sure that drink containers have a closeable top. Do not leave containers on the floor.
- Personal stereos and radios without earphones are not permitted in the fitness center.
- Do not use chalk or powder in the facility
- Bring a workout towel and wipe off equipment when you are finished.

### **When you are in the Fitness Centre, please....**

- Do not use equipment unless you are knowledgeable in its proper use.
- Do not monopolize a piece of equipment.
- Ask if you may 'work-in' and always let others 'work-in'.
- When 'working-in' with someone, return the seat and weight to the previous owner's set-up.
- Do not pound the weight stack at each repetition.
- Do not remove the weights, benches or other equipment from their proper location.
- Re-rack the weights and return all other accessories to their proper location.
- Avoid making loud sounds (banging weights, yelling, dropping dumbbells etc.)
- Do not lean on the mirrors or lean anything against them. They are very fragile.

### **When you are leaving the Fitness Centre please....**

- Clean up after yourself.
- If you are the last to leave, please turn off the television set and fans.

- Close the door.
- 2. No children under 13 are permitted without an adult present at all times in the Fitness Centre.
- 3. Fitness Centre hours: 6:00 a.m. to 11:00 p.m.; it is closed for maintenance weekdays 12:00 noon to 12:30pm; weekends 10:00am to 10:30am.

## **SWIMMING POOL, SPA AND SAUNA**

1. A cleansing shower using warm water and soap is mandatory before entering the swimming pool, spa or sauna.
2. All persons with open sores, bandages, head colds, discharging ears or noses, or infected eyes are forbidden to enter the Swimming Pool area.
3. Running, fighting or any form of conduct likely to cause an accident in the Swimming Pool area is forbidden.
4. No children under 13 are permitted without an adult present at all times in the Swimming Pool area.
5. No animals are allowed.
6. No drinks or food are permitted at any time.
7. Persons with long hair must wear bathing caps.
8. No diving.
9. After using the Swimming Pool or Spa, footwear and towels must be used when returning to the building.
10. Strata Corporation reserves the right to deny use of the facility to anyone at any time.
11. Warning – No Lifeguard on Duty.
12. Swimming Pool area hours: 6:00 a.m. to 11:00 p.m. It is closed for maintenance weekdays 12:30pm to 1:30pm; weekends 10:30am to 11:30am.

13. There is no glass items permitted in the pool area at any time.
14. There is no soap items permitted in the pool area at any time.

### **Rule No. 3: SMOKING**

No smoking is permitted in any enclosed common area and within six (6) meters of external common area door, window or air intake system. Smoking is not permitted in the small balcony in the Party Room. (See rule no. 1 subsection 4.)

### **Rule No. 4: VISITOR PARKING**

1. All visitors wishing to park their vehicle in the visitor parking may do so FOR UP TO FOUR HOURS and must sign in and report the particulars at the main lobby desk.
2. All visitors wishing to park their vehicles in the visitor parking overnight or for longer than four hours must obtain parking permit from the Building Staff.
3. All vehicles parked in the visitor and commercial parking stalls without a permit will be towed at 6:00 a.m.
4. Permits may only be issued for a maximum of five nights per month, per suite.

### **Rule No. 5: SKATEBOARDS AND ROLLER BLADES**

Roller blades are not to be worn in the building. Residents are requested to put on their roller blades outside the building. Similarly, residents should not ride skateboards inside the building.

### **Rule No. 6: CARTS AND DOLLIES**

Carts and dollies are not to be taken through the lobby. Residents with carts and dollies should use the back lane entrance Level 3 or parkade entrances at levels P1, P2 P3.

### **Rule No. 7: CHRISTMAS TREES**

Live and natural Christmas trees are not permitted in the building. Artificial Christmas trees are permitted.

## **Rule No. 8: EMERGENCY INFORMATION**

Any resident/owner/tenant requesting or requiring an access fob will be required to complete a contact sheet in detail prior to receiving the access fob(s). This information will be used to contact the appropriate person in case of an emergency situation.

## **Rule No. 9: MOVING PROCEDURES**

All moves must take place between 9:00 a.m. and 8:00 p.m.

## **Rule No. 10: GUEST SUITE RENTAL POLICY**

Anyone wishing to rent the Guest Suite for exclusive use must adhere to the following guidelines and building rules as noted:

1. **Rate:** The rate per day to rent the Guest Suite is \$50.00. Payment for the stay must be made at the start of the stay; without payment entry will be refused. Payment must be in cash or in form of a cheque made payable to "BCS-460".
2. **Deposit:** A \$100.00 damage deposit made payable to "BCS-460" must be made when making a reservation. **THE BOOKING IS NOT CONFIRMED UNTIL THE DEPOSIT IS MADE AND THE RESERVATION FORM IS COMPLETED.** During this time another suite Owner/Resident can book the Guest Suite.
3. **Term/Duration:** Each "Classico" suite may book the Guest Suite for up to 5 days per calendar year, as far in advance as desired, on a first-come-first-served basis. If a suite wants to book additional days, such bookings can be made no sooner than one month before the date required. The Owner/Resident of the suite along with the guest will check out of the room with the Building Staff by 11:00 a.m. on the last day of the booking. To aid check-in there is a one-day period between bookings to allow for cleaning and checking for damages. Check-in on the first day of the booking can be from 7:00 a.m.
4. **Maximum Occupancy:** 2 adults and 2 children. The children cannot occupy the Guest Suite without an adult (adult is someone 19 years of age or older) present or be left unattended.
5. **Room Conditions:** The Owner/Resident is required to provide pillows, bed linens and towels for the duration of the guest's stay. The room will only be cleaned prior to occupancy and after the guest leaves. The Owner/Resident and guest will do cursory cleaning of the suite at the end of the stay. Please note there is **NO**

**SMOKING** and **NO ANIMALS** allowed. The damage deposit will be refunded after the suite has been vacated and checked for damages and any damages deducted.

6. **Cancellation Policy:** If an Owner/Resident who has made a reservation wishes to cancel the reservation, the Owner/Resident will inform the Building Staff as soon as possible. There will be a \$50.00 minimum charge if the cancellation is less than 7 days in advance, and this fee will be deducted from the damage deposit.
7. **Reservation:** All reservations will be done through the Building Staff only. The Owner/Resident will be required to complete a reservation form and agree to the regulations set out in this document.
8. **Guest Suite & Common Area Access:** A key to the suite and access fob will be provided to the guest for the duration of the stay. The guest will have access to the Owner/Resident floor, guest parking, front door, rear entrance level, fitness suite, swimming pool, library and party room. The guest will be compliant with the Bylaws and Rules of the Classico during their stay and the Owner/Resident is responsible for the guest adhering to these.
9. **Key & Access fob:** A key and access fob will be returned to the Building Staff at the end of the stay (see no. 3 above). If a key or access fob is lost, damaged or not returned, the Owner/Resident will be charged a \$75.00 fee and this will be deducted from the damage deposit.
10. **Television:** There is a television set in the guest suite with remote control. The television is programmed to receive a selection of channels and this cannot be altered in any way. The remote control must stay in the guest suite.

### **Rule No. 11: COMMERCIAL SIGNAGE**

All Commercial lot signage must be approved by council prior to installation. The following are not permitted:

- (a) Sandwich Boards
- (b) Neon Signs including Open and Closed Signs
- (c) Flyers/papers taped to the inside of windows

### **Rule No. 12: PETS IN BUILDING**

All pets must be taken out of the building through the third floor back lane entrance or through parkade Level P1. At no time is any pet permitted in the lobby.

### **Rule No. 13: PARKADE GATES PROCEDURE**

All residents must wait for the gate to close when entering or exiting the parkade. Residents are responsible for the action of their guests.

### **Rule No. 14: ACCESS FOB ENTITLEMENT**

*All owners are entitled to purchase a limited number of access fobs equal to the number of bedrooms in the unit plus two (a one bedroom unit is entitled to no more than three fobs, a two bedroom unit is entitled to no more than four fobs, a three bedroom unit is entitled to no more than five fobs, etc.) The cost for each fob purchase is \$75.00.*

### **Rule No. 15: INSPECTIONS**

A fee of \$75.00 will be charged for building inspections requested by real estate agents or by potential unit buyers if the Building Staff is required to be in attendance. This fee must be paid to "BCS-460" before the inspection.

### **Rule No. 16: RENOVATIONS/ALTERATIONS**

This rule applies in addition to provisions of the strata bylaws **2.5 – Obtain approval before altering a Strata Lot or Common Property** and **7.1 – Use of Property**.

This rule applies to the owner of a Classico unit where any significant renovations or alterations are being done; the determination of "significant" will be at the discretion of Classico strata council.

*Before any restorations/alterations commence, the owner must submit to building staff a \$500.00 damage deposit payable to "BCS-460". This will be returned after work completion and common areas checked for damages, and any damage repairs deducted.*

The owner must provide the building staff with approximate schedule of the entire renovations/alterations project.

The owner must ensure that the hours of work are restricted to 8:00 a.m. to 5:00 p.m., Monday through Friday, and 11:00 a.m. to 5:00 p.m. on Saturdays.

To perform renovations/alterations on Sundays and on statutory holidays, the owner must apply for permission in writing to the council at least five business days before the Sunday or holiday date.

The owner performing or contracting with others to perform renovations or alterations will be responsible for ensuring that all required permits and licenses are obtained. The owner must ensure that the Classico property management agent has a contact phone number for whoever is supervising the renovations/alterations.

The owner must not permit any construction debris, materials or packaging to be deposited in the strata corporation's disposal containers.

The owner must ensure that the delivery and removal of any construction materials is through the back lane entrance and, if in an elevator, the owner must ensure the elevator is protected with proper wall pads and floor coverings. The owner must not permit any renovations/alterations materials to be transported through the main lobby.

*The owner must ensure that any common areas that may be affected by the renovations/alterations are protected from any spillage or dripping, and kept clean daily. This includes corridors, elevators, stairs, lobbies and paths through the entrance areas.*

*The owner must not open the door of the suite to vent smoke or dust into the corridor. This may activate main building fire alarm system. The strata may fine the owner, as the fire department charges for false alarms.*

An owner in contravention of any above rules shall be subject to a fine of \$50.00 for each contravention, as well as responsible for any clean-up or repair costs.