

# MINUTES OF COUNCIL MEETING

## STRATA PLAN BCS-460

### CLASSICO

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**HELD** On Wednesday, January 27, 2010 at 5:30 p.m. in the Library at 1328 West Pender Street, Vancouver, B.C.

**PRESENT**

Roman Piechocki	President/Treasurer
Mark Belben	Vice President
Irfaan Hafeez	Website Administrator
Paul McGeachie	

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

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

#### **COUNCIL MEMBER RESIGNATION**

The strata council regretfully accepted the resignation of Cornel Berceanu. The Council would like to express their thanks to Cornel for his past years on the council and dedication to the building.

With the resignation of Cornel Berceanu, a position on the council has become available. Any owners interested in serving are invited to advise the strata council via the management company.

#### **MINUTES**

It was moved, seconded and carried to adopt the minutes of the November 25, 2009 council meeting, as circulated.

#### **FINANCIAL REPORT**

1. **Monthly Statements:** It was moved, seconded and carried to approve the November and December 2009 financial statements, as presented. 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 Balance:** The current balances for the 4<sup>th</sup> month ending December 31, 2010 in the appropriate funds are as follows:

- Total Cash Balance \$460,984.07
- CRF Balance \$300,646.87

3. Arrears: The council continues to be diligent in pursuing owners with outstanding fees and charges on their accounts.
4. Irashai Sushi Restaurant: Roman Piechocki and Paul McGeachie met with a representative from Irashai Sushi Restaurant to discuss their outstanding charge-backs totalling \$7,226.08. (\$6,995.32 for unit #1368 and \$230.76 for unit #1372.)

During the meeting, the representative had claimed that they did not receive any correspondence from the council, despite the fact that the correspondence had been sent directly to the unit and to the non-resident address provided to the strata corporation.

In an attempt to avoid any confusion and misunderstanding, the agent was directed by the council to issue a follow-up letter to Irashai Sushi Restaurant with all previously issued correspondence attached. The letter was mailed out on Wednesday, January 13, 2010 by registered mail to both the unit address and the non-resident address provided to the strata corporation. In addition, council member Roman Piechocki delivered a copy of the letter in person on Friday, January 15<sup>th</sup>, delivery of which was witnessed by the site supervisor.

The agent then informed the strata council that he spoke to the son of the owner of the restaurant who promised to pay the outstanding amount once all associated invoices had been received. To date, no additional information has been received from the sushi restaurant. The strata council is investigating the possibility of hiring a collection agency and/or starting a Small Claims Action. A final decision will be made at the next council meeting.

## **BUSINESS ARISING**

1. Five-year Warranty Items: The developer, Mondiale Developments, continues to deal with outstanding five-year warranty items. Mondiale started addressing the exterior townhouse dryer vent issues; however, due to a worker injury, the work has been postponed.

The council recently received a report from the owner of TH2 informing them that the skylight condensation issues have still not been addressed and are outstanding from the previous five-year warranty discussion. The agent was directed to issue a letter to the developer.

2. Flood – Units #3507 to #3307: As discussed previously, on October 8, 2009, the building suffered a flood affecting units #3507 to #3307. The flood was found to be the result of a burst toilet supply line in unit #3507. An insurance adjuster was appointed and repairs completed.

As the flood was a result of a burst toilet supply line (an in-suite issue) the strata council directed the agent to charge back the owner for the strata insurance deductible of \$10,000. The owner has since paid the charge-back amount in full.

All owners and residents are reminded that the strata corporation's insurance policy does not provide coverage for individual contents, betterments or improvements (i.e. storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner Package" insurance for this coverage, including any improvements. You should contact your home insurance company to determine if you have this coverage or not.

3. Treadmill Replacement: At the previous council meeting, council authorized the purchase of a Life Fitness Treadmill (Model CLTREAD DONE LOW VT English) at a price of \$5,157.23 including tax. This amount has, in fact, been misreported in the minutes and was the amount prior tax. The agent since spoke to a representative from Life Fitness who re-quoted \$5,042.84 plus tax. Prior to proceeding with the ordering of the treadmill, the agent was instructed by the council to confirm what taxes are applicable on the purchase.
4. Camera Upgrades: The camera upgrades have been completed.
5. Re-organization:
  - (i) Building Manager: The council has hired an additional building manager, Kevin Rose. The council received approximately 40 resumes for the position. Eight potential candidates were interviewed and Mr. Rose was selected. Mr. Rose will be helping with facilitating the maintenance and management of the building and is on probation with the strata corporation until April 3, 2010.

The new building manager/supervisor schedules are as follows:

- Kevin Rose – Building Manager Monday to Friday – 7:45 a.m. to 3:45 p.m.
- Surinder Sondhi – Site Supervisor Monday to Friday – 3:30 p.m. to 11:30 p.m.

- (ii) Concierge/Security: The council directed the agent to sign a new contract with CMI Concierge & Security Inc., which the strata council negotiated. The contract is for a one-year period with a 30-day termination clause. The new concierge hours are as follows:

- Friday – 11:00 p.m. to midnight
- Saturday – midnight to 7:00 a.m.
- Saturday – 3:00 p.m. to midnight
- Sunday – midnight to 7:00 a.m.
- Sunday – 3:30 p.m. to 11:30 p.m.

6. Telus/Fido Contract: A new contract has been signed with Fido for the building cell phone.
7. Gas Metering: Mr. Paul McGeachie gave the strata council a brief presentation on his investigation of various alternatives and prices for installation of gas timers within individual units. Mr. McGeachie noted to the council that, at this time, it does not seem feasible to commit the building to installation of individual gas timers on behalf of the owners and, as such, it was agreed not to discuss this matter any further. The council would still like to

encourage all owners to investigate the possibility of installing gas timers within their units on their own accord in an attempt to help limit the gas consumption.

## **CORRESPONDENCE**

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

1. The Council reviewed a letter from an owner requesting the reversal of a late payment fine as the owner had just taken possession of the unit and did not have an opportunity to set up their strata fee payments. After discussion, it was agreed to reverse the fine.
2. The Council reviewed a letter from an owner who was charged twice for a move-in fee, although the owner had only moved in once. After discussion, it was agreed to have one move-in fee reversed.
3. The Council reviewed a letter from an owner who had complained of noise coming through the ceiling from the unit above. No further complaints were received in regards to this issue and the owner has since moved out. The council noted that no further action would be required; however, owners are reminded to be mindful of their neighbours and try to reduce any sound transmission from their units.
4. The Council reviewed a letter from an owner with staining on their ceiling from a prior leak, which had not been addressed. The council has since agreed to patch the damaged area. A restoration company has been lined up; however, the site supervisor has not been able to arrange a time with the owner to provide access.
5. The Council reviewed a follow-up letter from an owner who had previously spoken to the council. The owner was charged back \$410.55 for damage caused to the unit below them as a result of an overflowed bathtub. After review, council noted that their original decision will stand and that the charges will not be reversed.
6. The Council reviewed a letter from an owner requesting that a \$50 fine be reversed, as they were away from the country and did not submit their cheque in time. The request was denied.
7. The Council reviewed a letter from an owner expressing concerns that there are no cleaning sprays or sanitizers in the gym. The council noted that the gym is cleaned seven days a week by the janitorial company and as discussed previously, it was decided that no spray bottles or sanitizers will be provided in the gym for owners' use. Owners concerned about the cleanliness of the equipment are invited to bring a towel and any necessary sanitizers.
8. The Council reviewed a letter from an owner requesting permission to proceed with various renovations in their unit. The owner was previously given authorization to proceed with the work, subject to obtaining a letter from an engineer noting that the interior renovation would not affect the building envelope. All necessary letters have been

received and it was moved, seconded and carried to allow the owner proceed with the work.

9. The Council reviewed a letter from an owner who was originally assigned by the developer a parking stall that is too small to fit a vehicle. After discussion, council directed the agent to issue two letters, one to the owner informing him that he must advise the developer of this issue and have it corroborated and one to the developer on behalf of the council expressing concern that, in council's view the space does not constitute a legal space and is a traffic hazard, requesting that the developer assign an alternative stall to the owner.
10. The Council received a letter from an owner enquiring as to the details of the upcoming painting project and previously ratified deficiency issues over the planters above the townhouse entrances. The Council noted that the owner's concerns have been addressed and directed the agent to respond accordingly.

## **NEW BUSINESS**

1. **Insurance Renewal:** Council recently received insurance renewal documentation from VCS. The documentation provides details of coverage for 2010. Any owner wishing a copy of the insurance certificate may contact the strata agent.

VCS had contacted the four major insurance providers to strata corporations. Two of the firms declined to provide quotations citing capacity/risk limitations, competitive disadvantages and lack of interest in underwriting high claims experience properties. In the case of BCS-460 two bids were received, one from BFL Canada and one from the Co-Operators. The strata council reviewed the submission and selected BFL Canada. The annual premium for 2010 will be approximately \$68,693.

2. **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  
Microwave oven  
Garburator  
A/C Units where applicable*

### **Electrical system and fixtures:**

*Light fixtures  
In floor-warming system  
Timers*

### **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*

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)

3. **Milani Recommendations:** Recently, the council received a quote from Milani Plumbing Drainage & Heating in the total amount of \$6,480 to perform chemical cleaning on 36 air conditioning condensers on the rooftop of the building. Milani noted that this is required to remove dirt, oxidation and silt deposits from the condenser coils. The benefits would include lower electrical consumption, higher capacity, efficiency and greatly reducing the chance of refrigerant leaks and compressor failures due to overheating. Milani also noted that the price to clean the individual units would be approximately \$180 each. As discussed in the previous meeting minutes, the council reiterated that, "All AC units are individual appliances each serving only one suite, and are the property of the owners of those suites. Therefore their maintenance and repairs are also the responsibility of the owners. Consequently, all owners of the suites equipped with AC units are hereby advised that they are responsible for calling service of their choice to repair their AC unit, in the event of failure, and that any associated damage (e.g. flooding of their suites) will also be their financial responsibility." The subject air conditioning units are for suites 3301, 3305, 3307, 3401, 3405, 3407, 3501, 3505, 3507, 3601, 3605, 3607, 3701, 3705, 3707, 3801 and 3802.

Owners are encouraged to contact Milani Plumbing and/or other HVAC maintenance companies to arrange for the work in order to avoid costly repairs.

The agent has also been instructed by the council to issue letters to all the affected unit owners.

4. **Fire Inspections:** The annual fire inspections have been scheduled for Wednesday, February 3<sup>rd</sup> to Friday, February 5<sup>th</sup>. Owners are encouraged to refer to the memos mailed to non-resident owners and posted in the building with the specific dates and times during which their units will be inspected. Owners are also reminded that access to their units is mandatory. Failure to provide access during this visit will result in all charges associated with a callback being billed back to your unit and bylaw fines being imposed.
5. **Filter Replacement Service:** It was moved, seconded and carried to terminate the filter replacement service with Milani plumbing and have the building manager conduct the service on an as-needed basis.

6. Suite Ventilation/Humidity: Recently the council received complaints from some owners of excess moisture and/or humidity in their suites. Owners are reminded to refer to the following notice posted on the building's website.

Airflow from the corridors into each suite controls humidity. Air should flow through all suites and at all times through the bottom of the residential door. If you seal the bottom of the door (example with weather stripping) heavy condensation on your windows and/or walls, mould occurs. This practice violates the fire protection system. To ensure your suite has proper ventilation:

- Ensure air from the corridor floats under your front door.
- Keep a window in your suite open for at least 15 minutes per day – especially after taking a shower or boiling water (which causes warm moist air).
- Use a de-humidifier in your suite (normally in the bathroom).
- Use your exhaust fan when taking a shower or cooking.
- Keep your suite as cool as possible to reduce condensation.
- Ensure your dryer vent is free from lint.

7. Dryer Vent Cleaning/Grill Replacement: It was moved, seconded and carried to contract with National Air Technologies for dryer vent cleaning and grill replacement at the price of \$6,030 plus GST for dryer vent cleaning and \$15/each for grill replacement.

8. Window Washing: It was moved, seconded and carried to proceed with Pacific Heights Window & Pressure Cleaning for cleaning of all inaccessible windows, balcony safety glass and townhouses, at a price of \$8,650 + GST for the residential section \$250 + GST for the commercial section. (Same price as quoted last year)

9. Painting: The council agreed that they will be proceeding with Alumni Painters Ltd. for the exterior concrete area painting as discussed in previous meeting minutes. The agent has been directed to arrange a meeting between Alumni and the building manager to re-confirm the original scope of work. Final approval of the work has been deferred to the next council meeting.

10. Landscaping Improvements: During the previous fiscal period, the council had discussed conducting landscaping improvements around the complex in order to reduce maintenance costs and eliminate the mud forming at the front of the building. Quotes from Green Coast Grounds Service and Hoe! Hoe! Hoe! Landscaping are pending.

11. Smithrite Disposal Contract: The council reviewed a proposal from Smithrite Disposal for the maintenance of the compactor. The agreement was for semi-annual maintenance for a term of two years at the rate of \$200 per visit. Smithrite noted that if the agreement was not signed they would charge \$95 per hour for repairs and after hours and weekend call outs would be charged at \$115 per hour. The Council noted that they did not wish to sign the contract until the Smithrite waste removal services contract is reviewed. The agent has been asked to provide the council with a copy of the contract.

There being no further business, the meeting was adjourned at 7:40 p.m. The next meeting will be a strata council meeting and has been scheduled for 5:30 p.m. on Thursday, March 4, 2010.

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