

MINUTES OF COUNCIL MEETING

STRATA PLAN BCS-460

CLASSICO

HELD On Tuesday, June 14, 2011 at 5:30 p.m. in the Library,
1328 West Pender Street, Vancouver, B.C.

PRESENT Roman Piechocki President/Treasurer
Peter van Diepen Vice-President
Irfaan Hafeez

STRATA AGENT Bill West, Vancouver Condominium Services Ltd.

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

MINUTES

It was moved, seconded and carried to adopt the minutes of May 3, 2011 council meeting, as circulated.

PRESIDENT'S REPORT

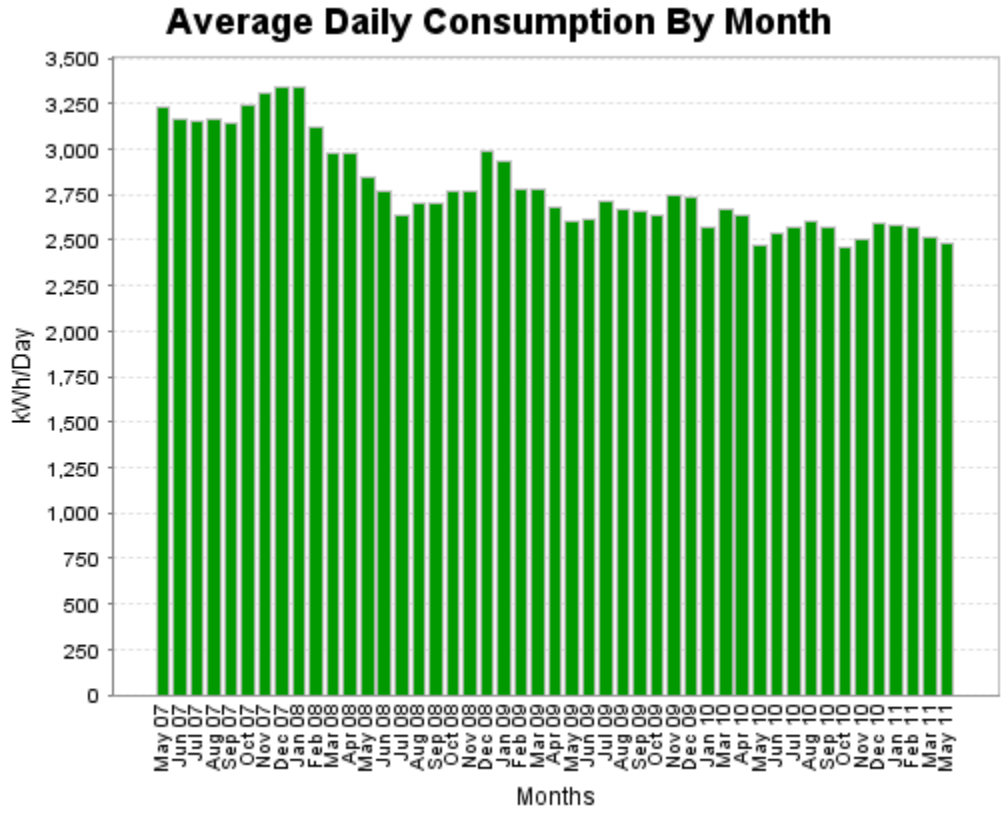
PRESIDENT'S REPORT - JUNE 2011

We are now in the last quarter of our fiscal year operation. The reorganization of the building operation implemented over the last two years is paying dividends. We are operating within the constraints of the budget, our Contingency Reserve Fund is healthy, and I am predicting a modest surplus in the operating fund at the end of this fiscal year.

Details of our current financial position are outlined in the FINANCIAL REPORT section of the minutes.

We continuously seek opportunities to reduce consumption of energy by optimising the use of equipment through a variety of measures implemented by our staff and contractors, and by appealing to residents for responsible use of gas fire places.

The diagram below shows the use of electricity recorded by our main meter. Despite the periodical rate increases for electricity by BC Hydro, as a result of reduced consumption, our expense for electricity is about \$10,000 lower than 3-4 years ago.



Maintenance of the facility is progressing in line with the general plan established in October 2010.

No major breakdowns of mechanical equipment has occurred recently. There was no water supply disruption, a critical deficiency which plagued our operation during the first 4-5 years of the building occupancy. The new boilers installed in 2008 are very efficient and trouble free. Since then, our expenses for boilers maintenance have been drastically reduced.

We are in the final phase of the cold water booster pumps replacement project, awaiting the allocation of a grant from BC Hydro. The project is expected to be completed by fall of this year and it should result in additional reduction of energy consumption.

The replacement of the washing machine hoses has been completed. Our decision to have this project done by our building manager was correct. The project was completed efficiently and on time while providing desired flexibility to residents. Based on the lowest external quote, the project was budgeted at \$32,000. By using our staff we have saved over \$17,000. This amount is going to be transferred back to the Contingency Reserve Fund.

During the last window washing project, the application of the Crystal Clear compound on the north and east sides of the building successfully removed calcium and silica deposits. The other two sides will be treated during the window washing project scheduled this fall.

We continue to improve security measures in the building. I thank all the residents assisting in maintaining our safety and security.

Council and the strata agent are now preparing budgets for the next fiscal year and consolidating documentation for the Annual General Meeting expected to be held in October 2011.

Roman Piechocki
President

FINANCIAL REPORT

1. **Monthly Statements:** The treasurer recommended that the financial statements for April and May 2011 be approved by council. Council reviewed the statements and voted to approve them as presented. Any owner wishing a copy of the strata corporation's financial statements may 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 9th month ending May 31, 2011 in the appropriate funds are as follows:
 - Total Cash Balance \$682,000 (Including CRF Balance)
 - CRF Balance \$426,552 (Contingency Reserve Fund)
3. **Arrears:** The owner arrears were reviewed by council. No action is currently warranted.
4. **Audit – 2010/2011:** The council considered whether or not to conduct an audit for 2010/2011 fiscal year. After review, the council decided that they are satisfied with the financial control currently exercised and decided not to conduct an audit. The estimated expense for the audit was \$3,150.
5. **Draft Budget – 2011/2012:** The agent introduced the preliminary draft budget for council consideration and input. This budget will be refined over the coming months leading to council's budget proposal to the owners at the Annual General Meeting.

6. Washing Machine Hose Replacement Fund: As previously reported, the washing machine hose replacement project has been completed. The council authorized the agent to close the fund and return the remaining \$17,173 plus interest to the residential CRF.
7. Questions from an Owner: An interested owner posed two questions concerning financial matters for council consideration.
 1. What interest is paid on the strata bank accounts?
The answer is that Coast Capital pays prime minus 2% for bank accounts.
 2. "Is the CRF account which is now over \$400,000 fully insured"?
To which the answer is yes, all deposits at credit unions are 100% insured regardless of the balance.

BUSINESS ARISING

1. Booster Pump Upgrade: The council is currently awaiting BC Hydro decision on our grant application before proceeding with the booster pump upgrade.
2. Commercial Section Garbage: The agent reported that the commercial section garbage has now been consolidated into one bin placed in the proper location for all commercial use.
3. Annual Fire Inspection: Mountain Fire has conducted the third round of inspections and reported that all testing is now complete.
4. Boilers – Level 2: The annual service and water treatment of the boilers on level 2 has been completed by RAM Mechanical.
5. Commercial Section Drainage System: The council requested a quote from Pacific West Plumbing to separate the drain lines between the three commercial units 1368/72, 1376/78, and 1382/86. The developers of these units improperly channelled all three drain lines into one common line. This has caused back-up problems in the past. The council will make a recommendation at the upcoming annual general meeting for the repair of the drains to be considered by the commercial section and paid by the commercial section CRF. The cost of separating one drain line from two is \$5,200. The cost to separate all three would be approximately \$10,000.
6. Hytec Water System: The council reviewed the proposal by Hytec to introduce mineral content into the water supply in order to mitigate copper loss in the piping which can lead eventually to pinhole leaks. This is a long term maintenance program that council has considered in depth and decided to defer at this time.

7. Commercial Unit Sale: The council has learned that a commercial unit has been sold to Coldwell Banker; however, the seller failed to inform the strata of the pending sale in a timely way and the council has voted to issue a bylaw violation fine to Pinnacle Pender Development for the infraction.
8. City of Vancouver: Condo Building Retrofit Pilot Project/BC Sustainable Energy Association: After much serious consideration, the council has weighed all aspects of this complex proposal and concluded that it has limited overall benefit to the owners of the Classico. The council therefore voted not to proceed with this project at this time.
9. Swimming Pool Ventilation Assessment and Maintenance: The swimming pool ventilation assessment and maintenance is progressing with work being conducted by RAM Mechanical and Engineered Air. This project has the potential for significant energy savings.
10. Hot Tub Heating and Recirculation Systems: It has been determined that the controller module on the hot tub filter has failed. The system will be inspected by Imperial Paddock Pools and a report will be forthcoming.
11. Open Balconies Membrane Inspection and Maintenance: The council is in the process of reviewing ten suite balconies in the tower, as well as townhouse balconies 1 through 5 to assess their condition and possible need for repair. Alumni Painters will quote on the balcony membrane refurbishment. This project is expected to be funded from the Contingency Reserve Fund, and will be presented to owners for approval at the Annual General Meeting. Two similar balcony membranes have failed causing water ingress into units. This refurbishment is deemed necessary in order to prevent future costly leak repairs.

CORRESPONDENCE

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

1. Letters were received from the following owners requesting council approval for renovations at units: #3305, #3507, #2105 and #601 at 1328 West Pender Street. The council approved all requests but has stipulated that renovations deemed to be major and must comply with strata Rule #16, and that all owners notify the building manager as to the time and date that work will begin. For reference, Rule 16 reads:

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.

2. An owner wrote protesting a fine received for violation of Rule #13 – "Garage Gate Closure". The owner requested detailed documentation regarding the date, time and licence plate involved in the infraction. The council has authorized the agent to send a letter detailing this information. Further, the council has directed the agent in the future to advise all owners receiving violation notices of the specific details regarding the infraction.
3. An owner wrote expressing their view that the recent window washing was ineffective and a waste of strata money. The council has responded that the "crystal clear" treatment applied to two of the four building faces were necessary in order to remove the calcium deposit which otherwise could not be cleaned with regular window washing. Windows will

always eventually become dirty and require re-cleaning. The advantage of utilizing this “crystal clear” method is that when cleaning is conducted, the windows can actually be cleaned. The other two faces of the building will be treated with the “crystal clear” application this fall.

The owner also stated that the cigarette butts littered from units above onto their balcony are of great concern. The council responded that they have made continuous efforts and are currently taking measures relating to this problem and that there has been a reduction in reported occurrences.

4. An owner wrote to request that the trees outside their unit on the third floor be trimmed. The council has acted upon this and has already conducted tree pruning along the building.
5. An owner wrote stating that they have signed a rental agreement with a corporation and that new tenants will be coming soon. The owner requests this not be considered a true move due to the fact that the unit is fully furnished and that the tenants will be coming only with suitcases. The council directed the agent to inform the owner that bylaw 7.5(4) applies. The bylaw states:

Inform the Strata Corporation

- 2.4 *The strata corporation requires that a tenant must provide the strata corporation with their name and contact information.*

Move In/Move Out

- 7.5 (4) *To cover expenses incurred by the strata corporation, a fee will be assessed against the owner, tenant or occupant of the residential strata lot where a move-in takes place:*

(a) <i>To unfurnished suite</i>	<i>\$125</i>
(b) <i>To furnished suites and townhouses</i>	<i>\$ 75</i>

Also, the owner should be reminded about the requirements of the following bylaws:

Rentals

- 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.*
6. The owner of townhouse wrote to request council approval to remove part of external glass enclosure, which effectively prevents access to the planter on the rooftop patio. The council has approved this request.

NEW BUSINESS

1. The council discussed an unapproved renovation being conducted in a townhouse. The council has instructed the agent to send bylaw violation warning letter stating various bylaws and rules that the owner has violated.

There being no further business, the meeting ended at 7:30 p.m. The next meeting will be held on Tuesday, July 26, 2011 at 5:30 p.m.

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BW/tr

Is Your Address Changing?

CHANGE TO: Strata Plan _____ Unit # _____

NEW ADDRESS: _____

NEW CITY/PROVINCE: _____

NEW POSTAL CODE _____

TELEPHONE #: HOME: (_____) WORK: (_____)