

MINUTES OF COUNCIL MEETING

STRATA PLAN BCS-460

CLASSICO

HELD On Wednesday, November 16, 2011 at 5:30 p.m. in the Party Room, 1328 West Pender Street, Vancouver, B.C.

PRESENT Roman Piechocki President and Treasurer
Peter van Diepen Vice-President
Douglas Soo
Lawrence Keenan

REGRETS 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 the September 8, 2011 as circulated.

It was moved, seconded and carried to adopt the minutes of the October 19, 2011 council meeting with one amendment.

The minutes should read:

"The meeting was called to order at 8:05 p.m."

PRESIDENT'S REPORT

I am briefly reporting after the first regular council meeting following the Annual General Meeting held in October 2011.

First of all, I would like to thank all owners who attended the AGM in person or by proxy.

It was the most attended AGM in the Classico history. Nothing gratifies more than to learn that the efforts of the hard working staff and council were thoroughly appreciated.

With the exception of one voter opposing one of the resolutions, the proposed budget and twelve "3/4 Vote Resolutions" passed unanimously. It was a convincing endorsement of the direction this council has undertaken. Some people are quick to write criticism, but seldom does anyone take the time to say something positive, so it was pleasing to hear from the many owners who were satisfied.

We will continue doing our best to provide you with the strata corporation governance you like.

Secondly, I would like to welcome two new council members elected at the last AGM:

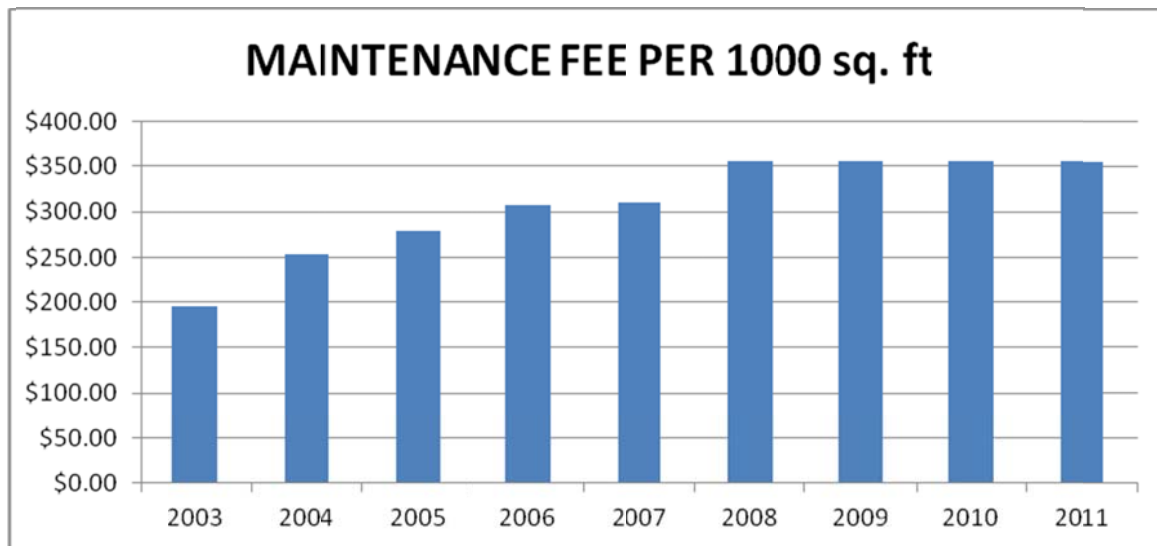
Lawrence Keenan, Unit #3801 and

Douglas Soo, Unit #610 - 638 Broughton St.

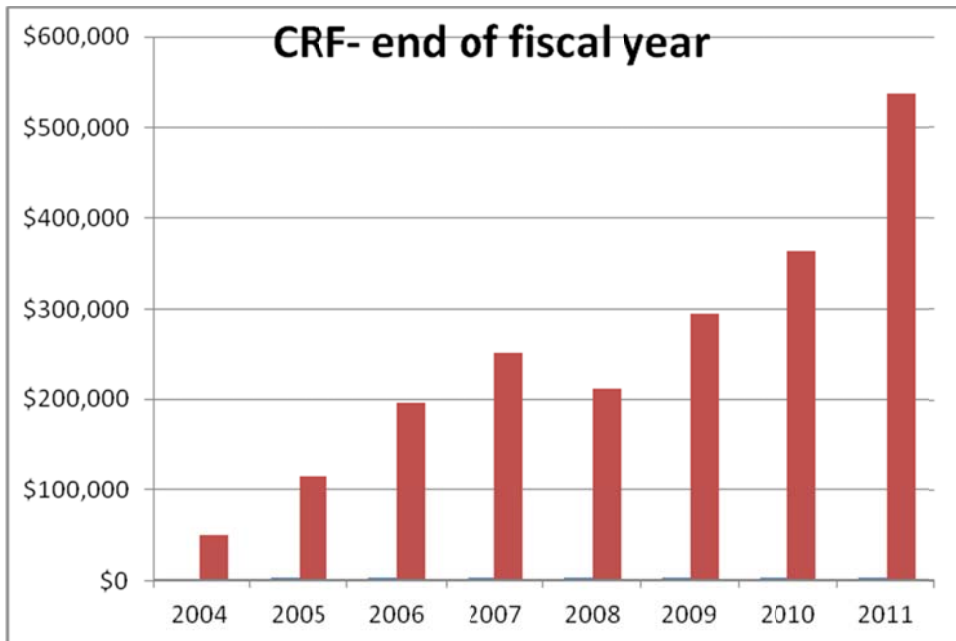
I am looking forward to work with the new council during the next fiscal year.

Please be assured that we will continue maintaining a balanced approach to our finances and at the same time ensuring that our building has up to date maintenance. We will continue to make the best use of your money and our resources.

We have achieved a state of equilibrium and financial stability. Our maintenance fees remained constant over the last 3 years.



We continue contributing to Contingency Reserve Fund (CRF) at an annual rate of approximately 10% of the operating budget. We rely on assessments of professionals, we anticipate problems, we prepare ahead of time, we plan our work and we work our plan.



Note: The CRF dip in 2008 - boilers replacement expense - \$100,000

We face many new challenges. We have qualified, loyal and dedicated staff. We are ready.

Again, I thank you for your strong support and you can be sure it is my sincere wish to serve our strata corporation to your satisfaction.

Roman Piechocki
President/treasurer

FINANCIAL REPORT

1. **Monthly Statements:** The council treasurer recommended the financial statements for August, September and October 2011 be approved by council. Council reviewed the financial statements and it was moved, seconded and carried to adopt the August, September and October 2011 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 Balances:** The current balances for the 2nd month as at October 31, 2011 in the appropriate funds are as follows:

- Total Cash Balance \$ 841,484 (including CRF Balance)
- CRF Balance \$ 591,210 (Contingency Reserve Fund)

3. Arrears: The current standing of all owners' accounts was reviewed by council. Council instructed the agent to send a lien warning letter to a unit that is over \$1,000 behind in strata fees. The council has instructed the agent to register a lien on the strata lot if the owner fails to bring the account into good standing within three weeks' time of the warning date.
4. Banking: Council was in receipt of a memorandum from Vancouver Condominium Services Ltd. advising that VCS will be changing banking institutions from Coast Capital Savings to VanCity Credit Union, effective December 1, 2011. The change requires consent of the strata council since the banking arrangement is part of the management agreement with VCS. Council was agreeable to the change of financial institution and executed the required addendum to the management contract. Owners who pay their strata fees via the PAC plan are not required to do anything. The PAC will be automatically transferred from Coast Capital to Vancity effective December 1st.

The council president negotiated a special rate of interest to be paid on strata savings accounts in order to achieve a more favourable return.

BUSINESS ARISING

1. Booster Pump Upgrade: The booster pump replacement project is nearly complete. Council is preparing to make the final payment to Ram Mechanical and then apply for the previously approved energy saving project grant from B.C. Hydro. A 10% lien holdback will be held for 55 days.
2. Commercial Section Drainage Repair: The council considered three quotes for the project that owners approved at the AGM to repair the commercial section drainage system. Pacific West Plumbing & Heating quoted \$10,800, Milani Plumbing Heating & Drainage quoted \$8,800 and Mr. Rooter estimated \$25,735. All bids were non-inclusive of taxes. Council members will arrange to meet on site with the building manager and Milani Plumbing in order to discuss Milani's proposed route for the new drain lines before deciding which firm will be awarded the contract.
3. Open Balconies Membrane Repair: The repair work to residential open balconies will be deferred until spring when the weather is more favourable to conduct the work.
4. #3705 and #3605 Flood: The agent confirmed that the insurance company has closed the claim for the flood caused by a washing machine overflow.
5. Quotations for Video Surveillance Upgrade: The council received two quotations for this project: one from Dominion Security and a second from West Coast Communications. Council has elected to defer this decision until later in the fiscal year as this is discretionary spending and not advisable this early in the current fiscal year. This matter will be reconsidered later in 2012.

6. Parkade Lighting Replacement Project: The council will defer any decision on this project until receiving an updated proposal from Mott Electric and likely amending the application to B.C. Hydro for the total energy saving grant approved for this project.
7. Fire Sprinkler Heads in Party Room: Council reported that, due to concern about vulnerable sprinkler heads in the party room, Mountain Fire & Safety was hired to replace four exposed sprinkler heads with five recessed sprinkler heads at a cost of \$750 plus HST.

CORRESPONDENCE

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

1. A letter was received from co-owners for various issues:
 - (a) Security: The owners requested that weekend security personnel be situated in the lobby area for improved security.

The council discussed the request and responded that there are three monitoring stations in the building for security personnel to observe 19 CCTV cameras. Based on reviews of security over many years, the strata has identified the most advantageous locations for monitoring the cameras. The lobby is not one of those locations.
 - (b) Gate and Door Closings: The owners requested that the speed of the garage gate be increased to reduce wait times.

The council responded that the suggestion is appreciated and has been asked before. The controller on the garage gate is currently set at the shortest possible time and cannot be shortened further.
 - (c) Gas Leak: The owner reported that there was a gas leak in the vicinity of their stove which they called Fortis to investigate. The owners suggest that all owners be aware that such issues can occur.
 - (d) Reserve Fund Study: The owners requested that the Classico conduct a reserve fund study in order to fully gauge the cost of replacement of all strata property so that proper budgeting can be planned in the future.

The council responded

MAINTENANCE - LONG TERM PLAN

Our long term maintenance program and equipment replacement are based on:

1. Audit of mechanical, electrical and fire safety systems conducted by BESSANT AND ASSOCIATE ENGINEERS LTD. in 2004.
2. Building Maintenance Plan developed by MORRISON HERSHFIELD LTD. in 2005.
3. Building Envelope Sealant Inspection conducted by HYDRO SEAL INC. in 2008.
4. Building Envelope Review conducted by MORRISON HERSHFIELD LTD. in 2008.

Minimum/Maximum Contributions

The amount that a strata corporation must contribute to the CRF is based on the total annual budgeted contributions to the operating fund for the fiscal year that just ended. If the amount in the CRF is:

less than 25% of the total annual budgeted contribution to the operating fund for the fiscal year that just ended, the minimum contribution to the CRF must be at least 10% of the total contribution to the operating fund for the current year;

25% or greater but is less than 100% of the total annual budgeted contribution to the operating fund for the fiscal year just ended, the contribution to the CRF may be of any amount; or

equal or greater than 100% of the total annual budgeted contribution to the operating fund for the fiscal year just ended, any contribution to the CRF must be approved by a resolution passed by a $\frac{3}{4}$ vote at an annual or special general meeting.

2. An owner wrote wishing to donate fitness equipment. The council thanks the owner for the offer but cannot accept the donation due to liability concerns and lack of space in the fitness room.
3. Correspondence was received from an owner complaining about noise from a dog in a neighbouring unit. Council instructed the agent to inform the owner that they should contact the building staff the next time the noise occurs so they can investigate and inform council as to the situation. Council can then consider what action is merited.
4. An owner of a commercial unit wrote regarding the use of communication lines to facilitate suite control of the garage gate. The owner at his expense and with council approval added communication portals since all existing portals were being utilized. The owner wrote to advise that there are extra lines available and he is willing to share them provided he is reimbursed.

5. A letter was received from a commercial unit requesting:

- (a) Lighting in the public hallway area be improved.

Council responds that this is a commercial section issue which they are welcome to formulate a plan and include the means of how they wish to pay for it and then make a request to council to approve the plan.

The lighting is currently set to building accepted energy efficient standards.

- (b) Floodlights in the ceiling to the entranceway at 638 Broughton Street are not operational.

Council noted that these have now been fixed.

- (c) Elevator doors and frames are in need of professional painting.

Council noted that this work has been performed.

- (d) Request to install a changeable area carpet in the entrance area.

Council stated that no carpeting is permitted as this is a fire exit and carpet is a potential trip hazard.

- (e) A request was made to keep the Broughton Street entrance doors open during business so clients can access without fobs.

Council noted that this has been accomplished by automatically opening the doors at 9:00 a.m. and locking them off at 6:00 p.m. Monday to Friday.

6. A letter was received from an owner requesting leniency for a bylaw violation fine received from improper delivery of personal goods through the lobby. The council considered the circumstances of the incident and voted to reverse the fine.

7. Council reviewed correspondence from a rental management company protesting a fine assessed for failure to submit a Form K – Notice of Tenant’s Responsibilities on time. The council had previously informed the agent that this fine would not be reversed. In response to this letter the council instructed the strata agent to advise the rental agent that the reversal of the fine will not be reconsidered and will stand.

8. A letter was received from an owner protesting a \$50 fine imposed for failure to properly observe Rule 13 – Garage Gate Closing Procedures. The agent will review the owner’s account to ensure that no double billing had occurred but that a single fine was assessed and will not be reversed.

9. A letter was received from a tenant who had been warned about a violation of Pet Rule 12 forbidding pets in the lobby area as well as a rule violation fine received for not observing proper garage gate procedures. The tenant asked that the fines be waived. The council reviewed the circumstances and will not reverse the garage gate fine; however, the letter sent regarding the pet was meant to inform the owner and warn them of possible fines in the future. No fine has been assessed.

NEW BUSINESS

1. Annual General Meeting: At the recent Annual General Meeting, owners requested council consider the following items:

- (a) Security at Front Desk: This issue has been discussed in these minutes under Correspondence, Item #1.
- (b) Recycling of Electronic Equipment and Paint: An owner requested that the strata provide recycling opportunities for electronic equipment and items such as paint cans.

The council has considered this matter and advises that there is no practical or logistical solution to this currently.

- (c) Fireplace Fans: A request was made for council to investigate how to improve energy efficiency.

The council responds that there have been seven years of studies regarding this matter that have yielded no solution.

- (d) Scotia Bank Online Fees: An owner requested council investigate ways to facilitate owner's online payments if banking with Scotia Bank. Scotia charges clients for their internet payments.

The council has considered this matter and advises the owner that Scotia Bank charges its customers for online transfers. This is a payment that is exclusive to Scotia Bank and the strata has no control over it. A possible solution would be for the owner to consider changing banks.

- (e) Coal Harbour Residents' Association: It was requested that the new council consider joining the Coal Harbour Residents' Association.

The council has considered this matter in the past and advises that the Association does not well represent the Classico's interests and little would be gained from such an association.

- (f) Water Features: An owner requested that the new council consider ways to improve area landscaping and water features.

The council responds that it has considered the matter of upgrading the water feature in past years and has concluded that there is no reasonable means of improvement.

- (g) Commercial Garbage Management: An owner requested the new council consider the strata oversee the management of the commercial garbage service and expense. Currently the commercial owners arrange garbage service themselves.

Council responds that the commercial section garbage is a matter specific to the commercial section which should be organized and budgeted for at the Annual General Meeting. The council encourages the commercial section to consider the garbage management issue and bring a plan forward to the strata council.

- (h) Commercial Section Garbage Security: A request was made to re-locate the commercial garbage area and improve security for recycling and grease collection.

The council has considered this matter and advises that there is limited opportunity for expansion or re-location. The only viable location for situating commercial garbage is within the alley area currently being utilized.

- (i) "No Unloading" Signage: An owner requested the new council consider placing signage at the front of the building informing the public that no unloading is to be conducted in this area.

The council approved such signage and will implement posting of said sign.

2. Garage Gate: The council reported that on Sunday, November 13th the garage gate failed and required overtime service to repair. The gate is operational but further work has been approved by council to replace rollers within the assembly for \$681 plus taxes to ensure safe operation of the gate.

3. Staff Gratuities: During the holiday season, some residents may wish to provide a gratuity to our staff. This practice is strictly voluntary, but for those who wish to do so the current staff first names are:

Cornel - Building Manager

Surinder – Site Supervisor

Security Staff:

John
Tony

Janitorial Staff:

Rebecca
Lynn

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be held on Wednesday, December 14, 2011 at 5:30 p.m.

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BW/am

Rain, Rain Go Away . . .

Unfortunately, the rain is not going to go away and, in fact, here comes the very heavy rainy season. Now is the time to check any gutters and drains around the exterior of your unit (including perimeter drains, balconies, patios, roof decks, etc.) to make sure that they are free of leaves and other debris. You can save yourself a lot of grief and save your strata corporation some money by having a quick look at these areas which normally create floods and great inconvenience and expense. Please report these to your strata agent who will take action to make sure that they are cleaned.