

MINUTES OF COUNCIL MEETING

STRATA PLAN BCS-460

CLASSICO

HELD On Tuesday, February 28, 2012 at 5:30 p.m. in the Library,
1328 West Pender Street, Vancouver, B.C.

PRESENT Roman Piechocki President and Treasurer
Lawrence Keenan
Irfaan Hafeez
Douglas Soo

REGRETS Peter van Diepen Vice-President

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 January 26, 2012 council meeting, as circulated.

FINANCIAL REPORT

- Monthly Statement:** The treasurer reviewed the January 2012 financial statement and recommended council adopt the statement. It was moved, seconded and carried to adopt the January 2012 statement, as presented. The treasurer will present his six-month financial review at the April council meeting. 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.
- Account Balances:** The current balances for the 5th month ending January 31, 2012 in the appropriate funds are as follows:
 - Total Cash Balance \$777,229 (including CRF Balance)
 - CRF Balance \$533,047 (Contingency Reserve Fund)

3. Arrears: The status of owners' accounts was reviewed by council and no action is currently warranted.
4. Investment of Funds: The council president, vice president and the strata agent met on February 24, 2012 with Ed Janzen, the accounting manager at VCS, in order to discuss options for increasing the amount of interest the strata earns from Contingency Reserve Fund money. After the discussion of possible investment options, it was agreed that approximately \$420,000 of CRF money would be deposited in higher interest savings account at Vancity. \$320,000 will be invested in a three-year, high-yield savings account that will earn an average of 2.23% per year. Funds may be withdrawn at the one and two-year anniversary dates. The remaining \$100,000 will be put into a one-year, 30-day cashable savings account generating 1.20% interest. Mr. Janzen explained these are insured and allowable options for strata CRF investments under the terms of the *Strata Property Act*; however, the strata council will be responsible for administering the investments. The council will need to provide direction to VCS when seeking to alter or change the investments.

BUSINESS ARISING

1. Roof Boilers: Ram Mechanical completed replacement of the anode rods on four hot water storage tanks at a cost of \$950 plus HST.
2. Commercial Section Drainage System: Pacific West Plumbing concluded the improvements of the commercial section drainage system to re-route sanitary lines in three commercial units. The cost of this project was \$8,900 plus HST paid for by the commercial section CRF.
3. Parkade Lighting Replacement Project: Phase I of the parkade lighting replacement project has been completed and an application is in process with B.C. Hydro to apply for an energy rebate for Phase II. Phase II is actually a continuation of the Phase I work but requires an additional application due to the failure of the lighting company to include all parkade lighting fixtures in the first application.
4. Annual Fire Equipment Testing: The annual fire equipment testing was conducted on February 16th and February 17th. Approximately 13 units failed to provide access and were not tested. Any units not tested in the first round will be notified of a scheduled second round. Units tested during the first round that had deficient fire alarms were replaced by building staff at cost during the inspection. This allowed owners cost savings on equipment as well as convenience for owners since they would not then need to provide additional access for the equipment repairs.

5. Bed Bugs: In the last minutes it was reported that a tenant had reported bed bugs within their unit. The unit owner hired a professional exterminator for treatment. The owner failed to submit the exterminator's report to council as requested; therefore, the council authorized the hiring of Propec Pest Control to inspect the unit. Upon inspection, Propec reported that live eggs were found on the bed frame and the mattress cover was torn and needed replacement. Council authorized Propec to provide the required treatment in order to eliminate the problem. Approximately three weeks have elapsed from the date of this service and no further reports of bed bugs have been received from this unit. The council will consider the issue of who is responsible for payment at the April council meeting.
6. Window Washing: Pacific Heights Services Inc. will wash all exterior strata windows as well as apply the Crystal Clear compound to the south and west elevations in order to remove calcium deposits from the windows beginning March 19th. The total cost for this service is \$22,600 plus HST.
7. Dryer Vent Cleaning: The annual dryer vent cleaning has been scheduled with in-suite service beginning Monday, March 5th at 8:00 a.m. and concluding at approximately 2:00 p.m. on Tuesday, March 6th. Notices have been posted on the strata website, in the building, and mailed to all non-resident owners to advise of the service schedule. Access to suites is mandatory.
8. Garbage and Recycling Contract Review: The council directed the agent to notify Smithrite that the service contract is under review and may not be renewed. Competing quotes are being entertained. Council will decide this matter at a future meeting.
9. Bylaw Violation Complaints: The council reviewed three recent bylaw violation complaints that have been sent to owners. After a review of the circumstances in each matter, the council voted to assess the maximum \$200 fine in each instance.
10. TH5 Repair: The council, in between meetings, approved the repair quote of \$885 plus HST by Seal Tech to repair a leak at 1330 West Pender Street.
11. Pool Safety Plan: Council reported that the pool safety plan is in progress and will soon be completed.

CORRESPONDENCE

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

1. Council received a request from an owner that had been fined for commercial use of the party room. The owner requested a fine reversal explaining that they were not aware of the requirement to book the party room through the building staff prior to holding a commercial event. The owner has been apprised of bylaw R.4.1.c and R.4.5

R.4.1 *An owner must not use a strata lot or common property in a way that:*

(c) unreasonably interferes with the rights of other persons to use and enjoy the common property or another strata lot;

R.4.5 *A resident or a guest may not use common property for business or commercial purposes without obtaining prior authorization from the strata council.*

After a review of the circumstances of this incident, the council voted to reverse the fine and regard this incidence as a second warning to the owner to avoid future occurrence.

2. A letter was received from an owner complaining about an upstairs neighbour's excessive noise coming through the ceiling. Council instructed the agent to send a bylaw violation complaint letter to the upstairs unit informing them of the strata bylaw requirements regarding hard surface flooring and the need to mitigate resulting noise.

R.4.4 *An owner of a residential strata lot who has hard floor surfaces in his or her strata lot must take all reasonable steps to satisfy noise complaints from neighbours, including without limitation, ensuring that no less than 60% of such hard floor surfaces are covered with area rugs or carpet and avoiding walking on such flooring with hard shoes. Residents are not required to cover kitchen floors, bathroom floors or entryways with area rugs or carpet.*

An owner shall not replace any existing floor material which will transmit more sound than the original material, unless approved by council under the following conditions:

- (a) All flooring replacement requests must be submitted to the council in writing.*
- (b) In the case of hardwood flooring approval requests, the council shall not grant approval unless the underlay material exceeds STC & IIC ratings of 70.*

A second letter was received from this owner reporting a problem with their front door which they believed required replacement. The building staff inspected the door and advised the owners that the issue was not a strata responsibility but that of the owner. The owner was instructed how to repair the door and return it to its former state.

3. A letter was received requesting council approval to install hardwood flooring in unit 2803. Council granted the request and informed the owner of all pertinent bylaws pertaining to this renovation.

NEW BUSINESS

1. Depreciation Report: The agent discussed with council changes to the *Strata Property Act* that recently came into force relating primarily to depreciation reports. Other provinces have had legislation in place for some years requiring condominium corporations to develop long term reserve studies and to meet associated funding requirements (typically over a period of 30 years). The concept of such long term reserve studies is to effectively establish, with some certainty, exactly what cash requirements will face the corporation in the coming years in order to maintain, repair, and replace key components of the physical asset. This process intends to alert current and future owners as to their personal financial obligations. It also avoids surprises associated with special levies. In British Columbia, no such provision has been enacted since strata title legislation was created in 1966. Until now.

Such depreciation reports are now mandatory (“may” has become “must” within Section 94 and Regulation 6.4 of the Act), however, strata corporations may pass a $\frac{3}{4}$ vote resolution to waive the requirement. The regulation also mandates that depreciation reports, where they exist, must be attached to the Form B - Information Certificate for prospective purchasers by March 1, 2012. Depreciation reports are also known as Reserve Fund Studies or Capital Plans.

VCS will continue to review the potential impact of the changes on strata corporations and advise the strata council accordingly.

2. Landscaping Contract: Council approved a quote from Blackerland Services to perform strata landscaping on a monthly basis from April to November 2012 at a cost of \$300 plus HST per month.
3. Residential Parkade Gate Repairs: Recent failure of the residential parkade gate required an immediate replacement of the gate motor. The motor has now been upgraded. The Hercules motor was installed by Elite Door Services at a cost of \$2,600 including labour and tax. The quote to repair the old gate was \$1,600 plus HST.
4. Subletting – Failure to Report: The council reviewed an instance of a tenant that sublet their unit without reporting the new tenants’ contact information to the strata. When there is a tenant change in a strata lot, the owner is responsible to provide the strata with a Form K – “Notice of Tenants Responsibilities”, which informs the tenant of strata bylaws and rules as well as reporting necessary contact information to the strata. Council instructed the agent to send letters to both the tenant and the owner informing them thusly.
5. Irashai Sushi Restaurant: It has been reported to council that a new Japanese restaurant will be opening in place of Irashi at 1368 – 72 West Pender Street.

6. Leak in TH 649 Jervis Street: Council reported a water leak in this unit which is being addressed.
7. Guest Suite Mattress: After receiving a pair of reports that the mattress in the guest suite needed replacement, building staff together with council inspected the bed. It was agreed that no replacement is necessary.

There being no further business, the meeting was adjourned at 8:00 p.m. The next meeting will be held on Wednesday, April 4, 2012 at 5:30 p.m.

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BW/am

SELLING YOUR UNIT?

If you are planning to sell your unit, it is a good idea for your realtor to visit our website at www.vancondo.com. There, the realtor will find a link where they are able to order documents requested by potential purchasers such as minutes, bylaws, and engineer reports. Using this process rather than phoning our office may decrease the processing time. You can also find valuable tips on the *Strata Property Act* in the monthly bulletins distributed by our office.