

# MINUTES OF COUNCIL MEETING

## STRATA PLAN BCS-460

### CLASSICO

---

**HELD** On Tuesday, December 11, 2012 at 5:30 p.m. in the Meeting Room  
1328 W. Pender Street, Vancouver, BC.

**PRESENT** Roman Piechocki President/Treasurer  
Lawrence Keenan  
Ken Sopko  
Mark Deppel  
Douglas Soo (arrived 7:15 p.m.)

**REGRETS** Peter van Diepen Vice-President  
Irfaan Hafeez

**STRATA AGENT** Sylvia Brewer, Vancouver Condominium Services Ltd.

The meeting was called to order at 5:35 p.m.

### **MINUTES**

It was moved, seconded and carried to adopt the minutes of the November 5, 2012 council meeting, as circulated.

### **FINANCIAL REPORT**

1. **Monthly Statement:** The treasurer reviewed the October 2012 financial statement and it was moved, seconded and carried to approve the financial statement, 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 2<sup>nd</sup> month ending October 31, 2012 in the appropriate funds are as follows:
  - Consolidated Cash Balance \$997,758.56 (including CRF Balance)
  - CRF Balance \$779,688.02 (Contingency Reserve Fund)
3. **Arrears:** The status of owners' accounts were reviewed by council and the agent was instructed to send letters to those owners with outstanding balances.

4. Audit: As instructed at the October council meeting, the agent had requested quotes from three companies. Felicity Webb declined due to pre-arranged work commitments. Reid Hurst Nagy provided a quote in the amount of \$4,835 plus taxes and a third quote from Jerry Berkson was received in the amount of \$6,500. After review and discussion, the agent was instructed to request quotes from Cass & Fraser and Donald Guthrie for council's review.

## **BUSINESS ARISING**

1. Fire Equipment Repairs: The agent reported that Bartec has yet to respond to the request to meet with council to discuss two outstanding invoices. After further discussion, no further attempts will be made. Council reported that Voltech has been onsite and has completed two of three outstanding items. The outstanding item consisting of a PRV repairs is waiting for parts.
2. Elevator C – Camera Repairs: The agent reported a letter has been sent to Richmond Elevator requesting reimbursement for repairs in the amount of \$828. To date, no reply has been received. The agent was instructed to wait until after the holidays before following up.
3. Ten-Year Warranty: A proposal has been received from Morrison Hershfield for the ten-year structural review. Morrison Hershfield performed in "Classico" the one-year deficiency review in 2004 and the five-year warranty review in 2008.

Although the warranty does not include the commercial section, council requested the quote to include both residential and commercial sections. Council felt that it was prudent to inspect the structural integrity of the entire building as both sections are structurally connected and in some parts overlapping making it difficult for a layman to determine the location of potential deficiency.

This proposal is limited to the coverage provided at the ten-year period, defined by the Homeowner Protection Office (HPO):

*"The minimum coverage for the structural defects warranty is 10 years for any defect in materials and labour that results in the failure of a load bearing part of the new home, and any defect which causes structural damage that materially and adversely affects the use of the new home for residential occupancy."*

Additional investigative work may be recommended to establish realistic repair plan, if significant deficiencies are discovered during the review.

Morrison Hershfield also proposed an optional visual review of the building envelope to be performed during the structural review.

Proposed fees:	
Ten-Year Review	\$4,900
Visual Building Envelope Review (optional)	\$1,500

After discussion, council agreed to accept the proposal from Morrison Hershfield for the ten-year review and the option of the envelope review.

4. Guest Suite Upgrades: This item will be deferred until the building manager returns from vacation in January 2013.
5. Swimming Pool Modification: This item will be deferred to January 2013 in order to form a committee to determine options.
6. Gate Procedure: It has come to council's attention that a number of residents are not taking care when entering or exiting the building and ensuring that the gate is closed. In light of the on-going complaints and concerns, council has changed *Rule No. 12: Parkade Gate Procedure*.

Currently Rule #12 reads as follows:

*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. 12: Parkade Gate Procedure will now read:

*All drivers must wait for the parkade gate to close completely when entering or exiting the parkade. Drivers must not tailgate, honk or otherwise attempt to follow behind another car. All drivers must swipe their fob/card or use the entry intercom to be allowed in. Residents are responsible for ensuring their guests comply with these rules.*

The new rule will be posted on site in the building and on the website.

7. Emergency Response: Council reviewed the procedures currently in place at Classico for emergencies. New council members have requested to have a site walk around to confirm where such things as sprinkler shutoffs, gas shutoffs etc. are located.

**"Classico" 24-hour emergency contact: 604-202-2868**

**Office Hours: 8 a.m. – 11 p.m., Monday to Friday.**

Council also reminds all owners to read the notice below regarding what you need to know about an earthquake:

## **WHAT YOU NEED TO KNOW ABOUT AN EARTHQUAKE**

---

The idea of an earthquake is unwelcome and not something any of us would like to consider happening in Vancouver; however, it is imperative that we all understand the reality of dealing with the aftermath of a major earthquake should it happen here...

1. You are on your own. Do not count on your strata council or management company for assistance.
2. There is not a supply of food, water, blankets or other survival provisions stored anywhere on the property. You are on your own and need to prepare accordingly.
3. If there is natural gas service to your strata corporation there is no plan for shutting off the gas supply.
4. There are no arrangements for alternate living quarters if you are unable to return to your strata lot. You are on your own.
5. Depending on the severity of the earthquake, you may not be able to telephone/email the management company for assistance.
6. The contents of your strata lot, your automobile(s) and other personal property are not insured by the strata corporation. If you have made improvements to your strata lot, such improvements or betterments are not insured by the strata corporation either.
7. The strata corporation is insured for earthquake damage; HOWEVER, there is a deductible which means that there is no coverage for damages within that deductible. Generally the deductible is 10% of the value of the strata corporation although in some instances (i.e. Richmond) the deductible could be 15% or 20% of the value of the property. In most cases this will amount to millions of dollars. Your strata corporation does not have reserve funds available to meet such a huge deductible. Repairs will have to be funded by one or more special levies. These could be substantial.
8. There is NO government plan or fund to assist either you or your strata corporation. You are on your own.

While it would be nice to hear that there are plans and that there is a safety net, your strata council and VCS bring you the above information in an effort to alert you to the reality of an earthquake scenario. The Government of Canada advises you should be prepared to be self sufficient for at least 72 hours. Accordingly, you need to develop your own personal plans for survival. Like many people, you will not be adequately prepared and that is “human nature”. Please remember, however, that “You are on your own” is the hard truth and the only rule that counts.

8. Commercial Section – Lobby Lighting: It has been suggested that the lobby lighting of the commercial section be refurbished as the ceiling is 21-feet high and it is difficult to replace light bulbs as they burn out. Several options were considered. At this time, the bulbs will be replaced with LED light bulbs and will be monitored.

## **CORRESPONDENCE**

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

1. A letter was received from an owner in response to a bylaw violation letter regarding a move of household items. After review and discussion, the agent was instructed to fine the owner.
2. A letter was received from an owner suggesting that the council select reliable service contractors for residents of the Classico to contact for maintenance and repair services and suggested that possibly council could negotiate a service charge discount applicable to Classico residents only. After review and discussion, council thanks this owner for their suggestions; however, owners are responsible to have their appliances check regularly and the strata would prefer not to be involved in this side of the maintenance. Owners are reminded they should ensure dishwashers and washing machines are turned off before leaving the suite.
3. A letter was received from an owner regarding a parkade gate violation. After review and discussion, a bylaw violation letter will be sent to the owner whose guests were involved in this situation and the owner making the complaint will be advised that the owner of these guests will be fined.
4. Several letters were received regarding a noise complaint from another unit. After review and discussion, the agent was instructed to send a letter to the party making the noise, advising of the bylaw violation.
5. A letter was received from an owner advising of an issue with a unit above them throwing cigarette butts from their balcony. The agent reported that a letter has been sent to the owner of this unit advising of the bylaw violation.

6. A letter was received from an owner regarding a barking dog. After review and discussion, the agent was instructed to send a bylaw violation letter to this owner regarding this situation.

## **BYLAW VIOLATIONS**

1. A bylaw violation letter was sent to an owner regarding the parkade gate procedure. The agent reported that a response has not been received and it was agreed that a \$50 fine shall be levied against the owner's account.
2. A bylaw violation letter was sent to an owner regarding visitor parking and after review and discussion, the agent reported that a response has not been received. The agent was instructed to levy a \$50 fine against the owner's account.
3. A bylaw violation letter was sent regarding a cigarette butt issue. After review and discussion, as no response has been received from the owner of the unit or the resident, a \$200 fine will be levied against the owner's account.
4. A bylaw violation letter was sent to an owner regarding an unscheduled move. The agent reported the owner has until December 17<sup>th</sup> to reply and as such, this will be deferred until the January council meeting.
5. A bylaw violation letter was sent to an owner regarding a move-in fee that has not been received. The agent reported the owner has until December 17<sup>th</sup> to reply and as such, this will be deferred until January for further action.
6. A bylaw violation letter was sent to an owner regarding a move-in fee that has not been paid. The agent reported the owner has until December 17<sup>th</sup> to respond, so this item will be deferred until the next council meeting in January.
7. A bylaw violation letter was sent to an owner regarding a move-out through the lobby. A response has been received; however, after review and discussion, the agent was instructed to levy a \$200 fine against the owner's account.
8. A bylaw violation letter was sent regarding an on-going oil leak from a vehicle. The owner was advised that a clean-up fee will be charged against the account; however, as the owner has until December 19<sup>th</sup> to respond, no further action will be taken until the next council meeting in January.

## **NEW BUSINESS**

1. 2013 Insurance Renewal: Council was in receipt of the quote from BFL Insurance for 2013 insurance in the amount of \$106,605. After review and discussion, council has accepted the quote and signed the appropriate paperwork. As of January 1, 2013, the strata insurance premium has increased by 15%.

The Water Damage and Sewer Backup deductible has been increased to \$15,000.

All owners should contact their home insurance company to ensure adequate amount of coverage for the Water Damage and Sewer Backup deductible of the strata corporation policy.

All owners and residents are reminded that the strata corporation's insurance policy does not provide for an individual contents, betterments or improvements (i.e., storage locker contents, clothing, furniture, decorating, upgrading of flooring, etc.). Owners and residents must carry their own "Owner/Tenant package" insurance for this coverage, including any improvements.

2. Drain Cleaning: Quotes have been requested for sump pump, sand and catch basins and for drain cleaning at the parkade level. The review of proposals has been deferred until a second quote is received.
3. Move-In/Out Reporting and Control: Council reviewed the move-in/move-out procedures. Council wishes to remind all owners that, should they be renting out their suite, Form K's are required as per bylaw R.12.4, which states:

*R.12.4 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.*

Also, owners and tenants are reminded about the following bylaws related to moving in or out:

*R.11.2 If an owner carries out, or permits any tenant or occupant, or any guest, employee, agent or invitee of the owner or his tenant or an occupant of the residential strata lot, to carry out, any move into or out of his residential strata lot otherwise than in accordance with the regulations referred to in subsection R.11.1, the owner will be subject to a fine of \$200.00, such fine to be paid on or before the due date of the next monthly assessment payable by such owner or such later date as contemplated by the applicable notice requirements contained in these bylaws, the Act or the Regulations.*

*R.11.3 At least 72 hours notification must be given to the Building Staff for each move in and move out. Notification and booking the moving elevator can be done verbally, in person, or in writing. Elevator shall be booked on a first come first served basis.*

R.11.4 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) | To unfurnished suite               | \$125 |
| (b) | To furnished suites and townhouses | \$ 75 |

R.11.5 A damage deposit is required in the amount of \$200, in form of cash or certified cheque against receipt, deposited with the Building Staff, at the time of booking of a move in or out, as specified in 11.3 above.

4. Council Meeting Minutes Distribution: Attached to the last several editions of minutes was a notice that in order to reduce the cost of correspondence, owners were encouraged to use the Classico website to review the minutes and other important notices. To date, three owners have requested that minutes be mailed to them and council agreed that going forward, these three owners will receive their minutes by mail and 20 hard-copies will be left on the shelf in the mailroom. **Minutes may be reviewed on the website at [www.theclassico.ca](http://www.theclassico.ca).**
5. Staff Vacation: Residents are reminded that the building manager will be away from December 7<sup>th</sup> until January 14<sup>th</sup>. Surinder Sondhi will cover Cornell Berceanu's shift in the morning and additional security guards have been trained and hired to cover the remainder of the shifts as required.
6. Party Room: A request has been made from an owner for extended use of the party room on New Year's Eve for one half hour past midnight. After review and discussion, permission has been granted and this extension of the party room use will be monitored.
7. Commercial Signage: Commercial section has requested the agent send a petition to all commercial residents requesting approval to remove the signage from the common area above 638 Broughton Street. A letter will be sent to the commercial owners requesting their feedback.
8. New Commercial Owner: The agent reported that a letter was received from the City regarding a number of issues with a newly purchased unit and the new owner's requests for permits. After review and discussion, all the deficiencies noted by the City of Vancouver are the owner's responsibility to repair and the agent will advise the contractor of the owner accordingly.



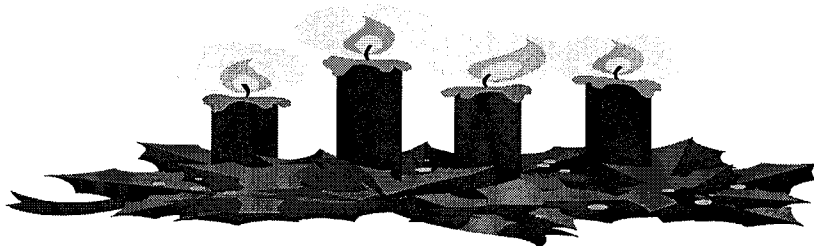
There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting is scheduled for Thursday, January 10, 2013 at 5:30 p.m.



Sylvia Brewer  
Vancouver Condominium Services Ltd.  
#400 - 1281 West Georgia Street  
Vancouver, B.C.  
V6E 3J7

Telephone: (604) 684-6291 (24 Hour Emergency Services)  
Toll Free: 1-877-684-6291 / Fax: 604-684-1539

SYB/nd



## **HAPPY HOLIDAYS**

***Please note the VCS office will also be closed on Tuesday, December 25<sup>th</sup>, Wednesday, December 26<sup>th</sup>, and Tuesday, January 1<sup>st</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.***