

# MINUTES OF COUNCIL MEETING

## STRATA PLAN BCS-460

### CLASSICO

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**HELD** On Thursday, January 10, 2013 at 5:30 p.m. in the Meeting Room, 1328 West Pender Street, Vancouver, BC

**PRESENT** Roman Piechocki President/Treasurer  
Peter van Diepen Vice-President  
Lawrence Keenan  
Ken Sopko  
Mark Deppel

**REGRETS** Irfaan Hafeez  
Douglas Soo

**STRATA AGENT** Sylvia Brewer, 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 December 11, 2012 council meeting, as circulated.

### **FINANCIAL REPORT**

1. **Monthly Statement:** The treasurer reviewed the November 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 3<sup>rd</sup> month ending November 30 2012 in the appropriate funds are as follows:
  - Consolidated Cash Balance \$1,023,327.78 (including CRF Balance)
  - Consolidated CRF Balance \$ 729,438.98 (Contingency Reserve Fund)
3. **Arrears:** The status of owners' accounts was reviewed by council and the agent was instructed to send letters to those owners with outstanding balances. The agent noted that one owner has been sent a lien warning letter as overdue fees have not been paid as requested.

4. Audit: Several more quotes have been received for the audit and after review and discussion, Don Guthrie was awarded the contract to perform the audit for the 2011/2012 fiscal year at a cost of \$3,000 plus applicable taxes. The agent reported that Mr. Guthrie will be at the VCS office to begin the audit on January 14, 2013.

## **BUSINESS ARISING**

1. Fire Equipment Repairs: It was reported that Voltech is still awaiting parts for the PRV and once the parts are received, repairs will be completed.
2. Elevator C – Camera Repairs: The agent reported that a reply has been received from Richmond Elevator regarding council's letter regarding reimbursement for repairs to the camera. Richmond Elevator has reviewed the claim and is not in agreement that they caused any damage to the camera equipment and will not pay any damages toward these repairs. After review and discussion, council agreed that no further action would be taken.

There was further discussion regarding the on-going elevator breakdowns and required repairs. It was agreed that an audit or inspection of the elevators at the Classico will be performed and the agent was instructed to request a quote from Canadian Elevator Quality Assurance as they performed a similar audit in 2007. Such audit in 2007 resulted in subsequent improved service by Richmond Elevator, fewer breakdowns and lower maintenance costs.

3. 10-Year Warranty: Further to Morrison Hershfield conducting the 10-year structural review, a questionnaire has been posted on the strata website for all owners to complete; hardcopies are available. Completion of this questionnaire is required by **January 20, 2013** and it is hoped that all owners will complete the questionnaire as it is imperative for Morrison Hershfield to have as much information as possible.
4. Swimming Pool Modifications: There was further discussion regarding changing the pool from chlorine to salt water. A council member will further investigate options and request quotes.
5. Drain Cleaning: A second quote was received for the drain cleaning at the parkade level sump pump and catch basins. After review and discussion, Pacific West Plumbing was awarded the contract in the amount of \$4,123 plus applicable taxes. Pacific West has been advised and will arrange to begin performing work after January 14<sup>th</sup>.
6. Petition re: Removal of Signage from Common Area above 638 Broughton: The agent reported that letters were sent out to the eight commercial owners requesting for them to advise if they were in favour, or not in favour, of removing the signage on the common area on the Broughton Street side. The agent reported to date only three commercial owners have responded. At this time, no further decision will be made regarding this issue.

## 7. Bylaw/Rule Violations

- (a) A bylaw violation letter was sent to an owner regarding an unscheduled move. The agent reported that there has been no response from the owner regarding this violation and council agreed that a \$200 fine should be levied against the owner's account.
- (b) A bylaw violation letter was sent to an owner regarding a move-in fee that has not been received. The agent reported that no response has been received from the owner. The agent was instructed to levy a \$200 fine and the \$125 move fee against the owner's account.
- (c) A bylaw violation letter was sent to an owner regarding a move-in fee that has not been paid. To date, no response or payment has been received. The agent was instructed to levy a \$200 fine and a \$75 move-in fee against the owner's account.
- (d) A bylaw violation letter was sent to an owner regarding an on-going oil leak. The resident has responded to say that they will pay the \$38.46 clean-up and reported that they have removed the car in question and have purchased a new car. After review and discussion, council agreed that no fine will be levied against the owner's account.
- (e) A bylaw violation letter was sent to an owner regarding their barking dog. This owner has until January 21<sup>st</sup> to respond to this bylaw violation. Any fines will be deferred until the next council meeting in February.
- (f) A parkade gate rule violation letter was sent to an owner and a response has been received from the tenant. The tenant reported that they do pull away from the gate and pull closer to the street so it is likely they are out of view of the cameras but they do watch the gate closely. After review and discussion, council instructed the agent to levy a \$50 fine against the owner's account as this is not the first time this has been reported and council takes the security of the building very seriously. Residents are reminded that they must stay close to the gate to ensure that it closed before they leave the property.
- (g) A bylaw violation letter was sent to an owner regarding damage to the elevator during an unreported move. After review and discussion, the agent reported that the resident and the owner have until January 22<sup>nd</sup> to respond. Further review of this bylaw violation will take place at the next council meeting in February.
- (h) A noise bylaw violation letter was sent to an owner. The owner has not replied and has until January 21<sup>st</sup> to respond. Further review of this bylaw violation will take place at the next council meeting in February.

- (i) A bylaw violation letter was sent to an owner regarding the use of the fitness centre and that a glass was brought into the swimming pool area, fell off a table and broke. The cost of clean-up will be charged against the owner's account and they have until January 21<sup>st</sup> to respond to the complaint. This matter will be reviewed at the next council meeting.
- (j) A move-in bylaw violation letter was sent to an owner regarding a move-in fee that has not been paid. The \$125 fee will be charged against the owner's account; however, the owner has until January 22<sup>nd</sup> to respond. Further review will be deferred until the February council meeting.
- (k) A move-in bylaw violation letter was sent to an owner advising that move fees have not been received. The fees will be charged against the account; however, the owner has until January 22<sup>nd</sup> to respond. Further review will take place at the February council meeting.
- (l) The agent was instructed to send a move-in bylaw violation letter to an owner advising that the \$75 move-in fee has not been paid and that a fine may also be levied against the account.
- (m) The agent was instructed to send a move-in bylaw violation letter to an owner advising that the \$125 move-in fee has not been paid and that a fine may also be levied against the account.
- (n) A bylaw violation letter was sent to an owner regarding a move-in advising that the move-in fee was not paid and that a further fine may be levied against the account.
- (o) The agent was instructed to send a gate rule violation letter to a resident.
- (p) The agent was instructed to send a gate rule violation letter to a resident.

## **CORRESPONDENCE**

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

1. A letter was received from an owner regarding a number of fines levied against their account for not providing access for fire inspections. As this owner lives out of the country, the delay in mail is making it difficult for them to ensure that they have paid the fines. The agent will confirm what payments have been received and will advise the owner that a copy of final inspection is still required before consideration of reversing fines will take place.
2. An owner responded to a letter with regard to a fine for a move-out. After further review and discussion, council will not reverse the fine as requested.

3. A letter was received from an owner advising of a noise complaint against another suite. After review and discussion, a letter has been sent to the resident advising of the noise complaint.
4. A letter was received from an agent for their tenant reporting possible water ingress through windows and signs of mold. The situation has been reviewed and it was determined that it was a condensation problem and the agent for the tenant was advised and given the link to the Classico website for tips related to indoor condensation prevention.
5. A letter was received from a commercial owner requesting approval for signage. After review and discussion, the agent was instructed to send a copy of the requested signage to all the commercial residents for the input and feedback and will advise the commercial owner of this process.
6. A letter was received requesting that a fine be reversed as the agent for the owner reported that they did not receive the initial bylaw violation complaint letter in December and the tenant would like to respond to the complaint made. The agent reported that a response should be received the week of January 14<sup>th</sup>. Council agreed they will review the letter but until then the fine will not be reversed as requested.

## **NEW BUSINESS**

1. Annual Fire Inspection: The agent presented two quotes to council for the annual fire inspection. After review and discussion, Voltech Fire Protection will be awarded the contract. Their fee to inspect the fire alarm system, sprinkler system, extinguishers, fire hoses, etc. is \$2,928. The two back-flow assemblies will also be inspected. Voltech has a coupon for first time client which council will take advantage of. The agent was instructed to have Voltech perform the fire inspection the week of February 25<sup>th</sup>. Owners will be advised of the exact dates and requirements for access to their units.
2. Annual Roof Anchor Inspection: The agent reported that the annual roof anchor inspection is due and confirmed that NTEC Industries should be contacted for a quote and to arrange for this inspection. Council requested that the inspection be arranged for March 2013.
3. Building Manager Resignation/Replacement: Cornel Berceanu has tendered his resignation as the building manager as of January 27, 2013. Council has been interviewing potential candidates and one candidate will be called back for a second interview to determine whether they will accept the position.
4. Parkade Enterphone LCD Display: A quote was received from West Coast for replacement of the LCD display for the parkade enterphone for a total cost of \$925 plus applicable taxes. After review and discussion, the agent was instructed to have West Coast proceed with this repair.

There being no further business, the meeting was adjourned at 7:30 p.m. The next meeting will be held on Tuesday, February 12, 2013 at 5:30 p.m.



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### **24-Hour Emergency Services**

Clients using Telus Anonymous Call Blocking feature must deactivate this service (\*87) to receive return calls from VCS after hours.

Please note that we will take no action on any emergency unless we have talked first to the person placing the call. If you have placed an emergency call, please keep the phone line clear so that VCS can return your call promptly.

**PLEASE NOTE THAT THIS SERVICE IS FOR BUILDING EMERGENCIES ONLY: IT IS NOT FOR PERSONAL EMERGENCIES.** Personal emergencies include lost building or suite access devices (i.e., keys, fobs, IRTs, garage remotes) access to relatives' apartments, inquiries about account balances, "someone parked in my stall", neighbours are having a loud party, and neighbours' security alarm is going off and similar situations. We are also unable to provide assistance on calls such as "I saw a strange person enter the garage..." Suspicious activity and loud parties should be reported to the police. Break and enter and/or vandalism to your automobiles or suites should be reported to the police department.

Please feel free to report floods, broken water lines, fires, fire alarms, stuck elevators, garage gates not working and other similar building/property issues requiring immediate attention.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which are regular administration items.