

**MINUTES OF COUNCIL MEETING**  
**STRATA PLAN BCS-460**  
**CLASSICO**

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**HELD** On Thursday, March 14, 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 (left at 7:10 p.m.)  
Lawrence Keenan  
Irfaan Hafeez (arrived at 6:30 p.m.)  
Ken Sopko

**REGRETS** Douglas Soo  
Mark Deppel

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

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

**GUESTS**

Guest #1, Simon Fung, owner of unit #406: Mr. Fung met with council to review a fine that was levied against his account. Council thanked him for his presentation and will discuss and the agent will advise him of the outcome.

*Guest #1 left at 5:40 p.m.*

Guest #2, Sam Leung, the agent for #2505: Mr. Leung requested his meeting with council to review fines and charges regarding elevator damages. Council thanked Mr. Leung for his presentation and advised that they will discuss and the agent will advise him of the outcome.

*Mr. Leung left at 5:55 p.m.*

**COUNCIL DECISIONS**

After discussion: Guest #1: The fine will not be reversed.  
Guest #2: Reversal of one fine. Charges for repair of the elevator to be paid.

Re-design Committee: Ken Sopko presented a report from the re-design committee. Mr. Sopko reported that the committee has held three meetings. All members of the committee have visited

a number of buildings in Coal Harbour and False Creek to review the design features of the lobbies and hallways in these buildings.

The main thing that the committee learned from these visits and the discussions held with some of the staff at these properties was the necessity of securing sound professional help for the development of design and a proposed financial plan. The committee talked to six individual design companies to determine their possible interest and capability of undertaking a project of the magnitude proposed, which would include the lobby, elevator hallway, elevators and building hallways. The committee agreed that staging of a proposed plan would be necessary to understand the financial commitment for the strata and the extent of work involved. It is also recognized that the design elements of the lobby, elevators and hallways would need to be coordinated.

The committee determined that they would like to meet with three different designers and there will be a charge of approximately \$100 to \$150 per hour with the need of a two hour appointment for a walk-through consultation and requested that council approve a budget of \$800 for these meetings. After review and discussion, council agreed to approve an expenditure of up to \$800.

Once those meetings have taken place, the committee will determine which designer they would prefer to work with. The re-design committee reported it would cost the strata between \$7,000 and \$10,000 for the designer to make a presentation to the owners at either an AGM or SGM.

Council thanked Mr. Sopko for his presentation.

## **MINUTES**

It was moved, seconded and carried to adopt the minutes of the February 12, 2013 council meeting, as circulated.

## **FINANCIAL REPORT**

1. **Monthly Statement:** The treasurer reviewed the January 2013 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 5<sup>th</sup> month ending January 31, 2013 in the appropriate funds are as follows:

- Total Cash Balance           \$972,823       (including CRF Balance)
- CRF Balance                   \$826,660       (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.
4. Vancity Investments: The agent reported that the \$100,000 GIC (from CRF account) becomes due for renewal on March 16, 2013 and council has instructed VCS to re-invest the \$100,000 plus interest into a 30-day cashable one-year term GIC.
5. Audit: The agent reported that she has advised Mr. Guthrie that the draft audit has been approved by council and the final audit should be ready within the next week or so.

## **BUSINESS ARISING**

1. The report was received from Canadian Elevator Quality Assurance and after review and discussion, the agent was instructed to send a copy of the report and a covering letter to Richmond Elevator as there are a number of issues and concerns that council would like to review and discuss with Richmond Elevator.
2. Ten-Year Warranty: Morrison Hershfield has been onsite and inspected 19 units and part of the common area. They will return for a second inspection of common areas later in March.
3. Swimming Pool Modifications: Council reported that Imperial Paddock has been onsite and has agreed to proceed with one more visit and will then present a quote for the modification of the current pool water (chlorine to disinfect) to salt water.
4. Removal of Signage from Common Area above 638 Broughton: This item was deferred.
5. Annual Fire Inspection: The annual fire inspection has been completed and a report has been received from Voltech. Council will review the quote for deficiencies that require repair and will advise the agent how to proceed. It was reported that access to ten units was prevented and these owners will be advised that a second visit from Voltech will be arranged and the cost for this visit will be charged back to their account.
6. Dryer Vent Cleaning: National Air has been awarded the contract for the annual dryer vent cleaning in the amount of \$6,030 plus applicable taxes. The dryer vent cleaning will take place between April 22<sup>nd</sup> and April 29<sup>th</sup> and owners will be advised when access to their suite will be required.
7. Window Washing: Council reviewed three quotes and have awarded the window washing contract to Pacific Heights in the amount of \$8,120 plus HST. Window washing will be arranged to take place once the dryer vent cleaning has been completed. Owners will be advised of the dates for window washing.
8. Anchor Inspection: NTEC Industries will be onsite on March 15<sup>th</sup> to conduct the annual roof anchor inspection.

9. (a) Bylaw Violations – New:

- (i) The agent reported that a letter has been sent to a resident for a rule violation, regarding the parkade gate procedures.
- (ii) A complaint has been received of a noise violation and after review and discussion, the agent was instructed to send a letter to the owner and their tenant.

(b) Bylaw Violations – Follow Up:

- (i) The agent reported that no reply has been received from a bylaw violation letter that was sent in February regarding a noise complaint and after further review and discussion, the agent was instructed to levy a \$200 fine against the owner's account.
- (ii) The agent reported that an owner has responded to a use of common property letter that was sent and advised that the fence in question has been removed.

## **CORRESPONDENCE**

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

1. A letter was received from an owner requesting that council split the difference of a bylaw fine from \$200 to \$100. After review and discussion, council will not reduce the amount of the fine and the agent was instructed to advise the owner.
2. A letter was received from a resident disputing a noise violation fine. After review and discussion, council will not reverse the fine as this has been an on-going issue.
3. A letter was received from an owner disputing a noise violation fine. After review and discussion, council will not reverse the fine and the owner will be advised.
4. A letter was received from an owner regarding another resident and a blatant disregard for the gate rules and reported that the driver in question was rude. After review and discussion, the agent reported that a gate bylaw violation has been sent to this resident.
5. A letter was received from the owners of #2502 requesting permission to install two ceiling fans and to remove the existing hard surface flooring and carpet and replace it with new hardwood flooring. After review and discussion, as all the criteria have been met, approval is granted and the agent will advise the owner.

6. A letter was received from a resident regarding a gate violation letter that they received. They requested further information as to dates and times and dispute the need of a fine being levied against the account. After review and discussion, the agent was instructed to forward more information and levy a \$50 fine against the unit.
7. A letter was received from a resident disputing a fine regarding cigarette butts found on the balcony below them. Council has agreed to do further investigation and advise the agent if this fine should be reversed.
8. A noise complaint letter was received from an owner advising that there have been on-going parties and loud noise well into the early morning. After review and discussion and confirmation with security reports of noise complaints, the residents will be advised of the complaint and possibility of a fine being levied against the account.

## **NEW BUSINESS**

1. Commercial Garbage Area: This item was deferred.
2. Fireplace Cleaning: The agent reported that Sure Fire Gas Services has requested permission to post a sign-up sheet and information regarding inspections and service of owners' fireplace. There rate is \$49 per fireplace, which includes a comprehensive safety inspection and general maintenance and cleaning of the fireplace. After review and discussion, the agent was instructed to advise Sure Fire Gas Services that they may post a sign-up sheet for these services. Owners are reminded that the \$49 fee is payable by them at the time of the inspection and owners will not be reimbursed by the strata corporation for this service.
3. Window Replacement: A commercial unit reported a broken window. Accurate Glass has been called in to attend and will advise the strata agent of the cost for replacement, who will in turn advise council. The agent was instructed once the window has been replaced and an invoice received, that an insurance claim should be made. (The deductible is \$250.)
4. Landscaping Contract: Council reported that they are waiting for Blacker Land Services to present a contract for landscaping services for April 1<sup>st</sup> to October 30, 2013.
5. Carpet Cleaning: A quote was received from Maxim Cleaning for Carpet Cleaning of all common area hallways, the meeting room, an office and guest suite for \$1050 plus applicable taxes and to scotchguard the 3<sup>rd</sup> floor carpet for \$25 and to clean the gym area for \$85. After review and discussion, the agent was instructed to have Maxim proceed with this cleaning.

6. Bylaw Reminder:

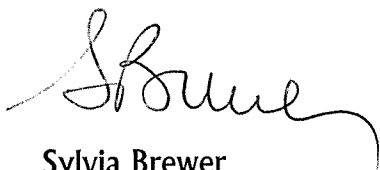
R.4.4 An owner of a residential strata lot who has hard floor surfaces in his or her strata lot must take all reasonable steps to satisfy noise complaints from neighbours, including without limitation, ensuring that no less than 60% of such hard floor surfaces are covered with area rugs or carpet and 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.

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.

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be held on Wednesday, April 10, 2013 at 5:30 p.m.



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SyB/nd

**LIEN CHARGES**

As per the bylaws, strata fees are due on the 1st day of every month. Please be sure to have your payment in our office by the 1st of each month or risk having a fine levied on, and/or interest charges added to your account. Accounts which remain unpaid are potentially also subject to a further cost of \$200 or higher. It is expensive not to pay.