



CLASSICO STRATA PLAN BCS 460

**STRATA COUNCIL MEETING MINUTES
TUESDAY, FEBRUARY 24, 2015, 5:30 PM
MEETING ROOM - 1328 WEST PENDER STREET**

COUNCIL PRESENT:

Roman Piechocki **President/Treasurer**
Peter van Diepen **Vice-President (left at 7:10 p.m.)**
Lawrence Keenan
Irfaan Hafeez
Douglas Soo **(arrived at 6:30 p.m.)**

MANAGEMENT PRESENT:

Paul Kral, Senior Property Manager
Pacific Quorum Properties Inc.
pkral@pacificquorum.com / Direct Line: 604-638-1961

1) **CALL TO ORDER**

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

Guest:

An Owner met with the Council to address fines for various bylaws violations. After presentation of the Owner's argument, the Council discussed the issue and agreed to apply fines for all bylaw violations.

2) **ADOPTION OF PREVIOUS MINUTES**

It was:

MOVED/SECONDED

To approve the Minutes of the December 15, 2014 and January 27, 2015 Council Meetings, as presented.

CARRIED

3) **FINANCE**

a) **Monthly Statement**

The Treasurer reported to the Council on the January 2015 Financial Statements before the meeting. Minor corrections were submitted to Pacific Quorum's Accounting Department. The Council Members approved the January 2015 Financial Statements.

Any Owner wishing to receive a copy of the Strata Corporation's Financial Statements should contact Pacific Quorum Properties Inc. during regular business hours from 9:00 a.m. to 5:00 p.m., Monday to Friday.

b) **Account Balances**

The current balances as of January 31, 2015 for the appropriate funds are as follows:

- Total cash balance as of January 31: \$1,169,870.00 (including CRF)
- CRF balance as of January 31: \$913,877.00

✓ **VANCOUVER OFFICE:**

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c) **Arrears**

Please note the following bylaw, which will be enforced by the Council for late strata fee payments:

R.2 Payment of Strata Fees

R.2.1 An owner must pay strata fees to the strata corporation on or before the first day of the month. The strata fees will be made up of the fees owing to the strata corporation and the fees owing to the owner's separate section as set out in the approved budget.

R.2.2 All strata fees are due and payable no later than the first business day of each calendar month. Fees received later than the appointed time will be subject to a fine of \$50 per month for each and every month that payment is late to be levied by the strata management company.

The Property Manager reported that letters were sent to all Owners with overdue accounts.

Please regard the following procedures for overdue strata fee recovery:

PROCEDURES FOR OVERDUE STRATA FEES

1. Strata Fees are due and payable on the 1st of each month.
2. The Council directs the Property Manager to automatically mail a warning letter on the 3rd of the month if the Strata fees are not paid. The letter will include information regarding fines and interest charges and will give the Owner the opportunity for a hearing.
3. At each Council Meeting, the Council directs the Property Manager to bring a current list of Accounts Receivables with all collection action taken to date.
4. At the first month overdue, the Council directs the Property Manager to mail the "soft" lien letter unless payment is received by the due date on the warning letter. The "soft" lien letter will also include information about fines and interest charges and again give the Owner an opportunity for a hearing.
5. At the second month overdue, after the warning and "soft" lien letters have been mailed, the Council will direct the Property Manager to mail the "hard" lien letter if the account has not been paid by the due date. Also, the Council will approve the fine and interest charges.
6. At the third month overdue, after the warning, "soft", and "hard" lien letters have been sent and fines and interest charges have been applied, the Council approves registering the lien and applying another fine and interest.
7. At the meeting after the lien has been filed, the Council approves starting legal proceedings and applies another fine and interest.

4) **BUSINESS ARISING**

a) **Organic Waste Disposal Program**

The Program started in Classico on February 1, 2015. It facilitates a City-wide initiative to move organics from the landfill. A green bin and informative signs have been placed in the visitor's parkade. The response of the residents has exceeded expectations. The Council thanks all residents for their participation in this program. Three additional organic waste bins have been ordered from the Waste Management contractor. They are expected to be received in early March 2015.

- b) **Commercial Section Corridor – Rain Water Leaks**
Vancouver Injection and Waterproofing sealed several additional, minor concrete cracks. The reduction in water leaks in this location is substantial. The area continues to be monitored.
- c) **Commercial Section Office – Toilets Drains Realignment**
Following a number of drain line blockages, Montalbano Plumbing Ltd. submitted a proposal for the Commercial Section's toilets drains realignment. The Property Manager will discuss this item with the Commercial Section Owners.
- d) **Pressure Reducing Valve (PRV) Installation – Commercial Section**
The Property Manager will review this issue with the Commercial Section Executive.
- e) **3rd Floor Residential Corridor – Renovation**
The Council reviewed and approved a proposal from Glory Carpet at \$3,150.00 plus GST for several renovation projects in this area. The project remains to be scheduled.
- f) **Unit #407 Condensation (In-suite Issue Confirmed – No Action Required)**
The unit's managing agent advised the Property Manager about engagement of the restoration company to assess the mold emergence in one area inside of this unit. The restoration company confirmed the building staff's assessment that the cause of the problem is high humidity and condensation caused by insufficient ventilation of the unit. The Owner has been advised on how to properly ventilate their apartment.
- g) **Exercise Room – Mirror Replacement**
In between the meetings, the Council approved the proposal from Extreme Glass Ltd. for the replacement of the broken mirror at a total cost of \$991.98. This project has been scheduled for early March 2015.
- h) **Lights Timer Replacement**
Malburg Pump & Boiler replaced the external lights timer with a new, astronomical timer.
- i) **Party Room Curtains**
The Council approved a proposal from Glory Carpets to supply and replace seven (7) heavy duty curtain tracks, and cut and sew the length of the existing curtains where required at \$1,620.00 plus GST.
- j) **Speed Humps – Back Lane**
On February 23, 2015, the City completed installation of the missing half of the hump, and widening of the most south westerly hump. The Council noted speed reduction of vehicles transiting the back lane.

5) **BYLAWS AND RULES VIOLATIONS**

- a) A gate rule violation letter was mailed to one (1) Owner.
- b) A Party Room rule and bylaw violation letters was mailed to one (1) Owner. As a response was not received from this Owner, the Council agreed to apply a \$50.00 fine for the Party Room rule violation.

- c) A gate rule violation letter was mailed to one (1) Owner. As a response was not received from this Owner, the Council agreed to apply a \$50.00 fine for the gate violation.
- d) A gate rule violation letter was mailed to one (1) Owner. As a response was not received from this Owner, the Council agreed to apply a \$50.00 fine for the gate violation.
- e) A bylaw violation letter for storage in the parkade was mailed to one (1) Owner.

6) CORRESPONDENCE

- a) An Owner submitted a request to reverse a fine for a parkade gate rule violation. The Council approved this request.
- b) An Owner submitted correspondence disputing a parkade gate rule violation. The Council approved this request.
- c) An Owner submitted a response regarding pigeon feeding. The Property Manager issued a letter to the Owner. The Property Manager received a response from that Owner indicating that they are not feeding pigeons. This problem will continue to be monitored.
- d) After reviewing a response from an Owner, the Council agreed not to fine an Owner for a gate rule violation.
- e) After reviewing a response from an Owner, the Council agreed not to fine an Owner for a gate rule violation.
- f) After reviewing a response from an Owner, the Council decided to apply a \$50.00 fine for a gate rule violation.
- g) After reviewing a response from an Owner, the Council decided to apply a \$50.00 fine for a gate rule violation.
- h) An Owner submitted a complaint regarding disturbing dog barking in a neighbouring suite. The Property Manager issued a letter to the owner of the dog. The Owner responded that they will ensure that their dog is not left alone at home. No further action is required at this time.
- i) An Owner submitted correspondence regarding a leak in their storage locker. The building staff cleaned and painted the affected area. The Council confirmed that there is no active leak there, and the water stains resulted from the concrete efflorescence and condensation on the main water supply line. The Owners were advised to clean their storage lockers regularly.
- j) An Owner submitted a letter regarding their bathroom water being lukewarm, a gate rule violation complaint, organic waste, and the common washroom. The Council responded to all issues with clarifications. No further action is required.
- k) An Owner was advised that they are not allowed to relocate the in-suite alarm without the City's approval. The contact at the City was provided to this Owner.

Attention Owners

Owners are invited to write to the Council via the management company, Pacific Quorum Properties, regarding any Strata related matters.

7) NEW BUSINESS**a) Annual Fire Inspection**

The Council reviewed five (5) quotes for the Annual Fire Inspection, and for the supply and installation of approximately 100 in-suite smoke alarms, which were determined to be aged during the previous year's inspection. The Council approved the quote from Elite Fire Protection. The inspection has been scheduled for April 2015. Notices will be mailed to all Owners, and posted in the building well in advance.

b) Windows Washing

The Council approved a proposal for the window washing from Pacific Heights Services Inc. The project is scheduled for the end of April. A detailed notice will be posted well in advance.

c) Dryer Vents Cleaning

The Council approved a proposal from National Air Ltd. for the Annual Dryer Vents Cleaning. The project is scheduled for March 24 – 31, 2015. Notices will be posted well in advance.

d) Annual Roof Anchors Inspection

The Annual Roof Anchors Inspection has been scheduled for April 2015. The Property Manager will request SCS Materials Engineers Ltd. to quote on the inspection.

e) Landscaping

The Council reviewed a proposal from Elemental Gardens and declined engaging them in the regular landscaping service. The Council will continue monitoring performance of Hoe! Hoe! Hoe! Landscaping, the current service provider.

f) Balconies Membrane Renewal

The Council met with REMDAL Painting to determine the scope of the project and to obtain a quote for renewal of the membrane on balconies, overhangs and eyebrows. More contractors will be invited to quote on this project. This project will be discussed with Owners at the 2015 Annual General Meeting (AGM) with the intention of its implementation in 2016.

g) Rental Bylaw Review

The Council authorized an expenditure of \$350.00 for seeking legal assistance in review and potential amendment of the existing rental bylaw.

h) Pool Washrooms – Floor Tiles Re-sealing

The Council requested Glory Carpet to quote on reapplication of sealant on tiles in the swimming pool washrooms. This item will be discussed at the March 2015 Council Meeting.

i) Flood Detectors

The Council would like to remind all Owners that a limited number of flood detectors are still available from the Site Supervisor.

8) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 7:40 p.m.

The next Council Meeting is scheduled for
Tuesday, March 24, 2015 at 5:30 p.m.

ONLINE ACCESS TO YOUR STRATA CORPORATION

To access *PQ ONLINE* for Classico:

- Go to: www.pacificquorum.com
- Under *PQ ONLINE LOGIN* enter:
 - Username: **classico**
 - Password: **460**

Once you have logged into *PQ ONLINE* for the first time, please go to “MY INFO” and sign-up for **email notification** of important notices, meeting minutes, etc., and update your contact details.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Paul Kral, Senior Property Manager

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IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

重要資料 請找人為你翻譯

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

सबुती महत्वाची विषय अगळे विषये वेळीं दिवा एा सुसंवा करवाचि

Please Note: The Real Estate Regulations may require that a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Pacific Quorum Properties Inc.*