



**CLASSICO
STRATA PLAN BCS 460**

**STRATA COUNCIL MEETING MINUTES
TUESDAY, AUGUST 26, 2014, 5:30 PM
MEETING ROOM - 1328 WEST PENDER STREET**

COUNCIL PRESENT:

Roman Piechocki President/Treasurer
Peter van Diepen Vice-President
Irfaan Hafeez
Lawrence Keenan
Nihat Yalcin
Paul McGeachie

REGRETS:

Douglas Soo

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.

Council Meeting Guest

An Owner, who submitted a response to bylaw violation fines, came to this Strata Council meeting for a hearing. This Owner alleged that not enough notice was provided regarding cleaning oil spilled in their parking stall. It was noted that the Property Manager exchanged several emails with this Owner prior to sending the bylaw violation letter dated July 16, 2014, requesting oil spillage cleaning in their parking stall. After reviewing all facts the Council agreed that the fines for oils spillage not cleaned in their parking stall will remain. Also, this owner asked strata Council to reconsider fines issued for their tenant noise bylaw violation. It was noted that the noise bylaw violation was breached several times. After discussion, the Council agreed not to reverse noise bylaw violation fines.

2) ADOPTION OF PREVIOUS MINUTES

It was:

MOVED/SECONDED

To approve the minutes of the July 22, 2014 Council Meeting.

CARRIED

3) FINANCE

a) Monthly Statement

The Treasurer reported on the July 2014 Financial Statements. Minor corrections were submitted to Pacific Quorum's Accounting Department. The Strata Council Members approved the July 2014 Financial Statements.

Any Owner wishing to receive a copy of the Strata Corporation's Financial Statements should

VANCOUVER OFFICE:

Suite 430 - 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: 604-685-3828 Fax: 604-685-3845

www.pacificquorum.com

SURREY OFFICE:

Suite 408 - 7337 137th Street
Surrey, BC V3W 1A4
Tel: 604-635-0260 Fax: 604-635-0263

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 July 31, 2014 for the appropriate funds are as follows:

- Total Cash Balance \$1,107,556.00 (Including Contingency Reserve Fund)
- CRF Balance \$944,057.00 (Contingency Reserve Fund)

c) **Arrears**

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

d) **2014/15 Operating Budget**

The Treasurer presented the Strata Council with a final proposal of the 2014/15 Operating Budget. The Council Members reviewed and discussed the various income and expense categories and approved the final proposal. The proposed budget anticipates no increase in the monthly strata maintenance fees. The operating budget proposal will be forwarded to all Owners with the Annual General Meeting (AGM) Notice.

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. 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, 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, Council will direct the Property Manager to mail the “hard” lien letter if the account has not been paid by the due date. Also, 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, Council approves registering the lien and applying another fine and interest.
7. At the meeting after the lien has been filed, Council approves starting legal proceedings and applies another fine and interest.

4) **BUSINESS ARISING**

a) **Hot Water Supply System Replacement – Roof**

This project is complete and has been inspected by the BC Safety Authority; the system is operating satisfactorily. Several improvements, including installation of a new floor waterproof membrane in the boiler room are under way.

- b) **Flood Detectors**
The building staff is following up with 68 Owners who are not permanently living in the building to ensure that all the flood detectors are distributed.
- c) **Speed Humps – Back Lane**
Pacific Quorum submitted a refundable deposit payment of \$12,000.00 to the City of Vancouver for the installation of speed humps in the back lane, thus confirming the intent of proceeding with the project. This project, with details of funding, will be presented for Owners approval at the upcoming Annual General Meeting as a ¾ vote resolution.
- d) **Water Leak – Commercial Section Corridor**
CCI technical representatives attended the site to determine the best approach to reduce and resolve the water ingress issue. Further information will be provided in next meeting minutes.
- e) **Landscaping Design**
The Strata Council reported that the landscaping company completed installation of new landscaping around the complex.
- f) **CRF Funded Projects**
The Strata Council finalized the CRF funded projects for the 2014/15 fiscal year. The list of projects will be presented to Owners at the upcoming AGM.
- g) **BC Hydro PIP Incentive (Rebate) for LED MR-16 Light Bulbs**
The Property Manager reported that the BC Hydro's Incentive Rebate for LED MR-16 light bulbs will be received by the end of September 2014. BC Hydro sent correspondence, to the Property Manager, acknowledging that there was a delay in processing of the PIP Incentive.
- h) **Odor Scrubber Installation – 1348 W. Pender Street**
The Property Manager contacted the City to inquire whether a working scrubber is required by law to be installed and maintained for all restaurant exhausts. The City responded that the scrubber must be installed only if odor is over the allowable level and advised to hire an engineer to determine if odor level is over the required limit or not. The strata Council directed the Property Manager to obtain written response from the City.
- i) **Emergency Generator Annual Test**
The Emergency Generator Annual Test has been completed on August 13th, 2014.
- j) **Plants in the Lobby**
The Strata Council revisited proposals for the lobby enhancement. As noted in July 2014 meeting minutes, the Committee submitted proposals at an approximate cost of \$2,000.00 to install plants in the lobby. The Strata Council agreed not to proceed with this resolution and removed it from the AGM meeting agenda.
- k) **Security – Commercial Corridor**
The Strata Corporation reported that Westcoast Communication scheduled installation of fob readers for each side of the east corridor's door from the Commercial side leading in and out of the parkade for early September 2014.

d) Annual General Meeting

The Strata Council finalized the agenda for the AGM. The AGM notices will be mailed out to all Owners well in advance. The Annual General Meeting (AGM) has been scheduled for Tuesday, September 23, 2014.

5) BYLAW VIOLATIONS FOLLOW-UP

- a) A bylaw violation warning letter was mailed to two Owners regarding spilled oil in their parking stalls. It was noted that the spilled oil was cleaned by the owners.
- b) A bylaw unreported move violation letter was mailed to four Owners. Fines for unreported moves and move fees were charged up appropriately, as per the bylaw.
- c) A rule violation letter was mailed to two Owners for not waiting for the parkade gate to close.

6) CORRESPONDENCE

- a) An Owner submitted correspondence regarding a barking dog. A warning letter was mailed out and the barking stopped. Council agreed not to issue a fine at this time.
- b) An Owner submitted correspondence regarding smoke detector replacement charge reversal. Council accepted the explanation and agreed to reverse the charges.
- c) An Owner submitted a response letter regarding rental bylaw violation. Council did not accept the explanation and agreed unanimously that the fines will not be reversed; this owner responded that the visitors were actually not renters but family friends. Two Council members further confirmed that they met the visitors on the Friday prior to the Vancouver marathon and the visitors confirmed that they are short term rentals and will be staying for a few days. The Council agreed to apply an unfurnished move in charge.
- d) An Owner submitted correspondence regarding the carpet condition on the 8th floor and replacement of the power socket beside their parking stall. The council responded that last year, the effectiveness of stretching the carpet was tested on one of the floors. The result was satisfactory. The Strata Council is going to address carpet conditions after the September 23rd, 2014 AGM. The electrical socket repairs in the parkade will be scheduled together with the next electrical work to be completed.
- e) An Owner submitted a complaint regarding smoking on a balcony. A warning letter was mailed out and the smoking stopped. Council agreed not to issue a fine at this time.
- f) An Owner submitted correspondence regarding a move in fee charge. The Council did not accept the explanation and agreed to issue fines.
- g) An Owner submitted a complaint regarding one townhouse resident smoking. A warning letter was mailed out.
- h) An Owner submitted correspondence regarding a fine charge reversal for not providing access for the fire inspection. The Council agreed not to reverse the fine.

- i) An Owner submitted response for not waiting for the parkade gate to close. Council did not accept the explanation and issued a \$50.00 fine.
- j) An Owner submitted correspondence regarding dryer duct damage in 2013. The Council reviewed all relevant facts and directed the Property Manger to inform this owner that they have to arrange for repairs by a qualified contractor and pay for it, as there was no proof that this damage was caused by the strata hired contractor.

IMPORTANT NOTICE

During the last several months, we have received reports of water leaks in some bathrooms from the base of the shower handle. These leaks cause damage to the bathroom wall, and if prolonged or severe enough, may result in water damage to the suite below. If your bathroom has a configuration of the shower handle as in the picture posted on *PQ ONLINE* on May 27, 2014, the upper section of the shower handle flange must be sealed to prevent water leakage.

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

7) **NEW BUSINESS**

- a) **TH 3 Planter Leak**
Owner reported a stain on their ceiling due to the leaking roof planter. The Strata Council approved necessary repairs. The repairs were completed by August 26th, 2014.
- b) **Parkade Sensors**
The Strata Council approved testing of the parkade gas detection sensors. This project has been scheduled for early September 2014.
- c) **Landscaping Maintenance**
Council agreed to award the contract to HOE, HOE, HOE Landscaping as quoted by the contractor namely, \$500 extra for the start clean up and monthly maintenance from September to December at \$650/month.
- d) **Townhomes Patio Landscaping & Pruning**
The Strata Council discussed whether townhome patio maintenance and tree trimming around patios would be completed at an owner individual request. It was determined that annual pruning will be completed based on strata corporation scheduling and not based on individual requests. Owners are reminded not to prune trees themselves, which would constitute damage to common property
- e) **Parkade External Exit Gate**
The Strata Council approved installation of a new microwave sensor at a total cost of \$846.00, plus applicable taxes.
- f) **Exercise Room - Mirror**
It was reported that someone broke the mirror in the exercise Room. The Strata Council is monitoring safety and a new mirror will be installed if required.

- g) **Exercise Room - Treadmill**
The TV on the treadmill broke down. The Property Manager is waiting for a replacement quote.
- h) **Hot Water Line**
A leak from the hot water coupling was reported on 15th floor. Malburg Plumbing is going to arrange for necessary repairs.
- i) **Condensation**
High water condensation was reported on the cold water risers behind hatches on levels 15 and 27. The Strata Council requested a quote to insulate pipes.
- j) **Water Lines Insulation**
The Strata Council discussed the need for hot water lines insulation for the pool, lobby and party room in order to conserve energy. The Strata Council requested a quote to insulate pipes.
- k) **Corridors Ventilation**
The Strata Council directed on site staff to increase filters replacement frequency on MUA-2; levels 3-19, to every month.
- l) **Garbage Compactor**
The Strata Council discussed a possible garbage compactor overhaul. The Property Manager is going to obtain quotes for repairs and for a new compactor. This item will be discussed at a future meeting.
- m) **Electrical Breakdown**
Breakdown of electrical supply to some sections of the building equipment and lighting was reported on August 22, 2014. Mott Electric attended and arranged for repairs.

8) **ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned at 7:50 p.m.

The next Meeting is the AGM scheduled for **Tuesday, September 23, 2014 at 6:00 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

430 – 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Tel: (604) 685-3828 / Fax: (604) 685-3845

Direct: 604-638-1961

Email: pkral@pacificquorum.com

Website: www.pacificquorum.com

24-Hour Emergency Maintenance #: 604-685-3828

IMPORTANT INFORMATION Please have this translated

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

INFORMACIÓN IMPORTANTE Busque alguien que lo 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

सबसे महत्वपूर्ण विषय अरबे विषये वैसे विया एा सुनिश्च करवाएँ

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.*