

**THE RIVIERA – STRATA PLAN NWS3385**

**LOCATION:**

Meeting Room  
1235 Quayside Drive  
New Westminster, BC  
AND  
Remotely, by videoconference

**STRATA COUNCIL  
2022**

**PRESIDENT / STAFFING/  
QUAYSIDE BOARD**  
Reg Nordman

**VICE PRESIDENT /  
MAINTENANCE**  
Ron Sheldrake

**TREASURER**  
Thomas Canty

**SECRETARY**  
Denise Dalton

**SPECIAL PROJECTS /  
FINANCIAL PLANNING**  
Brian Allen

**MAINTENANCE**  
Jerry Silva  
Rick May

**STRATA MANAGER**  
Alex Gefter

**CUSTOMER SERVICE ENQUIRES**  
Phone: 604-591-6060  
Email: [abc.service@associa.ca](mailto:abc.service@associa.ca)

**ASSOCIA BC INC.**  
13468 77TH AVENUE  
SURREY, B.C. V3W 6Y3

24 Hour Line: (604) 591-6060



**ATTENDANCE :**

Brian Allen  
Thomas Canty  
Denise Dalton  
Rick May  
Reg Nordman  
Ron Sheldrake  
Thomas (Jerry) Silva

**REGRETS :**

Ratka Stajic, Riviera Site Manager  
Alex Gefter, Strata Manager, Associa British Columbia

**(1) CALL TO ORDER**

The President called the meeting to order at 7:00 pm.

Some participants joined the meeting remotely by videoconference, while others attended the meeting in person at the onsite meeting room.

One observer was present for the public sections of the meeting.

**1.1 ELECTION OF COUNCIL POSITIONS**

It was **MOVED / SECONDED** and **CARRIED** to elect the following positions for the 2023 Strata Council:

**PRESIDENT / STAFFING / QUAYSIDE BOARD**  
Reg Nordman

**VICE PRESIDENT / MAINTENANCE**  
Ron Sheldrake

**TREASURER**  
Thomas Canty

**SECRETARY**  
Denise Dalton

**SPECIAL PROJECTS / FINANCIAL PLANNING**  
Brian Allen

**MAINTENANCE /**  
Jerry Silva  
Rick May

(2) **ADOPT THE AGENDA OF THE MEETING**

It was **MOVED / SECONDED** and **CARRIED** to adopt the agenda of the meeting as distributed, with some minor additions.

(3) **ADOPTION OF PREVIOUS MINUTES**

There being no errors or omissions noted, it was **MOVED / SECONDED** and **CARRIED** to adopt the minutes of the Strata Council meeting held on January 24th, 2023, as distributed.

(4) **MAINTENANCE COMMITTEE REPORT**

**COMPLETED PROJECTS**

1. **Latham's:**

- Completed monthly maintenance.
- Completed repair of swimming pool filter pump.
- Completed installation of new exhaust fan in Tower C gym.
- Completed cleaning of parkade drains located in spots #427 and #428.
- Completed repair of roof drainpipe located inside bedroom wall of suite 303C
- Completed modification of swimming pool fan duct.
- Hydro flushed bathroom drain line in suites 206-A.

2. **Riviera Maintenance:**

- Misc. small plumbing, electrical, and mechanical repairs throughout the complex.
- Completed touch-up painting of all floors in Tower C.

3. **Mott Electric:**

- Installed booster fan in suite 701-B and 1702-B.

4. **Horizon Pacific Maintenance:**

- Completed repair of envelope cracks above 203-A bedroom window and replaced window caulking.
- Completed envelope repair in Tower C above bedroom window of 1602-C.

5. **Precision Door & Gate** completed quarterly maintenance of all garage gates.

6. **Fitness Fixations** completed quarterly maintenance of gym equipment

7. **Imperial Paddock Pool** installed new hot tub light fixture in Tower A.

8. **Air Vac** completed annual dryer vent cleaning in all buildings.

9. **Arts Drywall Restoration** completed emergency work and drying in suite 803-A after water leak in 903-A.

## **PROJECTS ONGOING AND IN PROGRESS**

1. **Peter Burns Windows** is continuing with process of repairing, and/or replacing failed windows as necessary.

## **GENERAL INSPECTION**

Renovations approved in suites 703-A, 1603-A, 1703-A, 604-B, 303-C, 1103-C

## **WORK AND APPROVED QUOTES**

THERE WERE 3 AFTER HOURS EMERGENCY CALLS

**NOTE: When you have Telus or Shaw doing work in your suite, please make sure that they do not disconnect your enterphone.**

**NOTE: It is owner's responsibility to clean lint from dryer filter and hose.**

**NOTE: Two cars towed from guest parking area due to bylaw infractions.**

**NOTE: For emergency maintenance issues do not text or email. Please call 604-833-4601 between 8am and 5pm, after 5pm call 604-591-6060.**

## **(5) FINANCIAL REPORT**

### **5.1 FINANCIAL STATEMENTS**

After a review and discussion, it was **MOVED / SECONDED** and **CARRIED** to adopt the financial statement for the month of January and February 2023, as prepared by Associa British Columbia Inc.

#### **5.1.1 GIC INVESTMENTS**

It was **MOVED / SECONDED** and **CARRIED** to approve the following for the renewal of GICs:

- *Be it resolved, Rollover April maturing GIC to a new 1-year non-redeemable GIC with Envision Financial at the best current interest rate.*

### **5.2 ARREARS REPORT**

The Strata Council reviewed the arrears of delinquent owners with a total outstanding balance of \$17,119.18, down from \$20,596.86, at the October Council meeting.

The Strata Manager reported that \$7600.00 of that total was comprised of continuing contravention fines against an owner for a long standing bylaw violation. A claim for this matter has been resolved at the Civil Resolution Tribunal and a judgement against the owner in question has been registered in small claims court.

The Council and the Strata Manager reviewed the other accounts with the largest outstanding balances. the Strata Manager was directed to send A/R reminder letters to one other unit owner.

**Owners are reminded that strata fees are due and payable on or before the 1<sup>st</sup> day of each month. Invoices are not sent to owners for monthly strata fees. If an Owner is in arrears for sixty days, the Owner will be forwarded a letter to request the account be brought up to date within a specified period. If the balance remains outstanding, a lien may be registered against their property. Late payment fines and interest penalties may be applied to all outstanding accounts as provided for in the Strata's Bylaws.**

## **(6) BUSINESS ARISING FROM PREVIOUS MINUTES**

### **6.1 TELUS FIBEROPTIC UPGRADE**

Council received a revised proposal from Telus for the fiberoptic upgrade due to the inaccessibility of certain wiring in some specific locations. Council will review this revised proposal and decide how to proceed.

### **6.2 INSURANCE CLAIM FOR WINTER FLOOD**

The Strata Manager confirmed payment of the insurance deductible in the amount of \$100,000.00 from the Contingency Reserve Fund in accordance with Section 98(3) of the Strata Property Act and the directive for same given at the last council meeting in January. Restoration and repair of damage is well underway. Elevators are back in service. The proposal to fully repair the elevators by TK has been substantially approved by the insurers with some very minor variation.

## **(7) PRESIDENT'S REPORT – REG NORDMAN**

**First from the Quayside board.** Karen Tomkins. chair.

Ruby Campbell is the Council rep for the Board. The City has a rail committee planned. They received some EV funding (\$28m). No progress on dealing with street trees. QB has formed four committees. Safety and Well-being, Maintenance, Community Engagement. and Communication. More as this progresses.

### **Now the Riviera**

A thank you from your Council for the approval at the AGM for our significant capital projects for this coming year. Our Owners remain committed to improvements to the complex to keep them attractive and valuable. We have engaged contractors for the cooling initiatives. Pool tiling is scheduled for June. Outside work will wait until temperatures hold above 60 F degrees. The elevator modernization awaits the completion of repairs. Looks like a busy year.

This part I will name:

" **Things mothers usually taught us**" is based on some behaviours by a very small group of residents.

1. Think of others before yourself, you have neighbours above, below and beside you. So no dropping your bags heavily on the floor when you come home. Or using tools after 7 pm.. Be kind.

2. Clean up after yourself. Leave the common area better off for others to enjoy. A condo is not a house, it's a community. Share but do not remove common area items like tools in the workshop or weights in the exercise room.

3. Your job is to fit in, not make the rules fit you. These are rules that have been built up over the years for good reason, Reread the welcome package.

4. Be like the Man Called Otto, sort your recycling properly, put the garbage where it belongs and take used appliances to the Sally Anne or Marketplace.

5 Don't wake the neighbours when entering or leaving the building later at night.

6. Wipe your feet. Mats are there for a reason. Don't make extra work for the cleaners.

## **(8) COMMITTEE REPORTS**

### **8.1 STAFFING REPORT**

Staff are working extra hard with their foot to the pedal. We are elated to welcome Ratka back and wish her a speedy recovery as she slowly gets back up to speed. Please remember to treat Riviera Staff with extra kindness and respect. A huge thank you to Staff for their ongoing hard work and efforts on behalf of the residents

### **8.2 LANDSCAPING COMMITTEE**

Spring maintenance is underway and the grounds are looking great.

### **8.3 SPECIAL PROJECTS**

Some future social events were discussed and are being planned.

### **8.4 MAINTENANCE REPORT**

The Maintenance Committee provided a progress report regarding ongoing capital improvement projects that have not been completed:

- Replacement of the fire panel in B building has now been scheduled for completion and is final verification is underway, though not yet completed. Some issues with permitting for the new panel have arisen with the City of New Westminster and are being addressed by the contractor.

Projects approved at the most recent AGM in February 2023 are either in progress or will be commencing shortly with better weather.

The committee is looking to reopen the woodworking shop shortly pending installation of a fob access reader.

### **8.5 QUAYSIDE COMMUNITY BOARD**

Please see the President's Report at item (7) above for an update on this entry.

**(9) CORRESPONDENCE**

- 9.1 Council reviewed an alteration application for a custom structure for a unit balcony. After some discussion, it was decided that the structure would not confirm to the list of permissible items listed in the bylaws for balconies and decks and therefore the request was not approved.

**(10) BYLAW ENFORCEMENT**

- 10.1 Council reviewed owner reply correspondence a previous bylaw violation notice for excessive barking from a dog. After some discussion it was deemed that no further action was needed.
- 10.2 Council reviewed a bylaw violation notice for an incident of harassment and verbal abuse.
- 10.3 Council reviewed a bylaw violation notice for an aggressive dog unleashed on the common property and attacking another dog for the second time. Noting the lack of reply from the unit owner, after some discussion it was **MOVED / SECONDED** and **CARRIED** to fine the owner \$200 in order to encourage their future compliance with the bylaws.
- 10.4 Council discussed an ongoing noise complaint between units, reviewing the latest complaints and replies to the complaints. After much discussion it was resolved to table the matter until the next council meeting in April in order to see how the matter progresses.
- 10.5 Council reviewed a complaint for smoking on a unit balcony. After some discussion it was **MOVED / SECONDED** and **CARRIED** to send the unit owner a bylaw violation notice for the incident.

**(11) NEW BUSINESS**

There was no new business to conduct.

**(12) TERMINATION**

There being no further business, the meeting was terminated at 8:37 p.m.

**(13) NOTICE OF NEXT MEETING**

The next Strata Council Meeting will be held on **Tuesday, April 28th, 2023** at 7:00 p.m.



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<https://app.townsq.io/login> \*\*\*if you need to register, simply click on “Need to register?” if you have registered already, simply log in

Please contact Associa British Columbia Inc., Monday – Friday, 8:30am – 4:00pm at 1-877-585-4411 or by email at [abc.service@associabc.ca](mailto:abc.service@associabc.ca) if you have any questions regarding registration or log in.

*As a Townsq user you will have access to Council & General Meeting Minutes that an Owner should retain for a period of two years.*

### **Riviera Strata Fire Detection Notice**

March 2022

When any suite is undergoing renovations that require the movement, alteration, disconnection, covering, or any changes to the in-suite fire detection system, including heat detectors, annunciators or sprinkler heads, owners must contact the Riviera office before any work begins. Royal City Fire is the only company authorized to perform any work on any part of the system.