

THE RIVIERA – STRATA PLAN NWS3385

LOCATION:

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

**STRATA COUNCIL
2023**

**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

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

24 Hour Line: (604) 591-6060

RIVIERA SITE OFFICE
riviera@shawcable.com
604-833-4601



ATTENDANCE :

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

REGRETS :

Rick May

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.

(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 March 28th, 2023, as distributed.

(4) MAINTENANCE COMMITTEE REPORT

COMPLETED PROJECTS

1. Latham's:

- Completed monthly maintenance.

- Completed repair of hot water circulating pipe in the boiler room in Tower C.
- Completed repair of shower drainpipe in suite 1001-B.

2. **Riviera Maintenance:**

- Misc. small plumbing, electrical, and mechanical repairs throughout the complex.
- Replaced 19 faulty smoke detectors in 12 suites in Tower A.

3. **Mott Electric:**

- Replaced broken cable for garden post lighting located in front of Tower C.
- Installed new parkade light fixtures in parking spots 34, 35, 36 and 501.

4. **Horizon Pacific Maintenance:**

- Completed repair of envelope cracks above 405-B bedroom window and replaced window caulking.
- Completed envelope repair in Tower C above bedroom window of 1602-C.
- In process of power washing and inspection of Tower A envelope.

5. **Fitness Fixations** completed quarterly maintenance of all gym equipment.

6. **Able Irrigation:**

- Completed spring start -up service and necessary repairs of garden Irrigation system.
- Completed annual backflow valve testing of Tower C garden irrigation.

7. **Action Lock** repaired trouble on the security system computer.

8. **Suspended Stages** completed annual roof anchors inspection in all buildings

9. **Royal City Fire:**

- Completed annual in suite fire alarm inspection in Tower A and Tower C.
- Completed annual fire pumps and fire sprinkler system testing/servicing.
- Installed new alarm pressure switch for sprinkler system on the 20th floor in Tower C.

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 1205-A

WORK AND APPROVED QUOTES

THERE WERE 2 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 March 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:

1. Be it resolved to transfer 58,872.26 from Envision Cashable GIC 126/1452-F to HSBC CRF account 1300 for the funds owed to that account.
2. Be it resolved to transfer funds from Envision Financial Cashable GIC 131/1353-D to HSBC to fund payment of the City Utility Bill.
3. Be it resolved to transfer funds necessary from Envision Financial Cashable GIC GIC 131/1353-D to HSBC to ensure that the HSBC CRF account 1300 has a balance of \$100K for emergencies and Operating Account shortfalls if needed.
4. Be it resolved to roll over the following 1 year GICs and interest upon maturity to cashable GICs to finance Current CRF Capital Projects

1458-S/GIC-116	May-2023	\$	202,100	2.950%	assigned reserves
1456-Q/GIC-119	Jun-2023	\$	202,100	3.200%	assigned reserves
1354-E/GIC 120	Jul-2023	\$	202,300	3.850%	

5. Be it resolved that we convert the July GIC 1354-E/GIC 120 to assigned reserves and remove the assignment off of the March 1 year GIC 1453-P/GIC-136

5.2 ARREARS REPORT

The Strata Council reviewed the arrears of delinquent owners with a total outstanding balance of \$25,930.09 up from \$17,119.18, at the March 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. Council is now working with a lawyer on collecting this. Further, \$5714.44 was for a recent repair chargeback. The total outstanding of strata fees was \$8213.32

The Council and the Strata Manager reviewed the other accounts with the largest outstanding balances. It was **MOVED / SECONDED** and **CARRIED** to lien demand letters to three (3) unit owner. The cost of the letters, \$75.00 plus GST, will be added to the delinquent owners' ledgers.

Owners are reminded that strata fees are due and payable on or before the 1st 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 work with Telus to clarify better the appropriate scope of work.

6.2 INSURANCE CLAIM FOR WINTER FLOOD

Some of the unit and elevator work is still ongoing.

(7) PRESIDENT'S REPORT – REG NORDMAN

Double your garbage back?

It's distressing to us to still find residents putting non recycle, non-garbage items in the garbage rooms

Why it's distressing?

1. Every month we are charged a foreign objects fee by the waste management company, increasing your costs.
2. There are cameras on both rooms and fobs so we can roll back the footage and find who left the items and when.
3. The material is now being hauled back to the originating resident's suite. Sometimes the resident is sorry.

Council is discussing bylaw fines for repeat offenders. I suggested we have a double your garbage back plan, but It was dismissed.

Projects getting underway

Nice to hear about the progress of the AC cooling project in common areas. Ron and Rick saved us a lot of money by doing the new electrical work there.

We had a very informative meeting with our elevator maintenance contractor which gave us improved ideas for the modernization project. Their final bid was presented and it's reassuring to see that the numbers from all three bidders are close and within our budget. Our present contractor TK Elevator is the selected modernization contractor.

Final elevator repairs for tower C are to start in July/August and to be completed in late fall depending on the parts supply. Some of the work in this repair is useful for our modernization project, which saved us some money.

Our contractor TK Elevator suggested we then leave the repaired elevators alone for several months so as not further disrupt the Owners over the holiday season. We expect to roll into the modernization project starting next March depending on crew scheduling, but no work will start until all parts have been delivered.

Outside (parkade level three) membrane and surface repairs are waiting until consistent warm weather is here. Most materials need steady above 15-degree temps - so that is a ways away. This work includes what's needed to prevent another catastrophic water ingress due to higher-than-normal snow and ice build-up like last Christmas.

We have delayed an updated contingency report until there is substantial completion of most projects

Quayside Board (Thanks Jerry)

The city representative reported several items:

- Some banner frames will be added to the quay walkway
- Addition quay lighting is to be installed over the next 3-5 years
- Provincial authority is being sought to give municipalities the ability to add extra tax to derelict properties.

The walkway around the hotel and commercial buildings is not a city responsibility but efforts will be made to convince owners to refurbish the worn walkway in this area.

Discussion on the proper mechanism to reopen a dialogue with the railway (committee or other means?). Discussions should be more than crossings and whistles but should also address shunting and idling noises.

Communications Committee is working on ways and methods of surveying owners. The first draft of a questionnaire will be produced in about a week and will be distributed to strata boards for their input.

The maintenance Committee is looking at methods and content that can be shared. Subjects might include maintenance specs, contractor information, etc.

The Safety and Well-Being Committee is looking for methods to both obtain and disperse information to owners concerning safety and well-being. Would a survey help? Would a "Did you know" publication help?

There was also a discussion on the value and the methods of sharing bylaws.

(8) COMMITTEE REPORTS

8.1 STAFFING REPORT

Staff are working extra hard with their foot to the pedal. 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. Spring planting will be done at the end of May due to irrigation system repair.

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 is hung up on issues between the contractor and the City.
- Installation of air condition units in the gym and social lounge as approved at the most recent AGM is nearly completed and the renovation of the social lounge is now well in progress as well.
- Other projects on the exterior will be scheduled with better weather.

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 a chargeback letter for a water escape that was determined to be an owner's responsibility under the strata corporation bylaws.

(10) BYLAW ENFORCEMENT

10.1 Council reviewed a fine letter for an aggressive dog unleashed on the common property.

10.2 Council reviewed bylaw violation notice for smoking on a unit balcony, causing nuisance secondhand smoke to neighbouring units.

10.3 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 May in order to see how the matter progresses.

10.4 It was **MOVED / SECONDED** and **CARRIED** to send nine (9) bylaw violation notices to units that had not provided access during the scheduled time for annual dryer vents cleaning and an additional five (5) bylaw violation notices to units that had not provided access for the annual in-suite testing of the fire safety detectors.

(11) NEW BUSINESS

There was no new business to conduct.

(12) TERMINATION

There being no further business, the meeting was terminated at 8:21 p.m.

(13) NOTICE OF NEXT MEETING

The next Strata Council Meeting will be held on **Tuesday, May 30th, 2023** at 7:00 p.m.



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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.

