

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

Phone: 604-591-6060
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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
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.

(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 April 25th, 2023, as distributed.

(4) MAINTENANCE COMMITTEE REPORT**COMPLETED PROJECTS**1. **Latham's:**

- Completed monthly maintenance.
- Investigated bathroom water leak in 805-C, faulty new bathtub drain in 905-C

- Completed installation of new exhaust fan in the garbage room in Tower C.
- Completed installation of new exhaust fan in the generator room.
- Completed installation of new water shut off valve in suite 1105-C.

2. **Riviera Maintenance:**

- Misc. small plumbing, electrical, and mechanical repairs throughout the complex.

3. **Mott Electric:**

- Installed new booster fan in suite 507-C. C.
- Installed three new LED outside light fixtures in Tower C

4. **Horizon Pacific Maintenance:**

- Completed installation of ceiling access panels in gym area in Tower C.
- Completed common hallway drywall repair and painting on 6th floor in Tower C.
- In process of power washing and inspection of Tower A envelope.
- Fitness Fixations replaced faulty part on Procor gym equipment.

5. **Art's Drywall Restoration:**

- Completed emergency work and drying in suites 705-C and 805-C after washing machine valve leak.
- Completed emergency work and drying in suites 705-C and 805-C after bathtub drain leak in suite 905-C.
- Completed emergency work and drying in suite 406-C after fridge water line leak.

6. **Precision Door & Gate completed temporary repair of P level entrance gate.**

7. **Action Lock:**

- Completed installation of new door closer in the garbage room in Tower C.
- Completed installation of new electric strike on second floor gym door In Tower A.

PROJECTS ONGOING AND IN PROGRESS

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

GENERAL INSPECTION

Renovations approved in suites 604-B

WORK AND APPROVED QUOTES

Art's Drywall Restoration:

- Built a new dryer vent in suite 1701-A- \$5,774 plus GST
- Built a new dryer vent in suite 701-B - \$6,740 plus GST

Precision Door & Gate:

Installation of new P- level entrance garage gate- \$8,820 plus GST

THERE WERE 5 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 April 2023, as prepared by Associa British Columbia Inc.

5.1.1 GIC INVESTMENTS

It was **MOVED / SECONDED** and **CARRIED** to move 50% of the proceeds of the maturing June GIC 1456-Q to account 1300 the HSBC CFR Cash account and the remaining balance to be placed into a cashable GIC.

5.2 ARREARS REPORT

The Strata Council reviewed the arrears of delinquent owners with a total outstanding balance of \$24,495.70, down from \$25,930.09 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, \$5272.76 was for a recent repair chargeback. The total outstanding of strata fees was \$8348.65

The Strata Manager confirmed that lien demand letters were sent to three (3) unit owners in accordance with previous directives. The cost of the letters, \$75.00 plus GST, was 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 has 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 NEW RULES: SOCIAL LOUNGE

It was **MOVED / SECONDED** and **CARRIED** to adopt the following new rules pertaining to the Social Lounge, which are now in effect:

- 1.7.1 A maximum of 45 people are allowed for Social Lounge events.
- 1.7.2 The Craft Room is not available for residents and guests attending an event in the Social Lounge.
- 1.7.3 The organizer of any Social Lounge event is responsible for ensuring fire exits are clear.
- 1.7.4 No open flames are permitted.
- 1.7.5 No tacks, staples, nails nor anything else that may damage the wall, ceiling, floor or counters.
- 1.7.6 Tables and chairs are to be returned to their storage location.
- 1.7.7 Any kitchen items used, must be cleaned, and properly stored.
- 1.7.8 The organizer of any Strata Sponsored or Private Social Lounge event is responsible for ensuring the lounge, kitchen and washroom are clean and any garbage removed at the end of their event. Cleaning includes all surfaces, any food or drink spills, washroom cleaning includes mirror, sink, toilet, and floors & walls if required.
- 1.7.9 All Strata sponsored Social Events must be approved by a member of the Strata Council in advance and in writing.

6.3 LEGAL UPDATE

The Strata Council discussed the latest updates regarding the CRT claim against an owner and some legal correspondence related to a vendor matter that may end up in a legal forum in the future.

(7) PRESIDENT'S REPORT – REG NORDMAN

Summer is here with a vengeance. Lots of work is being started

Pet Peeves

TownSq. is a free app/service that a third party offers through Associa. It is good for announcements and your account data. It is not good for maintenance requests, incidents, suggestions, emergencies, room bookings and so on. (There is a lag in posting to TownSq and it is not constantly monitored by Council or Staff.)

We still need you to call the office and email directly for these items.

Parking stall cleanup is progressing well and we expect all places to be in bylaw compliance very soon.

Visitor parking stall misuse has been addressed this month. Those residents who were using visitor parking as an extension of their parking have been notified, towed and fined. We will keep monitoring this area,

Common property violations. Some do not understand that they do not completely own the walls, ceilings and floors in their units. If you intend to rip out walls, move pipes and wires, or replace flooring then the requisite (and detailed) AOL (Assumption of Liability) needs to be filed in the office. Materials need to comply with our bylaws City permits must be in place (eg gas, electric, plumbing) and the work done by certified contractors. If you fail to do this properly Council has no option but to issue recurring bylaw fines until the work is done properly. This can be very expensive as well as disruptive.

End of my rant.

New Owner manuals

Jerry is doing the hard work of updating our manuals. He recently completed a revision of the New Owner's manual and has simplified it. Expect to see a notice when this is available.

Renovations (social suite etc.)

We are so lucky that on Council we have such skilled people who do good work (to code) and save us lots of time and cost. E.g. the social suite. Ron and Rick have done the necessary reroutes of power etc. Denise has been a wonderful driver/designer for the cabinet and countertop people. We had to decide on a year's delay on new flooring as we are pushing the budget as it is.

There remain several more renovations, updates and refreshes in our buildings that were delayed/stacked up for several years with COVID. We have a list and will be working through them in the next few years.

You can expect the safety required Tower C elevator repairs to start in July and the full modernization after next February.

(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. The irrigation system has been repaired and spring plantings are underway.

8.3 SPECIAL PROJECTS

Some future social events were discussed and are being planned. The Social Lounge air condition system has been installed and the lounge will be open to all on hot days.

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 and unforeseeable parts delays.
- Parkade ramp repairs are expected to be underway soon.
- Social lounge renovation is well underway and nearly completed.
- Drainage upgrades: quotes are in process and being reviewed.
- Elevator modernization is expected to commence in spring of 2024.
- Pool tile samples are being reviewed.
- Air conditioning for the A Tower gym is nearly completed.

8.5 QUAYSIDE COMMUNITY BOARD

There has been no updates since the last meeting.

(9) CORRESPONDENCE

9.1 Council reviewed an application for alteration of common property wherein owners are requesting to vent portable air conditioners through the building envelope. After some discussion the request was denied as Riviera has never allowed venting through the building envelope, only through window assemblies.

(10) BYLAW ENFORCEMENT

10.1 Council reviewed bylaw violation notices for balcony smoking causing nuisance secondhand smoke to neighbouring units, sent to owner and tenant.

10.2 Council reviewed a bylaw violation notice sent for an unapproved and improperly installed shower drain renovation that has been leaking to the unit below. After some discussion and in consideration of the owners lack of response and cooperation in the matter, despite multiple and repeated attempts by the Site office to rectify the leaking, it was **MOVED / SECONDED** and **CARRIED** to apply a weekly continuing contravention fine of \$200 to the owner's ledger in order to encourage their cooperation to rectify the faulty and unapproved drain installation.

10.3 Council reviewed 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. Owners who have received these notices may contact the Site Office to coordinate completion of the required services.

10.4 Council reviewed a bylaw violation notice sent to an owner for dog waste on the balcony. After some discussion it was noted that the owner has rectified the matter.

- 10.5** 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 order to see how the matter progresses.
- 10.6** Council reviewed a complaint of window blinds at a unit not conforming to the white / off white color designated in the bylaws. After some discussion it was **MOVED / SECONDED** and **CARRIED** to send the owner a bylaw violation notice.
- 10.6** Council reviewed an incident of an owner vehicle causing irreparable damage to one of the parkade gates. Council discussed the matter and in view of the fact that the gate was already approaching the end of its service life it was **MOVED / SECONDED** and **CARRIED** to charge back 15% of the cost of a new gate to the owner responsible for the damage

(11) NEW BUSINESS

There was no new business to conduct.

(12) TERMINATION

There being no further business, the meeting was terminated at 8:28 p.m.

(13) NOTICE OF NEXT MEETING

The next Strata Council Meeting will be held on **Tuesday, July 18th, 2023** at 7:00 p.m.



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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 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.