

## 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 Geffer

**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

**RIVIERA SITE OFFICE**  
[riviera@shawcable.com](mailto:riviera@shawcable.com)  
604-833-4601

**ATTENDANCE :**

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

**REGRETS :**

Denise Dalton

Alex Geffer, 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 meeting.

**1.1 OWNERS REQUESTED HEARING**

The Strata Council conducted a hearing with some owners who are interested in forming an ad hoc committee to work on the renovation of the 1185 building lobby.

**(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 May 30th, 2023, as distributed.

**(4) MAINTENANCE COMMITTEE REPORT**

Various maintenance work has been underway since the last Council Meeting including:

- Window repair or replacement in numerous units
- Repair of handicap door opener in Tower B

- Multiple cleaning and testing of dryer vents including booster fans as necessary
- Repair or replacement of pipes & valves as necessary
- Tower C hot tub repairs completed
- Renovation of the Social Lounge
- Repair of membrane, flashing and drains at Tower B (December storm repair)
- Repair of membrane, flashing and drains at Tower C (December storm repair)
- Repair of patio outside billiard room Tower B
- Replace part of fence in 2<sup>nd</sup> floor patio area
- Repair of broken pipe and sidewalk at Tower C
- Repair a damaged parking gate
- Inspection and maintenance of the emergency generator
- Inspection of the irrigation system
- Installation of fibre optic cable service by Telus is continuing

**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 May and June 2023, as prepared by Associa British Columbia Inc.

#### **5.1.1 GIC INVESTMENTS**

It was **MOVED / SECONDED** and **CARRIED** to approve the following two directives:

- Upon maturity of August GIC 123/1362-M, move 50% of the balance to HSBC CRF Account 1300 and reinvest the remaining balance in a Cashable GIC with Envision Financial.
- Upon maturity of September GIC 127/1356-G, move 50% of the balance to HSBC CRF Account 1300 and reinvest the remaining balance in a Cashable GIC with Envision Financial.

### **5.2 ARREARS REPORT**

The Strata Council reviewed the arrears of delinquent owners with a total outstanding balance of \$25,105.83, up slightly from \$24,495.70 at the March Council meeting.

The Strata Manager reported that \$9400.00 of that total was comprised of continuing contravention fines against two owners for bylaw violations. A claim against one of these owners 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, \$4143.69 was for a recent repair chargeback. The total outstanding of strata fees was \$10,380.20.

It was **MOVED / SECONDED** and **CARRIED** to send a lien demand letter to a unit owner with multiple months of strata fees outstanding. The cost of the letter, \$75.00 plus GST, was added to the delinquent owners' ledger.

**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**

The installation for Tower C is nearly completed and is progressing for Towers A and B. Some modifications to the original proposal have been approved by council due to wiring issues that have arisen during the install.

### **6.2 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.

### **6.3 INSURANCE CLAIM**

Further elevator remediation following the December water incident are scheduled to begin on July 24<sup>th</sup> and is likely to continue until November. Strata has begun receiving reimbursement from participating insurers for its initial outlay to begin the elevator work for this claim.

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

Sadly, we lost Ratka to her illness July 21. She was manager for 18 years and was a tireless worker. She loved her job . She is missed.

Security alert - you are our first and last line of active defence.

There are some individuals actively lurking along Quayside/railroad access who desperately want to get into any complex. There have been incidents/threats in other buildings and attempts on ours.

1. Lock your car in the parkade.
2. Never leave your fob in the car.

3. If your garage door opener is stolen - report it immediately to the office so it can be disabled. The same if you lose a fob.
4. Wait for the gates to close before moving off. People hang around parkade gates and will try to slip in. We assess a \$200 fine for Owners who do not wait.
5. Err on the side of being extra cautious by reporting suspicious behaviour.

Running the Riviera - Council and staff have been carrying a big load as Ratka's passed. Jerry is looking after staff daily chores, Thomas is looking after office invoices, payroll and accounts. Rick is working with TK Elevator and Royal City Fire projects. Ron is monitoring the Telus Fiber project, level three parkade membrane/pipe repairs, the ramp repairs. and Tower B fourth floor patio drains repairs. DJ is catching owner's telephone queries and amenities bookings.

Riviera website. Jerry has built a website for all council-related documentation to live. It has been populated with several up-to-date documents ( created by Jerry with help from Ratka). This will help reduce the load on Council and staff to find material for Owner requests The url has been posted.

## **(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 now operational and Firewatch for the building has been cancelled, though some additional modifications may be required by the City.
- Parkade ramp repairs are expected to be underway soon.
- Social lounge renovation is completed.
- Drainage upgrades: quotes have been approved and the work is to commence shortly.
- Elevator modernization is expected to commence in spring of 2024.
- Pool tile samples are being reviewed.
- Air conditioning for the A Tower gym is completed.

### **8.5 QUAYSIDE COMMUNITY BOARD**

There has been no updates since the last meeting. The next meeting of this board is scheduled for September.

**(9) CORRESPONDENCE**

- 9.1 Council reviewed correspondence from an owner regarding bird feeding and bird droppings from an unidentified unit.
- 9.2 Council reviewed a request from an owner to transfer the assigned limited common property stalls between two units. The owner was informed that the strata council no longer has the ability to change parking stall assignments between units since the parking stalls were designated as limited common property by 3/4 vote of the owners and registered as such with the specific assignments at Land Titles. The owner was further advised to obtain independent legal advice on the matter.
- 9.3 Council reviewed a chargeback letter for water damage to a unit that was under the amount of the strata corporation's insurance deductible and therefore deemed to be the unit owner's responsibility under the strata corporation's bylaws.

**(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. Council further reviewed replies to the notices from both the tenant and unit owner. No further action was deemed necessary at this time.
- 10.2 Council reviewed a notice of continuing contravention fine 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 decided that the fines at \$200 weekly would continue for the time being.
- 10.3 Council reviewed a bylaw violation notice for window blinds at a unit not conforming to the white / off white color designated in the bylaws. The need for follow up was not determined at this time.
- 10.4 Council reviewed two complaints pertaining to vehicles not stopping appropriately after driving through the parkade gate, a security measure that is required by the bylaws of the strata corporation. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to send the unit owners bylaw violation notices for the infractions.
- 10.5 Council reviewed a complaint of an EV vehicle parked in the charging stalls in excess of the allowable time limit specified in the bylaws of the strata corporation. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to send the unit owner a bylaw violation notice for the infraction.
- 10.6 Council reviewed a complaint of verbal harassment and inappropriate behavior towards Riviera staff by a unit owner. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to

send the unit owner a bylaw violation notices for the infraction explicitly prohibited in the strata corporation bylaws.

- 10.7 Council reviewed a complaint regarding an improper installation of a unit heat pump based cooling system. The maintenance committee will work with the owner to resolve the improper installation.
- 10.8 Council reviewed a complaint regarding the storage of unapproved items on unit parking stalls, in violation of the strata corporation bylaws. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to send the unit owners bylaw violation notices for the infractions.

(11) **NEW BUSINESS**

11.1 **UNDERUSED HOUSING TAX**

The strata manager presented the strata council with information regarding a new federal tax on underused housing (UHT) which requires a filing by the strata corporation before the end of October pertaining to its strata owned units. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to approve the cost of filing on strata's behalf by a tax specialist accountant at Associa in the amount of \$475.00 plus taxes. The Council will sign back the authorization for Associa to proceed with this filing on strata's behalf.

(12) **TERMINATION**

There being no further business, the meeting was terminated at 9:24 p.m.

(13) **NOTICE OF NEXT MEETING**

The next Strata Council Meeting will be held on **Tuesday, September 26th, 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](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.