

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
Brent Atkinson
Thomas Canty
Denise Dalton
Rick May
Reg Nordman
Ron Sheldrake

REGRETS :

Wes and Sheila Busby, *Riviera Site Managers*

Alex Gefter, *Strata Manager, Associa British Columbia Inc.,*

One owner observer was in attendance for parts of the meeting.

(1) CALL TO ORDER

The President called the meeting to order at 7:07 pm.

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

One owner / observer was present for parts 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 November 28th, 2023, as distributed.

(4) MAINTENANCE COMMITTEE REPORT

**Riviera Site Manager's Report
Maintenance Record**

1. **Ainsworth: (Latham's)**
 - Regular inspection – Pressure reducing valves.
2. **Riviera Maintenance:**

- Garage door – minor repair (Wes)
- Heaters in Guest suite – minor repair (Wes)
- 1702A – Burst tap on balcony, frost cap purchased/ put on tap (Wes)
- Level P 2&3 – Frozen lines investigated (Wes & Rick) – fix when thawed.
- Building “C” – Priming & painting of stairwells (Johnny)

3. TK Elevator:

- Elevator “B” - Traveler cable replaced.
- Elevator “C” – Service call - slow closing doors
- Elevator “C” – elevator out of step – adjustment needed.

4. Mott’s Electric:

- Parking garage – Quote for trickle charge units

5. Horizon Pacific Maintenance:

- Wall repair complete – to paint

In Progress:

- 2001B curb wall painting
- Units 1602C, 1702C, 1802C – caulk windows, check balconies for leaks
- 1602C – Master bedroom & den – touch up ceilings and walls

6. Royal City Fire:

- Malfunction in Fire panel, Bldg. C (1185 Quayside Dr.)
- Parts ordered and computer board replaced by Johnson Controls
- Building “C” – Drain cock parkade sprinkler system cracked
- Pipes breaking – dry sprinkler system lines repaired, wet system being repaired

7. Peter Burns Windows:

- Window replacement for various units - ongoing
 - i. 1205B
 - ii. 501A
 - iii. 2001A

8. Finning:

- Generator – Regular quarterly maintenance

9. Instyle Tilecraft Ltd.

- Repair and retile Pool
 - i. Drain covers did not meet code – had to be replaced

City of New Westminster contacted – tree cracked and leans over sidewalk posing a threat to passerby traffic.

Quotes being entertained for the replacing the Metal Garage Roof –

- Building “C” Approximate value \$75,000

(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 November and December 2023, as prepared by Associa British Columbia Inc.

5.1.1 GIC INVESTMENTS

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

- 1. Be it Resolved to ratify the following renewal directive given in the interim between meetings: Jan 2023 maturity, roll over GL 1360/GIC J-134 to a 1-year non-redeemable GIC with Envision at Current Interest rate.*
- 2. Be it Resolved Upon Feb 2023 maturity, roll over GL 1361/GIC J-135 to a 1-year non-redeemable GIC with Envision Financial at Current Interest rate.*
- 3. Be it Resolved Upon March 2023 maturity, roll over GL 1453/GIC J-136 to a 1-year non-redeemable GIC with Envision at Current Interest rate.*

5.2 ARREARS REPORT

The Strata Council reviewed the arrears of delinquent owners with a total outstanding balance of \$18,429.01, down from \$23,011.63 at the November Council meeting.

The Strata Manager reported that \$7625.57 of that total was comprised of continuing contravention fines against an owner for bylaw violations. A claim against this owner 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. The total outstanding of strata fees was \$6622.44, with the remaining outstanding balance being a mix of miscellaneous fees and other charges.

Council and the Strata Manager reviewed the accounts with the largest outstanding balances. It was **MOVED / SECONDED** and **CARRIED** to send lien demand letters to two owners with the largest outstanding balances.

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 LEGAL UPDATE

The Strata Council discussed the latest updates regarding the CRT claim against an owner. Legal collections of the outstanding fines are in process. No further updates were given.

6.2 ANNUAL GENERAL MEETING 2024

The Annual General Meeting for the strata corporation will be held on Tuesday February 27th at 7:00 PM remotely by ZOOM videoconference. As in past years, the meeting will be hosted by My Meeting Online and pre-registration will be required to receive the meeting link. The meeting notice package has been mailed to all owners as of February 5th. Besides standard items such as the annual insurance review and the approval of an operating budget for the new fiscal year, owners will be asked to approve several capital projects with funding from the Contingency Reserve Fund.

(7) PRESIDENT'S REPORT – REG NORDMAN

2023 was a hectic year for the Council.

Repairs and upgrades were carried out to prevent a repeat of the Christmas 2022 flooding. (Insurance covered the bulk of the repair. We worry our property insurance will rise next October since we had a huge claim.)

Then we lost Ratka to illness, Rick, Ron and Jerry were on call most of the time for several months. The remaining staff really stepped up.

Jerry Silva stepped down from the Council. He did a tremendous job covering while Ratka was ill. Jerry (cw Carla) also did a lot of office-related work during the year, including cleaning up and reorganizing the Strata office and files. Jerry is still maintaining our in-house Owner website and document repository that he built. The website is found at <http://rivieranotes>. Website where you will find forms, information, notices and tips. The site is also readable on a phone.

All other Council members have indicated they will stand again this year for Council. At times, the workload on council members (all volunteers) this year was more than if they were at full-time jobs.

Long-time Owner and retired insurance executive Brent Atkinson has indicated his interest in replacing Jerry on the Council. Brent has been critical to understanding our insurance coverage and background for many years. He spent much time interviewing the insurance community to ensure we have the best deal possible.

Our new Site Managers hit the ground running. No one can replace Ratka, but Wes and Sheila bring a new view to the role and much strata experience. Owners and staff appreciate their omnipresence, good nature, knowledge, professionalism and proactive approach. Getting the proper replacement Site Manager resulted from work by Ron Sheldrake, me and Jerry Silva. Wes and Sheila are sharing their job. Wes calls it a two-for.

FYI, Projects summary year to date (from Ron Sheldrake)

Parking Structure Maintenance (Ramp) – Approved and contracted, but not yet done.

Social Lounge Renovation - Completed (thank Denise, Ron and Rick for their efforts).

Tower B 4th Floor Exterior Patio Drainage Upgrade - Completed.

Tower C Elevator Modernization - Underway.

Tower A Swimming Pool Tile Installation - Complete.
Tower A Gyms Area Air Conditioning - Completed.
Building envelope maintenance - year 2 of the 6-year plan

Upcoming significant projects (funded by the CRF)
3rd level parkade metal roof replacement- needed due to vandalism.
Tower C elevator modernization - continues.
Heat tracing drain pipes - to prevent freezing.
Replace flooring in the Social Lounge and update of Tower C lobby

Brian has been doing a lot of community-building by organizing events in the Lounge. Attendance is steady, and Owners appreciate it. Brian has been diligent in keeping our CRF GICs ladder well-managed. Last year, this contributed over \$ 100,000 of interest to the CRF.

Rick has led discussions with the New West City Fire Department. This has been a movable/challenging target as they add new costly retroactive requirements. Royal City Fire (the company) and Council, through Rick, have an ongoing discussion about their management capability and culpability in the Tower B fire panel replacement project. We are holding back their final payment until this is resolved.

Thomas (and Brian) had a tough time with our new budget. Over the last two years, Thomas kept the budget at marginal to zero increases despite all our annual costs rising. The dollar birds came to roost this year, and he saw the need to raise maintenance fees as there was no more room to cut.

Right out of the gate, on Jan 1, 2024, the government changed the Strata Act, saying that all Strata must allocate 10% of their budget to their Contingency Fund., with no exceptions. In our case, this requires finding an additional \$78,000 in contributions to the CRF. This decree impacts our budget by adding an unavoidable increase. Thomas unhappily went back at it and reworked our numbers.

As a result of this govt. help the 2024 maintenance fee increase is 4%. This hit was mitigated by how much we contribute annually to the CRF and Thomas's sharp pencil. Many strata are not so lucky to have skilled people on their Council and a history of regular CRF contributions.

Reg Nordman

(8) COMMITTEE REPORTS

8.1 STAFFING REPORT

Please join the Strata Council in offering a warm welcome to the new Site Managers and a huge thank you to Staff for their ongoing hard work and efforts on behalf of the residents.

8.2 LANDSCAPING COMMITTEE

Winter maintenance is underway, and the grounds are looking great.

8.3 SPECIAL PROJECTS

Future social events were discussed and are being planned. Please watch for notices in the buildings to be posted announcing further seasonal events and activities.

8.4 MAINTENANCE REPORT

For an update on the progress regarding ongoing capital improvement projects please see the detailed Maintenance Committee Report at item (4) above.

8.5 QUAYSIDE COMMUNITY BOARD

No updates have been provided.

(9) CORRESPONDENCE

None was received.

(10) BYLAW ENFORCEMENT

10.1 Council reviewed a letter of fine for various tenant violations. These tenants have since moved out.

10.2 Council reviewed a fine letter for a moving violation.

(11) NEW BUSINESS

None to conduct.

(12) TERMINATION

There being no further business, the meeting was terminated at 8:32 p.m.

(13) NOTICE OF NEXT MEETING

The next Strata Council Meeting will be held on **Tuesday, March 26th, 2024** at 7:00 p.m.

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.