

## THE RIVIERA – STRATA PLAN NWS3385

**LOCATION:**

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

**STRATA COUNCIL**  
2024

**PRESIDENT / STAFFING/  
QUAYSIDE BOARD**

Reg Nordman

**VICE PRESIDENT /  
MAINTENANCE**

Ron Sheldrake

**TREASURER**

Thomas Canty

**SECRETARY**

Denise Dalton

**SPECIAL PROJECTS /  
FINANCIAL PLANNING**

Brian Allen  
Brent Atkinson

**MAINTENANCE**

Rick May

**STRATA MANAGER**

Alex Gefter

**CUSTOMER SERVICE ENQUIRES**

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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  
Brent Atkinson  
Thomas Canty  
Rick May  
Reg Nordman

**REGRETS :**

Ron Sheldrake  
Denise Dalton

Wes and Sheila Busby, *Riviera Site Managers*

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

**(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 30, 2024, as distributed.

**(4) MAINTENANCE COMMITTEE REPORT**

**Riviera Site Manager's Report  
May 2024**

**1. Riviera Maintenance:**

- Painted new installed baseboards in Social Lounge
- Took frame and picture down in Tower "C" lobby
- Power washed garage: levels 2<sup>nd</sup>, lobby and basement (level 3 will be done once the metal roof installation is complete.
- Welded railings in lobbies "A" & "B"

## 2. Ainsworth

- Replaced the electronic contact on the boiler in Tower “C.”
- Sewer clean out Tower “A” 17<sup>th</sup> floor.

## 3. Horizon Pacific Maintenance:

- Window washing Building “A” (ongoing)

## 4. Royal City Fire:

- Working with Simplex, repaired 5 pull stations in “P” stations.
- Scheduled return visit for deficiencies.
- Scheduled suites to be done where there was no access in April Fire inspection.

## 5. Aure Windows & Glass: (formally known as Peter Burns Windows)

- Numerous window replacements and window repairs

## 6. Able Irrigation:

- Repaired sprinkler lines (ongoing)

### *Pending:*

Metal roof – Parking garage Tower “C”  
Suite 102A – 3 sections of fence to be repaired.  
Clean-up of bicycle rooms

## (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 2024, as prepared by Associa British Columbia Inc.

#### 5.1.1 GIC MATURITY

It was **MOVED / SECONDED** and **CARRIED** to transfer to the general CRF upon maturity the GIC-Q in the amount of \$104,273.60 plus accrued interest, as this account pays a more favorable rate of 4.45%.

### 5.2 ARREARS REPORT

The Strata Council reviewed the arrears of delinquent owners with a total outstanding balance of \$20,791.73, down from \$21,334.08 at the April Council meeting.

The Strata Manager reported that \$9621.04 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 after the owner did not respond to a final deadline for payment.

The total outstanding of strata fees was \$9184.86, with the remaining outstanding balance being a mix of miscellaneous fees and other charges.

Council and the Community Manager reviewed the accounts with the largest outstanding balances. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to send lien demand letters to two

units with the largest outstanding balances. The cost of the letters, \$75.00 plus GST per letter, will be added to the delinquent owner's ledger. No further directives were given.

**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 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.

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

We are heading into the quieter time for Council, so our monthly meetings will be shorter.

The social suite refurb looks excellent. Thanks, Denise, Wes, and the crew! Also, the tower C lobby refresh is coming along nicely—credits to the volunteer group, which has done such good work.

Contractors are working on the delayed projects. However, they still need staffing, so progress is not as rapid as we would like.

We will revise our contingency report this year and next year as projects get completed.

That's all I have for you.

Reg

**(8) COMMITTEE REPORTS**

**8.1 STAFFING REPORT**

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**

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. Additionally, the committee discussed several ongoing special projects including the C tower lobby refresh.

**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 though a meeting is in the planning.

**(9) CORRESPONDENCE**

None was received.

**(10) BYLAW ENFORCEMENT**

**10.1** Council reviewed a letter of fine for a previous security bylaw violation of not stopping for the parkade gate.

**(11) NEW BUSINESS**

None was conducted.

**(12) TERMINATION**

There being no further business, the meeting was terminated at 7:56 p.m.

**(13) NOTICE OF NEXT MEETING**

The next Strata Council Meeting will be held on **Tuesday, July 30th, 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.