

## 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**  
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  
Sheila and Wes Busby

**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.,*

**(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 owner observer was present for the non-privacy-protected portions 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 July 30, 2024, as distributed.

**(4) MAINTENANCE COMMITTEE REPORT**

Riviera Site Manager's Report – September 2024

**1. Ainsworth: (Latham's)**

- Regular maintenance – Towers A & B – PRV (Pressure Release Valve)
- New toilet in Tower "A" Pool area
- Boiler repair – Tower "C"

- Boiler repair for pool – Tower “A”
- 2. Accurate Lock:**
    - Purchased key log holder for key in office (re-organized)
  - 3. Action Security:**
    - Trouble shoot the access control system
    - Repaired lock systems
      - i. 3<sup>rd</sup> level door lock – Garage “C”
      - ii. Camera repaired – mail room and elevator camera “B” bldg.
  - 4. Art’s Drywall**
    - Suites in Tower “C” repairs completed after flood – sprinkler pipe broke in wall
  - 5. Aure Window & Glass;**
    - On going
  - 6. Blue Mountain Technologies Inc.:**
    - Installed new phone line & internet for enter-phone
  - 7. Davey Tree:**
    - Trimmed tress – Towers “A” & “B”
    - Tower “C” – Waiting to hear back from the City of New Westminster – 3 trees removal – excessively leaning into roadway
  - 8. Horizon Pacific Maintenance:**
    - Metal for new roof – parking garage Tower “C” ordered and waiting for delivery
    - Repairs to various suites – Tower “C”
    - Clean and repair outside dryer vents – various suites Tower “B”
    - Balcony coating repairs – Tower “B” (1) & Tower “C” (1)
  - 9. Mott Electric:**
    - Repaired 2 booster fans
    - Repaired parking garage lights & boardroom ballast
  - 10. Primero Cleaning Services:**
    - Hired contract cleaner to fill in for cleaning staff on vacation
  - 11. Riviera Maintenance:**
    - Installed new soap dispensers in washrooms – Tower “A”
    - Ordered new phone line for Social Lounge – Tower “C”
    - Double checked the directory information after installation of new enter-phone
    - Ordered the repair to elevators - Tower “A” & “B” (NC Woodworking)
    - After Health Department Inspection: (recommendations)
      - i. Classes for staff to re-take pool certification program ASAP
      - ii. Daljit (DJ) & Charanjit Bharya (Gita) -October 15/24 (confirmed)
      - iii. Jovica Nikolic (Johnny) – in the spring (on vacation until October 16/24)
  - 12. Royal City Fire:**
    - Pipe flush
    - Fire hoses replaced

### 13. TKE:

- Modernization of elevators – Tower “C” contract reviewed and authorized to proceed.  
Start date October 15, 2024
  - i. FINA Electrical work authorized – Ron Sheldrake
  - ii. NC Woodworking – cab interiors design selected and authorized to proceed

### 14. Waste Management (WM)

- Met with Suzy Grant:
  - i. Decided on the schedule for pick-up of garage/returned on garbage bin
  - ii. Set up information session (in Social Lounge – Oct 9/24) for the Organic Waste collection
  - iii. Program to start November 1, 2024

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

#### 5.1.1 GIC MATURITIES

It was **MOVED / SECONDED** and **CARRIED** that the strata will let GIC 1356-G 143 in the amount of \$105,317.50 mature and the principal and Interest earned be transferred to the CIBC CRF Cash Account.

It was also **MOVED / SECONDED** and **CARRIED** that GIC 1357-H 144 in the amount of \$211,244.88 mature and the principal and interest earned be transferred to the CIBC CRF Cash Account.

#### 5.1.2 CRF RESERVES

Council reviewed the Contingency Reserve Fund reserves, and it was **MOVED / SECONDED** and **CARRIED** to return any funds and accrued interest remaining in the following reserves back to the general CRF as the projects are completed:

3156 - RSV Fire Panel-Res C (02/2021) 2,400.00  
3158 - RSV Gym Upgrade-Res F (02/2023) 5,010.14  
3160 - RSV Floor-Res E (02/2024) 2,631.59  
3228 - RSV Pool Upgrade-Res E (02/2023) 14,967.50

### 5.2 ARREARS REPORT

The Strata Council reviewed the arrears of delinquent owners with a total outstanding balance of \$24,709.71, down from \$26,912.52 at the July 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. After some discussion and reviewing correspondence from strata’s legal

representative, it was **MOVED / SECONDED** and **CARRIED** to send the owner a demand letter from the legal office on its letterhead before further action is considered.

The total outstanding of strata fees was \$14,078.02; 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 three 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 and a demand letter from the legal office was directed as per above.

### **6.2 PROPOSED BYLAW AMENDMENT -- INPUT REQUESTED**

Council discussed a potential amendment to the strata renovations bylaw, which would require that all in-suite renovations work cease by 4:30 PM instead of the 6:00 PM time allowed by the current bylaw.

Before finalizing a decision on this the strata council seeks input from owners on this matter. Please send correspondence regarding this to either the Site office or [abc.clientservicecentre@associa.ca](mailto:abc.clientservicecentre@associa.ca).

### **6.3 REVIEW OF CHARGEBACKS AND LEAK ADMINISTRATION**

The Strata Manager reviewed with the Strata Council and Site Managers protocols and procedures regarding administration of leaks between units or from common property, the cost for which are below the strata corporation's insurance deductible, which is \$100,000 for water damage. Insurance in British Columbia is administered under the no-fault principle whereby, if the total damage is under the above noted deductible each party must administer their repairs through their own insurance individual coverage, no matter the source of water or cause of leak. In fact, in most cases, when under the strata corporation's deductible, the source or cause of leak is irrelevant in determining responsibility to pay for repairs.

### **6.4 DEPRECIATION REPORT PROPOSALS**

Council is reviewing sample reports and proposals from several depreciation report providers.

## **6.5 INSURANCE RENEWAL**

The strata corporation insurance policy renews on November 1<sup>st</sup> and the council and strata manager discussed some aspects of this, however the crime policy maintains a renewal date of October 1<sup>st</sup>. The strata manager presented the crime policy renewal. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to approve it.

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

### Insurance

We are cautiously optimistic that our insurance premium will be just a little higher than last year. We expect our new policy by the very end of Oct.

The atmospheric river flood two years ago will affect our rating for the next five years.

As owners, we can do our bit to prevent water losses by having leak detection around your water fixture connections. Thus, you will get a warning before a small leak becomes a big issue for you. Every Owner needs enough insurance to cover any problems. The way insurance works these days is that your insurance comes first with matters, not the Strata (plus have high deductibles)

### Strata fee

A few owners are using the Strata as a zero-interest bank loan for unpaid strata fees, so the Council has decided to introduce interest rates on unpaid fees after ten days.

### Break-ins/security

Remind others not to leave any valuables in cars in the visitor lot or on the street.

We have noticed an increase in street break-ins in the last month.

The police are dealing with this all over the City, so not much more they can do.

You are a first line of defence with doors etc. Watch that they close fully before leaving and entering the property.

## **(8) COMMITTEE REPORTS**

### **8.1 STAFFING REPORT**

A sincere thank you to Staff for their ongoing hard work and efforts on behalf of the residents. Please continue to treat the team with kindness and respect.

### **8.2 LANDSCAPING COMMITTEE**

Summer maintenance is in full bloom, and the grounds are looking great.

### **8.3 SPECIAL PROJECTS**

Future social events were discussed and are being planned, including a planned potluck for Christmas time. Please watch for notices in the buildings to be posted announcing further seasonal events and activities. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to approve a budget of \$500 for supplies to host a Holiday Season Social Event to take place on December 7<sup>th</sup> from noon to 3:00 PM in the social lounge.

### **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 update has been provided.

### **(9) CORRESPONDENCE**

*None was reviewed.*

### **(10) BYLAW ENFORCEMENT**

**10.1** Council reviewed a bylaw violation notice regarding balcony washing causing water nuisance to lower units. After some discussion and review of a reply from the subject of the complaint, it was resolved that no further enforcement action was required at this time.

**10.2** Council reviewed a bylaw violation notice for a loud, late night party which caused noise and nuisance to neighboring units. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to fine the unit owner \$200 in order to encourage their future compliance with the strata corporation's reasonable bylaws.

**10.3** Council reviewed a bylaw violation notice sent to a unit for willful destruction of common property. Council also reviewed replies from the unit owner and occupants. After some discussion it was **MOVED / SECONDED** and **CARRIED** to fine the unit owner \$200 for the bylaw violation and chargeback \$200 to the unit ledger in order to rectify the damaged common property.

**10.4** Council reviewed a bylaw violation notice sent to a unit for riding a scooter device in one of the building lobbies. After some discussion and in light of the reply form the owner, it was resolved that no further enforcement action was required at this time.

### **(11) NEW BUSINESS**

None was conducted.

### **(12) TERMINATION**

There being no further business, the meeting was terminated at 9:50 p.m.

### **(13) NOTICE OF NEXT MEETING**

The next Strata Council Meeting will be held on **Tuesday, October 29th, 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.