

## 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**  
Dave Wilkinson

**STRATA MANAGER**  
Alex Gefter

**CUSTOMER SERVICE ENQUIRES**  
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Email: [abc.service@associa.ca](mailto:abc.service@associa.ca)

**ASSOCIA BC INC.**  
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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  
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.

**1.1 REPLACEMENT COUNCIL MEMBER**

Following the resignation of Rick May from the strata council as of the last council meeting, it was **MOVED / SECONDED** and **CARRIED** to appoint owner Dave Wilkinson as a replacement council member for the remainder of the current term. Please see the council president's warm introduction of the new member in his report below.

**(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 December 10, 2024 as distributed.

**(4) MAINTENANCE COMMITTEE REPORT****Riviera Site Manager's Report – January 2025****1. Ainsworth: (Latham's)**

- Scoped the drain pipe in "P" level – 100 feet of pipe

- need to be hydro-flushed - Complete
  - Sump pump basins need cleaning – In progress
2. **Action Security:**
    - Repaired front door Tower “C”
  3. **Aure Window & Glass:**
    - Completed all outstanding window replacement and repairs
  4. **Horizon Pacific Maintenance:**
    - Repairing drains on 19<sup>th</sup> floor balcony – in progress
    - Repair balcony of 206A for repairs (leak into Gym “A” bldg.)- In progress
    - Inspected & repaired various areas of roof & wall system of – Tower “C”- in progress
  5. **Prolux Electric Limited:**
    - Replaced 48 batteries in the security (fob) panels
    - Replaced ballast in “P” level
    - Trouble shoot the exterior lighting, replaced the photo cell Towers “B” & “C”
    - Replaced ballast Tower “C” Visitor Parking
    - Installing visitor parking lighting Tower “C” -In progress
  6. **Riviera Maintenance:**
    - Ordered the repair to elevator walls - Tower “A” & “B” (NC Woodworking)
    - Working with Bike Room committee
    - Booster fan to be installed 19<sup>th</sup> floor – In progress
    - Apex Telecom – removed data control boxes from roof of Tower “C”
    - Installed new batteries for Generator
    - Painted Upper Gym in Tower “A”, washrooms & shower area.
    - Painted Tower “C” Gym & washroom area
  7. **Royal City Fire:**
    - Started replacement (approx. 300) Reliable ZX Sprinkler Heads in Tower “C” (CRF)
  8. **TKE:**
    - Modernization - elevators in Tower “C” – 1st elevator of 2 - Final inspection Jan29/25

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

Additionally, Council and the Community Manager discussed finalizing the upcoming year-end financial statement for December 2024 and some coding adjustments required for the final version. After a thorough review by the Treasurer, it was **MOVED / SECONDED** and **CARRIED** recode to the Contingency Reserve Fund in accordance with *Strata Property Act* 98(3) \$27,460.20 in one time emergency maintenance expenses and \$26,848.19 for emergency mitigation expenses pertaining to a water egress.

### **5.1.1 GIC MATURITIES**

It was **MOVED / SECONDED** and **CARRIED** that the GICs maturing for January and February 2025 maturing GICs be renewed as one year non-redeemable GICs at the highest available rate.

## **5.2 ARREARS REPORT**

The Strata Council reviewed the arrears of delinquent owners with a total outstanding balance of \$35,308.35 up slightly from \$34,038.82 at the December Council meeting.

The Strata Manager reported that \$7800.00 of that total was comprised of continuing contravention fines against an owner for bylaw violations. The total of outstanding strata fees was \$22,424.88. Of that total, \$17,750.37 was comprised of the arrears of two units. One of these units recently had a lien placed against its title and legal collections of the strata fee arrears as well as a Civil Resolution Tribunal judgement for \$7600 worth of outstanding fines against this same unit have been initiated. The other unit is currently proceeding through probate and a resolution to the outstanding fees is expected shortly thereafter.

**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**

Legal collections have been initiated against a unit with substantial fines and strata fees outstanding.

### **6.2 DEPRECIATION REPORT PROPOSALS**

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

### **6.3 ANNUAL GENERAL MEETING 2025**

The Annual General Meeting for 2025 will take place on Tuesday February 25<sup>th</sup> over ZOOM videoconference, hosted as in past years by MyMeetingOnline.com. For the second time in the past three years there will be no increase in strata fees proposed with the operating budget. The agenda will also contain some special resolutions. Please save the date and plan to attend this important annual event in order to participate in the important decision making process for your strata community.

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

I want to introduce Dave Wilkinson, a new council volunteer. Dave owns a local business and has long lived in Rivera Tower C. He can help us in many ways this year. (Thank you, Jerry, for introducing Dave to us).

Let's review capital projects completed last year.

- Social Lounge Renovation by Denise, Ron and Rick
- Tower C lobby refresh ( Owners committee cw Brian)
- Tower A Swimming Pool Tile Installation.
- Tower A Gyms Area Air Conditioning (Owners cw Brian)
- 3rd level parkade metal roof replacement
- Heat tracing drainpipes - to prevent future freezing.
- The upgrade of one Tower C elevator has been completed, and work is now underway on the second elevator. The project is on time and still within budget.

We have some projects coming.

We are replacing the sprinkler heads in Tower C because we tested samples, and a few did not work. (They are long out of warranty). This is a fire safety issue for us. There will be notices.

The bike rooms are overcrowded, so a clean-out of abandoned bikes is happening. This bike initiative comes from an Owners' committee under Brian.

We want a safer place for daily riders to store their bikes. Our insurer is also concerned about the fire danger of charging e-bike batteries in suites, so we wish to add secure charging lockers for e-bike batteries. A battery fire would be costly for us as Owners.

A reminder: There is a long-standing \$200 bylaw fine if you take your bikes to your suite. The bike areas have security cameras 24/7.

After successfully upgrading the entry phone in Tower C, we want to do the same for the Towers A and B entry phones. This more modern system is convenient for Owners, as you can use your smartphones with it. Parts are becoming difficult to obtain for the old system.

After the elevator work is complete, we will commission a new Contingency Report, which the Province now requires for every Strata. You will be asked to authorize from the CRF enough funds to do this report and another 18 months later ( Govt regulations)

Remember, we have a short-term rental bylaw that imposes a \$200 fine for short-term rentals in your suite. A law ( and a \$1000 fine) also prohibits subletting the guest suite.

Could you continue to be the building's first line of security? Don't let non-residents into the building. Please remember the date and time and inform the office if someone does this. Also, visitor parking is just for our visitors, not those visiting our neighbours or Owners needing a spot. Staff are towing non-compliant cars/trucks.

The 2025 budget work is done. Thomas hates increasing our fees, but his hands are often tied. The government now forces us to add 10% to our very healthy contingency each year (which could create a 3% maintenance fee increase). Thomas still squeezed the budget to keep the rise to zero, yes 0, this year. This is the second time he has done this, despite all the service rises. Looming over us is the inevitable rise in insurance we will see in November due to US fires etc. Next year's (2026) budget will be a challenge.

## **(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**

Winter maintenance is ongoing, 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 as well as the president's report.

It was **MOVED / SECONDED** and **CARRIED** to approve as an emergency expense to be taken from the Contingency Reserve Fund in accordance with *Strata Property Act 98(3)* for the replacement of sprinkler heads throughout Tower C in the amount of \$31,957.00 plus GST. This item is referenced above in both the Maintenance and President's reports.

**8.5 QUAYSIDE COMMUNITY BOARD**

No recent meetings have been held.

**(9) CORRESPONDENCE**

*None was reviewed.*

**(10) BYLAW ENFORCEMENT**

*None has occurred.*

**(11) NEW BUSINESS**

**(12) TERMINATION**

There being no further business, the meeting was terminated at 8:24 p.m.

**(13) NOTICE OF NEXT MEETING**

The next Strata Council Meeting will be held on **Tuesday, March 25th, 2025** at 7:00 p.m.

The 2025 Annual General Meeting will be held on **Tuesday February 25<sup>th</sup>, 2025** at 7:00 pm.

**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.