

THE RIVIERA – STRATA PLAN NWS3385

LOCATION:

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

STRATA COUNCIL
2025

**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

Phone: 604-591-6060
Email: 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
604-833-4601
Sheila and Wes Busby

**ATTENDANCE :**

Brian Allen
Thomas Canty
Denise Dalton
Reg Nordman
Ron Sheldrake

REGRETS :

Dave Wilkinson
Brent Atkinson
Wes and Sheila Busby

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

(1) CALL TO ORDER

The President called the meeting to order at 7:05 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 March 25, 2025 as distributed.

(4) MAINTENANCE COMMITTEE REPORT

Due to staff vacations, the Maintenance Committee report for April will be updated at the May meeting of the Strata Council.

(5) FINANCIAL REPORT**5.1 FINANCIAL STATEMENTS**

After a review and discussion, it was **MOVED / SECONDED** and **CARRIED** to adopt the financial statements for the month of March 2025 as prepared by Associa British Columbia Inc.

5.1.1 GIC MATURITIES

It was **MOVED / SECONDED** and **CARRIED** that the GIC maturing for May 2025 maturing GIC be renewed as one year redeemable GIC at the highest available rate.

5.2 ARREARS REPORT

The Strata Council reviewed the arrears of delinquent owners with a total outstanding balance of \$26,249.23 down slightly from

\$29,078.45 at the March Council meeting.

The total of outstanding strata fees was \$13,967.12; while \$17,737.70 was comprised of the fines and arrears of one unit. This unit 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 \$7800 worth of outstanding fines against this same unit are in process.

Council and the strata manager discussed the accounts with the largest outstanding balances. It was **MOVED / SECONDED** and **CARRIED** to send a lien demand letter to a unit with \$2,148.65 outstanding of fees. The cost of the demand letter. 75.00 plus GST will be added to the delinquent owner's ledger.

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

Legal collections is in process against a unit with substantial fines and strata fees outstanding. A court filing is expected in the coming weeks.

6.2 DEPRECIATION REPORT PROPOSALS

Council continues reviewing sample reports and proposals from several depreciation report providers. A meeting with the preferred provider will be arranged in the coming weeks.

6.3 AMENDED EV CHARGING BYLAWS (Reprint from previous minutes)

The bylaw amendments pertaining to EV charging passed by 3/4 vote of the owners at the 2025 Annual General Meeting have been registered at Land Titles, published in an updated Bylaws document on TownSq and are now in effect. The Strata Council extends a huge thank you to Andreas Grunwald for creating an EV charging management application for owner use. Please contact the Site Office for more information.

(7) PRESIDENT'S REPORT – REG NORDMAN

Progress is being made on the Tower C elevator project. Presently, the various interconnections with the fire panel are being tested. The final inspections will follow.

Brian researched and replaced our office Xerox printer as its long-term lease ended. The ROI on the new printers is around 6 months. The office has been able to reduce printing dramatically over the years.

Denise mentioned that Amazon deliveries have been piling up in Towers A and B in front of the mailboxes and sometimes the notice board. There is a heater (now turned off) there that could impact

some packages. She also wanted owners to pick up food delivery packs quickly, which can end up in front of the mailboxes.

If you can, please tell your delivery people to take your items to you in front of your door. This can help reduce the chance of your packages walking away.

Please let Brian know if you have any ideas about upgrading the lobby chairs in Towers A and B. Having some Owners in Tower C do this resulted in a good upgrade for that lobby.

Enjoy the spring weather.

Reg

(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. Owners may notice new staff members joining the team. Please continue to treat the team with kindness and respect. A new part time staff addition has been made to cover for current staff during their holidays.

8.2 LANDSCAPING COMMITTEE

Spring maintenance is ongoing, and the grounds are looking wonderful.

8.3 SPECIAL PROJECTS

A new Site Office printer is expected to be up and running shortly.

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.

Bike room clean up has been completed and the committee is reviewing quotes for electrical work.

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.

Please ensure that food and meal kit deliveries are picked up in a timely manner.

8.5 QUAYSIDE COMMUNITY BOARD

No further updates have occurred.

(9) CORRESPONDENCE

- 9.1 The strata council reviewed correspondence from an owner requesting a hearing with the strata council. The hearing request did not pertain to an issue of personal concern for the owner, or an issue for which the owner was requesting a decision from the strata council. but rather the hearing request pertained to unproven allegations regarding strata governance, regarding both the conduct of the Annual General Meeting and a Section 35 records request which was fulfilled for the owner by Associa earlier in the month, at a cost of \$650 billed to the strata corporation

for administrative time required to fulfill the request. Previous hearings had been held with this same owner in the past. The strata council discussed the hearing request in detail and at length. Though the owner had been requested to provide substantiation for some of their claims pertaining to strata governance, no substantiation had been provided by meeting time. Case law suggests that, while the right to an owner requested hearing is very broad, it is not universal and in general the strata council is not required to hold endless hearings for owners who want to solely raise perceived issues of strata governance with the council. Owners have other avenues open to them to raise or address issues related to strata governance and it was therefore **MOVED / SECONDED** and **CARRIED** to deny the request for this hearing.

(10) BYLAW ENFORCEMENT

- 10.1** Council reviewed a bylaw violation notice for a unit that did not provide access for both the annual fire testing inspection and the make-up inspection which followed, as required by the strata corporation bylaws. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to apply a weekly continuing contravention fine of \$200 until such time as the owner arranges for an inspection through the Site Office.
- 10.2** Council reviewed a bylaw violation notice regarding a resident vehicle not stopping to wait for parkade gate to close before driving off, as required by the strata corporation bylaws. After some discussion and in light of not receiving a reply from the subject of the violation, it was **MOVED / SECONDED** and **CARRIED** to fine the unit \$200 in order to encourage their compliance with the strata corporation's reasonable bylaws.
- 10.3** Council reviewed a second bylaw violation notice regarding a resident vehicle not stopping to wait for parkade gate to close before driving off, as required by the strata corporation bylaws. The strata council also reviewed a letter from the owner in response to the violation. After some discussion, it was deemed that no further action was necessary at this time.
- 10.4** Council reviewed a bylaw violation notice related to garbage being thrown. After some discussion and in light of severe mental health issues involved in this matter, the strata council deemed that no further action was necessary at this time.
- 10.5** Council reviewed a bylaw violation notice sent to a unit for a resident smoking in the parkade, in violation of the bylaws prohibiting smoking on common property. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to fine the unit owner \$200 in order to encourage future compliance with the strata corporation bylaws.
- 10.6** Council reviewed a bylaw violation notice sent to a unit for harassment of Riviera staff, in violation of the bylaws. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to fine the unit owner \$200 in order to encourage a safe working environment for the Riviera staff.
- 10.7** Council reviewed a bylaw violation notice relating to use of a parkade electrical outlet. The owner had rectified the matter following receipt of the notice, therefore after some discussion it was resolved that no further action is required at this time.
- 10.8** The strata council reviewed eight fine letters sent following the March strata council meeting.

(11) **NEW BUSINESS**

None to conduct

(12) **TERMINATION**

There being no further business, the meeting was terminated at 8:20 p.m.

(13) **NOTICE OF NEXT MEETING**

The next Strata Council Meeting will be held on **Tuesday, May 27th, 2025** 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.