

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
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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
Sheila and Wes Busby

**ATTENDANCE :**

Brian Allen
Brent Atkinson
Thomas Canty
Denise Dalton
Reg Nordman
Ron Sheldrake

REGRETS :

Dave Wilkinson

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

Wes and Sheila Busby, *Riviera Site Managers*.

(1) CALL TO ORDER

The President called the meeting to order at 7:02 pm.

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

1.1 BIKE ROOM COMMITTEE

A report and update on work progress was provided by the committee.

(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 29th, 2025 as distributed.

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

- Located gas leak (02) in Tower "A" up to 12TH Floor - On-going issues to 20th floor
- Repaired (03) unit after gas leak was found.
- Annual maintenance completed on 3 Towers
- Hot Tub heat exchanger on order for Tower "A"

2. Able Irrigation:

- Backflow testing completed in April

- Repairs and replacement done on irrigation system.
- 3. Aure Window & Glass:**
 - Have new list for window replacement and repair. Awaiting delivery of windows
- 4. BJ Elliott Contracting:**
 - Warranty work on sprinkler pipe insulation
- 5. Blue Mountain Technologies:**
 - Phone lines & internet lines ordered in March (TELUS)
 - Installed both enter-phones – Having problems connecting to office computer
- 6. Horizon Pacific Maintenance:**
 - Numerous balcony and wall repairs for Towers “A” & “C”
 - Numerous drywall repairs, all 3 towers.
 - Installed bird netting 3rd level parking
 - Completed Suite “Suite wall & balcony work” Bldg. “A”
- 7. Mott Electric:**
 - Numerous Booster Fans – Tower “C”
- 8. Imperial Paddock Pools:**
 - Awaiting data sheet Tower “C” hot tub

Riviera Site Manager’s Report – APRIL/MAY 2025

- 9. Prolux Electric Limited:**
 - Freezer room – Re-doing electrical plugs -On-going
 - Installed all electrical components for sauna in Tower “A”
 - Installed 2 new LED fixture in “P” level bike room
 - Repaired exhaust fan – Level 2 electrical room
 - Install exhaust fan “P” Bldg. A
 - Conduit & cat7 wiring run from office to level “3” Parking for camera installation
 - Concrete coring for
 - i. “P” level Bldg. “A” Storage
 - ii. Back of office
 - iii. Second level parking garage – walls & ceiling
- 10. Riviera Maintenance:**
 - Painting – ongoing
 - Started Power washing common areas
 - New printers purchased for Office. Xerox contract completed (May 14, 2025)
 - New door stain for a suite Tower “A” completed
- 11. Royal City Fire:**
 - Fire alarm inspection - June
 - Replaced (approx. 300) Reliable ZX Sprinkler Heads in Tower “C”. Only the 18th floor & three individual units remain May 27, 2025
- 12. Spruce Gardens:**
 - Spring clean-up and plantings
- 13. TKE:**
 - Elevator modernization 90% complete

(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 April 2025 as prepared by Associa British Columbia Inc.

5.1.1 GIC MATURITIES

No GICs were maturing in June.

5.2 ARREARS REPORT

The Strata Council reviewed the arrears of delinquent owners with a total outstanding balance of \$29,417.58 up from \$26,249.23 at the April Council meeting.

The total of outstanding strata fees was \$16,122.40; while \$17,990.34 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. No further directives were given. The Strata Manager confirmed that a lien demand letter had been sent in accordance with the directive given at the April council meeting. The cost of the letter, \$75.00 plus GST was 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 requested the Strata Manager to set up a meeting with WSP Engineering to discuss the report.

(7) PRESIDENT'S REPORT – REG NORDMAN

The e-bike storage group presented their selection for a lockable power unit. It will provide a safe power station for charging these batteries. This group has been very diligent in designing and executing solutions for bike storage, and they deserve encouragement.

Every few weeks, we hear about another fire in a high-rise building where lithium-ion batteries, often used in electric bikes, are catching fire. They are very dangerous.

Owners of EV cars are reminded that the charging stations are only short-term parking spots while charging. Our talented in-house developer, Andreas, created a web app that allows Owners to check when charging spaces are available. Thanks Andreas.

Denise and Ron have some ideas about how to manage the increasing number of packages being dropped off in the lobbies. Please keep an eye out for some changes in the lobbies.

Many contractors in the buildings perform various maintenance jobs. We're still having trouble finding a few reliable contractors specializing in concrete-related services.

Enjoy the great 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. Please continue to treat the team with kindness and respect.

8.2 LANDSCAPING COMMITTEE

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

8.3 SPECIAL PROJECTS

Projects are ongoing.

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.

8.5 QUAYSIDE COMMUNITY BOARD

No further updates have occurred, though the next meeting of the board was scheduled for the same night as this council meeting.

(9) CORRESPONDENCE

- 9.1 The Strata Council reviewed a legal opinion obtained through the strata's insurance coverage regarding an owner with multitudinous records and other requests and queries directed at the Strata Council. The opinion writer informed the Strata Council that the Civil Resolution Tribunal has issued decisions that provide that a strata corporation does not have to respond to vexatious record requests or respond to all correspondence from an owner. It also doesn't have an obligation to respond to questions and demands. The opinion writer also noted that the Strata Council might consider whether the strata corporation's harassment bylaw should be appropriately invoked in this circumstance.

(10) **BYLAW ENFORCEMENT**

- 10.1 Council reviewed a bylaw violation notice and correspondence pertaining to strata recycling. The Strata Council also considered a reply from the owner and after some discussion the matter was deemed to be a misunderstanding and the Strata Council resolved to remove the violation from the unit owner record.
- 10.2 Council reviewed three bylaw violation notices regarding a resident vehicle parking in the visitor parking stalls, in violation of the strata corporation bylaws. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to fine the unit \$200 for each infraction, \$600 in total, in order to encourage their future compliance with the strata corporation's reasonable bylaws.
- 10.3 Council reviewed a bylaw violation notice regarding a barking dog. After some discussion and in light of the reply from the owner which detailed steps they had taken to mitigate any further barking from the dog, the Strata Council deemed that no further action was required at this time.
- 10.8 The strata council reviewed four fine letters sent following the April strata council meeting.

(11) **NEW BUSINESS**

None to conduct

(12) **TERMINATION**

There being no further business, the meeting was terminated at 8:39 p.m.

(13) **NOTICE OF NEXT MEETING**

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