

THE RIVIERA – STRATA PLAN NWS3385

LOCATION:

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

**STRATA COUNCIL
2022**

**PRESIDENT / STAFFING/
QUAYSIDE BOARD**
Reg Nordman

**VICE PRESIDENT /
MAINTENANCE**
Ron Sheldrake

TREASURER
Thomas Canty

SECRETARY
Denise Dalton

**SPECIAL PROJECTS /
FINANCIAL PLANNING**
Brian Allen

MAINTENANCE
Jerry Silva
Rick May

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



ATTENDANCE :

Brian Allen
Thomas Canty
Denise Dalton
Rick May
Reg Nordman
Ron Sheldrake
Thomas (Jerry) Silva

REGRETS :

Ratka Stajic

Alex Gefter, Strata Manager, Associa British Columbia

(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 observer was present for the public sections 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 November 29th, 2022, as distributed.

(4) MAINTENANCE COMMITTEE REPORT

1. Ainsworth/Latham's

- Completed monthly maintenance.
- Cleaned several drain lines in parking area.
- Found two broken drain lines. Will be repaired.
- Repaired noisy pool ventilation fan.
- Repaired leaking roof drain line Tower C 6th floor.
- Tower C hot tub ventilation fan replacement underway.

- Hydro-flushed two drain lines, Tower A & Tower C.

2. Mott Electric

- Installed three dryer booster fans.
- One booster fan repair.

3. Action Lock

- Repaired garage door opener receivers.

4. Royal City Fire

- Repaired two broken sprinkler system pipes in lower parking area.

5. Air Vac Services

- Five dryer vent inspections completed.

PROJECTS ONGOING AND IN PROGRESS

Peter Burns Windows

- One balcony door repair.
- Four suite window repairs.
- One common area window leak repair.
-

GENERAL

- Several renovations approved.
- One A/C installation approved.

(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 and December 2022, as prepared by Associa British Columbia Inc.

5.1.1 GIC INVESTMENTS

It was **MOVED / SECONDED** and **CARRIED** to approve the following MOTIONS for the renewal of GICs:

- *Be it resolved, Rollover January Ladder GIC #108 Account 1360-K to a new 1-year non-cashable GIC with Envision Financial at the current interest rate.*
- *Be it resolved, Rollover February Ladder GIC #108 Account 1361-L to a new 1-year non-cashable GIC with Envision Financial at the current interest rate.*

5.1.2 2022 FINANCIAL REVIEW

It was **MOVED / SECONDED** and **CARRIED** to authorize the annual accounting review and tax filling for 2022 fiscal year with Cass Fraser Accountants.

5.1.3 COMPLETED CAPITAL PROJECTS

In accordance with the original funding resolutions, it was **MOVED / SECONDED** and **CARRIED** to return to the general Contingency Reserve Fund any money and additional earned interest left over from the following now completed or otherwise no

longer required capital project reserves; for a total of \$322,948.05 plus any additional interest earned following this resolution, being returned to the general Contingency Reserve Fund.

3150 - Electrical Reserves – <u>Completed Project - Surplus</u>	\$ 10,030.34
3102 - RSV Tank Replacements-Res F <u>Completed Project - Surplus</u>	\$ 4,015.50
3118 - RSV Detect Alarm B/V-Res E <u>Completed Project - Surplus</u>	\$ 18,000.00
3130 - Parkade Concrete Slab Repair – <u>Completed Project - Surplus</u>	\$ 34,119.10
3238 - Hot Tub Rebuild Tower C <u>Completed Project - Surplus</u>	\$ 6,783.11
3108 - Detection Alarm System - <u>Project no longer required</u>	\$250,000.00

5.3 ARREARS REPORT

The Strata Council reviewed the arrears of delinquent owners as of November 25th, 2022 with a total outstanding balance of \$20,596.86, up from \$17,236.63 at the October Council meeting.

The Strata Manager reported that \$7600.00 of that total was comprised of continuing contravention fines against an owner for a long standing bylaw violation. A claim for this matter has been resolved at the Civil Resolution Tribunal and a judgement against the owner in question has been registered in small claims court.

The Council and the Strata Manager reviewed the other accounts with the largest outstanding balances. It was **MOVED / SECONDED** and **CARRIED** to send a unit owner a lien demand letter for their outstanding balance. The cost of the lien demand letters, \$50.00 plus GST, is to be charged back to the delinquent owner's ledger. Additionally, the Strata Manager was directed to send A/R reminder letters to four other unit owners.

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

The Civil Resolution Tribunal (CRT) claim by the Strata Corporation against an owner to obtain an Order requiring the owner to comply with the Strata Corporation's reasonable bylaws that they have been disregarding and ordering payment of accumulated fines pertaining to the ongoing breach of the bylaws, has now been adjudicated in the Strata Corporation's favour. The owner has been ordered to pay \$5211.56 to the Strata Corporation and to comply with the bylaw within seven days. The judgement has now been registered in small claims court. As the legal aspects of this matter are now resolved, there will not be any further reporting on this matter unless there is a specific information that arises of which the owners need to be informed.

6.2 ANNUAL GENERAL MEETING

Due to seasonal outbreaks of various kinds affecting the Riviera community, the strata council has decided to conduct the 2023 Annual General Meeting remotely over Zoom, with technical support from My Meeting Online (Anne Whitmore). By now, most owners will be familiar with the specificities and procedures of having the Annual General Meeting online. The date for the meeting has been set for **Tuesday February 28th**, with registration beginning at 6:00 PM, a tutorial on ZOOM and voting procedures to be held at 6:45 PM and then the Call to Order scheduled for 7:00 PM. The meeting notice package has been mailed to all owners on February 6th so please look out for it in your mail. Please save the date for this important annual community event and please plan to attend in order to vote on the important matters affecting the Riviera community. Besides routine items on the agenda such as the budget approval and election of the strata council, there will be a number of 3/4 vote capital projects for owners to approve, including the elevator modernization for tower C. **As in past years, pre-registration in advance is required to receive the meeting ZOOM link so please follow the instructions for pre-registration in the AGM notice package.**

(7) PRESIDENT'S REPORT – REG NORDMAN

I have never been so pleased to be surrounded by Council members with a very high level of expertise and competence. Their response to the snow-melt-maggedon last month was heroic. From moving snow, opening up frozen drains, meeting with Owners under stress, working with City Elevators and our providers who were facing the worst timing, logistics and labour issues, they did it all. Not to fail to mention the numerous Owners who pitched in everywhere.

And then there were the reluctant garbage pickups.

At times I felt like a one-armed paper hanger as emails, phone calls, texts and issues just kept mounting. For several days there was little respite. But the team took it all in stride.

Some of the smoke has cleared.

- The water damage to Tower C elevators is severe. The contractor is chasing down parts etc. and is working on a large repair project. So far, the estimated bill is already well over \$380 000. The second (non-working) elevator was much more damaged than the first. Some parts are months away. Once the second elevator is working safely, the first one will need parts/replaced/repared. Elevator controls do not respond well to flooding.
- The restoration damage to multiple flooded suites will also be in excess of 6 figures.
- Our catastrophe insurance deductible is \$100 000. We have the funds for this.

This was an unprecedented sequence of deep freeze, heavy snowfall, a slight thaw that immediately froze up in the drains, another snowfall and then a very fast thaw which hit frozen drainpipes, backing up water into the building's lobbies, suites and C elevators.

We are proposing some drain-related capital projects in the AGM to prepare ourselves for if ever (first time in 30 yrs.) we're faced with this cycle again.

Before this catastrophe, this had been quite a productive year. The completed capital projects came in under budget, with all surplus returned to the general contingency. Even the fire panel for B has been completed and awaits New West City acceptance. There are still a few small projects which suffered from a lack of labour. But they will get done.

The tower A, B and C suite flood alarm project is a no-go. This project came about from a request from an insurance underwriter four years ago. There has been no subsequent request from recent underwriters. The vendor of choice (who was found after an extensive search) has

proven to be unable to service the complexity of our plumbing system in A and B. Funds reserved for this have been returned to the general contingency.

Presently the maintenance group (Rick, Ron and Jerry) is still working through the tower C elevator modernization bidding process. Jerry and I built the bid documents, Brian did the contractor search, and I sent the docs out. Contractors have been looking at the project.

Immediate elevator repairs are being looked at and how they may financially help this long-awaited modernization project. The first report is that they are not as much help as we hoped.

You may be asked at the AGM to approve this modernization project (which we think will be in excess of \$750k) which we have been saving for many (4+) years if we can meet our budget. I am told if we say yes at this AGM, we will be lucky to have the upgrade project completed by this time next year. The supply chain is long.

We are so happy that Ratka is back from her extreme illness that kept her off her feet and away for so long. While she was incapacitated, the Council picked up the in-building load. She continued to do a lot of remote work from her sick bed. Not yet hale and hearty, she has that gung-ho attitude which will help her in her recovery. She is working from home, dealing with the day-to-day, and she's busy. You know she will still be doing her best every day to assist us all and thanks you all for your best wishes. Much appreciated as she is part of the Riviera family.

(8) COMMITTEE REPORTS

8.1 STAFFING REPORT

Staff are working extra hard with their foot to the pedal. We are elated to welcome Ratka back and wish her a speedy recovery as she slowly gets back up to speed. Please remember to treat Riviera Staff with extra kindness and respect. A huge thank you to Staff for their ongoing hard work and efforts on behalf of the residents

8.2 LANDSCAPING COMMITTEE

Winter maintenance is ongoing, and the grounds are looking great.

8.3 SPECIAL PROJECTS

Gym Committee:

Had 5 bench seats/backrests repaired and reupholstered. Cost under \$1,000.

Have requested

- Repair of Ceiling Air Circulation fan in upper Tower A Gym.

Have had many requests from residents and the Gym Committee requested we:

- Raise ceiling height in the Tower A lower Gym over 1 treadmill and 1 elliptical machine by removing a small section of the tile false ceiling.
- Install Air Conditioning in Tower A Upper and Lower gyms

At this time the Maintenance Committee is focused on addressing the elevator upgrade, the replacement of the fire panel and addressing the flooding of numerous strata units and the Tower C elevators.

8.4 MAINTENANCE REPORT

The Maintenance Committee provided a progress report regarding ongoing capital improvement projects that have not been completed:

- Replacement of the fire panel in B building has now been scheduled for completion and its final verification is underway, though not yet completed. Some issues with permitting for the new panel have arisen with the City of New Westminster but it is not yet clear how this might affect the progress of the project.
- Parkade north side water entry mitigation is nearly completed, with just some work on the planters remaining.
- Building envelope caulking repairs are nearly completed.

Additionally, the Committee has undertaken a systematic review of the strata corporation's renovations approval process including revision and updating of the Assumption of Liability applications and agreements forms. In connection with this, after much discussion and deliberation, it was **MOVED / SECONDED** and **CARRIED** to approve a policy change which would allow building envelope penetrations for the installation of air conditioning and heat pumps, so long as these are carried out in conformity with specific requirements from the Committee.

The electrical operating permit has been obtained from Technical Safety BC.

Clean-up of the parkade stalls is ongoing. Many residents have received notices regarding storage of prohibited items on parking stalls. Residents are reminded that storage of items on parking stalls is contrary to the fire code, the strata corporation's bylaws. **All items should be removed from parking stalls immediately in order to avoid escalated enforcement action.**

Council reviewed a proposal from Telus for no-cost installation of high-speed fibre optic cabling to all units at Riviera in order to upgrade the internet and television infrastructure to the latest standards. After discussion, it was **MOVED / SECONDED** and **CARRIED** to approve the proposal and move forward with the installation.

Council discussed the \$100,000.00 insurance deductible that will need to be paid for the recent water damage claim. It was **MOVED / SECONDED** and **CARRIED** that the deductible be paid from the Contingency Reserve Fund once payment is required.

8.5 QUAYSIDE COMMUNITY BOARD

No recent activity has been noted.

(9) CORRESPONDENCE

None was received.

(10) BYLAW ENFORCEMENT

10.1 Council reviewed a bylaw violation notice sent to a unit for excessive barking from a dog. After some discussion it was deemed that no further action was needed.

10.2 Council reviewed a bylaw violation notice for smoking on a unit patio. The recipient was still within the reply period, therefore council resolved to review the matter again at the next council meeting.

10.3 Council reviewed a complaint of an aggressive dog unleashed on the common property and attacking another dog. After some discussion it was **MOVED / SECONDED** and **CARRIED** to send the owner a bylaw violation notice for the matter.

10.4 Council reviewed a complaint of an incident of harassment and verbal abuse. After some discussion, it was **MOVED / SECONDED** and **CARRIED** to send the owner a bylaw violation notice for the incident.

(11) NEW BUSINESS

There was no new business to conduct.

(12) TERMINATION

There being no further business, the meeting was terminated at 8:36 p.m.

(13) NOTICE OF NEXT MEETING

The next Strata Council Meeting will be held on **Tuesday, March 28th, 2023** at 7:00 p.m.

The **ANNUAL GENERAL MEETING** for 2023 will be held remotely on Tuesday February 28th, 2023, with registration at 6:00 PM and call to order at 7:00 PM. **Pre-registration in advance is required to receive the meeting ZOOM link so please follow the instructions for pre-registration in the AGM notice package.**



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As a Townsq user you will have access to Council & General Meeting Minutes that an Owner should retain for a period of two years.

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.