



**PACIFICA
STRATA PLAN LMS 597**

**STRATA COUNCIL MEETING MINUTES
TUESDAY, AUGUST 20, 2013 AT 7:00 PM**

COUNCIL MEMBERS PRESENT:

**Monica Drake, President
Con Verburg, Vice President
Seva Batkin
Paolo Ciocca
Martin Jonsson
Ryan Wilson**

REGRETS:

Philippe Arrata, Treasurer

MANAGEMENT PRESENT:

**Michael Henson, Vice President - Operations
Pacific Quorum Properties Inc.
mhenson@pacificquorum.com
direct line: 604-638-1968**

HELD IN THE AMENITY ROOM AT SOUTHGATE – 503 WEST 16TH AVENUE, VANCOUVER

1. CALL TO ORDER

The Council President called the meeting to order at 7:03 p.m. and welcomed the Council Members. There were no guests or observers in attendance.

2. ADOPTION OF AGENDA

The President asked the Members if there were any changes or additions to the agenda. No changes were noted and the agenda was adopted.

3. ADOPTION OF PREVIOUS STRATA COUNCIL MEETING MINUTES

It was: ***MOVED, SECONDED and CARRIED***
To adopt the minutes of the July 16, 2013 Strata Council meeting.

4. OWNERS' CONCERNS

- a.** The Council reviewed correspondence from a Southgate owner regarding the No Parking area located at the southwest corner of the property. The owner would like No Parking enforced and recommends placement of City of Vancouver signage to deter parking. Strata Council agreed with the owner and asked the Property Manager to contact the owner with authorization to pursue the issue with the City on behalf of the Strata Corporation.
- b.** A Northgate owner made a presentation to the Strata Council regarding the painting of the privacy wall on his deck. He requested that the paint colour be changed to the same colour as the privacy walls on the upper decks. Strata Council discussed the request with the owner and approved the request on a trial basis as a possible paint colour alternative for the future.

It was: ***MOVED, SECONDED and CARRIED (5 in favour and 1 abstention)***
To approve the request to change the paint colour on a "test" basis subject to the new paint colour being the existing colour of the upper privacy walls.

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5. **FINANCE**

a. **Financial Statements**

The Strata Treasurer was absent; however, he had provided the Council with a brief report on the July financial statements. Income, expenses and budget variances were discussed with the Council Members. The Strata is currently over budget for the first ten (10) months of the fiscal year, mostly due to variable timing of some expenses and invoices. The July financial statements are attached.

Owners are encouraged to sign up for PQ Online (see page 5) where the Strata's financial information will be accessible at any time.

It was: ***MOVED, SECONDED and CARRIED***
To approve the July 2013 financial statements.

b. **Arrears**

The Council and the Property Manager reviewed the schedule of arrears and the Council authorized the Property Manager to register liens against any strata lot for which arrears exceed \$1,000 and to restrict access to the Recreation Centre and the Amenity Room for owners and residents of such strata units upon giving thirty (30) days written notice.

The arrears owing to the Strata Corporation total in excess of \$43,000, made up primarily of special assessment arrears, and there are currently 12 strata lots in arrears over \$1,000 for unpaid strata fees and special assessments. The Property Manager confirmed that statements had been mailed to all owners in arrears. The majority of strata lot owners have paid their special assessment amounts and collections are going well. The Property Manager confirmed that fines had been levied and notice of lien registration letters issued as previously directed by the Council.

6. **BUSINESS ARISING**

a. **Council Discussion Items**

- i. The Property Manager reviewed the updated and revised "Action List" with the Council.
The Property Manager advised that the program to increase Ross' involvement in facilities management is now in place effective August 12, 2013.
- ii. Additional discussion topics raised by the Council Members included:
 - suggestion to install a new mirror in the Southgate parkade – Ross will review the installation with a council member to ensure proper placement
 - suggestion to improve visibility in the residential parkade by painting the bottom half of some columns yellow, specifically where vehicles have to turn corners – Strata Council will discuss further at a later date

b. **Property Manager's Report**

- i. **#101C/203C Drain Pipe Relocation:** The Property Manager reported that work on this project is complete and that the two owners involved will be consulted prior to final payment to the contractor.

- ii. **#504C/505C/801A Deck Repairs:** The Property Manager reported that work on two of the decks is complete and the third (# 504C) is currently underway. Strata Council expressed concern regarding the sporadic attendance of the contractors and the length of time taken to complete this project. The Property Manager will follow up with the contractor.
 - iii. **Northgate Courtyard Pergola:** The Property Manager reported that this project is completed. The corner posts remain in place to protect the wisteria until a more permanent plan is enacted. The Gardening Committee is working on a modest proposal for the Owners at the Annual General Meeting, to seek funding to develop a proper plan.
 - iv. **Recycling Signage:** The Property Manager reported that the new recycling signage has arrived and will be installed in the recycling areas.
 - v. **Garbage Compactor:** The Property Manager reported that the garbage compactor is inoperable and that arrangements have been made with the garbage disposal contractor to ensure prompt and seamless removal of the garbage until a new compactor is installed. The delivery and installation time for a new compactor is approximately twelve (12) weeks.
 - vi. **Emergency Exit Surveys:** The Property Manager reported that no surveys had been received – residents are reminded to return your surveys if you require assistance to exit the building in the event of an emergency. Landlords are asked to ensure that their tenants receive a copy of the survey. The Property Manager will also distribute a survey to the tenanted suites.
- c. **Caretaker's Report**
- The Council noted receipt of the monthly Caretaker's reports and thanked Ross for his input.

7. **NEW BUSINESS**

- a. The Strata Council noted that there was poor response to the recent sign up sheets for Fireplace Cleaning. The Council asked the Property Manager to post the sign up sheets again – **if you would like to participate in the bulk fireplace cleaning program, please sign up or contact the Property Manager at mhenson@pacificquorum.com**

Fireplace Owners are reminded that the Pacifica Bylaws provide that it is mandatory for fireplaces to be cleaned every two (2) years. Fireplace cleaning is a safety and liability concern and affects all owners – please ensure that your fireplace is inspected and/or cleaned every two (2) years.

8. **COMMITTEE REPORTS**

- a. **Landscape/Gardening Committee**
 - i. Monica Drake reported for the Landscape/Gardening Committee. The Committee (Matt and Lucie) met with Monica to discuss options for the courtyard pergola replacement design but are only at the start of the process. After a council member raised the issue, it was agreed that some temporary solution should be found for providing lighting in the north courtyard before the dark winter months arrive. Electrical wiring is still in place in some of the now-capped post saddles, so this should be possible.

The Council thanked Monica for her report.

b. Committee to Implement Pacifica’s Renovations

Monica Drake reported for the Committee regarding the renovation bid process. Four quotes were received ranging from \$646,000 to \$885,000. The Committee is now actively reviewing, comparing and analyzing the quotes so that it can bring a final recommendation for contract award to the Strata Council at the next meeting.

Regarding selection of a ‘Strata Representative’ to provide payment certification and certain other services, Monica presented the Committee’s recommendation and explained the Committee’s selection process to the council members.

It was: **MOVED, SECONDED and CARRIED**

To confirm the engagement of ‘**maison d’etre design build inc.**’ as the Strata Representative.

The Council thanked Monica for her report and looks forward to working with maison d’etre principal Rob Capar.

c. Bylaw Revision Committee

Seva Batkin, reporting for the Committee, indicated to the council members that he would have to step down as Committee Chair due to severe constraints on his time. The Property Manager confirmed that the Bylaws registered since 2001 and the Schedule of Standard Bylaws had been consolidated into one working document and distributed to the Committee and the President. The Council reviewed and accepted the Property Manager’s proposal to organize and comment on the existing Bylaws as a way to kickstart work on this file. The Council authorized a maximum fee of \$ 400 for this service. The Council thanked Seva for his report.

d. Depreciation Report Committee

The Property Manager reported that the contractor, RDH Engineering, advises that they are still on target for completion of a draft report to Strata Council by August 31.

e. Security Committee

Ryan Wilson reported for the Committee and advised that the Committee was still exploring options for the installation of new cameras. The Council thanked Ryan for his report.

f. Energy Audit Committee

The Property Manager advised that the Committee has sent out a Request for Quotes to seven (7) qualified engineering companies. The closing date for the bids is August 31 and the Committee will analyze the quotes received and make recommendations to the Strata Council at the next meeting.

9. OTHER BUSINESS

- a. No additional business was discussed.

10. NEXT MEETING

The next Strata Council Meeting is scheduled for Tuesday, September 10, 2013 at 7:00 pm

11. **ADJOURNMENT**

The meeting was adjourned at 9:27 p.m.

Submitted by:

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**YOUR PACIFICA WEBSITE IS
www.pacifica597.org**

<p>Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Council and Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from <i>Pacific Quorum Properties Inc.</i></p>
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To access PQ ONLINE for LMS 597 – Pacifica

- First, if you don't already have it, obtain the Pacifica login and password information from info@pacificquorum.com
- Next, go to the PQ website, www.pacificquorum.com
- Under **PQ ONLINE LOGIN**, enter the Pacifica login and password

Once you have logged into **PQ ONLINE** for the first time, **please go to “MY INFO” and sign up for email notification** of important notices, meeting minutes, etc., and update your contact details

If you have any trouble accessing **PQ ONLINE**, please contact info@pacificquorum.com

Balance Sheet
LMS 597 Pacifica
JULY 31, 2013

ASSETS

Bank - Operating Funds Account	2,581.07
Bank - Special Levy Funds Account	553,331.02
Bank - Contingency Reserve Account	260,887.78
Funds due to Op A/C from CRF	1,155.00
CRF - Scotia GIC (1.25%;Jan-2014)	80,397.00
CRF - Interfund Loan (Insurance)	43,875.00
Petty Cash	500
Accounts Receivable	61,579.72
Prepaid Expenses	3,309.99
Prepaid Insurance	55,060.44

Fixed Assets

Caretaker's Suite	141,107.00
Membership Shares (VanCity)	108.79

TOTAL ASSETS

1,203,892.81

LIABILITIES & EQUITY

Liabilities

Accounts Payable	51,155.76
Funds due to OP A/C from CRF	1,155.00
Prepaid Maintenance Fees	39,959.82
Dryer Vent Reserve	83.14
Garden Reserve	2,236.75
Mortgage Payable	43,803.96
Accrued Liabilities	20,369.39
Interfund Loan	43,875.00

Total Liabilities 202,638.82

Equity

Caretaker Suite Equity	97,411.83
Current - Surplus (Deficit)	-3,620.32
Prior Years Surplus(Deficit)	-200.32

Contingency Reserve Fund	346,997.80
Capital Projects Fund	7,333.98
	<u>354,331.78</u>

Special Levy Fund (2012F & 2012G) 553,331.02

Total Equity 1,001,253.99

TOTAL LIABILITIES & EQUITY

1,203,892.81

**Budget Comparison
Consolidated Statement
JULY 31, 2013**

	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual
INCOME					
3110 Strata Fees	82,599.55	82,599.58	825,995.27	825,995.80	991,195.00
3114 Amenity Income	450	841.67	7,275.00	8,416.70	10,100.00
3116 Parking Income	1,180.00	1,233.33	9,293.00	12,333.30	14,800.00
3117 Move-in/out Fees	-100	250	2,700.00	2,500.00	3,000.00
3118 Storage Lockers Rental	0	533.33	6,000.00	5,333.30	6,400.00
3119 Fines/Penalties	-100	258.33	835	2,583.30	3,100.00
3120 Interest Income	30.9	50	585.48	500	600
3125 Miscellaneous	275	91.67	1,709.36	916.7	1,100.00
3126 Novus Income	20.42	5.83	80.28	58.3	70
3127 Bottle Recycling	13.59	25	146.7	250	300
3130 Caretaker Suite Rental	630	630	6,300.00	6,300.00	7,560.00
TOTAL INCOME	84,999.46	86,518.74	860,920.09	865,187.40	1,038,225.00
EXPENSE					
General Expenses					
4010 Bank Charges	124.31	116.67	1,109.16	1,166.70	1,400.00
4014 Insurance	11,012.08	10,833.33	108,014.56	108,333.30	130,000.00
4016 Legal/Audit Fees	0	83.33	913.18	833.3	1,000.00
4018 Administration	235.59	416.67	5,803.72	4,166.70	5,000.00
4019 Duplicating	44.5	291.67	1,996.43	2,916.70	3,500.00
4020 Management Fees	4,247.27	4,530.42	44,171.60	45,304.20	54,365.00
4045 Enterphone	154.64	166.67	1,563.89	1,666.70	2,000.00
4110 Amenity Areas	751.81	750	11,010.05	7,500.00	9,000.00
4126 Security Maintenance	4,233.17	1,083.33	11,794.27	10,833.30	13,000.00
4128 Move Monitoring	327.6	200	2,680.19	2,000.00	2,400.00
4129 Fire/Security Monitoring	4,425.22	2,058.33	25,781.45	20,583.30	24,700.00
Utilities					
4210 Electricity	4,370.00	7,500.00	59,943.01	75,000.00	90,000.00
4212 Gas	2,667.30	6,666.67	61,114.39	66,666.70	80,000.00
4214 Water & Sewer	18,115.98	5,083.33	47,458.33	50,833.30	61,000.00
4216 Waste Removal	2,528.63	2,666.67	22,949.45	26,666.70	32,000.00
Repairs & Maintenance					
4306 Carpet Cleaning	0	0	1,752.80	0	0
4310 Elevator Maintenance	3,913.74	3,833.33	39,362.75	38,333.30	46,000.00
4318 R & M Building	8,699.98	7,991.67	97,731.18	79,916.70	95,900.00
4319 Mechanical Maintenance	443.57	1,666.67	15,080.24	16,666.70	20,000.00
4330 Landscaping Maintenance	3,304.00	3,408.33	33,571.65	34,083.30	40,900.00
4333 Tree Maintenance	0	350	4,670.40	3,500.00	4,200.00
4335 Landscaping Improvements	0	83.33	0	833.3	1,000.00
4350 Supplies / Equipment	202.81	950	5,999.12	9,500.00	11,400.00
4352 Window Cleaning	783	783.33	7,832.64	7,833.30	9,400.00
4353 Dryer Vent Cleaning	333.33	333.33	5,231.70	3,333.30	4,000.00

Caretaker Expenses					
4410 Mortgage (S/L#141)	1,219.53	880.83	9,018.22	8,808.30	10,570.00
4420 Strata Fees - Suite	220.55	224.17	2,205.50	2,241.70	2,690.00
4425 Strata Suite - Expenses	0	41.67	0	416.7	500
4430 Property Taxes	0	16.67	0	166.7	200
4440 Telephone / Pager	159.84	133.33	1,252.83	1,333.30	1,600.00
4450 Caretaking/Janitorial	12,530.06	12,125.00	122,027.70	121,250.00	145,500.00
Other Expenses					
4590 Contingency Reserve Fund	11,250.00	11,250.00	112,500.00	112,500.00	135,000.00

TOTAL EXPENSE	96,298.51	86,518.75	864,540.41	865,187.50	1,038,225.00
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NET INCOME	-11,299.05	-0.01	-3,620.32	-0.1	0
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