



**PACIFICA
STRATA PLAN LMS 597
STRATA COUNCIL MEETING MINUTES
TUESDAY, NOVEMBER 13, 2012 AT 7:00 PM**

COUNCIL PRESENT:

**Philippe Arrata
Russell Ball
Daria Batkin
Con Verburg**

**Paolo Ciocca
Monica Drake
John Shinnick**

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, Russell Ball, called the meeting to order at 7:10 p.m.

2. OWNER'S PRESENTATION – there were no owner's presentations.

3. ADOPTION OF PREVIOUS STRATA COUNCIL MEETING MINUTES

Strata Council reviewed the October Strata Council meeting minutes.

It was: ***MOVED and SECONDED***

To adopt the minutes of the October 9, 2012 Strata Council Meeting.

CARRIED

4. REPORTS

a. President's Report

The President encouraged all owners and council members to attend the Annual General Meeting scheduled for Monday, November 19, 2012.

b. Caretaker's Report

The members reviewed and discussed the monthly Caretaker's report, the incidents reported and the following topics:

- i. The Strata Council directed the Property Manager to arrange an assessment of the landscaping irrigation system to determine if any repairs are needed as a result of damage by the building envelope contractor's equipment and to report the results of the assessment to the Strata Council.

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- ii. Discussion of Building Manager's job description – copy to be provided to the Strata Council members.
- iii. Suggestion to purchase a gas detector meter for the Building Manager.
- iv. Review repairs to partitions in Mens Shower area and ensure that they are under warranty – the Property Manager will follow up.
- v. The Property Manager to continue investigations into the availability of smaller remote fobs with only a single button.
- vi. Discussion of repairs to the courtyard pergola and a suggestion to move the replacement of the courtyard pergola ahead in the Capital Plan as the courtyard pergola structure is deteriorating more quickly than anticipated and may require replacement sooner than expected.

The Strata Council thanked Ross for his detailed monthly report.

c. Building Representatives Report(s)

- i. The Northgate Building Representative noted that he had received a comment from an owner suggesting that the commercial store fronts are too gaudy.

5. COMMITTEE REPORTS

a. Security Committee

John Shinnick reported for the Security Committee and confirmed that Halloween was exceptionally quiet. He also stated that the Committee is continuing to work on preparing a package for Council's consideration to increase security for owners' suite doors (improvements would be optional for the suite owner).

The Council members thanked John for his report.

b. Landscape Committee

Judy Shinnick reported for the Landscape Committee and noted that the Committee is always looking for volunteers. She recommended that the new Strata Council appoint a liaison person to co-ordinate with the gardener. With Judy stepping down from the Landscape Committee after years of dedicated leadership, volunteers are invited to chair as well as serve on the Committee. **Any who are interested are encouraged to contact the Council or Judy.**

The Council members thanked Judy for her report.

c. Interior Committee

Monica Drake reported for the Interior Committee and briefly reviewed the proposals to be voted on by the owners at the upcoming Annual General Meeting.

The Council members thanked Monica for her report.

6. FINANCE

a. Financial Statements

The Treasurer, Philippe Arrata, provided the Strata Council with a brief report on the October financial statements. Income, expenses and budget variances were discussed with the council members.

It was: **MOVED and SECONDED**

To approve the September and October 2012 financial statements.

CARRIED

b. Arrears

The Strata Council and the Property Manager reviewed the schedule of arrears with the Council members. Strata Council authorized the Property Manager to register liens against any strata lot owner who is in excess of \$1,000.00 in arrears for monthly fees. In addition to a lien registration, Strata Council authorized the Property Manager to restrict access to the Recreation Centre and the Amenity Room for all serious offenders, with thirty (30) days written notice.

Strata Council agreed to record any strata lot in arrears in excess of \$1,000 in the monthly minutes. Currently two strata lot owners are in arrears in excess of \$1,000 – strata lot 29 (\$8,733.52) and strata lot 180 (\$1,716.67). The Strata Council instructed the Property Manager to issue a letter to Strata Lot 180 advising that the Strata Corporation intends to register a lien against the strata lot title unless the arrears are paid in full within 21 days.

7. PROPERTY MANAGER

- a.** Discussion of the report from a contractor specializing in gas fitting regarding the Cityhomes fireplaces and review of his recommendations.

It was: **MOVED and SECONDED**

To approve the RJ Gas quote to install new regulators per their quote.

CARRIED

- b.** Discussion of the drainage issues in the Northgate building – the Property Manager confirmed that a mechanical engineer had been contacted and an investigation of the two suites would be conducted within the next two weeks. One of the suite owners briefly attended the meeting and discussed the issues with the Property Manager. The Property Manager will report back to the Strata Council once the engineer's assessment is completed.

8. GENERAL MAINTENANCE

Residents are reminded to contact the Property Manager with any common area maintenance concerns or requests.

- a.** The Property Manager discussed and reviewed the Makeup Air Unit (MUA) in the Northgate building that is currently shut down due to unrepairable damage to the heat exchanger. The council members discussed a quote from Carrier for replacement of the Northgate MUA and an additional quote for replacement of the Southgate MUA that had been earlier recommended by the mechanical contractor. Replacement of both units at the same time results in a \$ 5,500

savings to the strata. The Property Manager noted that replacement of the Southgate MUA was provided for in the Capital Plan but that the Northgate MUA had failed prior to the Southgate unit. Both units are original installations. The Property Manager confirmed that he was arranging for additional quotes to enable council to make a fully-informed decision on replacing only one or both units at the same time.

It was: **MOVED and SECONDED**

To approve the Carrier quote for replacement of both the Southgate and Northgate MUA units subject to the owners' approval of the Capital Plan at the Annual General meeting

DEFEATED

2 in favour

5 opposed

Subsequently, Strata Council agreed to review the additional quotes as soon as they are available before making its final decision on this matter.

- b. Strata Council reviewed a quote to seal some overhead concrete leaks in the parkade – under the area by the Swimming Pool where the trees, that were negatively impacting the foundation membrane, were removed.

It was: **MOVED and SECONDED**

To approve the Allstar quote for parkade sealing and concrete injection.

CARRIED

9. NEW BUSINESS

- a. **Annual General Meeting** – the AGM is scheduled for **Monday, November 19th** – the Strata Council discussed the agenda and procedures. Monica Drake advised that she was in the process of contacting the commercial strata lot owners to draw their attention to the importance of their participation in this AGM. The council members warmly thanked Monica for the time she has dedicated to this effort.
- b. **Insurance** – The Property Manager reviewed the 2013 insurance renewal quote with the Strata Council members. The annual premium increased by 7% largely due to a 6% increase in the appraised building replacement cost – so the actual insurance premium rates are 1% higher than 2012. The Property Manager will review the insurance details with the owners at the AGM.

It was: **MOVED and SECONDED**

To approve a short-term loan from the Contingency Reserve Fund to pay for the 2013 insurance premium and to pay back the CRF on a monthly basis during the calendar year.

CARRIED

10. CORRESPONDENCE

- a. One commercial owner wrote regarding renovations to his recently purchased commercial unit. Strata Council reviewed the drawings and proposed scope of work. Strata Council and the Property Manager discussed and reviewed the renovation proposal.

It was: **MOVED and SECONDED**

To approve the renovations for strata lot 65 subject to compliance with the Pacifica Bylaws and acquisition of all required City of Vancouver permits. Strata Council noted that the request to core through the common wall for a laundry dryer vent was declined and that no painting of the walls, ceiling or equipment above the T-Bar ceiling level was permitted.

CARRIED

11. NEXT MEETING

The Annual General Meeting is scheduled for Monday, November 19, 2012 at 7:00 pm

The next Strata Council meeting is to be determined.

12. ADJOURNMENT

The meeting was adjourned at 10:00 p.m.

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

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 *Pacific Quorum Properties Inc.*

**STRATA COUNCIL AND
MANAGEMENT WISH ALL RESIDENTS
A SAFE, HEALTHY AND HAPPY
HOLIDAY SEASON.**

Balance Sheet (Accrual)
LMS 597 Pacifica - (Ims597)
October 2012

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ASSETS

Bank - Operating Funds Account	1,982.41
Bank - Contingency Reserve Account	362,820.07
CRF - Scotia GIC (1.17%;19Oct2011)	79,245.00
CRF - Interfund Loan (Insurance)	13,746.64
Petty Cash	500.00
Accounts Receivable	27,810.45
Prepaid Expenses	3,101.28
Prepaid Insurance	20,620.00

Fixed Assets

Caretaker's Suite	141,107.00
Membership Shares (VanCity)	104.61

TOTAL ASSETS 651,037.46

LIABILITIES & EQUITY

Liabilities

Accounts Payable	75,569.00
Prepaid Maintenance Fees	3,396.01
Dryer Vent Reserve	4,332.29
Garden Reserve	2,236.75
Mortgage Payable	50,214.18
Accrued Liabilities	7,879.26
Interfund Loan	13,746.64

Total Liabilities 157,374.13

Equity

Caretaker Suite Equity	90,997.43
Current - Surplus (Deficit)	26,735.88
Prior Years Surplus(Deficit)	-30,691.32

Contingency Reserve Fund	339,467.44
Capital Projects Fund	67,153.90
	<u>406,621.34</u>

Total Equity 493,663.33

TOTAL LIABILITIES & EQUITY 651,037.46

