



PACIFICA STRATA PLAN LMS 597

**STRATA COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 16, 2014 AT 7:00 PM**

COUNCIL MEMBERS PRESENT:

**Monica Drake, President
Con Verburg, Vice President
Philippe Arrata, Treasurer
Russell Ball, Member at Large
Paolo Ciocca, Member at Large**

COUNCIL REGRETS:

**Martin Jonsson, Member at Large
Dr. Isabella Wang, Commercial**

MANAGEMENT PRESENT:

**Bruce Adanac, Regional Manager
Pacific Quorum Properties Inc.
Direct line: 778-383-1164 / badanac@pacificquorum.com**

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

1. CALL TO ORDER

The Strata Council President, Monica Drake, called the meeting to order at 7:00 p.m. and welcomed Owner Paul Rankin as an observer.

2. ADOPTION OF AGENDA

The Chair asked the Council Members if there were any changes or additions to the agenda, there being none, the agenda was adopted as circulated.

3. ADOPTION OF PREVIOUS STRATA COUNCIL MEETING MINUTES

It was
MOVED, SECONDED and CARRIED
To adopt the Minutes of the August 26, 2014 Meeting.

4. COMMERCIAL SECTION MATTERS

a. Commercial Cooling Tower Replacement

The Property Manager updated all Strata Council on the status of revised quotes received subsequent to review of quotations by Jade West Engineering. A resolution on this matter will be brought forth for voting at a General Meeting later in the fall. Further details will be forthcoming.

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5. FINANCIAL STATEMENTS

a. Treasurer's Report

The Treasurer reviewed his monthly report with the Council Members. He noted that the year-to-date expenses are over budget by 1.7%. The Treasurer discussed several line items of the budget variances with Council Members and the Property Manager including water and sewer, repair and maintenance, mechanical maintenance, administration, electricity, and gas.

Following up on the previous month where reference was made to mechanical maintenance being over budget, the Property Manager advised he had reviewed expenditures in this category for the current year and noted that there were no items miscoded and all these expenses are valid. He explained that this is an “off year” with added expenses that needed to be coded to this category.

The Treasurer commented that administration costs are still over budget. The Property Manager advised further reviews will be undertaken and reported back to the Strata Council. Furthermore, the Treasurer reported on his analysis of gas expenditures subsequent to reviewing the readings provided by the caretaker noting that there were no anomalies. All appeared to be in order.

The Treasurer recommended approval of the Financial Statements.

b. Review of Accounts Receivable

The Treasurer referenced improvements to accounts receivable from July 2014 when 11 strata lots were in arrears over \$1,000.00 (One Thousand Dollars), with improvement in August 2014, as there were only seven strata lots in arrears over \$1,000.00 (One Thousand Dollars).

Questions were raised about some strata lots having a \$47.00 (Forty Seven Dollar) charge appearing on their account during August 2014. The Property Manager advised that these were back charges for fireplace work completed during late 2013 which Owners are responsible for paying.

c. Adoption of Statements

It was *MOVED, SECONDED and CARRIED*
To approve the August 2014 Financial Statements.

The Treasurer then left the meeting at 8:15 p.m.

6. BUSINESS ARISING

a. Council Items

i. Annual and Future Meeting Planning

The Strata Council agreed to the following dates for upcoming meetings of the Strata Corporation:

- October 21, 2014 - Strata Council Meeting (NOTE: rescheduled from October 14th)
- October 28, 2014 - Special General Meeting to repeal sections and approve new bylaws
- November 18, 2014 - Strata Council Meeting
- November 25, 2014 - Annual General Meeting

Previous Meeting Minutes have clarified the need for having the Special General Meeting to deal with sections and bylaws. Extensive review has taken place and finalized documentation will be forwarded to all Owners for the October 28, 2014 Meeting. The November 25, 2014 Meeting will be the Annual General Meeting.

ii. **Bylaw Review**

Monica Drake confirmed that the Strata Corporation's lawyer was now preparing revised Bylaws that Owners could adopt, if and when they vote to repeal the sections. The required revisions are mostly of a technical nature, meant to delete references to sections and to any contradictory or unenforceable clauses not in accordance with the Strata Property Act. Owners will be receiving the draft revised Bylaws along with the Notice of a Special General Meeting, to be convened on Tuesday, October 28, 2014.

b. **Property Manager's Items for Action/Decision**

i. **CSA Building Science Roof Survey**

The Property Manager reported on progress to date from CSA Building Science. Deck access had been facilitated to conduct hands-on, invasive assessments of the condition of membranes and insulation. CSA Building Science has advised that their finalized report should be completed no later than September 30, 2014.

ii. **Southgate Roof Decks**

Scheduling with BC Roofing to prepare the specifications for the replacement of two penthouse decks in Southgate is being finalized.

iii. **Southgate Makeup Air Unit Replacement**

Scheduling replacement of the makeup air unit on the Southgate building is underway. The contractor, C & C Mechanical, is firming up arrangements for the removal of the old make up air unit. This requires C & C Mechanical to organize a crane and flag staff and to coordinate with the City of Vancouver to determine if this work should be completed on a weekend. A tentative date for the work in mid-October 2014 was reported. Further updates and finalization of dates for work to be done will be made available shortly.

iv. **Window Replacement Update**

The new window replacement policy was referenced in the August 2014 Meeting Minutes. The Property Manager will work with the Facilities Manager, Ross Ambercrombie, to arrange for visits to each of the suites where Owners have specified that they would like windows replaced. These visits will determine which of the windows fit into the new policy of the Strata Corporation paying for window replacement and which do not. Further information will be forthcoming. Owners are thanked for their patience.

v. **Northgate Exterior Review**

As reported in the previous Minutes, work is being carried out by CSA Building Science. Accordingly, the services of secondary consultants are on hold pending the outcome of the CSA Building Sciences report.

vi. **Fire Systems Quotation**

Recommendations from Tyco for fire system and repairs will be incorporated into the capital plan in accordance with those repairs that are deemed necessary as outlined in the Depreciation Report.

vii. **Fireplace Vents**

The Property Manager provided an update to last month's report noting that C & C Mechanical have clarified that the powder coating application of topical surface material

would also require the removal of fireplace units in order to carry out this work. The Property Manager is awaiting a cost estimate for this work. Upon receipt Strata Council will determine how many of these units might be addressed.

viii. Courtyard Drainage

The Property Manager reported on the outcome of the courtyard drainage inspection carried out by Lathams. Lathams were able to access the main line which is fed by these drains. Some dirt buildup was found in the main lines which were washed out using an electric hydro flusher. However they were not able to reach the line that branches off and feeds directly into the affected areas of the courtyard. Lathams have quoted a further \$350 to \$500 to dig up these lines for further review. The Strata Council approved this expenditure and the Property Manager will make the arrangements. Owners will be given advance notice of this work as the trenches being dug in the courtyard area will be within close proximity to the children's playground and, as such, we wish to ensure that children are not in this area during this time.

ix. Security Audit

The Property Manager updated the Strata Council that the Vancouver Police Department have firmed up a date for early October 2014 to conduct security audit of the building and property. The Property Manager and the site staff will participate along with select Council and Owners in this review. The purpose of this audit is to identify any potential areas where security could be compromised and to recommend remedial measures to improve security.

x. Facility Managers Report

Ross Abercrombie's monthly report was reviewed. Strata Council thanks Ross for his input.

From Ross' report, the Strata Council expressed disgust over the fact that some unknown individual left feces in the men's shower area. Concern was also raised over the presence of sand in the shower.

Owners are reminded that these amenity areas are for the use and enjoyment of all residents of Pacifica. As such, any unnecessary damages and sanitation issues which affect the overall cleanliness of these facilities will generate added costs that are borne by all. Residents are asked to be mindful of this.

7. NEW BUSINESS

a. City of Vancouver 2015 - Ban on Organics in Garbage

The Property Manager had made available additional documentation (received from Waste Management) outlining procedures for dealing with organic waste. There was some discussion among the Strata Council about the complexities of implementing this type of program in multi-unit residential buildings. In particular, compliance with regulations will be difficult to enforce. Nonetheless, the Strata Corporation will be factoring an amount into next year's Operating Budget to deal with the added costs associated with this new Metro Vancouver regulation.

8. REPORT OF COMMITTEES

a. Committee to Implement Pacifica Renovations

Monica Drake reported that all of the artwork that had been ordered has been installed throughout the various buildings. Many compliments have already been received on how fantastic this looks.

Outstanding renovation work remaining involves the re-keying of the elevator panels which has been tentatively scheduled for October 8, 2014.

A walkthrough was recently completed for compiling inventory for installation of kick plates, bottom guards, and corner guards. Rob Capar will oversee this final work.

b. Landscaping & Gardening Committee

Monica Drake reported that the landscaper has removed some overgrown rhododendrons from the front of Maingate and will be installing some new plants. The Property Manager reported that the landscaper has submitted final invoices for general maintenance work. The Council President said she will be obtaining the landscaper's proposal for grounds improvements for the new fiscal year so that this can be incorporated into the capital plan.

c. Governance Committee

This item was covered under item 6 a (ii).

10. OWNER CORRESPONDENCE & BUILDING REPRESENTATIVES REPORTS

The Property Manager reported a recent incident involving water damages sustained by a suite due to alleged neglect on the part of the residents residing in the suite directly above. Regrettably, this incident mirrors a similar incident involving the same suites earlier in the year. As the damages fall under the Strata Corporation's insurance deductible for water damages, beyond the Strata Corporation providing initial service to mitigate the damages, the repairs now become an Owner responsibility.

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:33 p.m

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

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www.pacifica597.org

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- 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 (Accrual)
LMS 597 Pacifica - (lms597)
August 2014**

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ASSETS

Bank - Operating Funds Account	52,437.28
Bank - Special Levy Funds Account	76,280.98
Bank - Contingency Reserve Account	234,944.94
CRF - Scotia GIC (1.25%;Jan-2014)	81,402.00
Levy - OP Funds Due to CRF	63,924.22
CRF - Interfund Loan (Insurance)	42,482.70
Petty Cash	500.00
Accounts Receivable	24,328.16
Prepaid Insurance	47,203.00

Fixed Assets

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

TOTAL ASSETS

764,719.07

LIABILITIES & EQUITY

Liabilities

Accounts Payable	9,249.80
Interfund Loan Payable	42,482.70
Prepaid Maintenance Fees	4,435.02
Dryer Vent Reserve	4,416.43
Garden Reserve	2,766.75
Mortgage Payable	35,146.34
Accrued Liabilities	14,711.70
Interfund Loan	63,924.22

Total Liabilities 177,132.96

Equity

Caretaker Suite Equity	106,069.45
Current - Surplus (Deficit)	-17,518.18

Contingency Reserve Fund	322,858.62
Capital Projects Fund	99,895.24
	<u>422,753.86</u>

Special Levy Fund (2012F & 2012G) 76,280.98

Total Equity 587,586.11

TOTAL LIABILITIES & EQUITY

764,719.07

**PACIFICA
STRATA LMS 597
INTERIOR RENOVATION
BUDGET/COST RECONCILIATION
updated September 9, 2014**

	BUDGET	PAID	TOTAL PAID	REMAINING
CONSTRUCTION	747,220	747,220	747,220	0
ADMINISTRATION	57,699	22,632	22,632	35,067
CONTINGENCY	76,569	45,230	45,230	31,339
SUBTOTAL	881,488	815,082	815,082	66,406
INTEREST & BANK CHARGES	0	7,229	7,229	7,229

881,488

807,853

807,853	73,365
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