



**PACIFICA
STRATA PLAN LMS 597
STRATA COUNCIL MEETING MINUTES
TUESDAY, JANUARY 15, 2013 AT 7:00 PM**

COUNCIL PRESENT:

**Monica Drake, President
Philippe Arrata, Treasurer
Seva Batkin (appointed)
Paolo Ciocca
Martin Jonsson
John Shinnick (resigning)
Con Verburg, Vice-President
Ryan Wilson (appointed)**

COUNCIL ABSENT:

Daria Batkin (resigned)

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, Monica Drake, called the meeting to order at 7:02 p.m. Monica welcomed the council members and owners Russell Ball, Seva Batkin, Ryan Wilson, Robert and Elke Mermelstein, as well as guest Colleen Last from Pacific Quorum.

2. ADOPTION OF AGENDA

The Chair made an addition to the agenda regarding the resignation of council members and the appointment of new council members; the agenda was then adopted as amended.

3. ADOPTION OF PREVIOUS STRATA COUNCIL MEETING MINUTES

The Strata Council reviewed the December 10, 2012, Strata Council meeting minutes, noted that the acronym SPA means the *Strata Property Act*, and agreed to amend the minutes to use the full term instead of the acronym.

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

To adopt the minutes of the December 10, 2012 Strata Council meeting as amended.

4. OWNERS' CONCERNS

- a.** The Strata Council considered a request from an owner to install WiFi (wireless internet access) in the Amenity Room. Council Members discussed security concerns relating to such an installation and agreed that a guest network, separate from the network used by the Pacifica's office computer, would have to be developed and managed. The Strata Council concluded that the cost of installation and management of such a network outweighed any benefits and decided not to proceed.

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- b. The members reviewed the Reply filed to the Strata's Small Claims Action. No steps are required from the Strata at this time and the Strata Council will wait for notification of a Mediation or Settlement Conference.
- c. An owner suggested that notices regarding the placement of Disposal Bins in the Visitors Parking area should be posted *after* the bins arrive to prevent disposal items from piling up prior to the arrival of the bins. Council agreed this was a good idea and asked the Property Manager to instruct the building staff accordingly.

5. FINANCE

a. Financial Statements

The Strata Treasurer, Philippe Arrata, provided the Strata Council with a brief report on the December financial statements. Income, expenses and budget variances were discussed with the Council Members. The Strata is under budget for the first three (3) months of the fiscal year, mostly due to variable timing of some expenses.

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

To approve the December 2012 financial statements.

b. Arrears

The Strata Council and the Property Manager reviewed the schedule of arrears with the Council Members. The Strata Council authorized the Property Manager to register liens against any strata lot for which arrears exceed \$1,000.00. In addition to lien registration, the Strata Council authorized the Property Manager to restrict access to the Recreation Centre and the Amenity Room for owners and residents of strata units in substantial arrears upon giving thirty (30) days written notice.

The Strata Council agreed to record any strata lot in arrears exceeding \$1,000 in the monthly minutes. Currently two strata lots are in arrears exceeding \$1,000: strata lot 29 (\$9,822.00) and strata lot 180 (\$1,716.67).

c. Vancity Mortgage Renewal

The Strata's mortgage on the building manager's suite (#104B) is up for renewal on January 21, 2013. The current balance on the mortgage is \$48,047.00. The Council Members discussed the various renewal options and the Strata Treasurer suggested that the Strata renew the mortgage for a one-year fixed term and propose to the owners at the next Annual General Meeting that funds be raised to pay out the mortgage in January, 2014.

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

To renew the Vancity Mortgage for a one-year fixed term at 4.37% and to present pay out options to the owners at the 2013 Annual General Meeting.

6. BUSINESS ARISING

a. Council Discussion Items

- i. Strata Council regretfully accepted the resignations of Daria Batkin (submitted before the meeting) and John Shinnick (submitted at the meeting) who was warmly applauded upon taking his leave. On behalf of all owners Strata Council extended their sincere thanks to both for their years of service, dedication and commitment to the Pacifica.

Upon submitting her resignation, Daria Batkin had suggested that the Strata Council recruit Seva Batkin as her replacement. Seva is also a lawyer like herself and was an engineer in a

previous career.

Upon submitting his resignation, John Shinnick nominated Ryan Wilson to replace him on Council. Ryan is a successful entrepreneur and would be bringing experience in security systems and management.

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

To appoint Seva Batkin and Ryan Wilson as Council Members to fill vacancies on the Strata Council.

ii. The Council President announced the formation of new committees to assist with this year's major projects and the continuation of the existing Landscaping/Gardening and Security committees as follows:

- a) **Interior Renovation Implementation Committee** – chaired by the Council President Monica Drake, and including Council Members Con Verburg and Ryan Wilson, and owners Steve Akazawa, Wayne Smith and Angela Semeniuk.
- b) **Bylaws Revision Committee** – to be led by Council Members Seva Batkin and Ryan Wilson, and to include other members and owners as needed. This committee will review the current bylaws and suggest ways to bring the Strata in compliance with the *Strata Property Act's* provisions regarding operation of 'sectioned' stratas. Formal advice will be sought from the Strata's lawyer as needed and before any options or action plans are presented to owners.
- c) **Reserve Fund Study ('Depreciation Report') Committee** – to be led by the Strata Treasurer Philippe Arrata, with active participation by Council Members Ryan Wilson and Seva Batkin, and by Monica Drake, when possible.
- d) **Landscaping/Gardening Committee** –the long-term chair Judy Shinnick has stepped down and this committee's responsibilities are being temporarily managed by Monica Drake until a new chair and other volunteers come forward. **THE STRATA COUNCIL IS URGING "GREEN THUMB" VOLUNTEERS TO COME FORWARD TO CONTRIBUTE TO THE BEAUTIFICATION OF PACIFICA'S GROUNDS.**
- e) **Security Committee** – to be led by Council Member Ryan Wilson, with assistance from Seva Batkin. Long-time chair John Shinnick will make himself available for consultation as needed.

The President requested that the Committees prepare short written reports on their work for monthly submission to the Strata Council and for inclusion in the Council meeting minutes.

iii. The Strata Council requested a meeting with the Property Management company and the Property Manager at the offices of Pacific Quorum to discuss how to enhance and streamline communications, protocols and procedures for the benefit of all owners. The meeting will be scheduled for early February.

b. Property Manager's Report

- i. **Northgate Make-Up Air Unit:** The make-up air rooftop unit has been ordered and delivery is expected in late February.

- ii. **#101C/203C Drain Pipe Relocation:** The Property Manager reviewed a quote from MMM Group (mechanical engineers) to prepare drawings and specifications for the #101C/203C drain pipe relocation and to acquire quotes from qualified plumbing contractors. MMM Group would also supervise the work by contractors. The Strata Council asked the Property Manager to request receipt of contractors' quotes by no later than March 31, 2013.

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

To approve the MMM Group proposal.

- iii. **Steam Room Wall and Floor Repairs:** The Strata Council discussed the revised quote and proposed additional scope of work from Allstar Restoration for repairs to the Steam Room walls and adjacent flooring. Council Members reviewed options, rejected the proposed additional work as unnecessary at this time, and agreed to proceed with repairs to address the steam room floor-tile delamination. The Strata Council also requested that an access panel be added in wall adjoining the steam room so that performance of the repairs can be monitored.

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

To approve the Allstar revised quote without proposed additional work .

- iv. **Commercial Boiler:** The Strata Council discussed quotes from the Strata's mechanical contractor, Carrier, for the repair or replacement of the Commercial Boiler due to a failed bearings and shaft. In light of Carrier's proposal to replace the existing boiler with a new and more efficient unit, the Strata Council asked the Property Manager to provide details about the gas consumption and gas costs of the existing boiler, details regarding the energy efficiency of the proposed boiler, and the potential rebates offered by Fortis. The Strata Council will review the proposed quotes for repairs or replacement once this information is provided. If replacement is justified, the Strata Council will consider whether to dip into the Contingency Reserve Fund and whether commercial owners should hold an SGM to pass a levy to finance this expenditure.
- v. **Depreciation Report:** The Property Manager and the Strata Council reviewed four quotes from well-established, professional engineering and appraisal firms for preparation of a Depreciation Report – also called a reserve fund study. The Property Manager provided information about his and Pacific Quorum's experiences and knowledge of the four firms. The Depreciation Report Committee agreed to meet with three of the firms to select one to recommend to the Strata Council. The Property Manager clarified that a depreciation report assesses a strata's assets, but is not the same as a building envelope study.
- vi. **Southgate Wheelchair Access:** The Property Manager confirmed that the Southgate Wheelchair Access report from the Strata's consulting engineers is expected by the end of January and would be available for review at the next Strata Council meeting.
- vii. **Cityhomes Fireplaces:** The Property Manager confirmed that the gas regulators for a number of fireplaces at Cityhomes were replaced to address a gas pressure and volume concern, and that the problem was rectified.

c. **Caretaker's Report**

Council Members reviewed and discussed the monthly Caretaker's report, including the water incidents reported and the following topics:

- i. **Dryer Vents:** The Strata Council strongly encourages owners to install and use booster fans to move the warm air through the dryer ducts to the exterior vent. This will

improve drying time, reduce the risk of lint build-up in the dryer vents, and reduce the risk of moisture penetration from the ducts. The Strata Council asked the Property Manager to obtain a quote for the installation of booster fans for the dryers on a bulk basis. Cleaning of the dryer vents will be scheduled for the Spring.

- ii. **Moisture Sensor:** One Council Member volunteered to provide the Strata Council with information on a digital, internet connected water sensor to detect leaks more easily.

7. NEW BUSINESS

- a. **Roof Drain Repairs:** The Property Manager confirmed that roof drain repairs and sealing had been completed at a Northgate unit and there was no reoccurrence of water ingress problems.
- b. **Parkade Remotes:** The Property Manager is investigating single button remotes for parkade access. Building staff will be asked to install a new battery in any new fobs issued to residents.
- c. **Fire Extinguisher Replacement:** The Property Manager reviewed a quote to replace the Pacifica's fire extinguishers. Fire extinguishers are required to be replaced or rebuilt every 6 years – replacement is less expensive than rebuilding.

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

To approve fire extinguisher replacement as quoted.

- d. **Unauthorized Signs:** The Strata Council discussed the "EVERYONE CAN HEAR YOU" signs recently posted in the Southgate elevators. The Strata Council reminds all owners that they may use the parkade bulletin boards for posting appropriate (that is, signed and dated) notices; however, the notice boards in elevators are to be used only by or with authorization from the Strata Council. Building staff will be instructed to remove from elevators any posted signs not authorized by the Strata Council.

The Owners are reminded to submit all Pacifica-related concerns to the Caretaker, the Strata Council or their building's representative.

8. COMMITTEE REPORTS

a. Interior Renovation Implementation Committee

Monica Drake reported that she, Con and Steve Akazawa had recently met informally to discuss plans for moving forward with the interior renovation project. The next steps for the newly constituted committee include:

- (i) having Insight Design finalize construction drawings and reconsider some material specifications;
- (ii) preparing a request for expressions of interest from qualified project managers, to be issued on the Strata's behalf by Pacific Quorum;
- (iii) reviewing received bids with a view to recommending project manager to Council;
- (iv) having the Strata's lawyer draft or review any contract to be entered into with the project manager; and
- (v) updating budget quotes.

The Committee will keep the owners informed and advised of progress on this project.

OWNERS ARE REMINDED THAT THEY HAVE THE OPTION TO PAY THE INTERIOR RENOVATION SPECIAL ASSESSMENT IN FULL AT ANYTIME – THE SOONER THE MONEY IS COLLECTED, THE SOONER THE WORK STARTS.

b. Landscaping Committee

Monica Drake reported that Davey Tree was awaiting authorization to proceed with tree services as specified in their September 2012, quote. The Strata Council confirmed that the work should proceed and authorized Monica to finalize the exact scope of work with Davey Tree based on suggestions from Judy Shinnick.

9. OTHER BUSINESS

- a. Strata Council asked the Property Manager to prepare a summary of the recent exterior work to show precisely which components of the Engineer's Report have been addressed and which are still pending.
- b. The Strata Council asked the Property Manager to contact one of the commercial strata lot owners regarding "For Lease" signage currently displayed in the window.
- c. Ryan Wilson agreed to be the Northgate Building Representative.

10. NEXT MEETING

The next Strata Council Meeting is scheduled for Tuesday, February 19, 2013 at 7:00 pm

11. ADJOURNMENT

The meeting was adjourned at 10:10 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.*

**VOLUNTEERS NEEDED FOR ALL
COMMITTEES – ESPECIALLY THE
LANDSCAPING COMMITTEE**

THANK YOU!!

FOOD BANK DONATIONS

**A sincere thank you to all who contributed so generously
to the Pacifica and Pacific Quorum Food Bank drive!**

11 Boxes of Food were collected at Pacifica.

**Pacific Quorum collected 153 boxes of food in total –
almost 2 tons of food.**

Thank You for Your Support!