



**PACIFICA  
STRATA PLAN LMS 597**

**STRATA COUNCIL MEETING MINUTES  
TUESDAY, JANUARY 21, 2014 AT 7:00 PM**

**COUNCIL MEMBERS PRESENT:**

**Monica Drake, President  
Con Verburg, Vice President  
Philippe Arrata, Treasurer  
Paolo Ciocca  
Martin Jonsson  
Dr. Isabella Wang, Commercial Section Rep**

**REGRETS:**

**Seva Batkin**

**MANAGEMENT PRESENT:**

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

**HELD IN THE AMENITY ROOM AT SOUTHGATE – 503 WEST 16<sup>TH</sup> AVENUE, VANCOUVER**

**1. CALL TO ORDER**

The Strata Council President, Monica Drake, called the meeting to order at 7:08 p.m. and welcomed the Council Members. One observer attended the meeting briefly as a guest of the commercial section representative.

**2. ADOPTION OF AGENDA**

The Chair asked the Council 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 December 3, 2013 Strata Council meeting.

**4. COMMERCIAL SECTION MATTERS**

The Council Members and the Property Manager reviewed commercial section matters with the Commercial Section representative, Dr. Wang. The Property Manager was asked to obtain additional quotes for the Cooling Tower and Commercial Boiler Replacement and to forward “section” information to Dr. Wang. She will then review the information with the other commercial strata lot owners for what options they have for paying for the new equipment. There was also some preliminary discussion of the operations of the Commercial and Residential Sections at Pacifica and of developing plans to move forward.

**5. OWNERS’ CONCERNS and BUILDING REPRESENTATIVE REPORTS**

- a.** One owner wrote regarding an exterior exit light shining into his bedroom. Strata Council noted that, in an effort to reduce the brightness for the owner, the building staff has already removed

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one of the bulbs in the light fixture and that the owner would have to resolve his concern with heavier bedroom curtains. The Property Manager was asked to respond to the owner.

- b. One owner wrote regarding the Amenity Room closing hours. Strata Council discussed the request and agreed to return the Amenity Room closing hour to 10:30PM. The Property Manager was asked to respond to the owner.
- c. One owner wrote regarding the possibility of constructing additional storage lockers. Strata Council discussed the request and reviewed previous Councils' investigations into more lockers and potential costs. The Council President volunteered to contact the owner and discuss options and alternatives for the owner if he is interested in pursuing this issue.
- d. The Northgate Building Representative, Monica Drake, reported on conversations with two owners regarding emergency procedures and bylaw enforcement. On the former, residents are urged to provide the Facilities Manager, Ross, with up-to-date information on their emergency contacts and with authorization and keys to access their suites if they are incapacitated. As for the latter, all residents are reminded to report immediately any incident they witness of bylaw breaches (damage to common areas, carelessness with security, etc.) to the building staff or Property Manager. Be sure to provide a date and time in your report. This makes it possible to locate the relevant security camera video and review it promptly to identify the perpetrator.

## 6. FINANCE

### a. Financial Statements

The Treasurer provided the Council with a brief report on the December 2013 financial statements. Income, expenses and budget variances were discussed with the Council Members. The December financial statements are attached.

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

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

To approve the December 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 these units upon giving thirty (30) days written notice.

At this time, the total arrears owing to the Strata Corporation are in excess of \$24,000 (down substantially from November) and there are currently five strata lots in arrears over \$1,000. The Property Manager confirmed that statements had been mailed to the Owners of all strata lots in arrears. The majority of Owners have paid their special assessments and collections are going well. The Property Manager confirmed that, to date, fines had been levied and that liens have been registered where necessary.

## 7. BUSINESS ARISING

### a. Council Discussion Items

- i. The Council members and the Property Manager reviewed communication procedures and the use of PQ ONLINE. It was agreed that, when new residents come to register with Ross

to obtain their key fobs, they should be asked to provide current telephone contact information and email addresses. This ensures that both the Site Office staff and the Property Management company have up-to-date emergency contact information for residents. It also makes it easier for the Property Manager to review PQ ONLINE's email list and remove any previous owners' contact information.

- ii. In answer to a question, the Property Manager indicated that the fob registration and bicycle identification exercises would be conducted by the building staff after completion of the interior renovation.

**b. Property Manager's Report**

- i. **Garbage Compactor:** The Property Manager reported that the garbage compactor is ordered and scheduled for installation by the end of January – subsequent to the meeting the compactor supplier advised that the compactor would not be available for installation until late February.
- ii. **Fireplace Cleaning:** The Property Manager reported that 53 fireplaces had been cleaned at a significant cost savings to the owners – the cleaning was successful and no complaints were received.
- iii. **Southgate Handicapped Access:** The Property Manager reviewed a quote from the consulting engineers with the Council members. As discussed at the Annual General Meeting the quote is to provide budget figures for the installation of a front ramp and to assess the feasibility of the installation of an interior or exterior lift.

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

To approve the CSA Building Sciences quote in the amount of \$2960 plus taxes.

- iv. **Roof Deck Replacement:** The Property Manager reviewed two quotes for replacement of two roof decks in the Southgate building. As in the past the consulting engineers reviewed the scope of work and the pricing. The Strata Council asked the Property Manager to obtain additional quotes and investigate the possibility of reduced pricing based on the number of additional roof decks to be done.
- v. **Small Claims Action:** The Property Manager reported that he and Seva Batkin attended the Mediation Conference regarding the Strata's Small Claims Action against an owner. The outcome of the mediation was positive for the Strata Corporation and the Property Manager reported that the agreed-upon settlement amount had been paid in full by the owner.

**c. Facilities Manager's Report**

The Council noted the receipt of the monthly Facilities Manager's reports and thanked him for his input.

**8. NEW BUSINESS**

- a. The Strata Council discussed the mortgage renewal for the Facilities Manager's suite and agreed to renew the mortgage for a one year term at 4.44%. The Council discussed proposing to the owners at the 2014 AGM that the mortgage be paid out in full (approx. \$39,000) and retired.
- b. The Property Manager presented quotes to the Strata Council for repair of the Boiler Loop in the Fitness Centre and Swimming Pool area. Strata Council asked the Property to obtain additional information and to have the strata's mechanical engineers assess the problem.

- c. The Property Manager confirmed that a new computer had been purchased for the site administration office.
- d. There was discussion of obtaining protective carpeting for the lobby flooring for installation during move-ins and move-outs. The Property Manager will review with the building staff.
- e. The Council agreed to seek energy efficiencies wherever possible and asked the Property Manager to contact the BC Sustainable Energy Association (BCSEA) and inquire if there were any energy-efficiency incentive programs available for 2014.

**9. COMMITTEES**

- a. **Landscape/Gardening Committee** – no report.
- b. **Committee to Implement Pacifica’s Renovations** – PLEASE REFER TO THE ATTACHED COMMITTEE REPORT
- c. **Governance Committee** – no report
- d. **Depreciation Report/Capital Planning Committee** – no report

**10. NEXT MEETING**

**The next Strata Council Meeting is scheduled for Tuesday, February 18, 2014 at 7:00 pm**

**11. ADJOURNMENT**

The meeting was adjourned at 9:40 p.m.

*Submitted by:*

**PACIFIC QUORUM PROPERTIES INC.**  
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**YOUR PACIFICA WEBSITE IS  
[www.pacifica597.org](http://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.*

**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](mailto:info@pacificquorum.com)
- Next, go to the PQ website, [www.pacificquorum.com](http://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](mailto:info@pacificquorum.com)

## **IMPLEMENTING PACIFICA'S RENOVATIONS**

### **Update to Strata Council by Monica Drake - 21 January 2014**

#### **Status of Renovation Work (as of 21 January)**

1. **Main renovation work completed or well underway** (painting and recarpeting of hallways, installing wall sconces, tiling lobbies, replacing service door hardware):
  - a. Northgate 95% complete; Maingate moving ahead as scheduled; Southgate underway too; Cityhomes starting up now, with window film installation already completed, lobby tiling underway and suite-door replacement process to start last week of January
2. **Still to be done:**
  - a. Elevator interior refurbishment is to be done in stages; it includes new stainless steel call-button plates and floor-indicator frames, etc.
  - b. Pedimats to be installed in all lobbies
  - c. Feature pendant lights to be installed in all lobbies
  - d. Wayfinding signage, including fire-safety plans, to be installed throughout
  - e. Exterior columns to be painted, weather permitting
  - f. Millwork for mailbox areas has been produced and will be installed
3. **Furniture** for lobbies has been purchased by Insight Design and will be installed and bolted in place on February 6th; usable old furniture moved into the Guest Suite
4. **Quality control** of general contractor's work continues to be assured on behalf of the Strata by **Rob Capar**, our payment certifier, who undertakes periodic site reviews to identify deficiencies and ensure they are remedied
5. In conjunction with the reno project, CCTV installation is nearly complete; high-definition cameras have been installed and networked to a new surveillance system; our Facilities Manager is very satisfied

#### **Budget & Levy Collection**

6. Per prior agreement and for a small fee, Pacific Quorum (PQ) is handling finances for the project; this involves collecting the special levies from owners and paying invoices from the general contractor (Tercera), the designers (Insight), the payment certifier (Rob Capar), and the lawyer (Allyson Baker/Clark Wilson).
7. Per PQ's budget reconciliation calculations, all project costs are entirely within the budgeted amounts.

#### **Owners' Comments**

8. To date, owners' comments have been overwhelmingly positive, with people appreciating the bright, clean, modern, new look.
9. Only the fact that hallway walls were repainted without being refinished first to remove seams and other imperfections has drawn some criticism from a few owners. Owners are advised that the strata and the bidders discussed this approach at the outset and *agreed that existing walls were to be repainted, not to be refinished first*. This is what enabled the bidders to offer the strata a fixed price for their work, thereby keeping costs within the owner-approved overall budget.

**PLEASE DO YOUR PART TO KEEP PACIFICA'S NEW FINISHES LOOKING GOOD!**

**Take care as you walk through the lobbies & the hallways.  
If you are moving or having anything delivered,  
make sure your movers are not damaging any tiles, walls, ceilings or fixtures.**

**IT'S UP TO ALL OF US TO PRESERVE OUR EXPENSIVE INVESTMENT.**

**Balance Sheet**  
**LMS 597 Pacifica**  
**December 31, 2013**

**ASSETS**

Bank - Operating Funds Account	10,924.54
Bank - Special Levy Funds Account	687,459.53
Bank – Holdback	15,434.43
Bank - Contingency Reserve Account	173,590.97
CRF - Scotia GIC (1.25%;Jan-2014)	80,397.00
Petty Cash	500
Accounts Receivable	41,272.83
Prepaid Expenses	6,619.98

**Fixed Assets**

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

**TOTAL ASSETS**

**1,157,415.07**

**LIABILITIES & EQUITY**

**Liabilities**

Accounts Payable	206,034.32
Prepaid Maintenance Fees	4,860.91
Dryer Vent Reserve	1,749.79
Garden Reserve	2,766.75
Mortgage Payable	40,439.64
Accrued Liabilities	10,633.20

**Total Liabilities** 266,484.61

**Equity**

Caretaker Suite Equity	100,776.15
Current - Surplus (Deficit)	-8,179.18
Prior Years Surplus(Deficit)	-25,803.26

Contingency Reserve Fund	206,695.66
Capital Projects Fund	58,542.31
	265,237.97

**Special Levy Fund (2012F & 2012G)** 558,898.78

**Total Equity** 890,930.46

**TOTAL LIABILITIES AND EQUITY**

**1,157,415.07**

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

	<b>MTD Actual</b>	<b>MTD Budget</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Annual</b>
<b>INCOME</b>					
3110 Strata Fees	95,595.78	86,938.50	260,794.88	260,815.50	1,043,262.00
3114 Amenity Income	1,250.00	875	2,175.00	2,625.00	10,500.00
3116 Parking Income	1,512.50	1,083.33	3,837.50	3,249.99	13,000.00
3117 Move-in/out Fees	0	250	1,000.00	750	3,000.00
3118 Storage Lockers Rental	0	500	480	1,500.00	6,000.00
3119 Fines/Penalties	0	166.67	0	500.01	2,000.00
3120 Interest Income	37.54	50	183.06	150	600
3125 Miscellaneous	270	104.17	505	312.51	1,250.00
3126 Novus Income	0	5.83	19.38	17.49	70
3127 Bottle Recycling	14.71	16.67	298.26	50.01	200
3130 Caretaker Suite Rental	630	630	1,890.00	1,890.00	7,560.00
<b>TOTAL INCOME</b>	<b>99,310.53</b>	<b>90,620.17</b>	<b>271,183.08</b>	<b>271,860.51</b>	<b>1,087,442.00</b>
<b>EXPENSE</b>					
General Expenses					
4010 Bank Charges	120.45	116.67	371.65	350.01	1,400.00
4014 Insurance	11,012.12	11,666.67	33,036.28	35,000.01	140,000.00
4016 Legal/Audit Fees	0	83.33	0.75	249.99	1,000.00
4018 Administration	1,888.32	416.67	3,117.61	1,250.01	5,000.00
4019 Duplicating	961	250	2,433.11	750	3,000.00
4020 Management Fees	4,671.95	4,388.83	13,166.49	13,166.49	52,666.00
4045 Enterphone	151.47	125	403.86	375	1,500.00
4110 Amenity Areas	1,202.84	1,041.67	3,976.89	3,125.01	12,500.00
4126 Security Maintenance	461.62	1,083.33	5,513.60	3,249.99	13,000.00
4128 Move Monitoring	81.9	200	900.9	600	2,400.00
4129 Fire/Security Monitoring	9,473.74	2,083.33	13,137.61	6,249.99	25,000.00
Utilities					
4210 Electricity	7,147.20	7,083.33	20,204.02	21,249.99	85,000.00
4212 Gas	8,985.27	5,833.33	16,615.86	17,499.99	70,000.00
4214 Water & Sewer	0	5,500.00	8,374.97	16,500.00	66,000.00
4216 Waste Removal	3,448.96	2,950.00	7,234.68	8,850.00	35,400.00
Repairs & Maintenance					
4310 Elevator Maintenance	4,403.42	4,000.00	11,846.60	12,000.00	48,000.00
4318 R & M Building	4,151.72	8,750.00	26,733.45	26,250.00	105,000.00
4319 Mechanical Maintenance	8,154.81	1,666.67	12,757.54	5,000.01	20,000.00
4330 Landscaping Maintenance	6,630.75	3,416.67	12,204.50	10,250.01	41,000.00
4333 Tree Maintenance	2,987.25	333.33	2,987.25	999.99	4,000.00
4335 Landscaping	0	83.33	0	249.99	1,000.00
Improvements					
4350 Supplies / Equipment	0	875	267.81	2,625.00	10,500.00
4352 Window Cleaning	0	816.67	0	2,450.01	9,800.00
4353 Dryer Vent Cleaning	595.83	500	1,745.49	1,500.00	6,000.00



Caretaker Expenses					
4410 Mortgage ( S/L#141)	1,219.53	880.83	2,845.57	2,642.49	10,570.00
4420 Strata Fees – Suite	255.32	242.17	696.42	726.51	2,906.00
4425 Strata Suite – Expenses	0	41.67	0	125.01	500
4440 Telephone / Pager	169.66	150	462.15	450	1,800.00
4450 Caretaking/Janitorial	13,397.56	13,125.00	39,577.19	39,375.00	157,500.00
Other Expenses					
4590 Contingency Reserve Fund	16,250.01	12,916.67	38,750.01	38,750.01	155,000.00
<b>TOTAL EXPENSE</b>	<b>107,822.70</b>	<b>90,620.17</b>	<b>279,362.26</b>	<b>271,860.51</b>	<b>1,087,442.00</b>
<b>NET INCOME</b>	<b>-8,512.17</b>	<b>0</b>	<b>-8,179.18</b>	<b>0</b>	<b>0</b>

**PACIFICA  
STRATA LMS 597  
INTERIOR RENOVATION  
BUDGET/COST RECONCILIATION**  
updated January 15, 2014

	BUDGET	PAID	HOLDBACK	TOTAL PAID	BUDGET REMAINING
CONSTRUCTION	742,750	282,153	27,719	309,872	432,878
ADMINISTRATION	57,699	16,211		16,211	41,488
CONTINGENCY	81,039	0		0	81,039
<b>SUBTOTAL</b>	<b>881,488</b>	<b>298,364</b>	<b>27,719</b>	<b>326,083</b>	<b>555,405</b>
INTEREST & BANK CHARGES	0	4,665		4,665	0
	<b>881,488</b>	<b>293,699</b>	<b>27,719</b>	<b>321,418</b>	<b>555,405</b>