



**PACIFICA
STRATA PLAN LMS 597**

**STRATA COUNCIL MEETING MINUTES
TUESDAY, DECEMBER 3, 2013 AT 7:00 PM**

COUNCIL MEMBERS PRESENT:

**Monica Drake, President
Con Verburg, Vice President
Philippe Arrata, Treasurer
Seva Batkin
Paolo Ciocca
Martin Jonsson**

REGRETS:

Dr. Isabella Wang

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 Property Manager called the meeting to order at 7:10 p.m. and welcomed the Council Members. There were no guests or observers in attendance.

2. ADOPTION OF AGENDA

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

3. ELECTION OF STRATA COUNCIL OFFICERS

The following strata council members were nominated as officers of the Council.

President – Monica Drake

Vice-President – Con Verburg

Treasurer – Philippe Arrata

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

To elect those nominated.

The Council Members agreed to continue convening Strata Council meetings on the third Tuesday of each month.

4. ADOPTION OF PREVIOUS STRATA COUNCIL MEETING MINUTES

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

To adopt the minutes of the October 15 and October 16, 2013 Strata Council meetings.

5. OWNERS' CONCERNS

a. There were no Owners' concerns or correspondence to address.

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6. **FINANCE**

a. **Financial Statements**

The Treasurer provided the Council with a brief report on the October 2013 financial statements. Income, expenses and budget variances were discussed with the Council Members. The Strata is currently on budget for the first month of the new fiscal year. The October financial statements are attached.

Owners are encouraged to sign up for PQ Online (see page 4) where the Strata's financial information is accessible at any time.

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

To approve the October 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 \$36,000, made up primarily of special assessment arrears, and there are currently eight 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 FROM THE ANNUAL GENERAL MEETING**

a. **Commercial Units** – Dr. Wang requested information/clarification regarding three points of interest for the commercial strata lot owners:

- i. *Budgeting and calculation of monthly strata maintenance fees* – the Property Manager will follow up and provide the requested information;
- ii. *A complete schedule of assets that the commercial strata lots are responsible for* – the Property Manager and the Council will review the Bylaws and the Depreciation Report, and will consult with the building staff to prepare a comprehensive schedule; and
- iii. *Options for payment for the replacement of the cooling tower and the commercial boiler* – the Council encourages the Owners in the Commercial Section to organize, such as by electing a Commercial Executive and/or forming a committee, to address the needed replacement of the cooling tower and commercial boiler, including obtaining additional quotes and exploring financing options. The Council offered to provide access to the Southgate Amenity Room for the Commercial Owners to hold meetings of the Commercial Section.

b. **Fob/Access Registration** – a comprehensive registration of all fob/access devices for each suite will be undertaken in 2014. The Council agreed that, to ensure security and safety of all Owners, fobs issued to contractors engaged by Owners, such as cleaners or delivery personnel, must be specifically registered with the building staff, will have limited access (specific building only, no garage, amenity room or pool access), and will have to be periodically renewed by the Owners.

- c. **Southgate Handicapped Access** – The Council reviewed an email from an owner regarding the handicapped access for the Southgate building. As discussed at the AGM, the Council agreed to pursue this issue and obtain and present additional quotes and options to the Southgate residents and Pacifica owners. The Council asked the Property Manager to contact CSA, the engineering firm that prepared the original report, and obtain a quote to prepare a cost estimate for the installation of a front entrance ramp and to assess the feasibility of an interior and exterior lifts.
 - d. **Interior Renovation Project Cost Update** – there was a request at the AGM for the Council to provide the Owners with a monthly update of the interior renovation project costs. A Cost Summary is attached to these minutes with the monthly financial statements.
8. **COMMITTEES** – the Strata Council agreed to form the following committees.
- a. **Landscape/Gardening Committee** – Monica Drake, Matt Novak and Lucie Martineau have volunteered.
 - b. **Committee to Implement Pacifica’s Renovations** – the current committee remains in place.
 - c. **Governance Committee** – Monica Drake, Seva Batkin and Nancy Cameron volunteered.
 - d. **Depreciation Report/Capital Planning Committee** – Philippe Arrata volunteered.

**Anyone interested in volunteering to participate on any of the Committees
is asked to contact the Property Manager**

9. **NEW BUSINESS**
- a. One Council Member noted that the recycling bins were overflowing – The Property Manager will follow up with the building staff and verify the pick-up dates
 - b. There was discussion of a new computer and software for the administration office – one Council Member volunteered to obtain a quote for council’s review. Subsequent to the meeting, a quote was obtained and a new computer was purchased.
 - c. Insurance Renewal - The Property Manager reviewed the 2014 Insurance Renewal with the Council.

It was: ***MOVED, SECONDED and CARRIED***
To approve a short-term loan from the Contingency Reserve Fund to pay for the 2014 insurance premium, which loan will be repaid on a monthly basis during the calendar year.
 - d. There was discussion regarding the posting and delivery of Notices – building staff will be asked to deliver all notices directly to the Promenade Mews townhouse owners either in person or by email.

10. NEXT MEETING

The next Strata Council Meeting is scheduled for Tuesday, January 21, 2014 at 7:00 pm

11. ADJOURNMENT

The meeting was adjourned at 9:15 p.m.

Submitted by:

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**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.*

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
October 31, 2013**

ASSETS

Bank - Operating Funds Account	2,281.12
Bank - Special Levy Funds Account	782,307.47
Bank - Contingency Reserve Account	168,964.08
CRF - Scotia GIC (1.25%;Jan-2014)	80,397.00
Petty Cash	500
Accounts Receivable	51,547.40
Prepaid Expenses	3,078.99
Prepaid Insurance	22,024.20

Fixed Assets

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

TOTAL ASSETS 1,252,316.05

LIABILITIES & EQUITY

Liabilities

Accounts Payable	120,204.94
Prepaid Maintenance Fees	14,561.03
Dryer Vent Reserve	1,083.13
Garden Reserve	2,766.75
Mortgage Payable	41,791.07
Accrued Liabilities	25,217.20

Total Liabilities 205,624.12

Equity

Caretaker Suite Equity	99,424.72
Current - Surplus (Deficit)	12,681.10
Prior Years Surplus(Deficit)	-25,803.26

Contingency Reserve Fund	178,830.55
Capital Projects Fund	65,630.39
	244,460.94

Special Levy Fund (2012F & 2012G) 715,928.43

Total Equity 1,046,691.93

TOTAL LIABILITIES & EQUITY 1,252,316.05

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

	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual
INCOME					
3110 Strata Fees	82,599.55	86,938.50	82,599.55	86,938.50	1,043,262.00
3114 Amenity Income	800	875	800	875	10,500.00
3116 Parking Income	1,110.00	1,083.33	1,110.00	1,083.33	13,000.00
3117 Move-in/out Fees	800	250	800	250	3,000.00
3118 Storage Lockers Rental	0	500	0	500	6,000.00
3119 Fines/Penalties	0	166.67	0	166.67	2,000.00
3120 Interest Income	91.31	50	91.31	50	600
3125 Miscellaneous	180	104.17	180	104.17	1,250.00
3126 Novus Income	19.38	5.83	19.38	5.83	70
3127 Bottle Recycling	283.55	16.67	283.55	16.67	200
3130 Caretaker Suite Rental	630	630	630	630	7,560.00
TOTAL INCOME	86,513.79	90,620.17	86,513.79	90,620.17	1,087,442.00
EXPENSE					
General Expenses					
4010 Bank Charges	125.45	116.67	125.45	116.67	1,400.00
4014 Insurance	11,012.08	11,666.67	11,012.08	11,666.67	140,000.00
4016 Legal/Audit Fees	0	83.33	0	83.33	1,000.00
4018 Administration	513.54	416.67	513.54	416.67	5,000.00
4019 Duplicating	40.75	250	40.75	250	3,000.00
4020 Management Fees	4,247.27	4,388.83	4,247.27	4,388.83	52,666.00
4045 Enterphone	101.01	125	101.01	125	1,500.00
4110 Amenity Areas	2,646.83	1,041.67	2,646.83	1,041.67	12,500.00
4126 Security Maintenance	1,770.36	1,083.33	1,770.36	1,083.33	13,000.00
4128 Move Monitoring	409.5	200	409.5	200	2,400.00
4129 Fire/Security Monitoring	3,663.87	2,083.33	3,663.87	2,083.33	25,000.00
Utilities					
4210 Electricity	6,400.00	7,083.33	6,400.00	7,083.33	85,000.00
4212 Gas	876.92	5,833.33	876.92	5,833.33	70,000.00
4214 Water & Sewer	0	5,500.00	0	5,500.00	66,000.00
4216 Waste Removal	221.26	2,950.00	221.26	2,950.00	35,400.00
Repairs & Maintenance					
4310 Elevator Maintenance	3,721.59	4,000.00	3,721.59	4,000.00	48,000.00
4318 R & M Building	9,001.42	8,750.00	9,001.42	8,750.00	105,000.00
4319 Mechanical Maintenance	1,228.50	1,666.67	1,228.50	1,666.67	20,000.00
4330 Landscaping Maintenance	1,685.25	3,416.67	1,685.25	3,416.67	41,000.00
4331 Tree Root Maintenance	0	333.33	0	333.33	4,000.00
4335 Landscaping Improvements	472.5	83.33	472.5	83.33	1,000.00
4350 Supplies / Equipment	150.71	875	150.71	875	10,500.00
4352 Window Cleaning	0	816.67	0	816.67	9,800.00
4353 Dryer Vent Cleaning	622.08	500	622.08	500	6,000.00

Caretaker Expenses					
4410 Mortgage (S/L#141)	813.02	880.83	813.02	880.83	10,570.00
4420 Strata Fees - Suite	220.55	242.17	220.55	242.17	2,906.00
4425 Strata Suite - Expenses	0	41.67	0	41.67	500
4440 Telephone / Pager	161.45	150	161.45	150	1,800.00
4450 Caretaking/Janitorial	12,476.78	13,125.00	12,476.78	13,125.00	157,500.00
Other Expenses					
4590 Contingency Reserve Fund	11,250.00	12,916.67	11,250.00	12,916.67	155,000.00
TOTAL EXPENSE	73,832.69	90,620.17	73,832.69	90,620.17	1,087,442.00
NET INCOME	12,681.10	0	12,681.10	0	0

**PACIFICA
STRATA LMS 597
INTERIOR RENOVATION
BUDGET/COST RECONCILIATION**
updated November 28, 2013

	BUDGET	PAID	HOLDBACK	TOTAL PAID	BUDGET REMAINING
CONSTRUCTION	742,750	78,922	6,372	85,294	657,456
ADMINISTRATION	57,699	15,970		15,970	41,729
CONTINGENCY	81,039	0		0	81,039
SUBTOTAL	881,488	94,892	6,372	101,264	780,224
INTEREST & BANK CHARGES	0	3,019		3,019	0
	881,488	91,873	6,372	98,245	780,224