

**FROM YOUR
STRATA COUNCIL**

**PACIFICA STRATA PLAN LMS 597
Strata Council Meeting Minutes
Monday, December 10, 2012, at 7 pm**

Council Present: Philippe Arrata, Paolo Ciocca, Monica Drake, Martin Jonsson, John Shinnick, Con Verburg
Absent: Daria Batkin (Council), Michael Henson (Management)
Guest: Russell Ball, Immediate Past Council President

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

1. CALL TO ORDER & INTRODUCTION OF COUNCIL MEMBERS

The meeting was called to order at 7:09 pm by Con Verburg, vice-president of the previous council. The five returning Council Members introduced themselves to the newly-elected member, Martin Jonsson, and welcomed him to the group. Although Martin is a very new owner of a Promenade Mews townhouse, he has served on other strata councils in Vancouver and Whistler.

2. ELECTION OF OFFICERS & SETTING SCHEDULE OF COUNCIL MEETINGS

John Shinnick nominated Monica Drake for President, Con Verburg (incumbent) for Vice-President and Philippe Arrata (incumbent) for Finance/Treasurer. By unanimous consent, the nominations were endorsed.

Strata Council decided to hold its monthly meetings on the third Tuesday of each month (instead of the second Tuesday). With this schedule, the previous month's financial statements and related information will be readily available for review by Council and for forwarding to owners. This updated timetable will be reflected in the strata's website.

3. THANKS TO PAST PRESIDENT & TRANSFER OF ACTIVE FILES

Newly-elected President Monica Drake took over the chair and expressed the Council's thanks to Russell Ball for the fine job he did as President of the previous council, including the feat of finally securing funding from owners for a comprehensive interior renovation project.

Russell shared with the new council his recommendations and suggestions pertaining to active files. Specifically, he spoke about (a) ways to improve Council's and Pacific Quorum's communications with owners; (b) materials specified by the interior designers for the renovation project for possible reconsideration (large lobby tiles; hallway light sconces; door hardware; paint for the large red columns); (c) pending and ongoing building improvements

(bike rooms; gardening/landscaping); and (d) security 'kit' options for hardening suite entry doors. On the last point, Russell is still working with contractor Action Lock to finalize a suitable set of options for Council to propose to owners who might be interested in enhancing, at their own expense, the security of their own suite access doors.

The Council thanked Russell for having transferred the active files this way and appreciated his willingness to be available for consultation on any of these matters in future.

4. ADOPTION OF COUNCIL MINUTES OF NOVEMBER 13, 2012, MEETING

The minutes of the November 13, 2012, council meeting were adopted.

5. BUSINESS ARISING FROM LAST COUNCIL MEETING

a. Make-up air unit (MUA) --The 2012/2013 Capital Plan submitted to owners for approval at the November 2012 AGM included a \$30,000 allocation to replace the roof-top MUA in Southgate as recommended by the mechanical HVAC contractor. Some weeks after the AGM package was finalized and sent to owners, Pacific Quorum informed Council that the MUA on the roof of Northgate had completely failed and that a decision was urgently required on what to do next.

Council reviewed three quotes obtained by the Property Manager for this equipment and considered the pros and cons of replacing both the Northgate and Southgate MUAs at the same time to achieve modest savings. Ultimately, Council decided to replace only the Northgate MUA now, using the \$30,000 allocated in the approved Capital Plan and not depleting the operating budget at the start of the year to pay for both. The Southgate MUA – which still works – will be assessed in the upcoming Reserve Fund Study's review of all strata building assets, after which its replacement, if confirmed to be necessary, can be included in next year's plan.

There was also brief discussion of long-term maintenance options such as a comprehensive, single-fee contract for maintenance and repairs of all mechanical systems; this might be considered in future, once the Reserve Fund Study has been completed.

b. Steam-room walls – A moisture problem has been identified in the walls of the steam-room. After detailed investigations by the Caretaker, the Property Manager, the contractor and council members to confirm that the source of the accumulated water had been identified, Council authorized the remediation work as proposed by the contractor.

c. Northgate drainage and plumbing issues – Council considered an engineer's report which assessed a solution proposed by a plumbing contractor to the persistent problems caused by existing drain pipes between the first and second floors of Northgate. The Property Manager was asked to obtain more clarification from both parties before work could be authorized to proceed.

6. FINANCE

No financial statements nor schedule of arrears were available for review at this time.

Council authorized the Property Manager to pay bonuses to the staff. Council expressly recorded its thanks to Ross and Lance, on behalf of Pacifica's owners, for their hard work and dedication through 2012.

7. NEW BUSINESS -- operational & administrative

a. Southgate wheelchair access – Following up on a commitment confirmed at the November 2012 AGM, Council directed the Property Manager to initiate without delay the development of a Southgate wheelchair access proposal using the \$4000 allocated in the Capital Plan for this purpose.

b. Commercial units boiler -- The Property Manager has informed Council that the boiler providing hot water to the commercial properties is at the point of failing. The Property Manager has requested quotations for the repair or replacement of the boiler unit.

c. Electric Vehicle recharging station funding – An owner has suggested that the Strata should express its interest in being included in a BC Government initiative to install electric vehicle charging stations in multi-unit residential buildings like Pacifica. After contact the BC Government representative, Council found that much about this program still needs to be defined. With a large number of projects on its agenda for this year, Council agreed to indicate to the program manager that, at this stage, Pacifica is interested in staying informed about the initiative, without committing time or effort to pursuing it actively now.

d. CHOA membership – Council directed the Property Manager to verify the status of the strata's membership in the Condominium Homeowners' Association (CHOA) and to renew it if necessary.

8. RESTRUCTURING COUNCIL FOR BETTER SERVICE TO OWNERS

The new Council spent some time brainstorming about how it might achieve better results for owners. In discussion, it was agreed that Council would aim to be more streamlined, pursue its stated goals efficiently, and rebalance its relationships with the Property Manager and Caretaker for better operational results and improved communications.

The Owners' Handbook, the Pacifica website and the Contact Information Sheet are being revised to outline more clearly when and why owners would contact Building Representatives. The following individuals have accepted to be the Building Reps:

- Northgate: John Shinnick

- Southgate: Con Verburg
- Maingate: Philippe Arrata
- Cityhomes: Paolo Ciocca
- Promenade Mews: Martin Jonsson

Council also briefly considered some information-management software products as potential tools to assist it in delivering its functions. In the end, it was decided not to proceed at this time, as the negatives of using these purchased tools outweighed their benefits. However, a free document-storage service like GoogleDocs will be set up by the Strata's webmaster Con Verburg to give Council members quick and easy access to the essential documents they need to perform their duties.

9. COUNCIL GOALS FOR 2013

In addition to routine operational & financial supervision, four major tasks will drive the Council's agenda until the next AGM:

- Implement the interior renovation projects approved at the 2012 AGM for the Corridors, Lobbies and Elevators.
- Comprehensively revise the Strata's bylaws:
 - This will require sustaining and expanding outreach to the commercial owners and engaging them in dialogue about how to bring their Section into compliance with the Strata Property Act.
 - Guidance will be obtained from legal experts on how to remedy the shortcomings of the existing bylaws of the Strata Corporation and its Residential and Commercial Sections.
 - Consideration might be given to redefining some existing bylaws as rules, to ease the monitoring and enforcement burden.
 - An SGM will be convened in due course to enable owners to consider and adopt the revised bylaws.
- Commission the Reserve Fund Study (sometimes called the 'depreciation report'), receive it & address its recommendations; in particular, give high priority to improving the appearance of the exterior fireplace vents
- Prepare for a new SPA requirement in 2014 to formalize parking & locker allocations

10. ANY OTHER BUSINESS

11. DATE OF NEXT MEETING

The next meeting of the Strata Council will be on Tuesday, January 15, 2013, at 7 pm.

12. ADJOURNMENT

The meeting was adjourned at 11 pm.