



**PACIFICA
STRATA PLAN LMS 597**

**STRATA COUNCIL MEETING MINUTES
TUESDAY, APRIL 15, 2014 AT 7:00 PM**

COUNCIL MEMBERS PRESENT:

**Monica Drake, President
Con Verburg, Vice President
Martin Jonsson
Paolo Ciocca**

REGRETS:

**Philippe Arrata
Seva Batkin
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 Strata Council President, Monica Drake, called the meeting to order at 7:00 p.m. and welcomed the Council Members. One observer, Wayne Smith attended for part of the meeting. Also in attendance was Bruce Adanac the Regional Manager for Pacific Quorum Properties.

2. INTRODUCTION OF THE NEW PROPERTY MANAGER FOR PACIFICA

Michael Henson advised that his corporate responsibilities with Pacific Quorum were increasing and introduced Bruce Adanac as the new property manager for Pacifica. Bruce is the Regional Manager with Pacific Quorum and has extensive strata management experience. Bruce introduced himself to the Strata Council Members and briefly reviewed his background and management history. The Council Members welcomed Bruce to the meeting. Michael confirmed that he would continue to be an ongoing resource for both the Strata Corporation and Bruce.

**Bruce may be reached at 778-383-1164 (direct line) or by email at badanac@pacificquorum.com.
Bruce's administrative assistant is Amanda Saraceno who may be reached at asaraceno@pacificquorum.com.**

3. 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.

4. ADOPTION OF PREVIOUS STRATA COUNCIL MEETING MINUTES

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

To adopt the minutes of the March 18, 2014 Strata Council meeting.

VANCOUVER OFFICE:

Suite 430 – 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: 604-685-3828 Fax: 604-685-3845

www.pacificquorum.com

SURREY OFFICE:

Suite 408 – 7337 137th Street
Surrey, BC V3W 1A4
Tel: 604-635-0260 Fax: 604-635-0263

5. **COMMERCIAL SECTION MATTERS**

The Property Manager confirmed that the Cooling Tower and Commercial Boiler quotes and the draft *pro forma* budgets for the Strata operating in sections, namely, Residential Section, Commercial Section and Joint budgets (Joint refers to common expenses such as insurance, common property maintenance, etc.) had been forwarded to the Commercial Representative. Unfortunately, the Commercial Representative was not present to review her progress and discussions with the Commercial strata lot owners with the Council Members. The Strata Council reiterated its willingness to provide the Commercial Representative with whatever assistance she requests.

6. **FINANCE**

a. **Financial Statements**

The Treasurer had provided the Strata Council with brief comments on the March 2014 financial statements. The Property Manager reported that the strata is 2.7% over budget for the first 6 months of the 2013/2014 fiscal year. Income, expenses and budget variances were discussed with the Strata Council Members. The March financial statements are attached.

The Property Manager noted that the February 6 to March 10 Fortis gas bill indicated that gas consumption at Pacifica was almost double for the same period in 2013 (average daily usage in 2014 is 41.53GJ vs. 23.52GJ in 2013). The Property Manager noted that the 2014 winter was colder than 2013. In the interest of being more energy efficient, Strata will continue to monitor gas usage and discuss options to reduce consumption. Residents with gas fireplaces are requested to be responsible with their gas consumption. Strata Council asked the Property Manager to monitor the gas usage and report back to Council. *Subsequent to the meeting the Property Manager reported that the gas consumption for the March 10 to April 7 billing period was within 10% of the 2013 billing period (30.55GJ daily usage in 2014 vs. 27.24GJ in 2013). The higher February/March consumption appears to be an anomaly and weather related.*

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 March 2014 financial statements.

b. **Arrears**

The Strata Council and the Property Manager reviewed the schedule of arrears and the Strata 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 are just over \$57,000 due to slow payment of the February 1st special assessment and there are currently 11 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 the Owners have paid their special assessments and collections are going well. The Property Manager confirmed that liens have been registered where necessary (two strata lots).

Owners are reminded that the two Special Assessments approved at the November 2013 Annual General Meeting are due February 1 and May 1. Please submit payment promptly to avoid fines and penalties. Contact the Property Manager at badanac@pacificquorum.com if you have any questions about your account.

7. BUSINESS ARISING

a. Council Discussion Items

- i. The President, Monica Drake, reported to the Council on her attendance at two recent CHOA (Condominium Home Owners Association) seminars on “Bylaws” and “Strata Council Roles and Responsibilities” respectively. Handouts obtained at the seminars are available to the Council Members for reference. The Bylaws seminar was especially timely and valuable in view of the imminent convening of the Governance Committee to review and revise Pacifica Bylaws. Monica also noted that CHOA is available to give customized seminars to individual Strata Councils if requested; this might be something to consider for the incoming council elected at the next AGM.
- ii. The President suggested that the Strata should consider funding the electronic digitization of logs and files about building operations and maintenance, including records of work in suites, which are currently housed in paper form in the on-site administration office.

b. Property Manager’s Report

- i. **Garbage Compactor:** The Property Manager reported that the garbage compactor is installed and is currently undergoing testing. The building staff and the contractor are meeting to resolve operating issues raised by the building staff.
- ii. **Southgate Handicapped Access:** The Property Manager reviewed his recent meeting with the strata’s consulting engineer, CSA, and the access options available. CSA has confirmed that their report will be available for the May Strata Council meeting.
- iii. **CSA Maintenance Report Update:** The Property Manager confirmed that the Strata’s consulting engineers, CSA Building Sciences Western Ltd., have begun working on the requested update to the 2010 Maintenance Assessment Report. At this time, Council Members asked that CSA be redirected to include in their report, a detailed analysis of the roofs and roof decks and to provide an integrated and phased five-year replacement plan. To make it possible for CSA to incorporate the findings of the Depreciation Report in their analysis, that Report will be provided to them. The Property Manager was asked to review the revised scope of work with the Strata Council prior to delivering it to CSA.
- iv. **Rec Centre Boiler Loop:** The Property Manager discussed the recent report received from the Strata’s consulting mechanical engineers, MMM Group. The report confirmed the majority of our mechanical contractor’s (Carrier) recommendations and the Property Manager confirmed that he has provided Carrier with a copy of the report and requested their input and revised quote.
- v. **Southgate Exterior Light:** The Property Manager confirmed that a new exit light has been relocated and installed at the NW Southgate exit door to the courtyard.
- vi. **#609C and # 610C roof deck repairs:** The Property Manager reviewed the ongoing water ingress issues and roof deck repairs with the Strata Council. Building staff confirmed that both decks had been problematic since 1996. CSA has provided a detailed analysis and expanded scope of work to the Strata Council. The scope of work includes resloping the entire perimeter of both decks to the existing roof drains; membrane detailing at the north, east and south elevations; membrane detailing at the sliding doors; membrane detailing and privacy wall reconstruction. The strata’s exterior contractors, Allstar, provided a quotation in the \$50,000 range – as Allstar is already 25% into the project with the ongoing repairs, the Strata Council agreed to continue with Allstar to carry out the engineers’ expanded

scope of work. The engineer also noted that the east exterior walls of both suites would have to be addressed in future years.

c. **Facilities Manager's Report**

The Facilities Manager was on holidays and will submit his Report for the May meeting.

8. **COMMITTEES**

a. **Committee to Implement Pacifica's Renovations**

Monica Drake reported to the Council that the interior renovation project is nearing final completion, within budget, with only minor items still outstanding. She listed the main things still to be done as finishing all elevator refurbishment, installing the fire-safety plans in all buildings, correcting errors and omissions in way-finding signage already installed, inventorying service and exit doors needing kick-plates, and dealing with several Southgate matters including retrofitting the feature floor tile, adjusting the cabinetry and reinstalling the locked notice board at the mailboxes.

Monica and the Council Members also reviewed and agreed on a number of minor renovation-related action items – items outside of the contractor's original scope of work but within the project budget. Specifically, the inside frames of service and exit doors will be painted to match their visible side and some spare carpet material will be used to recarpet the guest suite.

b. **Governance Committee**

Monica Drake reported that her efforts to recruit volunteers to the Governance Committee had been successful. Seven individuals have agreed to join Council members Seva Batkin, Paolo Ciocca and Monica herself in undertaking a review of Pacifica's bylaws. The first committee meeting will be convened soon.

c. **Landscape Committee**

Monica Drake reported that she and several others had met with Pacifica's original landscape designer, Ron Rule, to review and discuss Ron's preliminary design concept for the courtyard pergola replacement. The Committee provided their input and Ron Rule will now refine the drawings and proposal, and provide the Strata Council with some cost estimates. Ron also offered his recommendations for planting materials for the North Courtyard and will make some suggestions for the NW corner of the Southgate building. Following up on a previous suggestion by Ron, Monica and some Committee members had also met with a supplier of artificial turf, Precision Greens, to consider options for the grassy area of the South Courtyard. Monica showed Council Members the three samples he had provided.

These landscaping consultations will eventually result in a recommendation from the Committee to the Council for funding in the next Capital Plan to implement proposed landscape improvements.

9. **CORRESPONDENCE and BUILDING REPRESENTATIVE REPORTS** – nil

10. OTHER BUSINESS

- a. The President asked the Property Manager to include in the agenda for the 2014 AGM a presentation by the Fire Department on building and personal safety and another by the Strata's insurance provider regarding strata insurance and personal insurance.
- b. The Strata Council Members presented outgoing Property Manager Michael Henson with a small gift and a warm round of applause to thank him for his service to the Pacifica Owners and the building over the past 5.5 years.

11. NEXT MEETING

The next Strata Council Meeting is scheduled for Tuesday, May 20, 2014 at 7:00 pm

12. ADJOURNMENT

The meeting was adjourned at 9:45 p.m.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Michael Henson, Vice President Operations

430 – 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Telephone: 604-685-3828

Fax: 604-685-3828 / Direct: 604-638-1968

E-mail: mhenson@pacificquorum.com

Website: www.pacificquorum.com

24-Hour Maintenance Emergency #: 604-685-3828

**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
March 31, 2014

ASSETS

Bank - Operating Funds Account	13,074.51
Bank - Special Levy Funds Account	128,079.78
Bank - Holdback	63,646.16
Bank - Contingency Reserve Account	138,072.45
CRF - Scotia GIC (1.25%;Jan-2014)	81,402.00
CRF - Levy Funds Due from Op. A/C	67,417.65
CRF - Interfund Loan (Insurance)	113,287.20
Petty Cash	500
Accounts Receivable	64,361.20
Prepaid Expenses	6,157.98
Prepaid Insurance	106,206.75

Fixed Assets

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

TOTAL ASSETS **923,421.47**

LIABILITIES & EQUITY

Liabilities

Accounts Payable	78,920.49
Interfund Loan Payable	113,287.20
Prepaid Maintenance Fees	11,816.44
Dryer Vent Reserve	2,749.78
Garden Reserve	2,766.75
Mortgage Payable	38,189.21
Accrued Liabilities	10,633.20
Interfund Loan	67,417.65

Total Liabilities **325,780.72**

Equity

Caretaker Suite Equity	103,026.58
Current - Surplus (Deficit)	-15,710.99
Prior Years Surplus(Deficit)	-12,753.43
Contingency Reserve Fund	237,533.82
Capital Projects Fund	161,663.06
	399,196.88

Special Levy Fund (2012F & 2012G) **123,881.71**

Total Equity **597,640.75**

TOTAL LIABILITIES & EQUITY **923,421.47**

**Budget Comparison
Consolidated Statement - Pacifica LMS 597
March 31, 2014**

	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual
INCOME					
3110 Strata Fees	86,917.99	86,938.50	521,583.85	521,631.00	1,043,262.00
3114 Amenity Income	775	875	4,300.00	5,250.00	10,500.00
3116 Parking Income	1,320.00	1,083.33	7,797.50	6,499.98	13,000.00
3117 Move-in/out Fees	200	250	1,500.00	1,500.00	3,000.00
3118 Storage Lockers Rental	6,180.00	500	6,660.00	3,000.00	6,000.00
3119 Fines/Penalties	36.75	166.67	1,780.50	1,000.02	2,000.00
3120 Interest Income	51.41	50	317.45	300	600
3125 Miscellaneous	350	104.17	1,125.00	625.02	1,250.00
3126 Novus Income	0	5.83	37.69	34.98	70
3127 Bottle Recycling	98.57	16.67	474.53	100.02	200
3130 Caretaker Suite Rental	630	630	3,780.00	3,780.00	7,560.00
TOTAL INCOME	96,559.72	90,620.17	549,356.52	543,721.02	1,087,442.00
EXPENSE					
General Expenses					
4010 Bank Charges	126.85	116.67	808.16	700.02	1,400.00
4014 Insurance	11,800.75	11,666.67	68,438.53	70,000.02	140,000.00
4016 Legal/Audit Fees	0	83.33	709.5	499.98	1,000.00
4018 Administration	965.93	416.67	5,299.57	2,500.02	5,000.00
4019 Duplicating	56.22	250	2,601.58	1,500.00	3,000.00
4020 Management Fees	4,388.48	4,388.83	26,331.93	26,332.98	52,666.00
4045 Enterphone	157.68	125	873.75	750	1,500.00
4110 Amenity Areas	205.62	1,041.67	6,792.19	6,250.02	12,500.00
4126 Security Maintenance	488.37	1,083.33	7,084.06	6,499.98	13,000.00
4128 Move Monitoring	470.93	200	1,453.73	1,200.00	2,400.00
4129 Fire/Security Monitoring	606.89	2,083.33	14,059.60	12,499.98	25,000.00
Utilities					
4210 Electricity	8,510.60	7,083.33	45,309.98	42,499.98	85,000.00
4212 Gas	11,797.12	5,833.33	51,185.31	34,999.98	70,000.00
4214 Water & Sewer	20,855.82	5,500.00	29,230.79	33,000.00	66,000.00
4216 Waste Removal	3,514.73	2,950.00	19,756.84	17,700.00	35,400.00
Repairs & Maintenance					
4310 Elevator Maintenance	4,032.12	4,000.00	23,783.90	24,000.00	48,000.00
4318 R & M Building	5,797.19	8,750.00	54,511.91	52,500.00	105,000.00
4319 Mechanical Maintenance	0	1,666.67	8,506.61	10,000.02	20,000.00
4330 Landscaping Maintenance	3,197.25	3,416.67	21,796.25	20,500.02	41,000.00
4333 Tree Maintenance	0	333.33	2,987.25	1,999.98	4,000.00
4335 Landscaping	0	83.33	0	499.98	1,000.00
Improvements					
4350 Supplies / Equipment	944.16	875	5,232.25	5,250.00	10,500.00
4352 Window Cleaning	0	816.67	0	4,900.02	9,800.00
4353 Dryer Vent Cleaning	527.58	500	2,939.73	3,000.00	6,000.00

Caretaker Expenses					
4410 Mortgage (S/L#141)	677.36	880.83	5,013.31	5,284.98	10,570.00
4420 Strata Fees - Suite	232.14	242.17	1,392.84	1,453.02	2,906.00
4425 Strata Suite - Expenses	371.55	41.67	371.55	250.02	500
4440 Telephone / Pager	109.98	150	841.21	900	1,800.00
4450 Caretaking/Janitorial	14,071.72	13,125.00	80,255.16	78,750.00	157,500.00
Other Expenses					
4590 Contingency Reserve	12,916.67	12,916.67	77,500.02	77,500.02	155,000.00
Fund					
TOTAL EXPENSE	106,823.71	90,620.17	565,067.51	543,721.02	1,087,442.00
NET INCOME	-10,263.99	0	-15,710.99	0	0

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

	BUDGET	PAID	HOLDBACK	TOTAL PAID	BUDGET REMAINING
CONSTRUCTION	742,750	638,616	71,236	709,852	32,898
ADMINISTRATION	57,699	19,023		19,023	38,676
CONTINGENCY	81,039	35,663		35,663	45,376
SUBTOTAL	881,488	693,302	71,236	764,538	116,950
INTEREST & BANK CHARGES	0	5,900		5,900	0
	881,488	687,402	71,236	758,638	116,950