



**PACIFICA  
STRATA PLAN LMS 597**

**STRATA COUNCIL MEETING MINUTES  
TUESDAY, OCTOBER 15, 2013 AT 7:00 PM**

**COUNCIL MEMBERS PRESENT:**

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

**REGRETS:**

**Ryan Wilson, Philippe Arrata**

**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 Council President called the meeting to order at 7:03 p.m. and welcomed the Council Members. There were no guests or observers in attendance.

**2. ADOPTION OF AGENDA**

The President asked the 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 September 10, 2013 Strata Council meeting.

**4. OWNERS' CONCERNS**

- a. The Council reviewed correspondence from a commercial tenant. Strata Council agreed to post Flu Shot notices on the building bulletin boards as requested by the tenant.

**5. BUSINESS ARISING**

- a. **Council Discussion Items** – no new items for discussion

b. **Property Manager's Report**

- i. **Garbage Compactor:** The Property Manager reported that new compactor is on order and that interim garbage pick up is proceeding without incident.
- ii. **Fireplace Cleaning:** The Property Manager reported that additional owners had signed up for the fireplace cleaning and that the cleaning would be co-ordinated with the interested residents. The Strata Council thanks the owners for their participation and response.

**VANCOUVER OFFICE:**

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

[www.pacificquorum.com](http://www.pacificquorum.com)

**SURREY OFFICE:**

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

c. **Caretaker's Report**

The Council noted receipt of the monthly Caretaker's reports and thanked Ross for his input.

6. **NEW BUSINESS**

- a. **Small Claims Mediation** – The Strata Council reviewed the Notice of Small Claims Mediation advising that a Mediation is scheduled for December 13, 2013. The Mediation arises from a Small Claims Action filed against a strata lot owner to recover costs for damage to common property. The Council discussed the Mediation and one member volunteered to attend the Mediation with the Property Manager.
- b. **Roof Deck Repairs** – The Property Manager presented two quotes for roof deck replacement in the Southgate building. The Council asked the Property Manager to have the decks and quotes reviewed by the Strata's consulting engineer, CSA, as previously done with the roof deck repairs in the Maingate and Northgate buildings earlier this year. As these repairs represent a significant expense, they will be included in the 2013/2014 Capital Plan.

7. **ENERGY EFFICIENCY RETROFIT PROJECT: A PRESENTATION**

Cole Rheaume, representing Pacifica's Energy Committee, and Nigel Protter, Executive Director and CEO of BC Sustainable Energy Association, attended the meeting and presented the Council members with options for proceeding with the recommendations contained in the September 2012 BES Energy Audit Report (see minutes of the May 21, 2013 Strata Council meeting). The presenters noted that this is a pilot project with three partners – the City of Vancouver, Fortis and Vancouver City Savings. The purpose of the project is to identify energy savings opportunities for the Strata Corporation and implement equipment replacements to realize the energy savings with all of the costs financed by the energy savings. The program is essentially self-funding – VanCity will provide a low interest loan over 10 years to fund the equipment replacements and loan payments over the 10 year period should be offset by energy savings and rebates received from Fortis.

The Council members and the Property Manager discussed the various aspects of the program and Report recommendations with the presenters. One Council member volunteered to further investigate the financing options with VanCity. The Council members agreed that more investigation and clarification was required, and asked the presenters to prepare a formal document for potential consideration by the Owners at the Annual General Meeting. The Property Manager noted that legal advice would be required prior to presenting borrowing resolutions to the Owners. Upon receipt of the requested additional information the Strata Council will determine if this item should be included on the Annual General Meeting agenda.

The Council members thanked Cole and Nigel for their presentation.

8. **ADJOURNMENT**

The meeting was adjourned at 11:15 p.m. with agreement to reconvene on Wednesday, October 16, 2013 at 7:00 pm.

**The Strata Council meeting reconvened on Wednesday, October 16, 2013 at 7:04 pm with Monica Drake, Philippe Arrata, Con Verburg, Paolo Ciocca and Seva Batkin in attendance. Regrets from Ryan Wilson and Seva Batkin.**

**1. FINANCE**

**a. Financial Statements**

The Strata Treasurer provided the Council with a brief report on the September financial statements. Income, expenses and budget variances were discussed with the Council Members. The Treasurer noted that the Strata is over budget by \$ 25,603 for the 2012/2013 fiscal year ending September 30, 2013. This represents a 2.5% variance to the approved Operating Budget. The September financial statements are attached.

**Owners are encouraged to sign up for PQ Online (see page 6) where the Strata's financial information will be accessible at any time.**

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

To approve the September 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 such strata units upon giving thirty (30) days written notice.

The arrears owing to the Strata Corporation total in excess of \$39,000, made up primarily of special assessment arrears, and there are currently 10 strata lots in arrears over \$1,000 for unpaid strata fees and special assessments. The Property Manager confirmed that statements had been mailed to all owners in arrears. The majority of strata lot owners have paid their special assessment amounts and collections are going well. The Property Manager confirmed that fines had been levied and that liens would be registered where necessary.

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

To approve the registration of liens against three strata lots for special levy arrears.

**2. COMMITTEE REPORTS**

**a. Landscape/Gardening Committee**

Reporting for the Landscape/Gardening Committee, Monica advised that the gardener would be providing landscaping recommendations for the 2013/2014 Operating Budget and that committee members will be preparing a request for modest capital funding of a design study to replace the North courtyard pergola.

The Council thanked Monica for her report.

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

Monica Drake reported for the Committee that the general contractor Tercera Construction has begun work. Stipple removal from the hallway ceilings and the lobby in Northgate is underway, with workers moving to Maingate thereafter. Separately, she is organizing meetings and walk-

throughs, accompanied by Ross, with various security companies to obtain quotes for new security cameras and equipment so that their installation can be coordinated with refurbishment of the lobbies.

The Council thanked Monica for her report.

**c. Bylaw Revision Committee**

The Council members briefly discussed the Bylaws and the issues of Sections and Types. Because the press of other business had prevented focusing careful attention on this important and complex topic during 2013, Strata Council agreed to defer the Bylaw discussion and revisions to 2014.

**d. Depreciation Report Committee**

The Council discussed the revisions to the draft Depreciation Report from RDH Engineering and the recent meeting with the RDH representatives. The Council members will review and comment on the report and its revisions, and work with RDH and others towards finalizing the Depreciation Report for presentation to the Owners at the Annual General Meeting.

**3. CAPITAL PLAN 2013/2014**

The Property Manager presented a draft Capital Plan to the Council members. The members discussed and revised the 2013/2014 Capital Plan. The Capital Plan will be presented to the Owners for approval at the Annual General Meeting.

**4. OPERATING BUDGET 2013/2014**

The Property Manager presented a draft Operating Budget for the 2013/2014 fiscal year developed in conjunction with the Treasurer. The members discussed and revised the various income and expense allocations in the Operating Budget. Council anticipates a 5.25% increase in the monthly strata fees for the Owners.

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

To approve the 2013/2014 Capital Plan and Operating Budget and recommend both to the Owners for approval at the Annual General Meeting.

**5. ANNUAL GENERAL MEETING SCHEDULING AND AGENDA**

**a.** The Council has scheduled the Annual General Meeting for November 26th and discussed the agenda. The agenda will include seeking approval of the Capital Plan and Operating Budget; a resolution to approve funding for the 2012/2013 Operating deficit (\$25,803); and to replenish the Contingency Reserve Fund for the funds expended on the 2013 roof deck replacements (\$133,475).

**b.** In addition, there will be a resolution for the Commercial Section only, to approve funding for the replacement of the Commercial Boiler and Cooling Tower – approx. \$ 150,000.

**6. OTHER BUSINESS**

**a.** No additional business was discussed.

7. **NEXT MEETING**

**PLEASE MARK YOUR CALENDARS**

**The next Meeting is the ANNUAL GENERAL MEETING scheduled for**

**Tuesday, November 26, 2013 at 7:00 pm**

**WATCH FOR YOUR AGM NOTICE**

11. **ADJOURNMENT**

The meeting was adjourned at 10:00 p.m.

*Submitted by:*

***PACIFIC QUORUM PROPERTIES INC.***

*Michael Henson, Vice President Operations*

*# 430 – 1200 West 73<sup>rd</sup> Avenue*

*Vancouver, BC V6P 6G5*

*Telephone: 604-685-3828*

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

*E-mail: [mhenson@pacificquorum.com](mailto:mhenson@pacificquorum.com)*

*Website: [www.pacificquorum.com](http://www.pacificquorum.com)*

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

**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)

**Balance Sheet**  
**LMS 597 Pacifica**  
**SEPTEMBER 30, 2013**

**ASSETS**

Bank - Operating Funds Account	12,481.34
Bank - Special Levy Funds Account	705,740.96
Bank - Contingency Reserve Account	245,055.17
CRF - Scotia GIC (1.25%;Jan-2014)	80,397.00
CRF - Interfund Loan (Insurance)	14,625.00
Petty Cash	500
Accounts Receivable	50,690.00
Prepaid Expenses	6,157.98
Prepaid Insurance	33,036.28

Fixed Assets

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

**TOTAL ASSETS**

**1,289,899.52**

**LIABILITIES & EQUITY**

Liabilities

Accounts Payable	126,805.11
Prepaid Maintenance Fees	24,530.23
Dryer Vent Reserve	749.8
Garden Reserve	2,766.75
Mortgage Payable	42,463.71
Accrued Liabilities	38,056.55
Interfund Loan	14,625.00

Total Liabilities 249,997.15

Equity

Caretaker Suite Equity	98,752.08
Current - Surplus (Deficit)	-25,602.94
Prior Years Surplus(Deficit)	-200.32

Contingency Reserve Fund	167,356.85
Capital Projects Fund	93,855.74
	<u>261,212.59</u>

Special Levy Fund (2012F & 2012G) 705,740.96

Total Equity 1,039,902.37

**TOTAL LIABILITIES & EQUITY**

**1,289,899.52**

**Budget Comparison  
LMS 597 Pacifica  
SEPTEMBER 30, 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	82,599.55	82,599.62	991,194.37	991,195.00	991,195.00
3114 Amenity Income	1,275.00	841.63	10,450.00	10,100.00	10,100.00
3116 Parking Income	1,215.00	1,233.37	11,653.00	14,800.00	14,800.00
3117 Move-in/out Fees	400	250	3,500.00	3,000.00	3,000.00
3118 Storage Lockers Rental	0	533.37	6,000.00	6,400.00	6,400.00
3119 Fines/Penalties	985	258.37	2,620.00	3,100.00	3,100.00
3120 Interest Income	68.34	50	726.32	600	600
3125 Miscellaneous	160	91.63	2,194.36	1,100.00	1,100.00
3126 Novus Income	0	5.87	80.28	70	70
3127 Bottle Recycling	18.45	25	190	300	300
3130 Caretaker Suite Rental	630	630	7,560.00	7,560.00	7,560.00
<b>TOTAL INCOME</b>	<b>87,351.34</b>	<b>86,518.86</b>	<b>1,036,168.33</b>	<b>1,038,225.00</b>	<b>1,038,225.00</b>
<b>EXPENSE</b>					
General Expenses					
4010 Bank Charges	106.75	116.63	1,319.59	1,400.00	1,400.00
4014 Insurance	11,012.08	10,833.37	130,038.72	130,000.00	130,000.00
4016 Legal/Audit Fees	0	83.37	913.18	1,000.00	1,000.00
4018 Administration	257.63	416.63	6,205.03	5,000.00	5,000.00
4019 Duplicating	75.5	291.63	2,130.43	3,500.00	3,500.00
4020 Management Fees	4,247.27	4,530.38	52,666.14	54,365.00	54,365.00
4045 Enterphone	205.08	166.63	1,923.53	2,000.00	2,000.00
4110 Amenity Areas	2,186.28	750	13,679.44	9,000.00	9,000.00
4126 Security Maintenance	181.81	1,083.37	12,606.08	13,000.00	13,000.00
4128 Move Monitoring	163.8	200	2,843.99	2,400.00	2,400.00
4129 Fire/Security Monitoring	461.79	2,058.37	27,765.76	24,700.00	24,700.00
Utilities					
4210 Electricity	14,234.86	7,500.00	81,693.66	90,000.00	90,000.00
4212 Gas	5,257.44	6,666.63	68,364.95	80,000.00	80,000.00
4214 Water & Sewer	18,000.00	5,083.37	65,458.33	61,000.00	61,000.00
4216 Waste Removal	8,863.17	2,666.63	34,079.56	32,000.00	32,000.00
Repairs & Maintenance					
4306 Carpet Cleaning	0	0	1,752.80	0	0
4310 Elevator Maintenance	3,721.59	3,833.37	47,826.08	46,000.00	46,000.00
4318 R & M Building	9,733.39	7,991.63	120,466.86	95,900.00	95,900.00
4319 Mechanical Maintenance	0	1,666.63	22,309.59	20,000.00	20,000.00
4330 Landscaping Maintenance	3,408.00	3,408.37	39,856.65	40,900.00	40,900.00
4333 Tree Maintenance	0	350	4,670.40	4,200.00	4,200.00
4335 Landscaping Improvements	530	83.37	530	1,000.00	1,000.00
4350 Supplies / Equipment	1,034.17	950	9,041.67	11,400.00	11,400.00
4352 Window Cleaning	783.33	783.37	9,399.30	9,400.00	9,400.00
4353 Dryer Vent Cleaning	333.33	333.37	6,213.36	4,000.00	4,000.00

Caretaker Expenses					
4410 Mortgage ( S/L#141)	813.02	880.87	10,644.26	10,570.00	10,570.00
4420 Strata Fees - Suite	220.55	224.13	2,646.60	2,690.00	2,690.00
4425 Strata Suite - Expenses	0	41.63	0	500	500
4430 Property Taxes	0	16.63	0	200	200
4440 Telephone / Pager	193.26	133.37	1,727.51	1,600.00	1,600.00
4450 Caretaking/Janitorial	13,491.50	12,125.00	147,997.80	145,500.00	145,500.00
Other Expenses					
4590 Contingency Reserve Fund	11,250.00	11,250.00	135,000.00	135,000.00	135,000.00
<b>TOTAL EXPENSE</b>	<b>110,765.60</b>	<b>86,518.75</b>	<b>1,061,771.27</b>	<b>1,038,225.00</b>	<b>1,038,225.00</b>
<b>NET INCOME</b>	<b>-23,414.26</b>	<b>0.11</b>	<b>-25,602.94</b>	<b>0</b>	<b>0</b>