



**PACIFICA
STRATA PLAN LMS 597**

**STRATA COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 10, 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:

Ryan Wilson

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 Council President called the meeting to order at 7:02 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 August 20, 2013 Strata Council meeting.

4. OWNERS' CONCERNS

- a.** The Council reviewed correspondence from a Northgate owner regarding parking on Promenade Mews in front of the townhouses. Council notes that townhouse residents parking along the east side of Promenade Mews has been commonplace since the building opened in the early 1990s and that there are no Bylaws or Rules prohibiting parking in this area. Promenade Mews is a private street (right of way) with no parking enforcement by the City of Vancouver. One council member offered to review the registered easements and covenants to see if Promenade Mews parking is addressed. The Council asked the Property Manager to meet with the Vancouver Fire Department to obtain their confirmation that parking directly in front of the townhouses does not adversely affect fire safety or present a safety hazard.
- b.** The Council reviewed correspondence from a Maingate owner on various issues and asked the Property Manager to respond.

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5. FINANCE

a. Financial Statements

The Strata Treasurer provided the Council with a brief report on the August financial statements. Income, expenses and budget variances were discussed with the Council Members. The Strata is currently over budget for the first eleven (11) months of the fiscal year, mostly due to variable timing of some expenses and invoices. The August financial statements are attached.

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

It was: **MOVED, SECONDED and CARRIED**
To approve the August 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.

6. BUSINESS ARISING

a. Council Discussion Items – no new items for discussion

b. Property Manager's Report

- i. **Garbage Compactor:** The Property Manager reported that interim pick-up of the garbage has been arranged until the new garbage compactor can be installed. Council discussed a quote for the new garbage compactor and authorized the Property Manager to obtain the best pricing possible and proceed. *Subsequent to the meeting the Property Manager was successful in negotiating a 10% cost reduction. The new compactor has been ordered.*
- ii. **Fireplace Cleaning:** The Property Manager reported that new notices and sign-up sheets have been posted. Residents with fireplaces are encouraged to take advantage of the bulk pricing for fireplace cleaning - \$ 50 plus taxes. The Pacifica Bylaws require that the fireplaces be cleaned a minimum of every two years. Residents who previously signed up for the fireplace cleaning do not have to sign up again.
- iii. **Emergency Exit Surveys:** The Property Manager reported that no surveys had been received – residents are reminded to return your surveys if you require assistance to exit the building in the event of an emergency. Landlords are asked to ensure that their tenants receive a copy of the survey. The Property Manager will also distribute a survey to the tenanted suites.

c. **Caretaker's Report**

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

7. **NEW BUSINESS** – no new items for discussion

8. **COMMITTEE REPORTS**

a. **Landscape/Gardening Committee**

- i. Monica Drake reported for the Landscape/Gardening Committee. Monica had talked informally with the gardener about various landscaping and gardening issues. The gardener was asked to prepare recommendations and budget estimates for the 2013/2014 fiscal year so these can be factored into the strata's new operating budget.
- ii. The Property Manager was reminded to arrange for some Northgate courtyard lighting to make up, at least temporarily, for the lighting removed when the pergola came down earlier this summer.
- iii. One member inquired about the status of the townhouse yards; the Property Manager will review the registered strata plan and advise the Council as to who is responsible for maintaining them.

The Council thanked Monica for her report.

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

Monica Drake reported for the Committee regarding the renovation bid process. Rob Capar of the company 'maison d'être design-build,' the strata representative for the project, attended the council meeting at this time. The Council agreed to discuss the contractor bids and selection "*in camera*".

After the "*in camera*" discussion

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

To approve the Committee's contractor recommendation.

The contractor's name will be published and announced to owners as soon as the contract is finalized and executed.

The Council thanked Monica and the Committee members for their report and recommendations.

c. **Bylaw Revision Committee** – no report

d. **Depreciation Report Committee**

The Council recently received the draft Depreciation Report from RDH Engineering, The Council members will review and comment on the report prior to meeting with RDH Engineering for a detailed discussion. The Council asked the Property Manager to organize a presentation from RDH and to ensure that one of their senior staff is in attendance.

e. **Security Committee** – no report

f. **Energy Audit Committee**

The Property Manager advised that the Committee recently received three quotes and is in the process of comparing and analyzing the quotes prior to making recommendations to Council.

9. **OTHER BUSINESS**

- a. No additional business was discussed.

10. **NEXT MEETING**

The next Strata Council Meeting is scheduled for Tuesday, October 15, 2013 at 7:00 pm

11. **ADJOURNMENT**

The meeting was adjourned at 9:40 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
August 31, 2013

ASSETS

Bank - Operating Funds Account	13,239.08
Bank - Special Levy Funds Account	627,442.82
Bank - Contingency Reserve Account	231,612.37
CRF - Scotia GIC (1.25%;Jan-2014)	80,397.00
CRF - Interfund Loan (Insurance)	29,250.00
Petty Cash	500
Accounts Receivable	56,595.39
Prepaid Insurance	44,048.36

Fixed Assets

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

TOTAL ASSETS 1,224,300.81

LIABILITIES & EQUITY

Liabilities

Accounts Payable	47,096.45
Prepaid Maintenance Fees	32,006.94
Dryer Vent Reserve	416.47
Garden Reserve	2,236.75
Mortgage Payable	43,134.13
Accrued Liabilities	5,765.22
Interfund Loan	29,250.00

Total Liabilities 159,905.96

Equity

Caretaker Suite Equity	98,081.66
Current - Surplus (Deficit)	-2,188.68
Prior Years Surplus(Deficit)	-200.32

Contingency Reserve Fund	258,404.78
Capital Projects Fund	82,854.59
	341,259.37

Special Levy Fund (2012F & 2012G) 627,442.82

Total Equity 1,064,394.85

TOTAL LIABILITIES & EQUITY 1,224,300.81

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

	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual
INCOME					
3110 Strata Fees	82,599.55	82,599.58	908,594.82	908,595.38	991,195.00
3114 Amenity Income	1,900.00	841.67	9,175.00	9,258.37	10,100.00
3116 Parking Income	1,145.00	1,233.33	10,438.00	13,566.63	14,800.00
3117 Move-in/out Fees	400	250	3,100.00	2,750.00	3,000.00
3118 Storage Lockers Rental	0	533.33	6,000.00	5,866.63	6,400.00
3119 Fines/Penalties	800	258.33	1,635.00	2,841.63	3,100.00
3120 Interest Income	72.5	50	657.98	550	600
3125 Miscellaneous	325	91.67	2,034.36	1,008.37	1,100.00
3126 Novus Income	0	5.83	80.28	64.13	70
3127 Bottle Recycling	24.85	25	171.55	275	300
3130 Caretaker Suite Rental	630	630	6,930.00	6,930.00	7,560.00
TOTAL INCOME	87,896.90	86,518.74	948,816.99	951,706.14	1,038,225.00
EXPENSE					
General Expenses					
4010 Bank Charges	103.68	116.67	1,212.84	1,283.37	1,400.00
4014 Insurance	11,012.08	10,833.33	119,026.64	119,166.63	130,000.00
4016 Legal/Audit Fees	0	83.33	913.18	916.63	1,000.00
4018 Administration	143.68	416.67	5,947.40	4,583.37	5,000.00
4019 Duplicating	58.5	291.67	2,054.93	3,208.37	3,500.00
4020 Management Fees	4,247.27	4,530.42	48,418.87	49,834.62	54,365.00
4045 Enterphone	154.56	166.67	1,718.45	1,833.37	2,000.00
4110 Amenity Areas	483.11	750	11,493.16	8,250.00	9,000.00
4126 Security Maintenance	630	1,083.33	12,424.27	11,916.63	13,000.00
4128 Move Monitoring	0	200	2,680.19	2,200.00	2,400.00
4129 Fire/Security Monitoring	1,522.52	2,058.33	27,303.97	22,641.63	24,700.00
Utilities					
4210 Electricity	7,515.79	7,500.00	67,458.80	82,500.00	90,000.00
4212 Gas	1,993.12	6,666.67	63,107.51	73,333.37	80,000.00
4214 Water & Sewer	0	5,083.33	47,458.33	55,916.63	61,000.00
4216 Waste Removal	2,266.94	2,666.67	25,216.39	29,333.37	32,000.00
Repairs & Maintenance					
4306 Carpet Cleaning	0	0	1,752.80	0	0
4310 Elevator Maintenance	4,741.74	3,833.33	44,104.49	42,166.63	46,000.00
4318 R & M Building	13,002.29	7,991.67	110,733.47	87,908.37	95,900.00
4319 Mechanical Maintenance	7,229.35	1,666.67	22,309.59	18,333.37	20,000.00
4330 Landscaping Maintenance	2,877.00	3,408.33	36,448.65	37,491.63	40,900.00
4333 Tree Maintenance	0	350	4,670.40	3,850.00	4,200.00
4335 Landscaping Improvements	0	83.33	0	916.63	1,000.00
4350 Supplies / Equipment	2,008.38	950	8,007.50	10,450.00	11,400.00
4352 Window Cleaning	783.33	783.33	8,615.97	8,616.63	9,400.00
4353 Dryer Vent Cleaning	648.33	333.33	5,880.03	3,666.63	4,000.00

Caretaker Expenses					
4410 Mortgage (S/L#141)	813.02	880.83	9,831.24	9,689.13	10,570.00
4420 Strata Fees - Suite	220.55	224.17	2,426.05	2,465.87	2,690.00
4425 Strata Suite - Expenses	0	41.67	0	458.37	500
4430 Property Taxes	0	16.67	0	183.37	200
4440 Telephone / Pager	281.42	133.33	1,534.25	1,466.63	1,600.00
4450 Caretaking/Janitorial	12,478.60	12,125.00	134,506.30	133,375.00	145,500.00
Other Expenses					
4590 Contingency Reserve Fund	11,250.00	11,250.00	123,750.00	123,750.00	135,000.00
TOTAL EXPENSE	86,465.26	86,518.75	951,005.67	951,706.25	1,038,225.00
NET INCOME	1,431.64	-0.01	-2,188.68	-0.11	0