



**PACIFICA
STRATA PLAN LMS 597**

**STRATA COUNCIL MEETING MINUTES
TUESDAY, MAY 21, 2013 AT 7:00 PM**

COUNCIL MEMBERS PRESENT:

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

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 7:03 p.m. and welcomed the Council Members.

2. ADOPTION OF AGENDA

The President asked the Members if there were any changes or additions to the agenda. One Member added an item under New Business. The agenda was then adopted.

3. ADOPTION OF PREVIOUS STRATA COUNCIL MEETING MINUTES

The Council reviewed the April 16, 2013, Strata Council meeting minutes.

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

To adopt the minutes of the April 16, 2013 Strata Council meeting.

4. OWNERS' CONCERNS

a. The Council reviewed correspondence from a Northgate owner regarding vagrants loitering at the corners of Cambie and 14th Avenue and Cambie and 16th Avenue, the owner's complaint to the police, and their response. The Council discussed the issue and confirmed that the Strata's caretakers, Ross and Lance, are authorized representatives of the Strata for calling the police if a person must be removed from the premises as a trespasser. It was also noted that the police are unlikely to do so simply because a homeless person is in the Strata's publicly accessible area. The Council asked the Property Manager to respond to the owner.

b. The Council reviewed correspondence from a Southgate owner suggesting that the Amenity Room closing hours be extended from 10:30pm to midnight. The Council discussed the request and agreed to extend the Amenity Room closing to midnight on a trial basis subject to noise or disturbance complaints.

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

- c. A Maingate owner attended the meeting to present his concerns regarding the Property Manager to the Strata Council. The Council Members considered the owner's concerns but confirmed that the Property Manager had acted appropriately. The Council also requested additional clarifications from the owner necessary to determine if any further action needs to be taken.

5. **FINANCE**

a. **Financial Statements**

The Strata Treasurer provided the Council with a brief report on the April financial statements. Income, expenses and budget variances were discussed with the Council Members. The Strata is 1.2% over budget for the first seven (7) months of the fiscal year, mostly due to variable timing of some expenses. The April 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 April 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 \$65,000, made up primarily of special assessment arrears, and there are currently 18 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.

REMINDERS TO ALL OWNERS

SPECIAL ASSESSMENT PAYMENTS ARE DUE ON THE FIRST DAY OF EACH MONTH FROM FEBRUARY 1ST TO NOVEMBER 1ST. A FINE OF \$50.00 PER MONTH WILL BE LEVIED AGAINST ALL ACCOUNTS IN ARREARS AS OF JUNE 7, 2013.

6. **BUSINESS ARISING**

a. **Council Discussion Items**

- i. The Property Manager reported that the "Action List" tool was now up on Google Drive and would be populated for the Council Members' review by June 3.

The Property Manager presented a revised Facilities Manager's job description to be incorporated into the Caretaker's job description. The Council discussed the Facilities Manager's responsibilities and options for implementing the updated Caretaker's job description. As this will involve removing some manual labour tasks from Ross's responsibilities, the Property Manager will explore options with the contract cleaning company and report back to the Strata Council.

- ii. Additional discussion topics raised by the Council Members included:
- placement of garbage disposal bins in the recycling areas of Northgate and Maingate, like the bin already in place at Southgate;
 - drafting and posting of new signage for the recycling areas; and
 - development of a renovation spreadsheet showing which suites currently have work underway.

REMINDERS TO ALL OWNERS

- 1) **GARBAGE BINS IN THE RECYCLING AREAS ARE NOT FOR BAGGED HOUSEHOLD GARBAGE OR FOR THROWING OUT LARGE ITEMS.**
- 2) **PLASTIC BAGS ARE NOT RECYCLABLE AND MUST NOT BE PLACED IN RECYCLING BINS. IF YOU BRING DOWN RECYCLING IN PLASTIC BAGS, PLEASE EMPTY THE CONTENTS IN APPROPRIATE RECYCLING BINS AND DISPOSE OF THE PLASTIC BAG IN THE GARBAGE BIN.**
- 3) **ALL CONTAINERS MUST BE WASHED BEFORE THEY ARE DEPOSITED IN RECYCLING BINS.**
- 4) **CARDBOARD MILK AND JUICE CONTAINERS ARE NOT RECYCLABLE AND MUST NOT BE PLACED IN THE RECYCLING BINS. IF YOU BRING ONE DOWN BY MISTAKE, PLEASE THROW IT IN THE GARBAGE BIN.**

b. Property Manager's Report

- i. **#101C/203C Drain Pipe Relocation:** The Property Manager presented the Council with the 3 quotes received from the consulting engineer's tender process, ranging from \$34,800 to \$39,980 plus taxes. The engineer also recommended a \$5,000 contingency allowance. The engineer confirmed that the tender was only sent to previously qualified contractors and there was no reason not to accept the lowest bid. The Council reviewed and discussed the quotes and the lowest quote was voted upon.

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

To approve the BroMarv Plumbing quote and proceed with the project.

- ii. **Dryer Vent Cleaning:** The Council and the Property Manager discussed the recent dryer vent cleaning and correspondence from the company that completed this work. The Property Manager confirmed that competitive quotes had been obtained when the work was first undertaken in 2011. The Council asked the Property Manager to ensure that the company's spreadsheet detailing the location of the exterior dryer vents was properly updated and accurate.
- iii. **Deck Repairs :** The Property Manager advised that the deck repairs for units 801A, 504C and 505C would be starting at the beginning of June and that notices would be posted and owners advised.
- iv. **Northgate Courtyard Pergola:** The Council and Property Manager reviewed the responses to the recent survey of owners regarding the removal or replacement of the courtyard pergola. Fewer than 10% of the owners had responded but, of those, 60% favoured removal of the pergola. The Council President advised that she has been in contact with several landscape architects (including the original designer of the pergolas) in an effort to explore options and alternatives. The Council agreed to wait for further input before making a final choice between removal and replacement. In the meantime, as

several contractors have commented on the instability of the structure, the Council directed the Property Manager to have the building staff tape off the pergola to prevent access.

FOR YOUR SAFETY, PLEASE DO NOT CROSS THE CAUTION TAPE AND DO NOT STAND UNDER THE PERGOLA.

- v. **Garbage Compactor:** The Property Manager reported that delivery and installation of a new garbage compactor could take between 5 and 8 weeks from the order date. The Council and the Property Manager discussed options available to the Strata if the compactor becomes inoperable. The Council tabled discussion of the garbage compactor replacement to a future date.

c. **Caretaker's Report**

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

7. **NEW BUSINESS**

- a. **Energy Audit:** The Council and the Property Manager reviewed and discussed the recent energy audit presentation by the British Columbia Sustainable Energy Association ("BCSEA") to review the independent energy audit report completed by BES (Building Energy Solutions Ltd) in September 2012. The report concluded that Pacifica is performing well and is actually operating more efficiently than BCSEA's target levels. The report indicated that there is a potential for reducing energy costs by a further 18% with certain retrofits. The Council discussed costs and financing opportunities. An Energy Audit Committee, formed at the presentation, will be currently performing a more in-depth review of the report and a financial analysis and will make recommendations to the Council. Meanwhile, the Council agreed that the report should be forwarded to the engineering firm which is preparing the Depreciation Report.
- b. **Bicycle Racks:** A Council Member initiated a discussion of bicycle storage generally and bicycle racks in the Southgate area of the parkade with the Council. Members discussed that, particularly with the warmer weather, the Southgate bike area is getting very full, with numerous adult and children's bikes, and recommended installation of vertical bicycle racks adjacent to the existing floor mounted rack (there should be sufficient space for both). Members also discussed and recommended that the previously successful building-wide bicycle cleanup and identification program be repeated to identify and remove abandoned bicycles, which would be ultimately donated to charity. The Property Manager will obtain information regarding the acquisition and installation of vertical bicycle racks in the Southgate bike area and organize the bicycle cleanup program.

8. **COMMITTEE REPORTS**

a. **Landscape/Gardening Committee**

A Southgate owner, Matthew Nowak, attended the meeting and volunteered for the Landscape/Gardening Committee. The Council welcomed Matthew to the Committee and thanked him for having come forward. Matthew also presented the Council with a proposal for the landscaping of the NW corner of the Southgate building, near the rear door, and along and in front of the driveway retaining wall. The Council discussed the proposal preliminarily and requested Matthew to prepare some additional information, including estimated costs.

b. Committee to Implement Pacifica’s Renovations

Monica Drake reported for the Committee that Insight Design Group has now provided draft construction drawings and specifications sheets reflecting our request for (a) smaller-sized lobby floor tiles, (b) more durable, higher-grade door hardware and (c) suitable window films for Cityhomes. The Committee is reviewing the materials, conducting site visits with experts regarding door hardware and window film needs and making further suggestions and revisions so that Insight can issue the finalized documents. In addition, after Pacific Quorum indicated it would not be available to do it, the Committee is currently competitively selecting a firm to assist with the formal construction tender process. After extensive research on various types of contracts for projects such as ours, the Committee has determined that the ‘Construction Manager at Risk’ model is the most suitable and cost effective. It has also compiled a long list of qualified bidders interested in competing for the contract on that basis.

c. Bylaw Revision Committee

Seva Batkin reported for the Bylaw Revision Committee. Seva presented a brief history of the Bylaws at Pacifica and explained that the original bylaws passed and registered by the developer in 1992 configured the Pacifica as a sectioned strata, and those bylaws were never repealed. As a result, the Pacifica’s current bylaws had to be confirmed by the owners at the 2012 AGM (further information about this issue can also be found in the 2012 AGM package). Whether or not it is in the Strata’s best interests to adjust its operations to properly operate as a sectioned strata – which includes segregating budgets for common and section-specific expenses and election of separate section executives -- or to ask the owners to vote on repealing sections – which will require separate $\frac{3}{4}$ approvals by each section and the owners as a whole -- will be investigated by the Committee and a report presented to Council. Legal advice from the Strata’s lawyers and input from the commercial strata lot owners will be sought in the process.

d. Depreciation Report Committee

The Property Manager reported that the engineers from RDH, the firm engaged to conduct the depreciation study, have advised that building inspections will occur in June and that the Depreciation Report should be ready for the Council’s review by the end of August.

e. Security Committee

Seva Batkin and Monica Drake reported for the Security Committee. There was a review of current funding and the security projects completed and/or underway. The Committee is currently focusing on security cameras with replacement and installation to be implemented in conjunction with the Interior Renovation Project. The Committee will schedule a building walk-through to identify camera locations and security upgrades. Cost estimates will also be prepared for the Council’s review.

9. OTHER BUSINESS

- a. Noise Complaints in Northgate:** The Council met “in camera” and discussed a recurring noise complaint from an owner and the response from the alleged offending owner. The Council will respond to both owners and agreed to revisit this issue if complaints persist.
- b. Renovations:** The Council encourages all residents to be considerate neighbours and notes that renovation work is only permitted on Monday to Saturday from 8:00am to 5:00pm.

- c. **Balcony and Deck Drains:** The Council reminds all residents to keep the balcony or deck drains clean and clear of debris. Please keep gardening soil, wood-chips, mulch, BBQ ashes, etc., out of the drainage system.

10. **NEXT MEETING**

The next Strata Council Meeting is scheduled for Tuesday, June 18, 2013 at 7:00 pm

11. **ADJOURNMENT**

The meeting was adjourned at 10:45 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 (Accrual)
LMS 597 Pacifica
April 30, 2013

ASSETS

Bank - Operating Funds Account	18,510.36
Bank - Special Levy Funds Account	321,286.12
Bank - Contingency Reserve Account	252,420.30
CRF - Scotia GIC (1.25%;Jan-2014)	79,245.00
CRF - Interfund Loan (Insurance)	87,750.00
Petty Cash	500
Accounts Receivable	63,663.77
Prepaid Expenses	3,101.28
Prepaid Insurance	88,096.68

Fixed Assets

Caretaker's Suite	141,107.00
Membership Shares (VanCity)	104.61

TOTAL ASSETS 1,055,785.12

LIABILITIES & EQUITY

Liabilities

Accounts Payable	46,586.03
Prepaid Maintenance Fees	54,171.48
Dryer Vent Reserve	6,332.27
Garden Reserve	2,236.75
Mortgage Payable	46,123.63
Accrued Liabilities	10,367.88
Interfund Loan	87,750.00

Total Liabilities 253,568.04

Equity

Caretaker Suite Equity	95,087.98
Current - Surplus (Deficit)	-7,420.62
Prior Years Surplus(Deficit)	-200.32

Contingency Reserve Fund	341,067.47
Capital Projects Fund	48,702.27
	<u>389,769.74</u>

Special Levy Fund (2012F & 2012G) 324,980.30

Total Equity 802,217.08

TOTAL LIABILITIES & EQUITY 1,055,785.12

Budget Comparison (Accrual)

Consolidated Statement

April 30, 2013

	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual
INCOME					
3110 Strata Fees	82,599.55	82,599.58	578,196.62	578,197.06	991,195.00
3114 Amenity Income	925	841.67	5,550.00	5,891.69	10,100.00
3116 Parking Income	1,110.00	1,233.33	5,893.00	8,633.31	14,800.00
3117 Move-in/out Fees	400	250	2,400.00	1,750.00	3,000.00
3118 Storage Lockers Rental	4,800.00	533.33	6,000.00	3,733.31	6,400.00
3119 Fines/Penalties	0	258.33	200	1,808.31	3,100.00
3120 Interest Income	118.07	50	427.86	350	600
3125 Miscellaneous	32.76	91.67	1,143.36	641.69	1,100.00
3126 Novus Income	21.76	5.83	59.86	40.81	70
3127 Bottle Recycling	12.11	25	113.44	175	300
3130 Caretaker Suite Rental	630	630	4,410.00	4,410.00	7,560.00
TOTAL INCOME	90,649.25	86,518.74	604,394.14	605,631.18	1,038,225.00
EXPENSE					
General Expenses					
4010 Bank Charges	108.1	116.67	768.14	816.69	1,400.00
4014 Insurance	11,012.08	10,833.33	74,978.32	75,833.31	130,000.00
4016 Legal/Audit Fees	0	83.33	913.18	583.31	1,000.00
4018 Administration	831.41	416.67	5,010.17	2,916.69	5,000.00
4019 Duplicating	111.5	291.67	1,731.68	2,041.69	3,500.00
4020 Management Fees	4,247.27	4,530.42	31,429.79	31,712.94	54,365.00
4045 Enterphone	0	166.67	1,106.49	1,166.69	2,000.00
4110 Amenity Areas	447.88	750	8,003.05	5,250.00	9,000.00
4126 Security Maintenance	0	1,083.33	6,702.76	7,583.31	13,000.00
4128 Move Monitoring	283.92	200	1,441.44	1,400.00	2,400.00
4129 Fire/Security Monitoring	2,352.00	2,058.33	21,326.98	14,408.31	24,700.00
Utilities					
4210 Electricity	7,769.37	7,500.00	41,111.90	52,500.00	90,000.00
4212 Gas	6,490.56	6,666.67	49,183.77	46,666.69	80,000.00
4214 Water & Sewer	0	5,083.33	29,342.35	35,583.31	61,000.00
4216 Waste Removal	150.67	2,666.67	11,661.15	18,666.69	32,000.00
Repairs & Maintenance					
4306 Carpet Cleaning	0	0	1,752.80	0	0
4310 Elevator Maintenance	4,107.03	3,833.33	27,209.24	26,833.31	46,000.00
4318 R & M Building	9,583.69	7,991.67	71,135.04	55,941.69	95,900.00
4319 Mechanical Maintenance	4,429.83	1,666.67	11,726.79	11,666.69	20,000.00
4330 Landscaping Maintenance	3,410.40	3,408.33	23,872.80	23,858.31	40,900.00
4333 Tree Maintenance	4,670.40	350	4,670.40	2,450.00	4,200.00
4335 Landscaping Improvements	0	83.33	0	583.31	1,000.00
4350 Supplies / Equipment	1,287.69	950	4,732.63	6,650.00	11,400.00
4352 Window Cleaning	0	783.33	4,699.98	5,483.31	9,400.00
4353 Dryer Vent Cleaning	333.33	333.33	4,231.71	2,333.31	4,000.00

Caretaker Expenses					
4410 Mortgage (S/L#141)	813.02	880.83	6,172.65	6,165.81	10,570.00
4420 Strata Fees - Suite	220.55	224.17	1,543.85	1,569.19	2,690.00
4425 Strata Suite - Expenses	0	41.67	0	291.69	500
4430 Property Taxes	0	16.67	0	116.69	200
4440 Telephone / Pager	112.45	133.33	815.87	933.31	1,600.00
4450 Caretaking/Janitorial	11,903.29	12,125.00	85,789.83	84,875.00	145,500.00
Other Expenses					
4590 Contingency Reserve Fund	11,250.00	11,250.00	78,750.00	78,750.00	135,000.00
TOTAL EXPENSE	85,926.44	86,518.75	611,814.76	605,631.25	1,038,225.00
NET INCOME	4,722.81	-0.01	-7,420.62	-0.07	0