



**PACIFICA  
STRATA PLAN LMS 597**

**STRATA COUNCIL MEETING MINUTES  
TUESDAY, JULY 16, 2013 AT 7:00 PM**

**COUNCIL MEMBERS PRESENT:**

**Monica Drake, President  
Philippe Arrata, Treasurer  
Paolo Ciocca  
Martin Jonsson  
Ryan Wilson**

**REGRETS:**

**Con Verburg and Seva Batkin**

**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 and guests Elke and Robert Mermelstein, Lucie Martineau and Matt Nowak.

**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 June 18, 2013 Strata Council meeting.

**4. OWNERS' CONCERNS**

- a.** The Council reviewed correspondence from a new Maingate owner introducing herself and her family. The Council welcomes the new owners to the building and the Pacifica community.
- b.** Further to her recent correspondence with the Council, Lucie Martineau reiterated her dismay regarding removal of the courtyard pergolas which had always been an integral feature of the landscaping and one which she especially valued. She wondered why owners had not been given an opportunity to vote on their removal. The President explained that, after structural problems with the pergolas had been flagged some months ago by the Caretaker, a number of experts had been consulted on site, including landscapers (among them, the original landscape architect for Pacifica) and carpenters. All had the same opinion: the pergolas as they were then represented a significant safety and liability hazard for the Strata Corporation.

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The Council had then surveyed owners about their preferences for complete removal or partial removal; only about a dozen owners had replied to the survey, which had been attached to earlier minutes. Because action was urgently needed, the Council hired expert landscapers, Angel Ridge, who had been recommended by the original landscape architect and who offered a very cost-effective proposal for an interim solution. They were able to prune back the wisteria and remove the crumbling wooden pergolas while retaining and strengthening the four corner structures where the most established wisteria vines remain in place. This makes it possible to devise a new plan for where and how to regrow the wisteria and clematis. The Council intends to ask owners at the 2013 Annual General Meeting for their approval to consider various landscaping options. Ms. Martineau volunteered to assist the Garden Committee with developing a new plan for pergolas and other landscaping enhancements. The Council thanked Ms. Martineau for her presentation and her assistance.

## 5. **FINANCE**

### a. **Financial Statements**

The Strata Treasurer provided the Council with a brief report on the June financial statements. Income, expenses and budget variances were discussed with the Council Members. The Strata is currently over budget for the first nine (9) months of the fiscal year, mostly due to variable timing of some expenses and invoices. The June financial statements are attached.

**Owners are encouraged to sign up for PQ Online (see page 5) where the Strata's financial information will be accessible at any time.**

It was: ***MOVED, SECONDED and CARRIED***  
To approve the June 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 \$63,000, made up primarily of special assessment arrears, and there are currently 13 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 as previously directed by the Council.

**Effective August 1, 2013, the fine for unpaid special assessments will increase from \$50.00 to \$100.00. The Strata Council instructed the Property Manager to register liens against those strata lots that have made no effort to pay their special assessments.**

## 6. **BUSINESS ARISING**

### a. **Council Discussion Items**

- i. The Property Manager reviewed the "Action List" with the Council and confirmed that revisions were underway and will be completed by month end.

The Property Manager advised that the program to increase Ross' involvement in facilities management will be in place effective August 1, 2013.

- ii. Additional discussion topics raised by the Council Members included:
  - noise complaints on the Canada Day weekend – the Property Manager confirmed that these complaints were addressed by the strata lot owner and that there has been no reoccurrence or further complaints.

**b. Property Manager's Report**

- i. **#101C/203C Drain Pipe Relocation:** The Property Manager confirmed that work is currently underway on this project. The plumbing work is complete and the wall restoration and painting should be completed within two weeks. Due to the inconvenience caused to the Northgate residents as a result of the contractor's errors, the Strata Council asked the Property Manager to request a \$ 500 credit on the final contract price.
- ii. **#504C/505C/801A Deck Repairs:** The Property Manager confirmed that work is currently underway on the three deck repair/replacement projects. # 801A and # 505C are almost complete and then work will begin on # 504C.
- iii. **Northgate Courtyard Pergola:** The Property Manager noted that the contractor expects to be completely finished within the week.
- iv. **Recycling Signage:** The Property Manager presented suggestions to the Council for improved recycling signage. The Strata Council approved the quote for new signage.
- v. **Garbage Compactor:** The Property Manager reported that the garbage compactor was experiencing additional operational problems. Strata Council debated the pros and cons of repairing the existing equipment versus replacing the existing equipment with a new compactor. The consensus was that the repair costs (estimated at \$ 5,000 +/-) offered no guarantee and that it was just a matter of time before replacement would be the only option.

It was: **MOVED, SECONDED and CARRIED (4 in favour, 1 opposed)**  
To replace the garbage compactor.

**c. Caretaker's Report**

There was no monthly caretaker's report as Ross was on holidays.

**7. NEW BUSINESS**

- a. The Strata Council noted that there was poor response to a recent fire alarm in the Northgate building. All residents are reminded to exit the building when you hear the fire alarm bells ring. DO NOT assume that it is a false alarm – EXIT the building when you hear the alarm bells.

**If you require assistance to exit the building in the event of an emergency, please complete and return the attached survey. We will make the list of those requiring assistance available to the Fire Department.**

8. **COMMITTEE REPORTS**

a. **Landscape/Gardening Committee**

Matt Nowak attended the meeting on behalf of the Landscape/Gardening Committee. Matt noted that he will be contacting Davey Tree to discuss pruning requirements and to obtain budget figures for the 2013/2014 fiscal year. Matt has obtained a new hose reel and is obtaining quotes for the Southgate NW corner work. One member noted that there is a muddy area in the courtyard – building staff will consult with the irrigation company.

Matt welcomes Lucie Martineau to the Committee (see item 4.b) and looks forward to working with her to present owners with options for consideration at this year's AGM.

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

Monica Drake reported for the Committee regarding the renovation bid process. The bid package has been finalized by the lawyer and the Committee and four pre-qualified general contractors have been invited to respond to the call for bids. Specification and drawings prepared by Insight Design were included with the bid package. A building walkaround with the four contractors is scheduled for July 19 and the Committee expects to have bids by August 9 [Note: this deadline was subsequently extended to August 15th]. The Committee will review the bids and make preliminary recommendations to the Strata Council at the August meeting.

The Committee is also in the process of interviewing and selecting a "Strata Representative" to serve as the Payment Certifier on behalf of the strata corporation.

Monica thanked the Committee volunteers for their hard work and diligence.

One council member noted that two windows in the Cityhomes hallway would require replacement prior to receiving the window tinting treatment included in the renovation.

c. **Bylaw Revision Committee**

The Committee had no current report. The Property Manager offered to assist and will prepare a preliminary draft for further review by the Strata Council.

One council member noted for the record that the Bylaw Revision Committee has been tasked with suggesting ways to sort out the 'sections' issue and with consolidating into one 'clean' document Pacifica's current bylaws with the Standard Bylaws appended to the Strata Property Act. This is being done without changing their intent. Any *changes* to bylaws can only be made by a  $\frac{3}{4}$  vote of owners at a general meeting.

d. **Depreciation Report Committee**

Philippe Arrata reported that the on-site building review is scheduled for August 1 and that the contractor, RDH Engineering, advises that they are still on target for completion of a draft report to Strata Council by August 31.

e. **Security Committee**

Ryan Wilson advised that the Committee had no current report. One council member noted that the pool area exit doors are often open and that there have been issues with contractors leaving exit doors open – building staff will follow up.

f. **Energy Audit Committee**

Cole Rheaume attended the meeting and reported for the Committee. There was discussion of proceeding with the bid process for planning an energy retrofit to follow up on the findings of the energy audit and the steps involved in obtaining the bids. There was additional discussion of the original Energy Audit Report, proposed financing and the quote specifications. The Committee hopes to obtain quotes by mid-August and will provide recommendations to the Strata Council at their August meeting.

It was: ***MOVED, SECONDED and CARRIED (4 in favour, 1 abstention)***

To approve distribution of the Request For Quotes to various project managers to obtain quotes for the supervision, supply and installation of the energy audit recommendations.

There was discussion of an independent consultant to work on behalf of the strata corporation to ensure quality control as this will be a significant project.

9. **OTHER BUSINESS**

- a. No additional business was discussed.

10. **NEXT MEETING**

**The next Strata Council Meeting is scheduled for Tuesday, August 20, 2013 at 7:00 pm**

11. **ADJOURNMENT**

The meeting was adjourned at 9:50 p.m.

***Submitted by:***

***PACIFIC QUORUM PROPERTIES INC.***  
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**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**  
**June 30, 2013**

**ASSETS**

Bank - Operating Funds Account	9,262.33
Bank - Special Levy Funds Account	482,210.70
Bank - Contingency Reserve Account	270,495.51
Funds due to Op A/C from CRF	1,155.00
CRF - Scotia GIC (1.25%;Jan-2014)	79,245.00
CRF - Interfund Loan (Insurance)	58,500.00
Petty Cash	500
Accounts Receivable	61,937.19
Prepaid Expenses	6,619.98
Prepaid Insurance	66,072.52

Fixed Assets

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

**TOTAL ASSETS** **1,177,214.02**

**LIABILITIES & EQUITY**

Liabilities

Accounts Payable	23,969.22
Funds due to OP A/C from CRF	1,155.00
Prepaid Maintenance Fees	44,010.44
Dryer Vent Reserve	-250.19
Garden Reserve	2,236.75
Mortgage Payable	44,800.47
Accrued Liabilities	11,912.39
Interfund Loan	58,500.00

Total Liabilities 186,334.08

Equity

Caretaker Suite Equity	96,415.32
Current - Surplus (Deficit)	7,678.73
Prior Years Surplus(Deficit)	-200.32

Contingency Reserve Fund	364,026.99
Capital Projects Fund	40,748.52
	404,775.51

Special Levy Fund (2012F & 2012G) 482,210.70

Total Equity 990,879.94

**TOTAL LIABILITIES & EQUITY** **1,177,214.02**

**Budget Comparison  
Consolidated Statement  
June 30, 2013**

	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual
<b>INCOME</b>					
3110 Strata Fees	82,599.55	82,599.58	743,395.72	743,396.22	991,195.00
3114 Amenity Income	1,150.00	841.67	6,825.00	7,575.03	10,100.00
3116 Parking Income	1,110.00	1,233.33	8,113.00	11,099.97	14,800.00
3117 Move-in/out Fees	200	250	2,800.00	2,250.00	3,000.00
3118 Storage Lockers Rental	0	533.33	6,000.00	4,799.97	6,400.00
3119 Fines/Penalties	735	258.33	935	2,324.97	3,100.00
3120 Interest Income	71.26	50	554.58	450	600
3125 Miscellaneous	181	91.67	1,434.36	825.03	1,100.00
3126 Novus Income	0	5.83	59.86	52.47	70
3127 Bottle Recycling	14.84	25	133.11	225	300
3130 Caretaker Suite Rental	630	630	5,670.00	5,670.00	7,560.00
<b>TOTAL INCOME</b>	<b>86,691.65</b>	<b>86,518.74</b>	<b>775,920.63</b>	<b>778,668.66</b>	<b>1,038,225.00</b>
<b>EXPENSE</b>					
General Expenses					
4010 Bank Charges	108.76	116.67	984.85	1,050.03	1,400.00
4014 Insurance	11,012.08	10,833.33	97,002.48	97,499.97	130,000.00
4016 Legal/Audit Fees	0	83.33	913.18	749.97	1,000.00
4018 Administration	371.46	416.67	5,568.13	3,750.03	5,000.00
4019 Duplicating	51.5	291.67	1,951.93	2,625.03	3,500.00
4020 Management Fees	4,247.27	4,530.42	39,924.33	40,773.78	54,365.00
4045 Enterphone	151.38	166.67	1,409.25	1,500.03	2,000.00
4110 Amenity Areas	2,137.11	750	10,258.24	6,750.00	9,000.00
4126 Security Maintenance	410.59	1,083.33	7,561.10	9,749.97	13,000.00
4128 Move Monitoring	286.65	200	2,352.59	1,800.00	2,400.00
4129 Fire/Security Monitoring	0	2,058.33	21,356.23	18,524.97	24,700.00
Utilities					
4210 Electricity	7,291.11	7,500.00	55,573.01	67,500.00	90,000.00
4212 Gas	3,278.25	6,666.67	58,447.09	60,000.03	80,000.00
4214 Water & Sewer	0	5,083.33	29,342.35	45,749.97	61,000.00
4216 Waste Removal	1,773.61	2,666.67	20,420.82	24,000.03	32,000.00
Repairs & Maintenance					
4306 Carpet Cleaning	0	0	1,752.80	0	0
4310 Elevator Maintenance	4,534.74	3,833.33	35,449.01	34,499.97	46,000.00
4318 R & M Building	8,132.59	7,991.67	89,031.20	71,925.03	95,900.00
4319 Mechanical Maintenance	2,909.88	1,666.67	14,636.67	15,000.03	20,000.00
4330 Landscaping Maintenance	3,408.00	3,408.33	30,267.65	30,674.97	40,900.00
4333 Tree Maintenance	0	350	4,670.40	3,150.00	4,200.00
4335 Landscaping Improvements	0	83.33	0	749.97	1,000.00
4350 Supplies / Equipment	60.29	950	5,796.31	8,550.00	11,400.00
4352 Window Cleaning	783	783.33	7,049.64	7,049.97	9,400.00
4353 Dryer Vent Cleaning	333.33	333.33	4,898.37	2,999.97	4,000.00



Caretaker Expenses					
4410 Mortgage ( S/L#141)	813.02	880.83	7,798.69	7,927.47	10,570.00
4420 Strata Fees - Suite	220.55	224.17	1,984.95	2,017.53	2,690.00
4425 Strata Suite - Expenses	0	41.67	0	375.03	500
4430 Property Taxes	0	16.67	0	150.03	200
4440 Telephone / Pager	164.44	133.33	1,092.99	1,199.97	1,600.00
4450 Caretaking/Janitorial	11,575.60	12,125.00	109,497.64	109,125.00	145,500.00
Other Expenses					
4590 Contingency Reserve Fund	11,250.00	11,250.00	101,250.00	101,250.00	135,000.00

<b>TOTAL EXPENSE</b>	<b>75,305.21</b>	<b>86,518.75</b>	<b>768,241.90</b>	<b>778,668.75</b>	<b>1,038,225.00</b>
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<b>NET INCOME</b>	<b>11,386.44</b>	<b>-0.01</b>	<b>7,678.73</b>	<b>-0.09</b>	<b>0</b>
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## **EMERGENCY ASSISTANCE**

**IF YOU REQUIRE ASSISTANCE TO EXIT THE  
BUILDING IN THE EVENT OF AN  
EMERGENCY – PLEASE COMPLETE THE  
INFORMATION BELOW.**

**NAME: (print legibly)**

\_\_\_\_\_

**SUITE NUMBER: \_\_\_\_\_**

**BUILDING ADDRESS: \_\_\_\_\_**

**PHONE NUMBER: \_\_\_\_\_**

**RETURN THIS FORM TO ROSS IN THE  
SITE OFFICE (SOUTHGATE AMENITY  
ROOM), OR TO THE STRATA MAILBOX IN  
YOUR BUILDING OR TO THE PROPERTY  
MANAGER BY MAIL, FAX OR EMAIL.**

***THANK YOU***