



**PACIFICA
STRATA PLAN LMS 597**

**STRATA COUNCIL MEETING MINUTES
TUESDAY, JUNE 18, 2013 AT 7:00 PM**

COUNCIL MEMBERS PRESENT:

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

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 7:03 p.m. and welcomed the Council Members and guests Elke and Robert Mermelstein.

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 May 21, 2013 Strata Council meeting.

4. OWNERS' CONCERNS

- a.** The Council reviewed correspondence from a Maingate owner regarding condensation on her windows. The Council notes that condensation is usually a result of poor in-suite ventilation. Installation of a new bathroom fan is often recommended to address window condensation issues as new fans are generally both more powerful (move more air) and quieter than older fans that were installed when the Pacifica was built. The Council will revise and update the Condensation Management Guidelines that are available to all residents on the Pacifica website (www.pacifica597.org). The Council asked the Property Manager to respond to the owner.
- b.** The Council reviewed correspondence from a Maingate owner concerning the use of strong, and sometimes overpowering, fragrances and cologne by users of the fitness facilities. As there is limited ventilation in the fitness facilities, all residents are reminded to be good neighbours by keeping the use of fragrances, perfumes and cologne to a minimum when using the fitness area. Residents are also reminded to wipe off the fitness machines after use, to dress appropriately in

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

the fitness area and to shower before entering the pool or hot tub.

FITNESS AREA ETIQUETTE

- **AVOID USE OF STRONG FRAGRANCES, PERFUMES, AND COLOGNE**
- **WIPE OFF ALL MACHINES AFTER USE WITH PROVIDED PAPER TOWELS AND CLEANING SOLUTION**

POOL AND HOT TUB RULES

- **ALL USERS INCLUDING CHILDREN MUST SHOWER BEFORE ENTERING THE POOL OR HOT TUB**

- c. The Council reviewed correspondence from a Maingate owner regarding various issues concerning use of the Recreation Centre (pool area) and bicycle traffic. The Council asked the Property Manager to find out from the emergency authorities what the correct address or identification is for the Strata's Recreation Centre so that signs may be posted with appropriate instructions in the event of an emergency there. The Council also asked the Property Manager to respond to the owner.

5. FINANCE

a. Financial Statements

The Strata Treasurer provided the Council with a brief report on the May financial statements. Income, expenses and budget variances were discussed with the Council Members. The Strata is 1% over budget for the first eight (8) months of the fiscal year, mostly due to variable timing of some expenses. The May 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 May 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 \$61,000, made up primarily of special assessment arrears, and there are currently 15 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 Property Manager confirmed that Strata Lot 29 has been sold and that the strata corporation will collect the \$20,000+ in arrears at the closing of the sale in July.

6. **BUSINESS ARISING**

a. **Council Discussion Items**

- i. The Property Manager reviewed the “Action List” with the Council and Members offered suggestions and recommendations for improving the list. The Property Manager will revise the “Action List” for the next meeting.

The Property Manager advised that Ross and the contract cleaners were meeting to review the various manual tasks that the Strata Council would like the contract cleaners to undertake so that Ross could devote more time to Facilities Management. The Property Manager will report to the Council at the next meeting.

- ii. Additional discussion topics raised by the Council Members included:
 - access panel to be installed over the exposed piping in the fitness area

b. **Property Manager’s Report**

- i. **#101C/203C Drain Pipe Relocation:** The Property Manager confirmed that work is currently underway on this project.
- ii. **#504C/505C/801A Deck Repairs:** The Property Manager confirmed that work is currently underway on the three deck repair/replacement projects.
- iii. **Northgate Courtyard Pergola:** Please see discussion under the Landscape Committee.
- iv. **Bicycles:** The Property Manager reported that there are 116 bicycles stored in the parkade with 50 of the bicycles untagged and unlabelled. The Pacifica staff will initiate a bicycle identification program in the late summer so that the abandoned bicycles can be identified and ultimately removed, freeing up space for everyone.
- v. **Recycling Signage:** The Property Manager presented suggestions to the Council for improved recycling signage. The Property Manager will obtain quotes for new signage.

c. **Caretaker’s Report**

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

7. **NEW BUSINESS**

- a. The Strata Council reviewed and approved three quotes from Allstar Waterproofing and Restoration for interior and exterior repairs to three strata lots.

8. **COMMITTEE REPORTS**

a. **Landscape/Gardening Committee**

Matthew Nowak attended the meeting on behalf of the Landscape/Gardening Committee. The Council President, Monica Drake, updated the Council Members on her discussions with landscape architects and contractors in an effort to identify the best solution for dealing with the Northgate Courtyard Pergola, which is currently unsafe and must be removed..

Angel Ridge Landscaping has offered an attractive quote to remove the pergola and preserve as much of the wisteria as possible. The Council reviewed and discussed this proposal and agreed to proceed with it as the proposed price was commensurate with the previous quotes received to just remove the pergola without saving the wisteria. The Members thanked Monica for pursuing this issue.

Matthew reported that he was in the process of obtaining quotes for landscaping at the NW corner of Southgate as discussed at the last Council meeting. The Members offered some design suggestions. The Council agreed that the Northgate Courtyard Pergola was currently the first priority.

The President noted that there was some recent damage to the gardens on the west side of the Northgate building as a result of installation of scaffolding for deck repairs. The Council thanks John and Judy Shinnick and Jim Circo, the gardener, for their assistance in saving and removing many of the plants damaged by the scaffolding. The Property Manager confirmed that he would negotiate a \$500 credit from the contractor for restoring the garden once the scaffolding is removed.

b. Committee to Implement Pacifica's Renovations

Monica Drake presented a report from the Committee regarding the selection of a contractor to organize the bidding process for the interior renovation project. The Council members reviewed and discussed the Committee's recommendation. Monica noted that Committee members would be meeting with the strata's legal counsel, Allyson Baker, to review the bidding procedure and some of the contract details.

Subsequent to the Strata Council meeting and the Committee's meeting with Allyson Baker, the Committee recommended to the Strata Council that Allyson Baker be retained to assist in (a) organizing the bidding process by preparing, in consultation with the Council and the Committee, the Request for Proposals/Invitations to Bid; and (b) drafting the outline of a project management/construction goods and services contract for the contractor eventually selected.

MOVED, SECONDED AND CARRIED (one opposed)

That the Strata engage the services of Allyson Baker, of the law firm of Clark Wilson LLP, to assist the Council and the Committee with the process of identifying and engaging a principal contractor for the interior common areas renovation project approved in November, 2012, by the Owners.

c. Bylaw Revision Committee

Seva Batkin advised that the Committee had no current report. The Committee would eagerly welcome volunteers to help get the process of comprehensively reviewing our bylaws underway. Owners willing and able to contribute their time and effort to this important task are invited to contact Seva or the council for further details.

d. Depreciation Report Committee

Philippe Arrata advised that the Committee had no current report.

e. Security Committee

Seva Batkin, on behalf of Ryan Wilson, advised that the Committee had no current report.

f. Energy Audit Committee

There was no report from the Committee.

9. **OTHER BUSINESS**

- a. **Noise Complaints in Northgate:** The Council met “in camera” with a Northgate owner to discuss his response to recurring noise complaints. The Council will respond to both owners involved.

10. **NEXT MEETING**

The next Strata Council Meeting is scheduled for Tuesday, July 16, 2013 at 7:00 pm

11. **ADJOURNMENT**

The meeting was adjourned at 9:50 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
May 31, 2013

ASSETS

Bank - Operating Funds Account	11,347.43
Bank - Special Levy Funds Account	404,447.35
Bank - Contingency Reserve Account	244,611.79
CRF - Scotia GIC (1.25%;Jan-2014)	79,245.00
CRF - Interfund Loan (Insurance)	73,125.00
Petty Cash	500
Accounts Receivable	65,833.88
Prepaid Insurance	77,084.60

Fixed Assets

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

TOTAL ASSETS

1,097,406.66

LIABILITIES & EQUITY

Liabilities

Accounts Payable	31,657.89
Prepaid Maintenance Fees	49,364.88
Dryer Vent Reserve	-583.52
Garden Reserve	2,236.75
Mortgage Payable	45,463.14
Accrued Liabilities	7,721.39
Interfund Loan	73,125.00

Total Liabilities 208,985.53

Equity

Caretaker Suite Equity	95,748.47
Current - Surplus (Deficit)	-3,707.71
Prior Years Surplus(Deficit)	-200.32

Contingency Reserve Fund	352,543.83
Capital Projects Fund	43,058.52
	<u>395,602.35</u>

Special Levy Fund (2012F & 2012G) 400,978.34

Total Equity 888,421.13

TOTAL LIABILITIES & EQUITY

1,097,406.66

Budget Comparison (Accrual)
Consolidated Statement
May 31, 2013

	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual
INCOME					
3110 Strata Fees	82,599.55	82,599.58	660,796.17	660,796.64	991,195.00
3114 Amenity Income	125	841.67	5,675.00	6,733.36	10,100.00
3116 Parking Income	1,110.00	1,233.33	7,003.00	9,866.64	14,800.00
3117 Move-in/out Fees	200	250	2,600.00	2,000.00	3,000.00
3118 Storage Lockers Rental	0	533.33	6,000.00	4,266.64	6,400.00
3119 Fines/Penalties	0	258.33	200	2,066.64	3,100.00
3120 Interest Income	55.46	50	483.32	400	600
3125 Miscellaneous	110	91.67	1,253.36	733.36	1,100.00
3126 Novus Income	0	5.83	59.86	46.64	70
3127 Bottle Recycling	4.83	25	118.27	200	300
3130 Caretaker Suite Rental	630	630	5,040.00	5,040.00	7,560.00
TOTAL INCOME	84,834.84	86,518.74	689,228.98	692,149.92	1,038,225.00
EXPENSE					
General Expenses					
4010 Bank Charges	107.95	116.67	876.09	933.36	1,400.00
4014 Insurance	11,012.08	10,833.33	85,990.40	86,666.64	130,000.00
4016 Legal/Audit Fees	0	83.33	913.18	666.64	1,000.00
4018 Administration	186.5	416.67	5,196.67	3,333.36	5,000.00
4019 Duplicating	168.75	291.67	1,900.43	2,333.36	3,500.00
4020 Management Fees	4,247.27	4,530.42	35,677.06	36,243.36	54,365.00
4045 Enterphone	151.38	166.67	1,257.87	1,333.36	2,000.00
4110 Amenity Areas	118.08	750	8,121.13	6,000.00	9,000.00
4126 Security Maintenance	447.75	1,083.33	7,150.51	8,666.64	13,000.00
4128 Move Monitoring	624.5	200	2,065.94	1,600.00	2,400.00
4129 Fire/Security Monitoring	29.25	2,058.33	21,356.23	16,466.64	24,700.00
Utilities					
4210 Electricity	7,170.00	7,500.00	48,281.90	60,000.00	90,000.00
4212 Gas	5,985.07	6,666.67	55,168.84	53,333.36	80,000.00
4214 Water & Sewer	0	5,083.33	29,342.35	40,666.64	61,000.00
4216 Waste Removal	6,986.06	2,666.67	18,647.21	21,333.36	32,000.00
Repairs & Maintenance					
4306 Carpet Cleaning	0	0	1,752.80	0	0
4310 Elevator Maintenance	3,705.03	3,833.33	30,914.27	30,666.64	46,000.00
4318 R & M Building	9,763.57	7,991.67	80,898.61	63,933.36	95,900.00
4319 Mechanical Maintenance	0	1,666.67	11,726.79	13,333.36	20,000.00
4330 Landscaping Maintenance	2,986.85	3,408.33	26,859.65	27,266.64	40,900.00
4333 Tree Maintenance	0	350	4,670.40	2,800.00	4,200.00
4335 Landscaping Improvements	0	83.33	0	666.64	1,000.00
4350 Supplies / Equipment	1,003.39	950	5,736.02	7,600.00	11,400.00
4352 Window Cleaning	1,566.66	783.33	6,266.64	6,266.64	9,400.00
4353 Dryer Vent Cleaning	333.33	333.33	4,565.04	2,666.64	4,000.00

Caretaker Expenses					
4410 Mortgage (S/L#141)	813.02	880.83	6,985.67	7,046.64	10,570.00
4420 Strata Fees - Suite	220.55	224.17	1,764.40	1,793.36	2,690.00
4425 Strata Suite - Expenses	0	41.67	0	333.36	500
4430 Property Taxes	0	16.67	0	133.36	200
4440 Telephone / Pager	112.68	133.33	928.55	1,066.64	1,600.00
4450 Caretaking/Janitorial	12,132.21	12,125.00	97,922.04	97,000.00	145,500.00
Other Expenses					
4590 Contingency Reserve Fund	11,250.00	11,250.00	90,000.00	90,000.00	135,000.00
TOTAL EXPENSE	81,121.93	86,518.75	692,936.69	692,150.00	1,038,225.00
NET INCOME	3,712.91	-0.01	-3,707.71	-0.08	0