



**PACIFICA  
STRATA PLAN LMS 597**

**STRATA COUNCIL MEETING MINUTES  
TUESDAY, JULY 15, 2014 AT 7:00 PM**

**COUNCIL MEMBERS PRESENT:**

**Monica Drake, President  
Con Verburg, Vice President  
Philippe Arrata, Treasurer  
Martin Jonsson, Member at Large  
Dr. Isabella Wang, Commercial**

**COUNCIL REGRETS:**

**Paolo Ciocca  
Russell Ball**

**MANAGEMENT PRESENT:**

**Bruce Adanac, Regional Manager  
Pacific Quorum Properties Inc.  
Direct line: 778-383-1164 / [badanac@pacificquorum.com](mailto:badanac@pacificquorum.com)**

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**HELD IN THE AMENITY ROOM AT SOUTHGATE – 503 WEST 16<sup>TH</sup> AVENUE, VANCOUVER**

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**1. CALL TO ORDER**

The Strata Council President, Monica Drake, called the meeting to order at 7:15 p.m. and welcomed owner Keegan Peters as an observer.

**2. ADOPTION OF AGENDA**

The Chair asked the Council Members if there were any changes or additions to the agenda. There being none, 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 17, 2014 meeting.

**4. COMMERCIAL SECTION MATTERS**

**a. Planning Meeting for Separate Sections**

The Property Manager reported on his recent meeting with Michael Friedman from the Commercial Section who is working on the Commercial Section Bylaws. Mr. Friedman has forwarded some notes on those bylaws to the Council President who, in turn, is compiling this work with the Bylaws Review Group.

**b. Commercial Cooling Tower Replacement**

The Property Manager advised of recent correspondence with the Commercial Section Representative. Dr. Wang has advised that she and the Engineer (John Makepeace of Jade West Engineering) have met at the property and are currently seeking the as-built drawings for the

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**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

building. The Strata Council President advised that these are digitized; however, the Engineer is seeking mechanical drawing plans which may have to be acquired from the City of Vancouver.

*Dr. Wang suggested that ordering mechanical plans should proceed. She advised that her Engineer is preparing a report assessing the quotes to replace the cooling tower. The report should be available within two weeks. She advised that the Engineer's initial comments indicated that the replacement quotes provided earlier by the Property Manager were competitive and consistent with marketplace.*

*Bruce also reported that Dr. Wang would like to move forward with scheduling the Commercial Section Special General Meeting to have commercial representatives vote on the extraordinary expenditure for replacement of the cooling tower. He will meet with her to co-ordinate the Special General Meeting once the Engineer's recommendations have been received her.*

*Dr. Wang and her associate Mr. Hong then left the meeting at 8:30 p.m.*

## 5. FINANCIAL STATEMENTS

### a. Treasurer's Report

The Treasurer reviewed his monthly summary report with the Council Members. He noted that the year-to-date expenses are over budget by 3.3%. The Treasurer discussed several budget variances with the Council Members and the Property Manager including water and sewer, income from the amenity room and gas cost and consumption. Commentary was also provided on the Caretaker payroll being over budget; the Property Manager advised that this was due to an internal error which is being corrected to bring this expense item into line with the budget. The Treasurer recommended approval of the Financial Statements.

### b. Review of Accounts Receivable

The Property Manager noted an improvement in accounts receivable from the month ending May 31, 2014 to June 30, 2014. At May 31, 2014 the outstanding A/R was \$78,159.73 and at June 30, 2014 amounts outstanding were \$51,103.14. Further outstanding monies will be forthcoming in July 2014 to improve the A/R.

### c. Adoption of Statements

It was **MOVED, SECONDED and CARRIED to Approve** the May 2014 and June 2014 Financial Statements.

## 6. BUSINESS ARISING

### a. Council Items

#### i. Procedures for Welcoming new Residents-Introductory Discussion

The Strata Council President introduced the idea that the way new Owners and residents are welcomed to Pacifica could be improved. This idea springs from recent discussions of the Bylaws Review Group who see the launch of overhauled bylaws (anticipated later in the year) as an opportunity for some community building: perhaps newly-arrived owners and residents could be offered some hands-on, in-person orientation to life at Pacifica, in addition to the printed documentation they all receive when they register with the Facilities Manager. It was recognized that his work-load is too onerous to expect him to provide this. The President looks forward to more discussion of this initiative, in due course.

**b. Property Manager's Items for Action/Decision****i. Directives Review**

The Property Manager presented the Strata Council with a detailed listing of sixteen (16) action directives, resulting from the June Council Meeting. He reported on progress in all of these areas noting that the majority of the directives were completed.

**ii. Trellis Work 8<sup>th</sup> Floor North Gate Building**

The Property Manager reported that the rooftop trellises on two patios had been replaced successfully. The Council approved payment of the invoice for this work. It was noted that there were compliments received from an Owner on the work completed by Rockport Property Services and their professionalism as they carried out their duties.

**iii. Fire System Quotations**

The Property Manager reviewed several quotes from the strata's fire safety company for equipment renewal and replacement. The Property Manager will be meeting with a company representative to ask that the quotes be clarified and prioritized. Council members pointed out that the RDH Depreciation Report had projected a significant expenditure in 2015 for fire safety equipment repair/replacement. The Property Manager will review and report to the Council.

**c. Facilities Manager's Report**

Ross Abercrombie's monthly report was reviewed. Strata Council thanks Ross for his input.

**d. Assistant Caretaker Recruitment and Interim Coverage**

The interviews were carried out by the Property Manager, Bruce Adanac, the Strata Council President, Monica Drake, and the Facilities Manager Ross Abercrombie, with consensus being that Edward Saymo would be a good fit for the Pacifica complex. The Property Manager reported on interviews for a permanent Assistant Caretaker which took place the previous week. Edward Saymo has been offered the position (to replace Lance) on a permanent basis. His employment will commence within a week of the Strata Council Meeting. Council Members were very complimentary towards the interim caretaker, Daniel from Eureka Security. He has carried himself in a very professional manner and if there is an opportunity to bring Eureka Security and Daniel back to the property in the future, this will take place. There were also suggestions that Eureka Security be engaged to supervise moves replacing the current security provider, as Ross has expressed some dissatisfaction with their work.

**7. NEW BUSINESS****a. Security and Bike Storage Area**

There was a break-in on July 9, 2014, with some bikes being stolen. The entry point was the Northgate front entrance. A police file was opened for anybody who may have been affected by this theft; the file number can be obtained from the Facilities Manager. The surveillance tape footage has been forwarded to the Vancouver Police Department.

The Property Manager suggested it may be time to conduct another security walk-through of the property involving local authorities to seek their recommendations for improvements. Strata Council concurred and suggested a former Council Member, John Shinnick, be contacted to participate in this, as his past work in this area was noted and well received. The Property Manager will arrange for this to take place.

A Discussion took place regarding the bike storage areas being overcrowded and in need of thinning out (i.e. removal of unwanted bikes). Owners are encouraged to assess their needs and if they have a bicycle in this area that is not being used they are encouraged to remove their bike and help free up storage space for other owners in need. There are various charitable organizations in town that pick up these bikes for free and owners are encouraged to seek out these organizations. Proper notification will go up in the building and the Property Manager will be attempting to source out one of these charitable organizations.

**b. Roof Survey**

CSA Building Sciences are on site to assess the building's roofs and roof decks. CSA will be providing CAD drawings and also updating their maintenance report. It is crucial that this maintenance be completed as it was something that was referenced in the Depreciation Report. This assessment is also necessary to update the capital plan for future work needed at Pacifica.

**c. Water Issues**

The Property Manager reported ongoing issues surrounding two units in the Northgate building where water ingress has been a recurring problem. The water ingress appears to be isolated to these two units. The Facilities Manager has made reference to a recurrence of issues at these suites dating back to the mid 1990's. Numerous trades have been brought in over the years to try and assess and eliminate the problem; however, there has been some temporary but little permanent success. The Property Manager suggested and the Council agreed that Engineers should be engaged to better examine the problem with the aim of resolving the problem.

It was suggested that RDH be engaged as they are the company that completed the Depreciation Report. The Strata Council agreed noting the ongoing dissatisfaction with some of the current trades involved. The Property Manager will obtain a quotation for service and forward it to Strata Council for approval. The Property Manager will also advise the residents adversely affected and inform them of the new direction the Strata Council is taking to address this

**d. Insurance Claim - Water Damages**

The Property Manager reported on a water loss in the Southgate building which transpired one week earlier, affecting four suites. The cause was a faulty in-suite washing machine. The Strata Council approved charging back the Strata's insurance deductible cost to the unit owner responsible for the water damage.

**8. REPORT OF COMMITTEES**

**a. Interior Renovation Committee**

Monica Drake reported that the only item that the contractor must still complete is the elevators' rekeying and replacing call-button panels in lobbies. All other deficiencies have been addressed. Preliminary estimates show that the interior renovation project has successfully come in under budget. Owners will receive refunds on their special assessment but the exact amounts will only be available when all final invoices have been paid and tabulated.

**b. Landscaping/Gardening Committee**

There is nothing new to report. Further communications between the Council President and the gardener and tree maintenance experts are planned, in preparation for the capital plan.

**c. Governance Committee**

As promised at the June Council meeting, the Bylaws Review Group submitted a working draft of bylaws revisions and related governance issues for the Council's consideration. This was the

product of the group's extensive research, analysis and debate about improving how Pacifica governs itself. The group also suggested a process and timeline for overhauling Pacifica's governance documents. *[Please refer to the Recommendations document appended to these minutes].*

Council members expressed appreciation for the work done by the Review Group. They also agreed to (i) forward the documents prepared by the group to the strata's lawyer for amplification, correction and completion; (ii) start planning for a Special General Meeting of all Owners (residential and commercial) to ratify a new document, ideally in late September 2014 and before the November 2014 AGM; and (iii) ask the lawyer for guidance on how to rectify discrepancies in strata lot designations in the original bylaws and strata plan filed by the developer in 1992.

**d. Depreciation Report Capital Planning Committee**

Nothing new to report.

**9. CORRESPONDENCE & BUILDING REPRESENTATIVES' REPORTS**

**a. Correspondence**

The Property Manager presented items of correspondence received. These were as follows:

- Request for exemption from the liquor consumption restriction in LMS 597 bylaw 12.7 for an amenity room booking had been previously approved by the Strata Council. Strata Council's approval is supported by guidance provided by the Liquor Control Branch which states that a special occasion license is not needed for liquor consumption within strata common areas.
- An interior renovation request for unit 203C was received and approved.
- Appeal of an alleged excessive Guest Suite cleaning charge from an Owner, which has been denied by Council.
- A bulk purchase program for new sealed windows. The Property Manager advised of a quotation received from Accurate Glass for a volume discount, on sliding scale, for sealed window units (supply and install). The Property Manager will be following up with homeowners to determine the level of interest.
- Commentary from an Owner on an overall lack of care on the part of building residents for new building finishes. This owner voiced displeasure, having observed evidence of neglect and damage to the new finishes. Notices have been posted in the various buildings encouraging Owners to exercise more care and caution.

**10. ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:04 p.m.

**11. NEXT MEETING**

The next Council meeting has been shifted from August 19th to August 26th to accommodate Members' schedules.

**The next Strata Council Meeting is scheduled for Tuesday, August 26, 2014, 7:00 p.m.**

**Submitted by:**

**PACIFIC QUORUM PROPERTIES INC.**

Bruce Adanac, Regional Manager

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

Vancouver, BC V6P 6G5

Telephone: 604-685-3828

Fax: 604-685-3845 / Direct: 778-383-1164

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

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

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

**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.*

**YOUR PACIFICA WEBSITE IS**

**[www.pacifica597.org](http://www.pacifica597.org)**

**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, 2014**

**ASSETS**

Bank - Operating Funds Account	16,523.71
Bank - Special Levy Funds Account	87,018.23
Bank - Contingency Reserve Account	220,926.48
CRF - Scotia GIC (1.25%;Jan-2014)	81,402.00
Levy - OP Funds Due to CRF	63,924.22
CRF - Interfund Loan (Insurance)	70,804.50
Petty Cash	500
Accounts Receivable	51,103.14
Prepaid Expenses	6,521.30
Prepaid Insurance	70,804.50

Fixed Assets

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

**TOTAL ASSETS**

**810,743.87**

**LIABILITIES & EQUITY**

Liabilities

Accounts Payable	19,684.29
Interfund Loan Payable	70,804.50
Prepaid Maintenance Fees	3,355.03
Dryer Vent Reserve	3,749.77
Garden Reserve	2,766.75
Mortgage Payable	36,536.46
Accrued Liabilities	7,935.95
Interfund Loan	63,924.22

Total Liabilities 208,756.97

Equity

Caretaker Suite Equity	104,679.33
Current - Surplus (Deficit)	-26,767.86

Contingency Reserve Fund	296,590.57
Capital Projects Fund	140,466.63
	437,057.20

Special Levy Fund (2012F & 2012G) 87,018.23

Total Equity 601,986.90

**TOTAL LIABILITIES & EQUITY**

**810,743.87**

**Budget Comparison**  
**LMS 597 Pacifica**  
**June 30, 2014**

	<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	86,917.99	86,938.50	782,337.82	782,446.50	1,043,262.00
3114 Amenity Income	0.00	875.00	5,750.00	7,875.00	10,500.00
3116 Parking Income	1,365.00	1,083.33	11,857.50	9,749.97	13,000.00
3117 Move-in/out Fees	600.00	250.00	2,900.00	2,250.00	3,000.00
3118 Storage Lockers Rental	0.00	500.00	6,480.00	4,500.00	6,000.00
3119 Fines/Penalties	0.00	166.67	2,380.50	1,500.03	2,000.00
3120 Interest Income	111.16	50.00	561.14	450.00	600.00
3125 Miscellaneous	50.00	104.17	1,549.99	937.53	1,250.00
3126 Novus Income	0.00	5.83	57.15	52.47	70.00
3127 Bottle Recycling	266.39	16.67	761.46	150.03	200.00
3130 Caretaker Suite Rental	630.00	630.00	5,670.00	5,670.00	7,560.00
<b>TOTAL INCOME</b>	<b>89,940.54</b>	<b>90,620.17</b>	<b>820,305.56</b>	<b>815,581.53</b>	<b>1,087,442.00</b>
<b>EXPENSE</b>					
General Expenses					
4010 Bank Charges	105.55	116.67	1,134.49	1,050.03	1,400.00
4014 Insurance	11,800.75	11,666.67	103,840.78	105,000.03	140,000.00
4016 Legal/Audit Fees	210.07	83.33	919.57	749.97	1,000.00
4018 Administration	267.00	416.67	6,870.71	3,750.03	5,000.00
4019 Duplicating	150.00	250.00	2,901.35	2,250.00	3,000.00
4020 Management Fees	4,388.48	4,388.83	39,497.37	39,499.47	52,666.00
4050 Telephone	0.00	125.00	1,399.11	1,125.00	1,500.00
4110 Amenity Areas	452.22	1,041.67	7,748.06	9,375.03	12,500.00
4126 Security Maintenance	282.61	1,083.33	11,921.84	9,749.97	13,000.00
4128 Move Monitoring	0.00	200.00	1,996.32	1,800.00	2,400.00
4129 Fire/Security Monitoring	0.00	2,083.33	16,883.01	18,749.97	25,000.00
Utilities					
4210 Electricity	8,156.37	7,083.33	70,832.15	63,749.97	85,000.00
4212 Gas	3,752.68	5,833.33	70,474.77	52,499.97	70,000.00
4214 Water & Sewer	0.00	5,500.00	29,230.79	49,500.00	66,000.00
4216 Waste Removal	6,160.78	2,950.00	28,244.58	26,550.00	35,400.00
Repairs & Maintenance					
4310 Elevator Maintenance	4,197.25	4,000.00	37,080.46	36,000.00	48,000.00
4318 R & M Building	9,759.41	8,750.00	90,412.99	78,750.00	105,000.00
4319 Mechanical Maintenance	3,671.34	1,666.67	20,936.43	15,000.03	20,000.00
4330 Landscaping Maintenance	3,358.95	3,416.67	28,352.45	30,750.03	41,000.00
4333 Tree Maintenance	0.00	333.33	2,987.25	2,999.97	4,000.00
4335 Landscaping	0.00	83.33	327.60	749.97	1,000.00
Improvements					
4350 Supplies / Equipment	2,155.53	875.00	8,305.29	7,875.00	10,500.00
4352 Window Cleaning	0.00	816.67	9,418.50	7,350.03	9,800.00
4353 Dryer Vent Cleaning	333.33	500.00	3,939.72	4,500.00	6,000.00
Caretaker Expenses					



4410 Mortgage ( S/L#141)	1,016.04	880.83	7,384.07	7,927.47	10,570.00
4420 Strata Fees - Suite	232.14	242.17	2,089.26	2,179.53	2,906.00
4425 Strata Suite - Expenses	0.00	41.67	371.55	375.03	500.00
4440 Telephone / Pager	125.27	150.00	1,492.89	1,350.00	1,800.00
4450 Caretaking/Janitorial	17,366.10	13,125.00	123,830.03	118,125.00	157,500.00
Other Expenses					
4590 Contingency Reserve Fund	12,916.67	12,916.67	116,250.03	116,250.03	155,000.00
<b>TOTAL EXPENSE</b>	<b>90,858.54</b>	<b>90,620.17</b>	<b>847,073.42</b>	<b>815,581.53</b>	<b>1,087,442.00</b>
<b>NET INCOME</b>	<b>-918.00</b>	<b>0.00</b>	<b>-26,767.86</b>	<b>0.00</b>	<b>0.00</b>

**PACIFICA  
STRATA LMS 597  
INTERIOR RENOVATION  
BUDGET/COST RECONCILIATION  
updated July 31, 2014**

	<b>BUDGET</b>	<b>PAID</b>	<b>HOLDBACK</b>	<b>TOTAL PAID</b>	<b>BUDGET REMAINING</b>
<b>CONSTRUCTION</b>	<b>747,220</b>	747,220		747,220	0
<b>ADMINISTRATION</b>	<b>57,699</b>	22,632		22,632	35,067
<b>CONTINGENCY</b>	<b>76,569</b>	38,706		38,706	37,863
<b>SUBTOTAL</b>	<b>881,488</b>	<b>808,558</b>		<b>808,558</b>	<b>72,930</b>
<b>INTEREST &amp; BANK CHARGES</b>	<b>0</b>	7,054		7,054	7,054
	<b>881,488</b>	<b>801,504</b>		<b>801,504</b>	<b>79,984</b>

## Excerpt from the Bylaws Review Group's Proposal to Overhaul Pacifica's Bylaws: Recommendations to Strata Council

The Bylaws Review Group recognizes that proposing changes to bylaws can generate much contentious debate among Owners. In light of this, the Group is suggesting that revision of Pacifica's bylaws be done in phases, as follows:

- Phase 1 (the current one):
  - reorganizes existing bylaws;
  - adds, or leaves space for adding, new language pertaining to sections;
  - makes minor corrections or clarifications without introducing substantive changes; and
  - flags some bylaws that could be converted into rules.
    - An SGM would be convened – ideally, in September 2014 – to have Owners from both sections consider and endorse the reorganized and expanded bylaws.
- Phase 2 (during 2015):
  - explores in depth what substantive changes should be made to the newly reorganized and comprehensive bylaws;
  - tweaks the newly reorganized bylaws if necessary; and
  - creates a separate set of rules for residential section owners.
    - Another SGM would be convened in 2015 for Owners of both sections to discuss and approve revised bylaws.

The Group recommends the following actions to the Strata Council for immediate consideration and action:

- that the Council consider the proposed Reorganized Bylaws and forward them to the strata's lawyer for amplification, correction and completion;
- that the Council start planning for a Special General Meeting of Owners from both sections to ratify the new document, ideally in late September and before the 2014 AGM; and
- that the Council ask the lawyer for advice on how to rectify the discrepancy in some commercial/residential strata lot designations filed with the original bylaws and strata plan.

*Respectfully submitted,  
by Monica Drake on behalf of the Bylaws Review Group  
11 July 2014*