



**PACIFICA
STRATA PLAN LMS 597
STRATA COUNCIL MEETING MINUTES
TUESDAY, MARCH 19, 2013 AT 7:00 PM**

COUNCIL MEMBERS PRESENT: Monica Drake, President
Con Verburg, Vice-President
Philippe Arrata, Treasurer
Seva Batkin
Martin Jonsson
Ryan Wilson

COUNCIL MEMBERS ABSENT: Paolo Ciocca

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. She noted that the February Strata Council Meeting scheduled for February 18, 2013 had been cancelled due to a lack of quorum.

2. ADOPTION OF AGENDA

The President asked the 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

The Council reviewed the January 15, 2013, Strata Council meeting minutes.

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

To adopt the minutes of the January 15, 2013 Strata Council meeting.

4. OWNERS' CONCERNS

- a.** The Property Manager reported on the status of a Cityhomes owner's complaint regarding a noisy fan in one of the commercial units. The Property Manager noted that the Cityhomes owner is currently away and that, upon his return, a meeting with the Cityhomes owner, the commercial unit owner and a fan technician will be organized to investigate the complaint.

5. FINANCE

a. Financial Statements

The Strata Treasurer provided the Council with a brief report on the January and February financial statements. Income, expenses and budget variances were discussed with the Council Members. The Strata is under budget for the first five (5) months of the fiscal year, mostly due

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to variable timing of some expenses.

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

To approve the January and February 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 Strata Council agreed to record any strata lot in arrears exceeding \$1,000 in the monthly minutes. There are a currently number of strata lots in arrears over \$ 1,000 due to unpaid special assessments. The Property Manager confirmed that statements had been mailed to all owners in arrears.

REMINDERS TO ALL OWNERS

- 1) **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 APRIL 30, 2013;**
- 2) **SPECIAL ASSESSMENT PAYMENTS WILL NOT BE AUTOMATICALLY WITHDRAWN FROM OWNERS' ACCOUNTS UNLESS THEY COMPLETE THE ATTACHED FORM.**

c. Court Ordered Sale

The Council discussed the arrears accumulating against Strata Lot 29 (\$12,403) and reviewed collection options available to the Strata. The Property Manager will obtain a title search to determine if there is a registered lender on title.

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

To proceed with collection measures against Strata Lot 29, including a court ordered sale if necessary.

6. BUSINESS ARISING

a. Council Discussion Items

- i. The President and the Treasurer reported on a recent meeting between Council Members (Monica, Philippe and Paolo) and Pacific Quorum (John Peccia and Michael Henson). The participants discussed current procedures and operating methods and ways to improve communication, organization and tracking action items. The meeting was positive and productive.

Pacific Quorum will be launching and making available to the Owners their "PQ ONLINE" service as a way of more effectively communicating with the Owners and Council – please watch for notices and be sure to sign up.

- ii. A Council Member offered to assist Pacific Quorum with the development of an action list/project tracker for use by both the Property Manager and building staff.
- iii. The Council took note of recent discussions with one of the Owners regarding that Owner's request that a Facilities Manager be appointed at Pacifica. The Council agreed this will be

further discussed at a later date, including a consideration of whether this may be an entirely new role or a rebalancing of tasks/priorities of the current caretaking staff. The Owner had also discussed his concerns regarding pressure washing with some of the Council Members – the Council agreed that, during pressure washing, drains should be properly protected and covered so that debris from the pressure washing does not accumulate in the drains.

- iv. The Council discussed an email from an Owner regarding numerous and frequent renovations throughout the complex. The owner has been reminded that renovations are permitted as long as they are done in compliance with the Bylaws. The Council noted that a comprehensive review of Pacifica's Bylaws is currently underway. A suggestion was made that a set of Renovation Guidelines be produced, along the lines of the Owners' Handbook; this was welcomed as a good idea but no one volunteered to take on this task.

ALL OWNERS ARE REMINDED THAT IN-SUITE RENOVATIONS GENERALLY REQUIRE STRATA COUNCIL APPROVAL – PLEASE REFER TO BYLAW 19.
IF YOU ARE UNCERTAIN IF STRATA COUNCIL APPROVAL IS REQUIRED PLEASE CONTACT THE PROPERTY MANAGER FOR CLARIFICATION BEFORE COMMENCING WORK IN YOUR SUITE.

b. Property Manager's Report

- i. **Northgate Make-Up Air Unit:** The make-up air rooftop unit has been delivered, installed and is currently in operation.
- ii. **#101C/203C Drain Pipe Relocation:** The Property Manager reviewed the status of this project. As a discrepancy was identified between the available drawings and the actual construction, some inspection holes will be cut so that the engineers can determine the exact location of the subject piping. MMM Group (mechanical engineers) will prepare drawings and specifications for the #101C/203C drain pipe relocation and acquire quotes from qualified plumbing contractors. MMM Group would also supervise the work by contractors. The Council will review the quotes as soon as they are available.
- iii. **Steam Room Wall and Floor Repairs:** This work has been successfully completed and the steam room is back in operation.
- iv. **Commercial Boiler:** The Council discussed quotes from the Strata's mechanical contractor, Carrier, and options for the repair or replacement of the Commercial Boiler. The difference between replacing the boiler with a similar atmospheric style boiler or a high efficiency boiler is about \$10,000. As the boiler consumes about \$ 3,000 to \$ 4,000 in gas per year, the potential payback with a high efficiency boiler would be approximately \$700 per year. Given the high cost of replacement (\$38,000) and very lengthy cost recovery time from increased efficiency, the Council agreed to proceed with the repairs to the boiler now and revisit replacement at a later date.

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

To approve the repair of the Commercial Boiler per the Carrier quote.

One member suggested that a water leak protection alarm be installed in the Commercial Boiler Room. The Property Manager will follow up.

- v. **Southgate Wheelchair Access:** The Council reviewed and discussed the consulting engineer's report regarding wheelchair access for Southgate. The report recommends adapting the rear Southgate courtyard walkway for wheelchair access. The Council agreed to include the funding for the wheelchair access, which would include a power door (approximately \$10,000) in the 2013/2014 Capital Plan and seek the owners' approval for the project at the Annual General Meeting. In the interim, in accordance with the consulting engineer's report, the Council decided to remove the east gate to the Southgate courtyard to improve access to the rear Southgate entrance for people with mobility issues.
- vi. **Dryer Vent Cleaning:** The Property Manager confirmed that the dryer vent cleaning is scheduled for April 8 to April 16. Notices and time schedules have been distributed to each suite – a copy is attached to these minutes. The Council asked the Property Manager to obtain a second quote for the bulk purchase of booster fans for laundry dryers.

c. **Caretaker's Report**

The Council reviewed and discussed the monthly Caretaker's reports and thanked him for his input.

7. **NEW BUSINESS**

- a. **Deck Repairs:** The Council and the Property Manager reviewed and discussed a contractor's reports and quotes for repair of three decks – one in Maingate and two in Northgate. The Council reviewed the pictures, scope of work and quotes for the proposed work provided by the contractor. As the costs proposed by the contractor are significant, the Council asked the Property Manager to have the Strata's consulting engineers, CSA, review the decks and the reports and quotes and make recommendations to the Council.
- b. **Pool Enclosure Doors:** The Caretaker had reported an attempted break-in through the outside pool doors and recommended upgrading the security on the pool with astragals. The Council approved the request and the Security Committee will review the doors and the scope of work with the Caretaker prior to the commencement of the work.
- c. **Garbage Compactor Replacement:** The Property Manager advised that quotes would be available for the Council's review at the next meeting.

8. **COMMITTEE REPORTS**

a. **Interior Renovation Implementation Committee**

Monica Drake reported for the Interior Renovation Implementation Committee. A copy of her report is attached.

b. **Bylaws Revision Committee**

Seva Batkin reported for the Bylaws Revision Committee and noted that the Committee's current focus is on sections. A report will be available for the next meeting.

c. **Depreciation Report Committee**

The Treasurer reported for the Depreciation Report Committee and noted that the Committee members had interviewed three companies that prepare depreciation reports. He noted that a depreciation report is essentially a financial tool, and its preparation does not incorporate any investigative or destructive testing of the buildings' components. The Committee discussed the

merits of each of the three providers and advised that the Committee recommends RDH Engineering for completion of the Pacifica's Depreciation Report.

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

To engage RDH Engineering to prepare the Depreciation Report.

d. Landscaping/Gardening Committee

Monica Drake reported for the Landscaping/Gardening Committee. A copy of her report is attached. Monica discussed the Committee's concerns regarding the Courtyard Pergola structure with the Council. The Council asked the Property Manager to obtain a quote to stabilize the structure and, if necessary, remove any unsafe sections.

9. NEXT MEETING

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

10. ADJOURNMENT

The meeting was adjourned at 9:30 p.m.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

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**YOUR PACIFICA WEBSITE IS
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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.*

COMMITTEE TO IMPLEMENT PACIFICA'S RENOVATIONS Report to Strata Council - March 19, 2013

A new committee has been set up to help the Strata Council start implementing Pacifica's interior renovations plan as approved by owners in November 2012. The Committee to Implement Pacifica's Renovations (CIPR) comprises three current Council members, including the President, and five other homeowners who are also volunteering their time to this task.

The committee's only purpose is to research best practices in strata renovation process, including conducting due diligence on contractors, project managers and owner's representation. The committee will report its findings and recommendations to the Strata Council on an efficient and transparent process for selecting the most qualified and cost-effective contractor or project manager.

To date, committee members Ryan Wilson and Steve Akazawa have been inviting informal, level-of-interest responses from qualified contractors and project managers that will be presented to the committee for discussion and submission to Council likely in early April.

In addition, the committee has renewed contact with Insight Design which will need to produce final construction drawings to be used by the contractors.

Once it has received the committee's advice, the Strata Council itself will take decisions and actions. It will work closely with the Property Manager, Pacific Quorum, and with legal counsel to solicit bids, evaluate responses and draft any contracts before they are awarded.

All parties are working towards getting the actual renovation work started during the summer of 2013 with a goal of completing it before the end of the year.

*Submitted by Committee chair Monica Drake,
based on input from Steve Akazawa, Ryan Wilson & Pacific Quorum*

Report on Landscaping/Gardening -- March 2013

1. Tree Services

Davey Tree has completed all nine specific tasks spelled out in the February 6, 2013, contract. This included removing and replacing as well as pruning a number of trees along 14th Avenue. During the summer, Davey Tree and the Landscaping Liaison to Council will walk around the property and inspect which trees need attention on a priority basis; this will enable Council to budget for this work next year.

2. Gardening

Jim Circo, the gardener, has been on site recently for routine maintenance. As the gardening year progresses, he will proceed with the planned removal of the overgrown rhododendrons and plant replacement around the ground floor of Maingate.

3. New/old issue: failing pergolas in North courtyard

The pergolas in the North courtyard are failing at a faster than anticipated rate, as reported to Council by the Caretaker and confirmed by John Shinnick. Their replacement had been planned for 2015-2016 in the 10-year Capital Plan compiled in 2013. However, both Ross and John feel they *need immediate attention* to mitigate the risk they could pose to anyone walking or sitting under them and have suggested some actions for Council to take without further delay.

COUNCIL ACTION NEEDED: The Landscaping Liaison to Council recommends Council instruct the Property Manager and Caretaker as follows: first, have a carpenter stabilize the worst areas of the rotting pergola structures; and, second, block access to the area with yellow tape.

Once these urgent steps have been taken, proper planning should begin for how to preserve and enhance the thriving clematis and wisteria plant materials and replace the failing pergolas, ideally with better-designed new ones made of more durable materials. Council is urged to ensure that the company undertaking the Reserve Fund Study (also known as the Depreciation Report) will factor in the landscaping as significant assets of the Strata.

Submitted by Monica Drake, Landscaping Liaison to Council

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PRE-AUTHORIZED BUSINESS DEBIT ADJUSTMENT (STRATA)

1. This form is for use by owners who are already paying strata fees by pre-authorized bank debit.
2. The authorized adjustment(s) is/are valid only for the dates and amounts stipulated below.

NAME OF OWNER(S) _____

BUILDING NAME PACIFICA STRATA PLAN # LMS 597

UNIT # _____ STRATA LOT # _____ TELEPHONE _____ EMAIL _____

I/We authorize the strata corporation agent **Pacific Quorum Properties Inc.** and the financial institution designated (account information currently used for payment of strata fees) **to add the following amounts to the recurring monthly debit.**

I/We understand that this request must be received by the 25th of the preceding month (or the last working day before the 25th, if that day falls on a weekend or holiday), and that requests received after the 25th will be adjusted on the next processing date together with any additional amounts authorized for the next processing date.

SIGNATURE(S) OF ACCOUNT HOLDER(S) _____

NAME OF ACCOUNT HOLDER (IF DIFFERENT FROM NAME OF OWNER(S)) _____

DATE SUBMITTED _____ [DATE RECEIVED _____]

SCHEDULE OF PRE-AUTHORIZED DEBIT (P.A.D.) ADJUSTMENT(S)

PAYMENT FOR (check one) → OUTSTANDING ACCOUNT BALANCE [] SPECIAL ASSESSMENT []

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

OTHER: ADD MONTHLY \$ _____ FOR _____ (LOCKER/PARKING/OTHER) STARTING FROM THE FIRST DAY OF _____ (MONTH/YEAR)