



**PACIFICA  
STRATA PLAN LMS 597**

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

**COUNCIL MEMBERS PRESENT:**

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

**COUNCIL MEMBERS ABSENT:**

**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 owners Robert and Elke Mermelstein.

**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 March 19, 2013, Strata Council meeting minutes.

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

To adopt the minutes of the March 19, 2013 Strata Council meeting.

**4. OWNERS' CONCERNS**

- a. The Strata Council reviewed correspondence from an owner regarding noise from the north-west exit door from the Southgate building into the courtyard and poor landscaping in the same area. These issues were negatively affecting the owner's enjoyment of his property. The Council discussed the owner's concerns and asked the Property Manager to respond to the owner regarding the exit door. The gardening concerns were referred to the Gardening Committee.
- b. The Property Manager reported that the noisy fan issue in Cityhomes seems to be resolved since a recent exchange of correspondence with a commercial unit owner. The Council asked the residential owner to advise of any further problems and extends its thanks to the commercial owner for her co-operation and assistance.

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5. **FINANCE**

a. **Financial Statements**

The Strata Treasurer provided the Council with a brief report on the March financial statements. Income, expenses and budget variances were discussed with the Council Members. The Strata is 2% over budget for the first six (6) months of the fiscal year, mostly due to variable timing of some expenses. Strata Council agreed to attach the two-page financial summary to the monthly minutes. [Owners who are especially keen to view this information are encouraged to sign up for PQ Online – see Item 6/a/i, below – where data such as these will be accessible anytime.]

It was: **MOVED, SECONDED and CARRIED**  
To approve the March 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 and there are currently 22 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**

- 1) **SPECIAL ASSESSMENT PAYMENTS ARE DUE ON THE FIRST DAY OF EACH MONTH FROM FEBRUARY 1<sup>ST</sup> TO NOVEMBER 1<sup>ST</sup> 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.**

c. **Court Ordered Sale**

The Property Manager noted that strata lot 29 was recently listed for sale and that the arrears due to the Strata Corporation would be paid from the sale proceeds at the completion of the purchase and sale. Council agreed to suspend any legal action in anticipation of a sale.

6. **BUSINESS ARISING**

a. **Council Discussion Items**

- i. The Property Manager reported that 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.

The Property Manager presented the council members with a draft “Action List” template for tracking action items and maintenance projects. The Council reviewed and revised the draft and the Property Manager will implement the new template online so that the council members may access it anytime.

The Property Manager briefly reviewed a previous Facilities Manager's job description and indicated that he would develop a draft job description that would upgrade the Caretaker's role to include more facilities management components. This draft will be presented to the Council for its consideration at the next meeting.

- ii. There were no additional discussion topics from the council members.

**b. Property Manager's Report**

- i. **#101C/203C Drain Pipe Relocation:** The Property Manager reported that the mechanical engineers are completing their drawings and specifications and will have quotes for Strata Council's review at the next meeting. He confirmed that he has been in contact with the affected owners to keep them up to date.
- ii. **Commercial Boiler:** The Property Manager reported that the repairs to the Commercial Boiler are underway.
- iii. **Dryer Vent Cleaning:** The Strata Council and the Property Manager discussed the recent dryer vent cleaning by the specialized company hired to undertake this service. Based on their own direct experiences with the cleaning and on comments received from an owner, the Council raised several concerns regarding the effectiveness of the cleaning methods and equipment utilized. They also wondered how the technicians would locate the correct exterior vents when rappelling down the outside of the building. The Property Manager will address Council's concerns with the contractor and report back to the council members. The Property Manager confirmed that he was obtaining additional quotes for the bulk purchase of booster fans for laundry dryers, for those owners who want to install such devices at their expense.
- iv. **Deck Repairs:** The Strata Council and the Property Manager reviewed the engineers' assessment of the deck repairs and the quotes to repair the decks. The engineer advises that repairs are needed as the deck membrane has reached the end of its useful life. The engineer also confirmed that the pricing for the deck repairs was reasonable and consistent with per square foot costs for repairs with a similar scope of work. Strata Council agreed that the repairs were necessary and should be completed in a timely basis.

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

To approve the Allstar Restoration quotes to repair three residential decks and one of the commercial unit exterior walls and to withdraw funds from the Contingency Reserve Fund (approx. \$123,000) for this expenditure.

- v. **Northgate Courtyard Pergola:** The Strata Council and Property Manager reviewed options, alternatives and quotes for dealing with the deteriorating pergola structure in the Northgate Courtyard. Options are: stabilizing the current structure (approx. \$5,500); removing the structure (approx. \$12,000); and replacing the structure (approx. \$45,000). Strata Council discussed the possibilities of saving the wisteria, safety and liability issues and potential funding for the project. Given the funds required for deck repairs (see item above), Strata Council is not inclined to consider replacement of the pergola. Strata Council favours removing the structure but is reluctant to proceed without obtaining Owners' views.

**Strata Council eagerly requests the Owners' input on this issue** – please complete the attached survey and return by May 17<sup>th</sup> so that the Strata Council can make an informed decision at the next meeting.

- vi. **Roof-top Pergola Replacement:** The Strata Council tabled discussion of the ongoing replacement of the roof-top pergolas, deferring action on the two west-facing Northgate pergolas that were on the 2012-2013 capital plan. The funds not spent will appear as a positive capital variance and will be reviewed in the next capital plan presented in the AGM.

c. **Caretaker's Report**

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

7. **NEW BUSINESS**

- a. **Refinishing and Painting of Two Exit Gate Enclosures:** The Council and the Property Manager reviewed and discussed a quote for refinishing and painting two exit gate enclosures by the pool area. The current enclosures are badly rusted and unsightly.

It was: *MOVED, SECONDED and CARRIED*

To approve the Rockport Property Services quote to complete the refinishing and painting.

- b. **Garbage Compactor Replacement:** The Property Manager presented updated quotes for the replacement of the garbage compactor. Strata Council discussed the quotes with a view to deferring the purchase and asked the Property Manager to obtain additional information regarding the replacement timing and options for temporary support in the event of an unexpected equipment failure.

8. **COMMITTEE REPORTS**

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

Monica Drake reported for the Committee to Implement Pacifica's Renovations. A copy of her report is attached. Strata Council agreed to support the recommendations of the Committee with regard to pursuing project management and construction management services in the Construction Manager at Risk model and to engaging Insight Design Group to finalize the construction drawings and re-selection of some finishes to implement the renovation project.

It was: *MOVED, SECONDED and CARRIED*

To approve the Insight Design fee proposal and to instruct the Property Manager to execute the proposal agreement documents.

b. **Bylaws Revision Committee**

A report will be available for the next meeting.

c. **Depreciation Report Committee**

The Property Manager reported that the engineers from RDH, the firm engaged to conduct the depreciation study, have contacted him to obtain plans and documents so they may begin their work in earnest.

d. **Landscaping/Gardening Committee**

No report available for this meeting.

e. **Security Committee**

There was a discussion of how the upcoming renovations would affect the security cameras and monitors in the lobbies. Strata Council agreed that the monitors were superfluous and would not be replaced as part of the renovation. One member volunteered to investigate upgrading the security cameras and their delivery systems. Council asked the Property Manager to prepare a schedule identifying all of the existing cameras.

9. **OTHER BUSINESS**

- a. **Energy Audit Presentation:** The President reminded the council members that the BC Sustainable Energy Association is scheduled to present their Energy Audit Report to the Strata Council on May 14<sup>th</sup>.
- b. **Pool/Fitness Area:** Strata Council asked the Property Manager to investigate options for safeguarding the pool area while still allowing residents access to the Fitness Area when the pool and/or hot tub are being serviced.

10. **NEXT MEETING**

**The next Strata Council Meeting is scheduled for Tuesday, May 21, 2013 at 7:00 pm**

10. **ADJOURNMENT**

The meeting was adjourned at 9:45 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.*

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## COMMITTEE TO IMPLEMENT PACIFICA'S RENOVATIONS Report to Strata Council - APRIL 16, 2013

### Committee Activities in March-April

1. At its March 27th meeting, the Committee:
  - Reviewed results of Steve Akazawa and Ryan Wilson's informal discussions with a half-dozen project management and contracting firms about their level of interest in responding to a request for quote (RFQ) from our Strata
  - Discussed pros and cons of engaging both a project manager and a general contractor or only one firm to do both; the 'Construction Manager At Risk' (CMAR) model of contracting for the type of service Pacifica needs was reviewed
  - Heard Steve explain this model essentially involves selecting a company which is able and willing to offer a guaranteed-price (stipulated price) contract involving two phases
    - Phase 1-project management including contracting with the subtrades
    - Phase 2-construction management and supervision for timely and on-budget completion
  - Decided to recommend to Council that it endorse this approach as more cost-effective in light of the relatively simple scope of the Pacifica interior renovation project (virtually no demolition, no new construction, only removal and replacement)
  - Agreed to invite Pacific Quorum to participate in the process of selecting a suitable project manager/construction manager
  - Agreed to invite PQ also to provide additional administrative and financial services to the project, for a fee to be determined in advance
  - Decided to recommend that Council invite Insight Design to finalize construction drawings and related items needed by prospective bidders
2. Follow-up actions
  - Monica Drake and Steve Akazawa met on April 4th with Allisa Karvonen, the designer at Insight Design Group (IDG) who had been the lead in the first phase of the project's design during 2011; they briefed Allisa on changes in the scope of work and materials selected and updated her on developments since 2011
  - Allisa produced a new fee proposal (circulated to Council members on April 15th) and indicated that IDG could begin the finalization of the construction drawings as soon as the contract with them is signed and the retainer received
  - With input from committee members, Monica is finalizing an invitation to Pacific Quorum to provide a quote for contractor-selection services as noted above
  - Steve and Ryan have submitted a series of company names for inclusion in a long list of prospective bidders; this will be reviewed once the committee has retained help for RFQ preparation and circulation and evaluation of bids received

### Recommendations to Council

3. The Committee believes the new fee proposal from Insight Design Group is reasonable. It recommends that Council approve it and instruct the Property Manager to sign the proposal and forward the retainer without delay. Funding for this work is incorporated into the project budget which owners approved at the 2012 AGM.
4. The Committee also requests Council to endorse its strategy to streamline project implementation by recruiting a single firm to handle Project Management and Construction Management.

*Submitted by Committee chair Monica Drake*

## PACIFICA SURVEY

### NORTHGATE COURTYARD PERGOLA

PLEASE REFER TO ITEM 6.b.v. OF THE  
APRIL 16, 2013 STRATA COUNCIL MINUTES

The Northgate Courtyard Pergola is deteriorating and will soon create serious safety and liability concerns. Support beams and cross braces are loose and some have even come completely loose and fallen down.

Strata Council recommends removal of the Northgate Courtyard Pergola at a cost of approximately \$ 12,000.00. It is unlikely that the mature wisteria currently entwining the pergola can be saved but Council will do its best.

YES, I AM IN FAVOUR OF REMOVING THE PERGOLA \_\_\_\_\_

NO, I AM NOT IN FAVOUR OF REMOVING THE PERGOLA \_\_\_\_\_

IF YOU ARE NOT IN FAVOUR OF REMOVING THE PERGOLA, PLEASE INDICATE  
WHICH OTHER OPTION YOU WOULD SUPPORT

STABILIZING THE PERGOLA (COST APPROX. \$5,500) \_\_\_\_\_  
(stabilization may prolong the life of the pergola by 2 – 3 years at best)

REPLACING THE PERGOLA (COST APPROX. \$ 45,000) \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

BLDG & SUITE# \_\_\_\_\_ NAME (Please print clearly) \_\_\_\_\_

PLEASE COMPLETE THIS SURVEY AND RETURN BY MAY 17, 2013 –  
FAX (604-685-3845); EMAIL ([mhenson@pacificquorum.com](mailto:mhenson@pacificquorum.com)); OR DROP OFF  
TO THE ADMIN OFFICE IN THE SOUTHGATE AMENITY ROOM OR  
DROP OFF IN THE STRATA MAILBOX IN EACH LOBBY.

## FINANCIAL STATEMENTS – MARCH 31, 2013

### Balance Sheet (Accrual)

#### LMS 597 Pacifica

March 31, 2013

#### ASSETS

Bank - Operating Funds Account	30,510.40
Bank - Special Levy Funds Account	244,415.89
Bank - Contingency Reserve Account	226,330.38
CRF - Scotia GIC (1.25%;Jan-2014)	79,245.00
CRF - Interfund Loan (Insurance)	102,375.00
Petty Cash	500
Accounts Receivable	77,237.80
Prepaid Expenses	6,202.56
Prepaid Insurance	99,108.76

#### Fixed Assets

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

#### **TOTAL ASSETS**

**1,007,137.40**

#### LIABILITIES & EQUITY

#### Liabilities

Accounts Payable	49,995.48
Prepaid Maintenance Fees	60,597.12
Dryer Vent Reserve	5,998.94
Garden Reserve	2,236.75
Mortgage Payable	46,781.93
Accrued Liabilities	4,699.98
Interfund Loan	102,375.00

Total Liabilities	272,685.20
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#### Equity

Caretaker Suite Equity	94,429.68
Current - Surplus (Deficit)	-12,143.43
Prior Years Surplus(Deficit)	-200.32

Contingency Reserve Fund	329,602.55
Capital Projects Fund	78,347.83
	407,950.38
Special Levy Fund (2012F & 2012G)	244,415.89

Total Equity	734,452.20
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#### **TOTAL LIABILITIES & EQUITY**

**1,007,137.40**



**Budget Comparison (Accrual)**  
**Consolidated Statement**  
**March 31, 2013**

	MTD Actual	YTD Actual	YTD Budget	\$ Var.	Annual
<b>INCOME</b>					
3110 Strata Fees	82,599.55	495,597.07	495,597.48	-0.41	991,195.00
3114 Amenity Income	425	4,625.00	5,050.02	-425.02	10,100.00
3116 Parking Income	1,145.00	4,783.00	7,399.98	-2,616.98	14,800.00
3117 Move-in/out Fees	-200	2,000.00	1,500.00	500	3,000.00
3118 Storage Lockers Rental	0	1,200.00	3,199.98	-1,999.98	6,400.00
3119 Fines/Penalties	300	200	1,549.98	-1,349.98	3,100.00
3120 Interest Income	82.69	309.79	300	9.79	600
3125 Miscellaneous	212.24	1,110.60	550.02	560.58	1,100.00
3126 Novus Income	0	38.1	34.98	3.12	70
3127 Bottle Recycling	7.84	101.33	150	-48.67	300
3130 Caretaker Suite Rental	630	3,780.00	3,780.00	0	7,560.00
<b>TOTAL INCOME</b>	<b>85,202.32</b>	<b>513,744.89</b>	<b>519,112.44</b>	<b>-5,367.55</b>	<b>1,038,225.00</b>
<b>EXPENSE</b>					
General Expenses					
4010 Bank Charges	109.55	660.04	700.02	39.98	1,400.00
4014 Insurance	11,012.08	63,966.24	64,999.98	1,033.74	130,000.00
4016 Legal/Audit Fees	0	913.18	499.98	-413.2	1,000.00
4018 Administration	207.89	4,178.76	2,500.02	-1,678.74	5,000.00
4019 Duplicating	189.75	1,620.18	1,750.02	129.84	3,500.00
4020 Management Fees	4,530.42	27,182.52	27,182.52	0	54,365.00
4045 Enterphone	151.5	1,106.49	1,000.02	-106.47	2,000.00
4110 Amenity Areas	2,851.96	7,555.17	4,500.00	-3,055.17	9,000.00
4126 Security Maintenance	761.43	6,702.76	6,499.98	-202.78	13,000.00
4128 Move Monitoring	458.64	1,157.52	1,200.00	42.48	2,400.00
4129 Fire/Security Monitoring	805	18,974.98	12,349.98	-6,625.00	24,700.00
Utilities					
4210 Electricity	6,640.36	33,342.53	45,000.00	11,657.47	90,000.00
4212 Gas	6,606.41	42,693.21	40,000.02	-2,693.19	80,000.00
4214 Water & Sewer	18,734.03	29,342.35	30,499.98	1,157.63	61,000.00
4216 Waste Removal	1,428.20	11,510.48	16,000.02	4,489.54	32,000.00
Repairs & Maintenance					
4306 Carpet Cleaning	873.6	1,752.80	0	-1,752.80	0
4310 Elevator Maintenance	3,745.28	23,102.21	22,999.98	-102.23	46,000.00
4318 R & M Building	9,080.60	61,551.35	47,950.02	-13,601.33	95,900.00
4319 Mechanical Maintenance	0	7,296.96	10,000.02	2,703.06	20,000.00
4330 Landscaping Maintenance	3,410.40	20,462.40	20,449.98	-12.42	40,900.00
4333 Tree Maintenance	0	0	2,100.00	2,100.00	4,200.00
4335 Landscaping Improvements	0	0	499.98	499.98	1,000.00
4350 Supplies / Equipment	886.29	3,444.94	5,700.00	2,255.06	11,400.00
4352 Window Cleaning	783.33	4,699.98	4,699.98	0	9,400.00
4353 Dryer Vent Cleaning	904.53	3,898.38	1,999.98	-1,898.40	4,000.00

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Caretaker Expenses					
4410 Mortgage ( S/L#141)	813.02	5,359.63	5,284.98	-74.65	10,570.00
4420 Strata Fees - Suite	220.55	1,323.30	1,345.02	21.72	2,690.00
4425 Strata Suite - Expenses	0	0	250.02	250.02	500
4430 Property Taxes	0	0	100.02	100.02	200
4440 Telephone / Pager	109.65	703.42	799.98	96.56	1,600.00
4450 Caretaking/Janitorial	12,946.29	73,886.54	72,750.00	-1,136.54	145,500.00
Other Expenses					
4590 Contingency Reserve Fund	11,250.00	67,500.00	67,500.00	0	135,000.00
<b>TOTAL EXPENSE</b>	<b>99,510.76</b>	<b>525,888.32</b>	<b>519,112.50</b>	<b>-6,775.82</b>	<b>1,038,225.00</b>
<b>NET INCOME</b>	<b>-14,308.44</b>	<b>-12,143.43</b>	<b>-0.06</b>	<b>-12,143.37</b>	<b>0</b>