



**PACIFICA  
STRATA PLAN LMS 597**

**STRATA COUNCIL MEETING MINUTES  
TUESDAY, JUNE 17, 2014 AT 7:00 PM**

**COUNCIL MEMBERS PRESENT:**

**Monica Drake, President  
Con Verburg, Vice President  
Martin Jonsson  
Dr. Isabella Wang, Commercial**

**COUNCIL REGRETS:**

**Philippe Arrata  
Paolo Ciocca**

**GUESTS IN ATTENDANCE:**

**Rob Capar, Interior Renovations Project Payment Certifier**

**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 7:00 p.m.

**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**

The minutes of the previous Council meeting held on May 20, 2014 were presented for review. The commercial section representative, Dr. Isabella Wang, requested that the wording of item 4/a in those minutes be clarified. Her conversations with three other commercial owners had been only about replacing the cooling tower. She had not yet discussed who might take over her role as the commercial section's representative to the Strata Council.

After review and brief discussion, it was: ***MOVED, SECONDED and CARRIED*** to approve the May 20, 2014 minutes as amended.

**4. COMMERCIAL SECTION MATTERS**

**a. Cooling Tower Servicing**

Dr. Wang informed the Council that John Makepeace of Jade West Engineering has been retained to assess the quotations obtained by Pacific Quorum for replacement of the cooling tower servicing the commercial section. The engineer will be meeting with Ross to review available mechanical drawings no later than mid-July, possibly earlier. Dr. Wang will forward

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the engineer's report to the Property Manager for information. She will also liaise with Bruce about how and when to schedule a Special General Meeting of the section's owners to consider a special levy to pay for a new cooling tower.

**b. Moving Forward on Formalizing Sections**

The Council reviewed again what steps need to be taken by commercial-section owners (and residential section owners) to formalize their status as separate sections of the Strata Corporation. Signing separate management agreements with Pacific Quorum Properties is one such step; adding language to the Strata's bylaws about the sections is another. Another commercial owner, Michael Freedman, has been participating in the Council's Bylaws Revision Group's work, to help incorporate the specific interests of commercial owners in any revised bylaws. The Property Manager will be assisting the commercial section owners directly on all these matters, including preparing for the section's SGM as mentioned in Item 4/a.

*Dr. Wang then left the meeting at 7:45 p.m.*

**5. FINANCE**

**a. Treasurer's Report**

In the absence of the Treasurer, there was no report to discuss.

**b. Financial Statements**

The Financial Statements for the month ending May 2014 were available for review. In the absence of the Treasurer, the Strata Council felt it would be best to defer their acceptance pending proper review and presentation at the next meeting.

**c. Arrears**

The Strata Council and the Property Manager reviewed the schedule of arrears which stood at \$65,763 as of June 17, 2014. Although this was down from more than \$77,000 in May, it was still deemed too high, with nearly twenty accounts in arrears over \$1,000. Some of this was attributable to non-payment of the second installment of the 2013 special levy, due on May 1st. Bruce proposed, and the Council agreed, that he would correspond with these owners, instructing them to bring their accounts into good standing immediately, to avoid having liens registered against their lots.

**6. BUSINESS ARISING**

**a. Council Items**

**i. Council Changes**

The Strata Council took note of Seva Batkin's resignation, which it accepted with regret. Seva's substantial contributions to the Strata's governance during his time on Council were acknowledged and appreciated. The President proposed the appointment of Russell Ball to fill the vacancy until the next AGM. Agreeing that Russell would be a welcome addition to the team, Council Members formally endorsed his appointment and asked the Property Manager to correspond with him about this without delay.

ii. **New Approach to Commissioning Capital Projects**

The President briefly presented her proposal, *circulated to Council members just ahead of this meeting*, for a new and more rigorous approach for the Strata Corporation to commission capital projects costing more than \$50,000 from now on. It was no longer sufficient, in her view, for the Property Manager simply to present competing quotes to the Council from a familiar roster of tradespeople and then sign off on the selected one, without executing a proper contract to protect the Strata's interests.

In future, any major project should be fully 'prepared' by an expert in the relevant field, with provision for independent field reviews during construction and final assessment of performance quality at project completion. A formal bidding process should be followed, with bids solicited only from pre-qualified contractors (those with, among other attributes, membership in good standing of their industry association or professional organization). Bids should be evaluated with input from the expert/consultant. A formal contract should be drawn up, based on standard templates and with legal assistance if necessary, between the Strata (as the client) and the chosen contractor; the terms will specify not only the scope of work to be done but also project start and completion dates and other elements for project execution.

Council members present expressed support for the overall concept and agreed to follow this new approach for future capital projects. They recognized that, while this more complex approach might cost somewhat more at the outset, it will likely save owners money in the long term by ensuring a project is properly done the first – and only -- time. Their dissatisfaction with work being performed by some of the trades currently working at Pacifica – which was one trigger for the new approach – was noted by the Property Manager.

Council members turned their attention to the immediate need for action to select a suitable contractor to replace two Southgate penthouse decks. This project had been scheduled to start in the early summer but has been rescheduled to September 2014, to allow for proper commissioning. The Council asked the Property Manager to find out promptly from CSA Western Engineers when they will deliver their detailed assessment of Pacifica's roof decks and roofs along with their updated 2010 Maintenance Report. The Council also asked the Property Manager to contact BC Roof Inspections – a company recommended by the Roofing Contractors Association of BC – for their interest in project preparation work for the Southgate decks. Once CSA delivers its overall roof assessment report, they would be given the opportunity to bid also on the project preparation job for the Southgate decks. The Property Manager will liaise with both CSA and BC Roof Inspections and report their responses to the Council as soon as possible.

iii. **Planning Upcoming Council and Ownership Meeting Dates**

The Strata Council began planning some Owners' meeting for the fall. They tentatively agreed to schedule a Special General Meeting about bylaws on September 30th and the Annual General Meeting on November 18th. Further details about these will be provided in due course. The regular schedule of Council meetings on the third Tuesday of each month continues, except that the October meeting will be held a week earlier, on the 14th, to accommodate the timelines for preparation and circulation of the AGM package.

**b. Property Manager Items**

**i. Directives Review**

The Property Manager presented the Strata Council with a detailed listing of nineteen (19) directives to him, resulting from the meeting of May 20, 2014. The Property Manager reported on progress in all of these areas noting that most of these directives referenced were completed.

**ii. Caretaker Improvements – Interim Coverage**

The Property Manager advised that resumes have been received from applicants for the position of assistant caretaker. Short list has been prepared and those candidates will be invited shortly for an interview. In the interim, Eureka Securities Services is providing temporary assistance with a full-time staff member stationed at the property who is working with the facilities manager, Ross Abercrombie, on day-to-day items.

**iii. Office Computer Upgrade Recommendation**

The Property Manager provided information about software enhancements recommended for the office computer's access control system. The recommendation from the security company is that, with recent software and hardware upgrades, there is limited support available to the existing software application which drives the key fob system. The security company servicing this product suggests upgrading to the newer software.

A discussion ensued on this matter, with the Strata Council being of the opinion that with the limited support available there can be a continuation for the short term using the existing system. The recommendation was to set aside funds in future capital planning and operation budgets to potentially replace the existing card access system with a newer access system.

**c. Facilities Manager's Report**

Ross Abercrombie's monthly report was reviewed.

**7. NEW BUSINESS**

**a. Contractor and Trade Parking**

The Property Manager reported on a complaint received from a resident regarding improper parking of vehicles on the entry ramp to the parkade. The Property Manager advised that he has reviewed this with the firm involved, All Star Services, and they have assured him that their staff will no longer be parking their vehicles in this area.

**8. REPORT OF COMMITTEES**

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

Rob Capar, the payment certifier for the interior renovations project, reported that he and the general contractor, Steve Moore of Tercera Construction, had completed a walk-through of all Pacifica buildings on June 16th. They documented minor deficiencies and works still needing to be done pertaining to signage, kick plates and paint touch-ups. The only remaining significant element still pending is the rekeying of the elevators, which anticipates upcoming changes to BC

Safety Authority and Fire Code Regulations. Tercera is dependent on the elevator contractor to do this work. According to Rob and Steve, the Strata could deem the project to be substantially completed by June 20.

Council members talked about how owners' significant investment in the interior renovations could be protected somewhat by installing metal corner guards and kick plates on high-traffic walls and doors. They referred this to the Facilities Manager for implementation.

**b. Landscaping/Gardening Committee**

Monica Drake reported for the Committee that landscape designer Ron Rule had delivered his design concept for a new pergola structure in the North courtyard. The design proposes the structure be constructed in metal and incorporates lattice design found on Pacifica's grounds, as well as lighting and round corner pillars. Ron Rule also forwarded informal estimates he had obtained from two metal fabricators, who were proposing to build the structure for \$96,800.00 or \$125,000.00, respectively. Monica pointed out, and the Council agreed, that these figures are too high to present to Owners. The Committee will try to obtain more realistic quotes from metal fabricators or shift to wood fabricators for the new pergola. Various other gardening and landscaping items were referenced including the activation of the irrigation system for the spring and summer months, routine maintenance and other projects underway in the gardens and the need to begin planning for expenditures to include in the 2014/2015 capital plan.

**c. Governance Committee**

Monica Drake reported that work on streamlining the bylaws is progressing well and acknowledged the contributions of various owners who are participating in this effort. The group is working on reorganizing Pacifica's bylaws to make them easier to follow and to regularize the existence of separate commercial and residential sections within the Strata. A volunteer from the Commercial Owners is working specifically on bylaw language relevant to the Commercial Section; it will be incorporated within the overall bylaws. A working draft will be presented to the Council at its July meeting, after which Council can decide to send it to the Strata's lawyer for review.

**d. Depreciation Report Capital Planning Committee**

Monica Drake reminded Council Members that work on the Depreciation Report and Capital Plan needs to commence soon. Input to the Treasurer is required and requested.

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

No representative reports were presented at this meeting.

**10. NEXT MEETING**

**The next Strata Council Meeting is scheduled for Tuesday, July 15, 2014 at 7:00 p.m.**

**11. ADJOURNMENT**

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

**Submitted by:**

**PACIFIC QUORUM PROPERTIES INC.**

*Bruce Adanac, Regional Manager*

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**YOUR PACIFICA WEBSITE IS**

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

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**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**  
**May 31, 2014**

**ASSETS**

Bank - Operating Funds Account	27,003.63
Bank - Special Levy Funds Account	116,761.52
Bank - Contingency Reserve Account	244,487.07
CRF - Scotia GIC (1.25%;Jan-2014)	81,402.00
Levy - OP Funds Due to CRF	63,924.22
CRF - Interfund Loan (Insurance)	84,965.40
Petty Cash	500
Accounts Receivable	78,159.73
Prepaid Insurance	82,605.25

Fixed Assets

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

**TOTAL ASSETS** 921,024.61

**LIABILITIES & EQUITY**

Liabilities

Accounts Payable	98,762.99
Interfund Loan Payable	84,965.40
Prepaid Maintenance Fees	3,692.97
Dryer Vent Reserve	3,416.44
Garden Reserve	2,766.75
Mortgage Payable	37,640.15
Accrued Liabilities	7,435.95
Interfund Loan	63,924.22

Total Liabilities 302,604.87

Equity

Caretaker Suite Equity	103,575.64
Current - Surplus (Deficit)	-25,849.86

Contingency Reserve Fund	283,465.81
Capital Projects Fund	140,466.63
	423,932.44

Special Levy Fund (2012F & 2012G) 116,761.52

Total Equity 618,419.74

**TOTAL LIABILITIES & EQUITY** 921,024.61

**Budget Comparison  
LMS 597 - Pacifica  
May 31, 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	86,847.99	86,938.50	695,419.83	695,508.00	1,043,262.00
3114 Amenity Income	1,175.00	875	5,750.00	7,000.00	10,500.00
3116 Parking Income	1,340.00	1,083.33	10,492.50	8,666.64	13,000.00
3117 Move-in/out Fees	800	250	2,300.00	2,000.00	3,000.00
3118 Storage Lockers Rental	-180	500	6,480.00	4,000.00	6,000.00
3119 Fines/Penalties	300	166.67	2,380.50	1,333.36	2,000.00
3120 Interest Income	67.04	50	449.98	400	600
3125 Miscellaneous	134.99	104.17	1,499.99	833.36	1,250.00
3126 Novus Income	0	5.83	57.15	46.64	70
3127 Bottle Recycling	20.54	16.67	495.07	133.36	200
3130 Caretaker Suite Rental	630	630	5,040.00	5,040.00	7,560.00
<b>TOTAL INCOME</b>	<b>91,135.56</b>	<b>90,620.17</b>	<b>730,365.02</b>	<b>724,961.36</b>	<b>1,087,442.00</b>
<b>EXPENSE</b>					
General Expenses					
4010 Bank Charges	122.03	116.67	1,028.94	933.36	1,400.00
4014 Insurance	11,800.75	11,666.67	92,040.03	93,333.36	140,000.00
4016 Legal/Audit Fees	0	83.33	709.5	666.64	1,000.00
4018 Administration	228.71	416.67	6,603.71	3,333.36	5,000.00
4019 Duplicating	98.02	250	2,751.35	2,000.00	3,000.00
4020 Management Fees	4,388.48	4,388.83	35,108.89	35,110.64	52,666.00
4050 Telephone	367.68	125	1,399.11	1,000.00	1,500.00
4110 Amenity Areas	160.27	1,041.67	7,295.84	8,333.36	12,500.00
4126 Security Maintenance	2,872.26	1,083.33	11,639.23	8,666.64	13,000.00
4128 Move Monitoring	419.74	200	1,996.32	1,600.00	2,400.00
4129 Fire/Security Monitoring	29.25	2,083.33	16,883.01	16,666.64	25,000.00
Utilities					
4210 Electricity	9,210.14	7,083.33	62,675.78	56,666.64	85,000.00
4212 Gas	7,599.88	5,833.33	66,722.09	46,666.64	70,000.00
4214 Water & Sewer	0	5,500.00	29,230.79	44,000.00	66,000.00
4216 Waste Removal	2,077.25	2,950.00	22,083.80	23,600.00	35,400.00
Repairs & Maintenance					
4310 Elevator Maintenance	5,377.72	4,000.00	32,883.21	32,000.00	48,000.00
4318 R & M Building	18,464.88	8,750.00	80,653.58	70,000.00	105,000.00
4319 Mechanical Maintenance	8,758.48	1,666.67	17,265.09	13,333.36	20,000.00
4330 Landscaping Maintenance	0	3,416.67	24,993.50	27,333.36	41,000.00
4333 Tree Maintenance	0	333.33	2,987.25	2,666.64	4,000.00
4335 Landscaping Improvements	327.6	83.33	327.6	666.64	1,000.00
4350 Supplies / Equipment	795.87	875	6,149.76	7,000.00	10,500.00
4352 Window Cleaning	9,418.50	816.67	9,418.50	6,533.36	9,800.00



4353 Dryer Vent Cleaning	333.33	500	3,606.39	4,000.00	6,000.00
Caretaker Expenses					
4410 Mortgage ( S/L#141)	677.36	880.83	6,368.03	7,046.64	10,570.00
4420 Strata Fees - Suite	232.14	242.17	1,857.12	1,937.36	2,906.00
4425 Strata Suite - Expenses	0	41.67	371.55	333.36	500
4440 Telephone / Pager	295.31	150	1,367.62	1,200.00	1,800.00
4450 Caretaking/Janitorial	13,452.17	13,125.00	106,463.93	105,000.00	157,500.00
Other Expenses					
4590 Contingency Reserve Fund	12,916.67	12,916.67	103,333.36	103,333.36	155,000.00
<b>TOTAL EXPENSE</b>	<b>110,424.49</b>	<b>90,620.17</b>	<b>756,214.88</b>	<b>724,961.36</b>	<b>1,087,442.00</b>
<b>NET INCOME</b>	<b>-19,288.93</b>	<b>0</b>	<b>-25,849.86</b>	<b>0</b>	<b>0</b>

**PACIFICA  
 STRATA LMS 597  
 INTERIOR RENOVATION  
 BUDGET/COST RECONCILIATION  
 updated June 20, 2014**

	<b>BUDGET</b>	<b>PAID</b>	<b>HOLDBACK</b>	<b>TOTAL PAID</b>	<b>BUDGET REMAINING</b>
<b>CONSTRUCTION</b>	<b>746,517</b>	742,220		742,220	4,297
<b>ADMINISTRATION</b>	<b>57,699</b>	20,598		20,598	37,101
<b>CONTINGENCY</b>	<b>77,272</b>	38,706		38,706	38,566
<b>SUBTOTAL</b>	<b>881,488</b>	<b>801,524</b>		<b>801,524</b>	<b>79,964</b>
<b>INTEREST &amp; BANK CHARGES</b>	<b>0</b>	6,941		6,941	6,941
	<b>881,488</b>	<b>794,583</b>		<b>794,583</b>	<b>86,905</b>