



**PACIFICA  
STRATA PLAN LMS 597**

**STRATA COUNCIL MEETING MINUTES  
TUESDAY, MARCH 18, 2014 AT 7:00 PM**

**COUNCIL MEMBERS PRESENT:**

**Monica Drake, President  
Con Verburg, Vice President  
Seva Batkin  
Paolo Ciocca**

**REGRETS:**

**Philippe Arrata  
Martin Jonsson  
Dr. Isabella Wang**

**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**

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**1. CALL TO ORDER**

The Strata Council President, Monica Drake, called the meeting to order at 7:00 p.m. and welcomed the Council Members. Three observers, Dr. Robert Mermelstein, Theresa Grech and Wayne Smith attended for part of the meeting. Robert Capar, the payment certifier for the interior renovation project, also attended part of the meeting.

**2. ADOPTION OF AGENDA**

The Chair asked the Council 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 February 18, 2014 Strata Council meeting.

**4. OWNER'S PRESENTATION**

An owner presented three issues to the Strata Council. First, he stated his concern that the annual pressure washing of the sidewalks and parkade floors was damaging the concrete and suggested that cleaning be done without power washing. Second, he noted that contractor trucks were parking in the Northgate/Promenade Mews driveway and, third, that a new Strata Council contact list needed to be posted. The Council Members responded that a new contact list was recently posted and that the Property Manager would ask the building staff to monitor the parking issue. Subsequent to the meeting, the Property Manager contacted the strata's consulting engineer who advised that pressure washing does not pose any risk to the concrete. As a precaution, however, the building staff have also contacted the pressure washing contractor and advised him to use lower pressure when working at Pacifica in order to minimize any potential damage.

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5. **COMMERCIAL SECTION MATTERS**

The Property Manager presented the Strata Council with three additional quotes for the replacement of the Commercial Cooling Tower and the Commercial Boiler. In addition, he presented draft *pro forma* budgets for the Strata operating in sections, namely, Residential Section, Commercial Section and Joint budgets (Joint refers to common expenses such as insurance, common property maintenance, etc.). Council Members asked the Property Manager to forward the information to the Commercial Representative, who was not present at the meeting, for dissemination to and discussion with her commercial-lot neighbours. They reiterated their willingness to provide the Commercial Rep with whatever assistance she requests.

6. **OWNERS' CONCERNS and BUILDING REPRESENTATIVE REPORTS**

- a. One Owner wrote regarding an exterior exit light shining into his bedroom and suggested alternative light fixtures for the Council's consideration. The Strata Council reviewed the materials provided by the owner and noted that the proposed fixtures would be too bright and that the proposed motion sensors would have a negative impact on the Pacifica community. Council Members asked the Property Manager to arrange to have the existing light relocated above the exit door and properly shielded so that it does not shine into the owner's bedroom window.
- b. One Owner wrote requesting Council's assistance with documentation required for the placement of NO PARKING signs by the City of Vancouver on the east side of the 16<sup>th</sup> Avenue lane/driveway. The Strata Council asked the Property Manager to provide the required documentation to the Owner and to assist him in acquiring a similar letter from the neighbouring strata.
- c. One Owner wrote requesting that the Strata Council install additional carpet mats at two exit doors. The Strata Council asked the Property Manager to respond.
- d. One Owner wrote recommending the purchase of additional/new equipment for the Fitness Room. The Strata Council discussed the request and noted that there is nothing in the 2013/2014 Operating Budget for new equipment of this type. Council members agreed that this item should be considered for inclusion in the Capital Plan in conjunction with any future decision to update the Fitness Room.

7. **FINANCE**

a. **Financial Statements**

The Treasurer provided the Strata Council with a brief report on the February 2014 financial statements. The Treasurer noted that the strata is 1.2% over budget for the first 5 months of the 2013/2014 fiscal year. Income, expenses and budget variances were discussed with the Strata Council Members. The February financial statements are attached.

**Owners are encouraged to sign up for *PQ Online* (see page 5) where the Strata's financial information is accessible at any time.**

It was: ***MOVED, SECONDED and CARRIED***  
To approve the February 2014 financial statements.

**b. Arrears**

The Strata Council and the Property Manager reviewed the schedule of arrears and the Strata 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 these units upon giving thirty (30) days written notice.

At this time, the total arrears owing to the Strata are just over \$59,000 due to slow payment of the February 1<sup>st</sup> special assessment and there are currently 11 strata lots in arrears over \$1,000. The Property Manager confirmed that statements had been mailed to the Owners of all strata lots in arrears. The majority of the Owners have paid their special assessments and collections are going well. The Property Manager confirmed that, to date, fines had been levied and that liens have been registered where necessary (two strata lots).

**Owners are reminded that the two Special Assessments approved at the November 2013 Annual General Meeting are due February 1 and May 1. Please submit payment promptly to avoid fines and penalties. Contact the Property Manager at [mhenson@pacificquorum.com](mailto:mhenson@pacificquorum.com) if you have any questions about your account.**

**8. BUSINESS ARISING****a. Council Discussion Items**

- i. A Council member noted that common hallways are not for the storage of personal items such as shoes, carts, umbrellas, etc. All residents are reminded to ensure that they do not leave any personal items in the hallways.
- ii. Similarly, parking stalls are not for storage of personal items such as boxes, buckets, cleaning supplies, etc.
- iii. One Council Member noted that some of the Cityhomes hallway windows require new hinges – building staff will follow up.
- iv. One observer noted that there is no evacuation plan information on the 6<sup>th</sup> floor at Northgate – the Renovation Committee will follow up.

**b. Property Manager's Report**

- i. **Garbage Compactor:** The Property Manager reported that the garbage compactor is installed and is currently undergoing testing.
- ii. **Southgate Handicapped Access:** The CSA quote has been approved and they are proceeding with the front ramp budgeting and lift feasibility study.
- iii. **CSA Maintenance Report Update:** The Property Manager confirmed that the Strata's consulting engineers are working on an update to the 2010 Maintenance Assessment Report and that the new report should be available for the next meeting.
- iv. **Rec Centre Boiler Loop:** The Property Manager confirmed that the Strata's consulting mechanical engineers, MMM Group, will be reviewing the scope of work and quote and providing their assessment for the next meeting.

**c. Facilities Manager's Report**

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

9. **COMMITTEES**

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

Monica Drake and Robert Capar, the strata's payment certifier, gave an update about the renovation project, stating that the majority of the project elements have been completed. A few items remain incomplete due to timing and unanticipated delays, notably various things relating to elevators, the finalization and installation of fire-safety signage, the retrofitting of the feature tile insert in the Southgate lobby and some details of the new doors in Cityhomes. Deficiency lists for each building have been prepared and are being reviewed by the Committee, the payment certifier and the contractor. Overall, the project continues to progress well and is on budget. Monica and Robert responded to questions from the Council Members regarding various items and details of the renovation. The Council Members thanked Robert for his attendance and participation.

**The Committee extends its thanks to all Pacifica residents for their support and co-operation during the renovation. It also reminds residents to TAKE GOOD CARE OF THE NEW FINISHES IN THE COMMON AREAS to keep them looking fresh and new for as long as possible! Please pay attention as you walk through these spaces and avoid marking, scratching, chipping, staining and otherwise marring the surfaces.**

b. **Governance Committee**

Monica Drake reported that the Property Manager had reviewed the current Bylaws and provided revisions and recommendations together with sample Bylaws from other strata buildings. Two Owners responded to the call for volunteers to assist the Committee once it undertakes its bylaw review.

c. **Landscape Committee**

Monica Drake reported that she and several others had accompanied Pacifica's original landscape designer, Ron Rule, on a walk-through of the grounds. He is now working on a design concept for replacement of the north courtyard pergola, per his proposal from June 2013 which owners agreed to fund in the last AGM. We are hoping also to receive some informal additional suggestions from him for improvements and upgrades in other areas although we noted with interest that Ron Rule was impressed with the quality and condition of the Pacifica grounds and ongoing grounds maintenance. Monica has also met with our current gardener, Jim Circo, to review his proposals and discuss ongoing priorities. The front of Maingate will be the current area of major focus for him.

10. **OTHER BUSINESS**

- a. The Property Manager updated the Strata Council on the status of patio wall, threshold and deck repairs to one of the Northgate suites. The strata's consulting engineers, CSA, are involved and thermal imaging of the problem areas has been completed. The strata's contractors are proceeding with the repairs recommended by the engineer. Subsequent to the meeting the engineer recommended that the scope of the repairs be broadened to ensure no reoccurrence of the water ingress – those repairs are approved and are proceeding.

- b. **JUNK MAIL** – the mail carrier has confirmed that Canada Post will not deliver junk mail (posters, flyers, ads, etc.) to your personal mailbox if you have a sticker affixed inside your mailbox that says “No Junk Mail or Flyers” or if you have a red dot sticker inside your mailbox.

11. **NEXT MEETING**

**The next Strata Council Meeting is scheduled for Tuesday, April 15, 2014 at 7:00 pm**

12. **ADJOURNMENT**

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

**Submitted by:**

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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.*

**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**  
**February 28, 2014**

**ASSETS**

Bank - Operating Funds Account	18,781.47
Bank - Special Levy Funds Account	172,523.26
Bank - Holdback	63,603.58
Bank - Contingency Reserve Account	122,227.13
CRF - Scotia GIC (1.25%;Jan-2014)	81,401.00
CRF - Levy Funds Due from Op. A/C	67,417.65
CRF - Interfund Loan (Insurance)	127,448.10
Petty Cash	500
Accounts Receivable	80,072.32
Prepaid Insurance	118,007.50

Fixed Assets

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

**TOTAL ASSETS** **993,197.80**

**LIABILITIES & EQUITY**

Liabilities

Accounts Payable	73,656.86
Interfund Loan Payable	127,448.10
Prepaid Maintenance Fees	11,002.22
Dryer Vent Reserve	2,416.45
Garden Reserve	2,766.75
Mortgage Payable	38,736.43
Accrued Liabilities	13,830.45
Interfund Loan	67,417.65

Total Liabilities 337,274.91

Equity

Caretaker Suite Equity	102,479.36
Current - Surplus (Deficit)	-5,447.00
Prior Years Surplus(Deficit)	-12,827.08

Contingency Reserve Fund	301,642.32
Capital Projects Fund	97,526.43
	<u>399,168.75</u>

Special Levy Fund (2012F & 2012G) 172,548.86

Total Equity 655,922.89

**TOTAL LIABILITIES & EQUITY** **993,197.80**

**Budget Comparison**  
**Consolidated Statement - Pacifica LMS 597**  
**February 28, 2014**

	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual
<b>INCOME</b>					
3110 Strata Fees	86,952.99	86,938.50	434,665.86	434,692.50	1,043,262.00
3114 Amenity Income	575	875	3,525.00	4,375.00	10,500.00
3116 Parking Income	1,320.00	1,083.33	6,477.50	5,416.65	13,000.00
3117 Move-in/out Fees	300	250	1,300.00	1,250.00	3,000.00
3118 Storage Lockers Rental	0	500	480	2,500.00	6,000.00
3119 Fines/Penalties	1,708.75	166.67	1,743.75	833.35	2,000.00
3120 Interest Income	50.57	50	266.04	250	600
3125 Miscellaneous	25	104.17	775	520.85	1,250.00
3126 Novus Income	0	5.83	37.69	29.15	70
3127 Bottle Recycling	0	16.67	375.96	83.35	200
3130 Caretaker Suite Rental	630	630	3,150.00	3,150.00	7,560.00
<b>TOTAL INCOME</b>	<b>91,562.31</b>	<b>90,620.17</b>	<b>452,796.80</b>	<b>453,100.85</b>	<b>1,087,442.00</b>
<b>EXPENSE</b>					
General Expenses					
4010 Bank Charges	128.51	116.67	681.31	583.35	1,400.00
4014 Insurance	11,800.75	11,666.67	56,637.78	58,333.35	140,000.00
4016 Legal/Audit Fees	708.75	83.33	709.5	416.65	1,000.00
4018 Administration	469.42	416.67	4,333.64	2,083.35	5,000.00
4019 Duplicating	32.5	250	2,545.36	1,250.00	3,000.00
4020 Management Fees	4,388.48	4,388.83	21,943.45	21,944.15	52,666.00
4045 Enterphone	154.53	125	716.07	625	1,500.00
4110 Amenity Areas	1,630.76	1,041.67	6,586.57	5,208.35	12,500.00
4126 Security Maintenance	1,082.09	1,083.33	6,595.69	5,416.65	13,000.00
4128 Move Monitoring	0	200	982.8	1,000.00	2,400.00
4129 Fire/Security Monitoring	0	2,083.33	13,452.71	10,416.65	25,000.00
Utilities					
4210 Electricity	8,067.85	7,083.33	36,799.38	35,416.65	85,000.00
4212 Gas	10,590.03	5,833.33	39,388.19	29,166.65	70,000.00
4214 Water & Sewer	0	5,500.00	8,374.97	27,500.00	66,000.00
4216 Waste Removal	4,158.06	2,950.00	16,242.11	14,750.00	35,400.00
Repairs & Maintenance					
4310 Elevator Maintenance	3,952.59	4,000.00	19,751.78	20,000.00	48,000.00
4318 R & M Building	7,788.56	8,750.00	48,714.72	43,750.00	105,000.00
4319 Mechanical Maintenance	0	1,666.67	8,506.61	8,333.35	20,000.00
4330 Landscaping Maintenance	3,197.25	3,416.67	18,599.00	17,083.35	41,000.00
4333 Tree Maintenance	0	333.33	2,987.25	1,666.65	4,000.00
4335 Landscaping Improvements	0	83.33	0	416.65	1,000.00
4350 Supplies / Equipment	336.2	875	4,288.09	4,375.00	10,500.00
4352 Window Cleaning	0	816.67	0	4,083.35	9,800.00
4353 Dryer Vent Cleaning	333.33	500	2,412.15	2,500.00	6,000.00

Caretaker Expenses					
4410 Mortgage ( S/L#141)	677.36	880.83	4,335.95	4,404.15	10,570.00
4420 Strata Fees - Suite	232.14	242.17	1,160.70	1,210.85	2,906.00
4425 Strata Suite - Expenses	0	41.67	0	208.35	500
4440 Telephone / Pager	159.1	150	731.23	750	1,800.00
4450 Caretaking/Janitorial	12,756.60	13,125.00	66,183.44	65,625.00	157,500.00
Other Expenses					
4590 Contingency Reserve Fund	12,916.67	12,916.67	64,583.35	64,583.35	155,000.00

<b>TOTAL EXPENSE</b>	<b>85,561.53</b>	<b>90,620.17</b>	<b>458,243.80</b>	<b>453,100.85</b>	<b>1,087,442.00</b>
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<b>NET INCOME</b>	<b>6,000.78</b>	<b>0</b>	<b>-5,447.00</b>	<b>0</b>	<b>0</b>
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**PACIFICA  
STRATA LMS 597  
INTERIOR RENOVATION  
BUDGET/COST RECONCILIATION**  
updated March 18, 2014

	BUDGET	PAID	HOLDBACK	TOTAL PAID	BUDGET REMAINING
CONSTRUCTION	742,750	594,006	63,578	657,584	85,166
ADMINISTRATION	57,699	19,023		19,023	38,676
CONTINGENCY	81,039	35,663		35,663	45,376
<b>SUBTOTAL</b>	<b>881,488</b>	<b>648,692</b>	<b>63,578</b>	<b>712,270</b>	<b>169,218</b>
INTEREST & BANK CHARGES	0	5,900		5,354	0
	<b>881,488</b>	<b>642,792</b>	<b>63,578</b>	<b>706,370</b>	<b>169,218</b>