



**PACIFICA
STRATA PLAN LMS 597**

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

COUNCIL MEMBERS PRESENT:

**Monica Drake, President
Con Verburg, Vice President
Philippe Arrata, Treasurer
Seva Batkin
Paolo Ciocca
Martin Jonsson
Dr. Isabella Wang, Commercial Section Rep**

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 Strata Council President, Monica Drake, called the meeting to order at 7:00 p.m. and welcomed the Council Members. One observer, Barry Hong, attended part of the meeting as a guest of the commercial section representative. 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 January 21, 2014 Strata Council meeting.

4. COMMERCIAL SECTION MATTERS

The Council Members and the Property Manager reviewed Commercial Section matters with the Commercial Section representative, Dr. Wang. The Property Manager confirmed that additional quotes for the replacement of the Commercial Section cooling tower and boiler were underway. Dr. Wang requested clarification regarding operating and capital costs and allocations of same between the commercial and residential sections. The Strata Council referred her to the recently completed Depreciation Report, available at PQ Online, which contains a list of the Strata's assets; however, to date, no formal analysis has been completed to identify which assets belong to the Commercial or Residential Sections, and which to the Strata as a whole. There was also further discussion of the operations of the Commercial and Residential Sections and of developing plans to move forward. There was discussion of "types" and "sections" under the Strata Property Act, and the practical effect of "types" and "sections" on Pacifica's operations. The Commercial Section representative was requested to compile and forward to the Strata Council a list of questions concerning sectioned operation of the

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Pacifica, to which the Council would then try to assist in obtaining authoritative answers. It is likely that legal advice on these issues will need to be obtained.

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

- a. One Owner wrote regarding an exterior exit light shining into his bedroom. The Strata Council had addressed this issue at the last meeting; however, the owner requested that the Strata Council revisit his concerns. The Strata Council asked the Property Manager to respond to the Owner, advising him to identify an alternate light fixture that would address his concerns while still keeping the rear exit well-lit and secure. He could submit his preferred option to the Strata Council for consideration.
- b. One Owner wrote thanking the Strata Council for their efforts in addressing her concerns regarding the Amenity Room.
- c. One Owner wrote requesting permission to install personally-owned artwork in a common hallway, to which all Owners sharing that hallway had agreed. The Strata Council discussed the request and agreed that granting permission may set a precarious precedent for future Strata Councils. The Strata Council asked the Property Manager to respond to the Owner denying the request.

6. **FINANCE**

a. **Financial Statements**

The Treasurer provided the Strata Council with a brief report on the January 2014 financial statements. The Treasurer noted that the strata is 3% over budget for the first 4 months of the 2013/2014 fiscal year. Income, expenses and budget variances were discussed with the Strata Council Members. The January 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 January 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 \$20,000 and there are currently four 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).

c. **Arrears – Liens - Collection**

The Strata Council and the Property Manager reviewed the two strata lots that are substantially in arrears and have liens registered against them. The Property Manager recommended sending the two files to the Strata's solicitor for collection. Costs of collection will be charged by the solicitor to the Owners of these units.

It was: **MOVED, SECONDED and CARRIED**
To send the two lien files to the lawyer for collection.

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 if you have any questions about your account.

7. **BUSINESS ARISING**

a. **Council Discussion Items**

- i. The Strata Council and the Property Manager reviewed the 2010 Maintenance Assessment prepared by the strata's consulting engineers, CSA. The Strata Council asked the Property Manager to engage CSA to update their report.
- ii. One Council Member noted an issue with his fireplace; the Property Manager will have the building staff investigate.
- iii. One Council Member noted an issue with the townhouse roof drains; the Property Manager advised that these drains are cleaned annually and that he would confirm when this was done last.

b. **Property Manager's Report**

- i. **Garbage Compactor:** The Property Manager reported that the garbage compactor is ordered but that there have been production delays by the manufacturer. Installation will be scheduled as soon as the compactor arrives.
- ii. **Southgate Handicapped Access:** The CSA quote has been approved and they are proceeding with the front ramp budgeting and lift feasibility study.
- iii. **Roof Deck Replacement:** The Property Manager confirmed that additional quotes are underway.
- 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 and recommendations.

c. **Facilities Manager's Report**

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

8. **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 it is expected to be completed around mid-March. The elevator refurbishment is taking longer than expected due to unanticipated BC Elevator Safety Branch requirements. The project is progressing 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 takes this opportunity to plead with 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 recommended that, now that the interior renovation project is nearing completion, it is time for the Strata Council and Owners to shift their focus to other important procedural and practical matters.

Firstly, our Strata Bylaws need to be reviewed to ensure they are both comprehensive and up to date. While this effort will ultimately involve the Strata's lawyer, the Council is seeking volunteers to help it do the preliminary work.

Secondly, related to the Bylaw Review, the Strata's operations must be brought into compliance with the *Strata Property Act* regarding 'sectioned' stratas. First steps have already been taken in this direction by actively discussing with the Commercial Section representative what it means to be a 'sectioned' strata and what possible effect proper sectioned operation, or, alternatively, 'typed' operation, may have on the Commercial Section. Much work remains to be done on this complex issue to determine whether to remain as we are now but put in place the administrative machinery required by the SPA or to ask all Owners to vote on dissolving the sections and replacing them with types. Abolishment of sections at the Pacifica would require 3/4 approval by the Commercial and Residential Sections, and by the Owners as a whole.

Thirdly, with the renovations of the Pacifica's common areas now almost completed, the Strata Council intends to monitor more strictly the Owners' compliance with Bylaw 19 on Alterations within an Owner's Suite. To pave the way for fair enforcement of this Bylaw, the Strata Council would like to produce a Renovation Manual for Owners addressing how they must interact with the Strata and what requirements they must follow when planning and carrying out renovations. The Manual will include guidelines or standards applicable to installation, replacement, alteration of flooring, windows film, fireplaces, suite-door hardware, painting window and door trims visible from outside, etc. Volunteers with good writing skills and a good eye for detail are urgently needed for this project.

Please contact the Property Manager at mhenson@pacificquorum.com if you are interested in volunteering for any of the above projects.

9. NEXT MEETING

The next Strata Council Meeting is scheduled for Tuesday, March 18, 2014 at 7:00 pm

10. ADJOURNMENT

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

Submitted by:

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**YOUR PACIFICA WEBSITE IS
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
- Next, go to the PQ website, 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

PLEASE RESPECT THE PACIFICA COMMON PROPERTY!!

**THE INTERIOR RENOVATION IS NOT YET COMPLETE AND
ALREADY WE ARE SEEING SCRATCHES IN THE NEW PAINT,
DENTS IN DRYWALL, STAINS ON HALLWAY CARPETING AND
EVEN SOME MINOR VANDALISM.**

THIS IS YOUR HOME, PLEASE TAKE CARE OF IT.

Balance Sheet
LMS 597 Pacifica
January 31, 2014

ASSETS

Bank - Operating Funds Account	762.38
Bank - Special Levy Funds Account	272,231.61
Bank - Holdback	54,256.20
Bank - Contingency Reserve Account	55,246.85
CRF - Scotia GIC (1.25%;Jan-2014)	81,401.00
CRF - Interfund Loan (Insurance)	141,609.00
CRF - Interfund Loan	10,000.00
Petty Cash	500
Accounts Receivable	20,909.83
Prepaid Expenses	3,309.99
Prepaid Insurance	129,808.25

Fixed Assets

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

TOTAL ASSETS **911,250.90**

LIABILITIES & EQUITY

Liabilities

Accounts Payable	83,961.38
Interfund Loan Payable	141,609.00
Prepaid Maintenance Fees	16,266.76
Dryer Vent Reserve	2,083.12
Garden Reserve	2,766.75
Mortgage Payable	39,419.18
Accrued Liabilities	10,633.20
Interfund Loan	10,000.00
Total Liabilities	306,739.39

Equity

Caretaker Suite Equity	101,796.61
Current - Surplus (Deficit)	-11,447.78
Prior Years Surplus(Deficit)	-25,803.26

Contingency Reserve Fund	220,779.06
Capital Projects Fund	46,952.79
	267,731.85

Special Levy Fund (2012F & 2012G)	272,234.09
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Total Equity	604,511.51
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TOTAL LIABILITIES & EQUITY **911,250.90**

Budget Comparison

**Pacifica Consolidated Statement
 January 31, 2014**

	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Annual
INCOME					
3110 Strata Fees	86,917.99	86,938.50	347,712.87	347,754.00	1,043,262.00
3114 Amenity Income	775	875	2,950.00	3,500.00	10,500.00
3116 Parking Income	1,320.00	1,083.33	5,157.50	4,333.32	13,000.00
3117 Move-in/out Fees	0	250	1,000.00	1,000.00	3,000.00
3118 Storage Lockers Rental	0	500	480	2,000.00	6,000.00
3119 Fines/Penalties	35	166.67	35	666.68	2,000.00
3120 Interest Income	32.41	50	215.47	200	600
3125 Miscellaneous	245	104.17	750	416.68	1,250.00
3126 Novus Income	18.31	5.83	37.69	23.32	70
3127 Bottle Recycling	77.7	16.67	375.96	66.68	200
3130 Caretaker Suite Rental	630	630	2,520.00	2,520.00	7,560.00
TOTAL INCOME	90,051.41	90,620.17	361,234.49	362,480.68	1,087,442.00
EXPENSE					
General Expenses					
4010 Bank Charges	181.15	116.67	552.8	466.68	1,400.00
4014 Insurance	11,800.75	11,666.67	44,837.03	46,666.68	140,000.00
4016 Legal/Audit Fees	0	83.33	0.75	333.32	1,000.00
4018 Administration	746.61	416.67	3,864.22	1,666.68	5,000.00
4019 Duplicating	79.75	250	2,512.86	1,000.00	3,000.00
4020 Management Fees	4,388.48	4,388.83	17,554.97	17,555.32	52,666.00
4045 Enterphone	157.68	125	561.54	500	1,500.00
4110 Amenity Areas	978.92	1,041.67	4,955.81	4,166.68	12,500.00
4126 Security Maintenance	0	1,083.33	5,513.60	4,333.32	13,000.00
4128 Move Monitoring	81.9	200	982.8	800	2,400.00
4129 Fire/Security Monitoring	315.1	2,083.33	13,452.71	8,333.32	25,000.00
Utilities					
4210 Electricity	8,527.51	7,083.33	28,731.53	28,333.32	85,000.00
4212 Gas	12,182.30	5,833.33	28,798.16	23,333.32	70,000.00
4214 Water & Sewer	0	5,500.00	8,374.97	22,000.00	66,000.00
4216 Waste Removal	4,849.37	2,950.00	12,084.05	11,800.00	35,400.00
Repairs & Maintenance					
4310 Elevator Maintenance	3,952.59	4,000.00	15,799.19	16,000.00	48,000.00
4318 R & M Building	14,192.71	8,750.00	40,926.16	35,000.00	105,000.00
4319 Mechanical Maintenance	-4,250.93	1,666.67	8,506.61	6,666.68	20,000.00
4330 Landscaping Maintenance	3,197.25	3,416.67	15,401.75	13,666.68	41,000.00
4333 Tree Maintenance	0	333.33	2,987.25	1,333.32	4,000.00
4335 Landscaping	0	83.33	0	333.32	1,000.00
Improvements					
4350 Supplies / Equipment	3,684.08	875	3,951.89	3,500.00	10,500.00
4352 Window Cleaning	0	816.67	0	3,266.68	9,800.00
4353 Dryer Vent Cleaning	333.33	500	2,078.82	2,000.00	6,000.00

Caretaker Expenses					
4410 Mortgage (S/L#141)	813.02	880.83	3,658.59	3,523.32	10,570.00
4420 Strata Fees - Suite	232.14	242.17	928.56	968.68	2,906.00
4425 Strata Suite - Expenses	0	41.67	0	166.68	500
4440 Telephone / Pager	109.98	150	572.13	600	1,800.00
4450 Caretaking/Janitorial	13,849.65	13,125.00	53,426.84	52,500.00	157,500.00
Other Expenses					
4590 Contingency Reserve Fund	12,916.67	12,916.67	51,666.68	51,666.68	155,000.00
TOTAL EXPENSE	93,320.01	90,620.17	372,682.27	362,480.68	1,087,442.00
NET INCOME	-3,268.60	0	-11,447.78	0	0

**PACIFICA
STRATA LMS 597
INTERIOR RENOVATION
BUDGET/COST RECONCILIATION**
updated February 18, 2014

	BUDGET	PAID	HOLDBACK	TOTAL PAID	BUDGET REMAINING
CONSTRUCTION	742,750	505,892	54,254	560,146	182,604
ADMINISTRATION	57,699	16,211		16,211	41,488
CONTINGENCY	81,039	35,663		35,663	45,376
SUBTOTAL	881,488	557,766	54,254	612,020	269,468
INTEREST & BANK CHARGES	0	5,354		5,354	0
	881,488	552,412	54,254	606,666	269,468