



**OCEAN VISTA  
STRATA PLAN VR 992**

**ANNUAL GENERAL MEETING MINUTES  
TUESDAY, JUNE 23, 2015, 6:30 PM  
COURTYARD – 1279 NICOLA STREET**

**PRESENT:** As per the Registration Sheet: Seven (7) in person and Five (5) proxies

**MANAGEMENT PRESENT:** Andrea Kunova, Property Manager  
Pacific Quorum Properties Inc.  
[akunova@pacificquorum.com](mailto:akunova@pacificquorum.com) / Direct Line: 604-638-1966

1) **CALL TO ORDER**

The meeting was called to order at 6:40 p.m. The Owners present were welcomed to the meeting by the Property Manager, Andrea Kunova, as well as by the current Council Members.

a) **Certification of Proxies & Issuance of Voting Cards**

The Property Manager reported that the certification of proxies and the issuance of voting cards were completed in accordance with the requirements of the *Strata Property Act*.

b) **Proof of Notice**

The Notice of Annual General Meeting was distributed on June 3, 2015, in accordance with the *Strata Property Act*.

c) **Notice of Quorum**

Ocean Vista has eighteen (18) strata lots. Under the *Strata Property Act*, a quorum is one-third of the eligible voters. Therefore, a quorum is six (6) Owners present in person or by proxy. The Property Manager reported that there were seven (7) Owners present in person and five (5) by proxy, for a total of twelve (12) strata lot Owners present in person or by proxy. Accordingly, the quorum requirement was met and the meeting was competent to proceed.

2) **ADOPTION OF AGENDA**

It was:

**MOVED/SECONDED**

To adopt agenda as presented.

**CARRIED**

3) **ADOPTION OF PREVIOUS ANNUAL GENERAL MEETING MINUTES**

It was:

**MOVED/SECONDED**

To adopt the Annual General Meeting Minutes from June 23, 2014, as previously circulated.

**CARRIED**

4) **INSURANCE OVERVIEW**

The Property Manager provided an overview of the Strata Corporation's insurance coverage, explaining areas covered, limits of coverage and deductibles, and answered questions from Owners. All Owners were provided a copy of the insurance cover note in their Notice of Meeting.

**INSURANCE NOTICE**

**DEDUCTIBLE CHARGE-BACK:**

Subject to your bylaws owners may be responsible for the Strata Corporation's insurance deductible in the event of a claim which emanates from within an Owner's unit. Owners should ensure that coverage for such deductible charge backs are added to their individual homeowner's insurance.

The current water escape deductible is **\$5,000.00.**

(Please refer to the insurance cover note to review additional important deductible information).

**OWNER IMPROVEMENTS / BETTERMENTS:**

Any in-unit upgrades and/or betterments completed by the current or any prior owner will not be covered under the Strata Corporation's insurance policy. Owners must ensure that any upgrades and/or betterments are covered under their personal homeowner insurance policy.

5) **CONSIDERATION OF THE 2015/2016 OPERATING BUDGET**

It was:

**MOVED/SECONDED**

To approve the proposed 2015/2016 Operating Budget for the fiscal year commencing June 1, 2015 and completing May 31, 2016, with a 5% increase in strata fees.

After discussion, the vote was recorded as follows:

**IN FAVOUR 11**

**AGAINST 0**

**ABSTAINED 1**

**CARRIED**

**NOTE: REGARDING STRATA FEE PAYMENTS**

**Please note with the passing of this budget there is a 5% increase in your strata fees for this fiscal period, retroactive to June 1, 2015.**

**Owners paying by pre-authorized withdrawal: Those owners currently paying strata fees by way of preauthorized withdrawal will have their fees automatically adjusted August 1, 2015 along with the retroactive shortfall payment to cover the increase portion for the period of June and July 2015.**

**Owners paying by cheque: Please submit your monthly cheque in the new amount, and include the retroactive payment portion for the period of June 2015. Strata fees must be made payable to your VR 992 and submitted via mail or in person to the Pacific Quorum office.**

**If you require any information regarding your account please contact your property accountant, Simona at 778-383-1156.**

6) **¾ VOTE RESOLUTION #1 – REPLENISHMENT OF CONTINGENCY RESERVE FUND  
SPECIAL LEVY**

**PREAMBLE:**

The Council would like to be proactive, and in consideration of the November 2013 Depreciation Report, increase the overall Contingency Reserve Fund (CRF), collecting the amount of **\$12,000.00 (Twelve Thousand Dollars)** in the 2015/2016 fiscal year by way of special levy.

**THEREFORE BE IT RESOLVED** by a ¾ vote resolution of The Owners of Strata Plan VR 992, “Ocean Vista”, approves the collection of a special levy in the amount of **\$12,000.00 (Twelve Thousand Dollars)** to replenish the CRF.

The special assessment amounts shall be due and payable upon the approval of this resolution and, for the purposes of financial convenience only, may be paid in three (3) installments on **September 1, 2015, October 1, 2015, and November 1, 2015**, pursuant to the attached schedule.

*This special assessment shall be considered part of the common expenses of the Strata Corporation, and Section 116 of the Strata Property Act of British Columbia shall be applicable where an Owner fails to make the required payment, as authorized by the passing of this resolution. The Strata Corporation agrees that a fine in the amount of \$100.00 per month, together with interest calculated at 10% per annum, shall be charged on all special assessment amounts in arrears in excess of thirty (30) days.*

It was:

**MOVED/SECONDED**

To approve the resolution as presented.

After discussion, the vote was recorded as follows:

**IN FAVOUR 11**  
**AGAINST 0**  
**ABSTAINED 1**  
**CARRIED**

**NOTE: REGARDING SPECIAL ASSESSMENT PAYMENTS**

Please note with the passing of the above special assessment (see attached assessment payment schedule), payment is due September 1, 2015, October 1, 2015, & November 1, 2015.

**Owners wanting to pay by automatic bank withdrawal:** Please note that special assessment payments **will not** be automatically debited from your bank account. Please submit the attached Pre-Authorized Debit **Adjustment** Form (located at [www.pacificquorum.com/forms-documents](http://www.pacificquorum.com/forms-documents)) if you would like to make your assessment payment(s) by automatic bank withdrawal.

**Owners wanting to pay by cheque:** Please submit a cheque in the special assessment amount. The cheque must be made out to your **VR 992** with “Special Assessment” in the notes section and submitted via mail or in person to the Pacific Quorum office.

If you require any information regarding your account please contact your property accountant, Simona at 778-383-1156.

7) **PRESIDENT'S REPORT**

Chris Masterton thanked everyone that served on Council in previous years and the last fiscal year for their time and dedication. The Strata Corporation is well managed, and has been well maintained. A special thank you was extended to Lorenzo for his volunteered work, valuable experience, and expertise. Council compiled a list of trusted trades used during this fiscal year, and to use going forward. Council obtained complete copies in an electronic version from the City of Vancouver, and shared the list with Pacific Quorum. The details will be uploaded to *PQ ONLINE*.

In addition, the annual maintenance schedule has been set up noting window cleaning, gutter cleaning, chimney cleaning, etc.

The Strata faced several repair and maintenance challenges related to a roof leak, faucet burst, etc., this fiscal year. Council managed all of the details related to these repairs, including meeting trades onsite as well as responding to emergency calls from Owners.

Another item up for discussion to be mentioned is the courtyard Magnolia tree, which is going to be addressed by the arborist and pruned. Going forward, the tree will need to be trimmed annually. Considering the size of the tree, it is a possibility that the tree may be an issue due to its weight and roots. It would require inspection and a report provided by an engineering company to assess the tree to confirm if there could be any future issue to the building membrane caused by this tree. The approximate cost of this report is \$2,000.00 - \$3,500.00.

It was noted that the time allocated for duties as Council President have been time consuming. If elected this fiscal year, Council Members are asked to share the responsibility and allocate their time equally to deal with Strata related matters, such as meeting contractors on site, etc.

At this point, the Owners present extended a big thank you to Chris Masterton for his time and dedication, with a following round of applause.

8) **ELECTION OF THE 2015/2016 STRATA COUNCIL**

As required by the *Strata Property Act*, the current Strata Council Members resigned, but are eligible for re-election.

It was:

**MOVED/SECONDED**

To open the floor for nominations.

**CARRIED**

The following Owners were nominated and elected by acclamation:

Patrick Murphy  
Michael Buble  
Derrick Cheng

Chris Masterton  
Jessica Oakes  
Tim Reeve

9) **NEW BUSINESS**

a) **Bike Room Audit**

Owners agreed that a bike room audit should be conducted.

b) **Landscaper**

Council will be sourcing out a new landscaper.

c) **Organic Waste**

Waste Management has been requested to deliver a green bin, which will be located with the blue bins. Owners are asked to purchase their own kitchen catchers. A notice stating the items that are allowed to be disposed of will be circulated to all residents.

d) **Proper Disposal of Junk**

Owners are reminded that only regular waste may be disposed of in the waste bin. Items such as electronics, glass, mirrors, furniture, old barbeques, etc., must be disposed of at the designated depot.

e) **Cardboard Disposal**

Owners are asked to properly flatten all cardboard prior to disposal.

f) **Summer Social**

Owners are invited to the Summer Social, taking place on Wednesday, July 29, 2015. An invitation to all Owners and residents will be posted in the lobby.

10) **ADJOURNMENT**

There being no further business to discuss, this Annual General Meeting was adjourned at 8:05 p.m.

11) **NEXT COUNCIL MEETING**

The next Council Meeting is scheduled for Wednesday, August 5, 2015.

**ONLINE ACCESS TO YOUR STRATA CORPORATION**

To access ***PQ ONLINE*** for Ocean Vista:

- Go to: **www.pacificquorum.com**
- Under ***PQ ONLINE LOGIN*** enter:
  - Username: **ocean vista**
  - Password: **992**

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.

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

**Andrea Kunova**

**430 – 1200 West 73rd Avenue**

**Vancouver, BC V6P 6G5**

**Tel: (604) 685-3828 / Fax: (604) 685-3845**

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**Email: [akunova@pacificquorum.com](mailto:akunova@pacificquorum.com)**

**Website: [www.pacificquorum.com](http://www.pacificquorum.com)**

**24-Hour Maintenance Emergency #: 604-685-3828**

**IMPORTANT INFORMATION** Please have this translated  
**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire  
**INFORMACIÓN IMPORTANTE** Busque alguien que lo traduzca  
**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ  
**重要資料** 請找人為你翻譯  
これほたいまつなお知らせです。どなたかに日本語に訳してもらってください。  
알려드립니다 이것을 번역해 주십시오  
सबुधी सल्लागी विषय सबडे विवि वेळ विता या सुलेन सल्लागी

Please Note: The Real Estate Regulations requires a vendor to provide purchasers with copies of Strata 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.



**OCEAN VISTA - STRATA PLAN VR 992  
 APPROVED MONTHLY STRATA FEE SCHEDULE  
 PERIOD COVERING JUNE 1, 2015 THROUGH MAY 31, 2016**

5 % INCREASE OVER PRIOR YEAR

UNIT #	STRATA LOT #	UNIT ENTITLEMENT	% OF TOTAL UNIT	MONTHLY OPERATING CONTRIBUTION	MONTHLY CONTINGENCY CONTRIBUTION	TOTAL MONTHLY STRATA FEES	TOTAL ANNUAL STRATA FEES	SHORTFALL PAYMENT JUN-JUL 2015
<b>ANNUAL TOTALS:</b>				<b>\$78,200.00</b>	<b>\$3,000.00</b>	<b>\$81,200.00</b>		
101	3	5422	5.42%	\$353.33	\$13.56	<b>\$366.89</b>	\$4,402.66	<b>\$35.08</b>
102	2	5351	5.35%	\$348.71	\$13.38	<b>\$362.08</b>	\$4,345.01	<b>\$34.62</b>
103	1	5841	5.84%	\$380.64	\$14.60	<b>\$395.24</b>	\$4,742.89	<b>\$37.79</b>
104	9	4957	4.96%	\$323.03	\$12.39	<b>\$335.42</b>	\$4,025.08	<b>\$32.07</b>
105	8	5998	6.00%	\$390.87	\$15.00	<b>\$405.86</b>	\$4,870.38	<b>\$38.81</b>
106	7	5932	5.93%	\$386.57	\$14.83	<b>\$401.40</b>	\$4,816.78	<b>\$38.38</b>
107	6	4219	4.22%	\$274.94	\$10.55	<b>\$285.49</b>	\$3,425.83	<b>\$27.30</b>
108	5	4250	4.25%	\$276.96	\$10.63	<b>\$287.58</b>	\$3,451.00	<b>\$27.50</b>
109	4	5776	5.78%	\$376.40	\$14.44	<b>\$390.84</b>	\$4,690.11	<b>\$37.37</b>
301	12	5609	5.61%	\$365.52	\$14.02	<b>\$379.54</b>	\$4,554.51	<b>\$36.29</b>
302	11	5558	5.56%	\$362.20	\$13.90	<b>\$376.09</b>	\$4,513.10	<b>\$35.96</b>
303	10	5801	5.80%	\$378.03	\$14.50	<b>\$392.53</b>	\$4,710.41	<b>\$37.53</b>
304	18	5543	5.54%	\$361.22	\$13.86	<b>\$375.08</b>	\$4,500.92	<b>\$35.86</b>
305	17	6089	6.09%	\$396.80	\$15.22	<b>\$412.02</b>	\$4,944.27	<b>\$39.40</b>
306	16	5963	5.96%	\$388.59	\$14.91	<b>\$403.50</b>	\$4,841.96	<b>\$38.58</b>
307	15	5907	5.91%	\$384.94	\$14.77	<b>\$399.71</b>	\$4,796.48	<b>\$38.22</b>
308	14	5953	5.95%	\$387.94	\$14.88	<b>\$402.82</b>	\$4,833.84	<b>\$38.52</b>
309	13	5831	5.83%	\$379.99	\$14.58	<b>\$394.56</b>	\$4,734.77	<b>\$37.73</b>
<b>TOTAL:</b>		<b>100000</b>	<b>100%</b>	<b>\$6,516.67</b>	<b>\$250.00</b>	<b>\$6,766.67</b>	<b>\$81,200.00</b>	
				<b>\$78,200.00</b>	<b>\$3,000.00</b>	<b>\$81,200.00</b>		



**OCEAN VISTA - STRATA PLAN VR 992  
APPROVED - CRF REPLENISHMENT SPECIAL LEVY**

**PAYMENT DUE: SEPTEMBER 1, OCTOBER 1, NOVEMBER 1, 2015**

UNIT #	STRATA LOT #	UNIT ENTITLEMENT	DUE SEPT 1 2015	DUE OCT 1 2015	DUE NOV 1 2015	TOTAL SPECIAL LEVY
		<b>TOTAL:</b>				<b>\$12,000.00</b>
103	1	5841	233.64	233.64	233.64	\$700.92
102	2	5351	214.04	214.04	214.04	\$642.12
101	3	5422	216.88	216.88	216.88	\$650.64
109	4	5776	231.04	231.04	231.04	\$693.12
108	5	4250	170.00	170.00	170.00	\$510.00
107	6	4219	168.76	168.76	168.76	\$506.28
106	7	5932	237.28	237.28	237.28	\$711.84
105	8	5998	239.92	239.92	239.92	\$719.76
104	9	4957	198.28	198.28	198.28	\$594.84
303	10	5801	232.04	232.04	232.04	\$696.12
302	11	5558	222.32	222.32	222.32	\$666.96
301	12	5609	224.36	224.36	224.36	\$673.08
309	13	5831	233.24	233.24	233.24	\$699.72
307	15	5907	236.28	236.28	236.28	\$708.84
306	16	5963	238.52	238.52	238.52	\$715.56
305	17	6089	243.56	243.56	243.56	\$730.68
304	18	5543	221.72	221.72	221.72	\$665.16
<b>TOTAL:</b>		<b>100000</b>				<b>\$12,000.00</b>