



**OCEAN VISTA
STRATA PLAN VR 992**

**STRATA COUNCIL MEETING MINUTES
THURSDAY, APRIL 24, 2014, 6:30 PM
UNIT #305– 1279 NICOLA STREET**

COUNCIL PRESENT:

Irene Lugsdin	President
Chris Masterton	Vice President
Patrick Murphy	Treasurer
Eleanore Lawry	Secretary
Michael Buble	Member at Large
Derrick for Jason Kent	Member at Large

MANAGEMENT PRESENT:

**Andrea Kunova, Property Manager
Pacific Quorum Properties Inc.
akunova@pacificquorum.com / direct line: 604-638-1966**

1) CALL TO ORDER

The meeting was called to order at 6:37 p.m.

2) ADOPTION OF PREVIOUS MINUTES – FEBRUARY 8, 2014

It was:

MOVED/SECONDED

To adopt the Council meeting minutes from February 18, 2014, as previously circulated.

CARRIED

3) FINANCE

a) Financial Statements

It was:

MOVED/SECONDED

To accept the Financial Statements for January and February 2014, as distributed.

CARRIED

b) Arrears

The Property Manager noted one (1) Owner showing arrears related to a chargeback amount, as of the night of the Council meeting.

4) BUSINESS ARISING

a) Depreciation Report

An invitation to the Depreciation Report Information Meeting has been distributed and is scheduled for Monday, April 28, 2014 at 6:30 p.m.

- b) **Plumbing Stack Cleaning**
Pacific Quorum will arrange for a second quote for common area drains and stack cleaning. A volunteer Council member will meet Service Plus Mechanical and Plumbing.
- c) **Mail Box Painting and Paint Touch Up of Common Areas**
The Council is satisfied with the quality of the work completed.
- d) **Balconies Repair**
The Property Manager is waiting for the quotes to be provided.
- e) **Window Replacement 305 & 309**
A quote provided by Ever Bright Windows, in the amount of \$1,100.00 was approved.
- f) **Window Washing**
It was:
MOVED/SECONDED
To approve the quote by Bluebird in the amount of \$685.00 plus tax.
CARRIED

5) **NEW BUSINESS**

- a) **Exterior Tap Leak**
A recent water damage emergency related to units 104 and 304 was addressed by Circle Restoration. Pacific Quorum reported the claim with the Strata Insurance provider. The claim is being finalized, and subject to a \$5,000.00 water damage deductible.
- b) **Important Labeling**
It was suggested to label the main water shut off valves within your own strata lot. It will assist you, or other people in case of an emergency, should there be a sudden shut off required.
- c) **Building Emergency Protocol**
The Council is summarizing this important document.
- d) **Building Tour**
It will be beneficial to conduct a building tour if Owners and the Council are able to schedule some time, so that everyone is aware of important common area rooms within the building.
- e) **Master Key**
One additional set of Master Keys will be made and placed in the Elevator Room so that any council may readily access the keys. P. Murphy to get the set done.
- f) **Away From Home**
If you are planning to be away from home, leave keys for your strata unit with a neighbor, family member (only if they reside in the building) or a council member. This is critical in the event of flooding or other emergencies. In addition, it is wise to have an offsite key with family/ friends.
- g) **Keys for Pacific Quorum**
A new set of building keys were provided to Pacific Quorum.

- h) **Hot Water Tank**
Owners are reminded that the lifespan of a hot water tank is 7-8 years, and it is the Owner's responsibility to look after the repair and maintenance of the tank. Owners are encouraged to add your installation date posted on your water tank so you will know the age of tank.
- i) **Home Owners Insurance**
Owners are reminded that personal insurance is very important and fairly inexpensive. Please be sure to obtain the personal/content insurance for your individual strata lot.
- j) **Fire Alarm**
If you hear the fire alarm active, please call 911 immediately. The local Fire Department will be required to attend immediately.
- k) **Generator**
Pacific Quorum will obtain a quote for the generator fuel fill up, as well as a quote for the installation of an automatic switch; the current switch is manual.
- l) **Garden Hose**
The Council agreed that a new hose will be purchased for watering the plants.
- m) **Parking Stalls and Cleanliness**
Owners are reminded to remove any items/clutter from the parkade area immediately. The parkade is not meant for storage of various items. The only items allowed are a bicycle, vehicle tires and a small amount of firewood.
- n) **Gutters**
Several areas of gutter sections require inspection and caulking. Pacific Quorum will arrange for a contractor.
- o) **Elevator Lock**
Pacific Quorum to arrange repair to the lock.
- p) **Pathway Re-leveling**
Pacific Quorum to obtain quote
- q) **Parkade**
Pacific Quorum to obtain quote for power washing.
- 6) **CORRESPONDENCE**
No correspondence was received.
- 7) **NEXT COUNCIL MEETING DATE**
The next Council meeting will be held in Unit 305 on **Monday, May 26th, 2014 at 6:30 p.m.**
- 8) **ADJOURNMENT**
There being no further business to discuss, the meeting was adjourned at 8:45 p.m.

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:

Andrea Kunova, Property Manager
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24-Hour Emergency Maintenance #: 604-685-3828

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सबसे महत्वपूर्ण बिना किसी देरी के इसे का अनुवाद करवाएं

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.*