



**OCEAN VISTA  
STRATA PLAN VR 992**

**STRATA COUNCIL MEETING MINUTES  
MONDAY, MAY 23, 2014, 6:30 PM  
UNIT # 305– 1279 NICOLA STREET**

**COUNCIL PRESENT:**

<b>Irene Lugsdin</b>	<b>President</b>
<b>Chris Masterton</b>	<b>Vice President</b>
<b>Patrick Murphy</b>	<b>Treasurer</b>
<b>Eleanore Lawry</b>	<b>Secretary</b>

**COUNCIL REGRETS:**

<b>Michael Buble</b>	<b>Member at Large</b>
<b>Derrick for Jason Kent</b>	<b>Member at Large</b>

**MANAGEMENT PRESENT:**

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

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1) **CALL TO ORDER**

The meeting was called to order at 6:41 p.m.

2) **ADOPTION OF PREVIOUS MINUTES – APRIL 24, 2014**

It was:

**MOVED/SECONDED**

To adopt the Council meeting minutes from April 24, 2014, as previously circulated.

**CARRIED**

3) **FINANCE**

a) **Financial Statements**

It was:

**MOVED/SECONDED**

To accept the Financial Statements for March and April 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**

Depreciation Report Information Meeting has been held as previously scheduled on Monday, April 28, 2014 at 6:30 p.m. Owners discussed details related to report.

- b) **Plumbing Stack Cleaning**  
Service Plus Mechanical and Plumbing provided a quote in the amount of \$1,545.00 plus applicable taxes. Council requested the Property Manager clarify a couple questions before proceeding with the cleaning.
- c) **Balconies Repair**  
Council directed the Property Manager to obtain two more quotes. The work related to repairs of balcony units #109 and #309 may require involvement of an consultant engineer, it will be determined upon review of quotes.
- d) **Window Replacement #305 & #309**  
Ever Bright Windows are to schedule repairs.
- e) **Window Washing**  
Bluebird completed the window washing.
- f) **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 insurer reported to Pacific Quorum that the Strata Corporation qualifies for “free claim”, meaning that there is no \$5,000.00 water damage deductible to be paid to Insurance Company. Council is pleased about the feature and cost saving.
- g) **Generator**  
The Property Manager was instructed to obtain a quote for the installation of an automatic switch as the current switch is manual.

## 5) **NEW BUSINESS**

- a) **Annual General Meeting Preparation**  
Council reviewed and finalized the operating budget draft and agenda for the upcoming Annual General Meeting. Advanced notice will be distributed in accordance with the *Strata Property Act*.
- b) **Master Key**  
An additional set of Master Keys has been made and will be placed in the Elevator Room so that any Council may readily access the keys.
- c) **Parking Stalls & Cleanliness**  
Owners are reminded to remove any items/clutter from the parkade area immediately. Council will take pictures of any items stored in the parkade and will submit them to Pacific Quorum. The Property Manager will send out letters to any owner with items not removed from the parkade, including picture, requesting removal within 10 days. If the owner does not remove the items, there will be bylaw infraction fine applied and a potential charge back for removal/clean up.
- d) **Annual Spring Cleaning**  
Council requested a quote for clean- up by a janitorial company.

e) **Building Social & Tour Date**

Council would like to invite owners to attend. Notice of specific date to follow.

f) **Elevator Lock Repair**

Elevator Company to address next maintenance visit.

g) **Maintenance:**

- Gutter Cleaning: to be scheduled.
- Gutter Caulking: to be scheduled.
- Parkade Power Washing: to be scheduled.
- Exit Sign Burned Out: will be addressed same time as annual fire inspection is held.
- Entrance Leveling: quote to be provided.
- Dumpster Leveling: quote to be provided.
- Courtyard Tree: potential view by arborist may be scheduled.
- Fence Repair: some part of the south section of fence need to be replaced.

**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.

**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.

**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.

**Fire Alarm**

If you hear the fire alarm active, please call 911 immediately. The local Fire Department will be required to attend immediately.

6) **CORRESPONDENCE**

No correspondence was received.

7) **NEXT MEETING**

The Annual General Meeting is scheduled for **Monday, June 23, 2014.**

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:28 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*  
**PACIFIC QUORUM PROPERTIES INC.**  
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Website: [www.pacificquorum.com](http://www.pacificquorum.com)

**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 विषय बताने बिने बिले दिना एा चुल्लमा बरबाए

*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.*