



**OCEAN VISTA
STRATA PLAN VR 992**

**STRATA COUNCIL MEETING MINUTES
WEDNESDAY, MARCH 9, 2016, 6:30 PM
UNIT #106-1279 NICOLA STREET, VANCOUVER, BC**

COUNCIL PRESENT:

**Chris Masterton, President
Patrick Murphy, Treasurer
Jessica Oakes, Secretary
Michael Buble, Member at Large
Tim Reeve, Member at Large**

COUNCIL REGRETS:

Derrick Cheng, Vice President

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 6:44 p.m.

2) ADOPTION OF PREVIOUS COUNCIL MEETING MINUTES – JANUARY 12, 2016

It was:

MOVED/SECONDED

To adopt the Minutes of the Council Meeting held on January 12, 2016, as previously circulated.

CARRIED

3) FINANCE

a) Financial Statements

It was:

MOVED/SECONDED

To approve the Financial Statements for December 2015 and January 2016, as circulated.

CARRIED

b) Arrears

One Owner is showing a balance owing over 30 days. A reminder letter has been issued.

4) BUSINESS ARISING

a) City of Vancouver

The Property Manager requested information from the City of Vancouver regarding the parking restrictions in the north alleyway in the spring when the window cleaning takes place. The City has yet to respond. Pacific Quorum will issue a letter with the request, as several phone messages have been left and no response has been received from the City.

- b) **New Landscaping**
Harbourview Landscaping will begin servicing the property in March 2016.
- c) **Annual Fire Inspection**
The Annual Fire Inspection deficiency repairs have been scheduled by Vancouver Fire.
- d) **Gutter Cleaning**
Bluebird completed the gutter cleaning.
- e) **Sump Pump Maintenance**
The maintenance should be complete every two years. Pacific Quorum to follow-up with the plumbing company regarding the cost and to schedule the cleaning.
- f) **Garage Gate Repair**
It was:
MOVED/SECONDED
To approve a quote provided by Door Pro to install a new motor. Council obtained three quotes prior to making their decision.
CARRIED

5) **NEW BUSINESS**

- a) **Annual Fire Inspection Deficiencies**
This item has been addressed. Vancouver Fire has been requested to provide a report.
- b) **Gutter Repairs**
A couple of locations required gutter repairs. The Property Manager will arrange with Robinson Roofing.
- c) **Roof Maintenance Proposal**
Robinson Roofing provided recommendations for the upkeep of the roof. The quote addresses several sections. The roofs at Ocean Vista are comprised of several low-slope “flat” areas, and three steep pitched metal roofs. The membrane is generally in good condition with some minor deficiencies; the need for roof cleaning was noted. The metal roofs required some immediate attention to maintain their integrity. The total roof maintenance cost is \$1,257.00 plus tax, and moss removal is \$671.00 plus tax.

Option 1: Metal roof cap flashing removal and replacement of all screws on all three metal roofs, with new, colour matched cladding, and reinstallation of cap flashing, at a total cost of \$3,646.00 plus tax.

Option 2: Metal roof metal cap flashing removal, pressure wash the entire metal roof surface, paint solution over and seal all screws, and paint field solution over entire roof (2 coats), at a total cost of \$7,340.00 plus tax. Installation of gum edger/custom fabricated flashing along the entire western side of the building, and re-route rainwater leader at a total cost of \$2,266.00 plus tax.
- d) **Window Cleaning**
To be scheduled.

6) **CORRESPONDENCE**

A new Owner requested a simple renovation. The Owner has signed and returned the Indemnity Agreement to Management. Council has approved the renovation.

7) **NEXT MEETING**

The next Council Meeting is scheduled for **Tuesday, May 10, 2016, at 6:30 p.m.**

Preliminary Council Meeting Dates:

May 10, 2016 – Confirmed

June 21, 2016 – Annual General Meeting

8) **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:13 p.m.

Outdoor Drain Maintenance

Owners are reminded to periodically clean any outdoor drains that they may have on their property. This will prevent unnecessary backups and potential flooding.

Away From Home

If you are planning to be away from home, please leave keys for your unit with a neighbour, family member (only if they reside within 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 post the installation date on the water tank, this way new Owners are aware of the age of the tank.

Homeowners Insurance

Owners are reminded that personal insurance is very important, and fairly inexpensive. Please be sure to obtain personal/content insurance for your strata lot.

Fire Alarm

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

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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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。
알려드립니다 이걸을 번역해 주십시오
ਬਹੁਤੀ ਜ਼ਰੂਰੀ ਖ਼ਬਰਾਂ ਬਾਰੇ ਬਿਨੇ ਭੇਜੋ ਇਸ ਦਾ ਉਲੰਘਾ ਬਰਕਾਤ

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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.