



**OCEAN VISTA  
STRATA PLAN VR 992**

**ANNUAL GENERAL MEETING MINUTES  
TUESDAY, JUNE 21, 2016, 6:30 PM  
COURTYARD – 1279 NICOLA STREET**

**PRESENT:** As per the Registration Sheet: Ten (10) in person and Four (4) 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 1, 2016, 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 ten (10) Owners present in person and four (4) by proxy, for a total of fourteen (14) 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, 2015, as previously circulated.

**CARRIED**

4) **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 Patrick Murphy for his sustained (20 years plus) and a thorough review of the financial package each month and to Lorenzo Distefano for his volunteer work on behalf of the Strata Council by providing valuable building experience and expertise, meeting with contractors and providing guidance to the President and Council.

The Strata promptly addressed several repair and maintenance items during the past fiscal year. Replacement has been made recently of the original Garage Gate Operator System that was failing. As a precaution, the upper flat roofs of the building are currently being investigated by the roofing contractor and re-sealed where necessary to ensure that there is no potential water ingress exposure.

Recent discovery is related to some flat roof area ingress that likely occurred due to an area that may not have been properly constructed during the roofing project.

It was noted that the time allocated for duties as Council President have been time consuming. The Council President, Chris Masterton, noted regrettably he will be taking a year off from Council duties.

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.

It was suggested to newly elected Council, to explore options to hire either a “construction/building project manager” to assist and provide expertise with various quotes, review recent recommendations related to roof repairs and to assist with updating the 2013 Depreciation Report, or have an on-call consultant/engineer available as required. Pacific Quorum will provide some examples of contractor/project manager contract used by other Strata Councils. Pacific Quorum and Council will discuss further details in the first Council meeting of this new fiscal year.

Additional note from Council:

A special thank you is extended to Chris Masterton. Chris has made a significant contribution over the past couple of years to establish electronic and up-to-date information files for VR 992, including an annual “Bring Forward Operations Maintenance Calendar”. Chris has offered to provide the electronic files to the new President and Council for their ongoing use.

5) **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 chargebacks 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.

6) **CONSIDERATION OF THE 2016/2017 OPERATING BUDGET**

It was:

**MOVED/SECONDED**

To approve the proposed 2016/2017 Operating Budget for the fiscal year commencing June 1, 2016 and completing May 31, 2017, with a 4.93% increase in strata fees.

After discussion, the vote was recorded as follows:

**IN FAVOUR 14**

**AGAINST 0**

**ABSTAINED 0**

**CARRIED**

**NOTE: REGARDING STRATA FEE PAYMENTS**

Please note with the passing of this budget there is a 4.93% increase in your strata fees for this fiscal period, retroactive to June 1, 2016.

**Owners paying by pre-authorized withdrawal:** Those owners currently paying strata fees by way of pre-authorized withdrawal will have their fees automatically adjusted August 1, 2016 along with the retroactive shortfall payment to cover the increase portion for the period of June and July 2016.

**Owners paying by cheque:** Please submit your monthly cheque in the new amount, and include the retroactive payment portion for the period of June 2016. 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.

7) **ELECTION OF THE 2016/2017 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:

Derrick Cheng	304	Tim Reeve	106
Patrick Murphy	301	Matthew Beall	107
Michael Buble	302	Irene Lugsdin	103
Jessica Oakes	101		

8) **NEW BUSINESS**

a) **Short Term Rental**

Owners noted concern regarding current and potential future rental bylaws. A discussion was held regarding short term rentals such as AirBnB. The current City of Vancouver Zoning & Development By-Law # 10.21.6 states “No person shall use or permit to be used any dwelling unit for a period of less than one month unless such unit forms part of a hotel or is used for bed and breakfast accommodation”. Concerns were raised regarding security, transparency, insurance, licensing and legality. There were no concerns raised about long term rentals.

b) **Bylaw Review**

The new Council will review, revise, update and draft VR 992 Strata Bylaws for the future review and input by all strata owners.

c) **Depreciation Report**

The Depreciation Report will be reviewed and updated before the next fiscal year. This report provides guidance for annual operations and maintenance, budgets and future capital projects.

9) **ADJOURNMENT**

There being no further business to discuss, this Annual General Meeting was adjourned at 7:50 p.m.

10) **NEXT COUNCIL MEETING**

The next Council Meeting is scheduled for **Monday, July 18, 2016** in unit #301.

**ONLINE ACCESS TO YOUR STRATA CORPORATION**

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

- Go to: [www.pacificquorum.com](http://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**

**1777 West 75<sup>th</sup> Avenue**

**Vancouver, BC V6P 6P2**

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

**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** 이것을 번역해 주십시오

**सुगुणी महत्वाची** विचार करावे विनि श्रेष्ठ विना हा सुलभ महत्वाची

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

*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 CORPORATION - VR 992  
APPROVED OPERATING BUDGET WITH 4.93% INCREASE  
FOR THE PERIOD: JUNE 1, 2016 TO MAY 31, 2017**

		PREVIOUS BUDGET 2015/2016	ACTUAL MAY 31, 2016	APPROVED BUDGET 2016-2017
<b>REVENUE</b>				
4110	STRATA FEES	\$81,200.00	\$81,200.00	\$85,200.00
4117	MOVE IN / MOVE OUT FEES	\$0.00	\$300.00	\$0.00
4120	BANK INTEREST	\$0.00	\$77.61	\$0.00
4140	PRIOR YEAR ALLOCATION	(\$4,723.34)	(\$4,723.32)	\$0.00
<b>TOTAL REVENUE</b>		<b>\$76,476.66</b>	<b>\$76,854.29</b>	<b>\$85,200.00</b>
<b>OPERATING EXPENSES</b>				
6110	BANK CHARGES	\$500.00	\$486.60	\$500.00
6112	CONTINGENCY RESERVE FUND	\$3,000.00	\$3,000.00	\$3,000.00
6114	INSURANCE	\$17,176.00	\$17,370.55	\$17,650.00
6115	INSURANCE APPRAISAL	\$0.00	\$0.00	\$750.00
6116	LEGAL AND PROFESSIONAL	\$800.00	\$246.75	\$500.00
6118	ADMINISTRATION	\$1,550.00	\$734.77	\$1,000.00
6120	MANAGEMENT FEES	\$11,970.00	\$11,970.00	\$12,568.00
<b>TOTAL OPERATING EXPENSES</b>		<b>\$34,996.00</b>	<b>\$33,808.67</b>	<b>\$35,968.00</b>
<b>UTILITIES</b>				
6212	ELECTRICITY	\$3,300.00	\$2,860.67	\$3,300.00
6215	WATER & SEWER	\$3,000.00	\$2,743.27	\$3,000.00
6216	WASTE DISPOSAL	\$3,200.00	\$2,923.64	\$3,800.00
<b>TOTAL UTILITIES</b>		<b>\$9,500.00</b>	<b>\$8,527.58</b>	<b>\$10,100.00</b>
<b>REPAIRS &amp; MAINTENANCE</b>				
6310	CARETAKING/ JANITORIAL	\$4,000.00	\$3,654.00	\$4,000.00
6312	FIRE PROTECTION	\$1,800.00	\$4,902.11	\$3,000.00
6314	ELEVATOR	\$3,000.00	\$3,757.74	\$3,200.00
6315	LANDSCAPING	\$3,000.00	\$3,298.80	\$3,000.00
6316	LANDSCAPING IMPROVEMENTS	\$0.00	\$1,409.10	\$1,400.00
6318	R & M GENERAL	\$16,630.66	\$12,286.66	\$22,500.00
6320	PLUMBING & HEATING	\$1,500.00	\$360.68	\$1,400.00
6324	SUPPLIES & LIGHT BULBS	\$300.00	\$0.00	\$632.00
6326	ELECTRICAL & MECHANICAL	\$1,000.00	\$0.00	\$0.00
6328	PAINTING & DECORATING	\$750.00	\$0.00	\$0.00
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>\$31,980.66</b>	<b>\$29,669.09</b>	<b>\$39,132.00</b>
<b>TOTAL EXPENSES</b>		<b>\$76,476.66</b>	<b>\$72,005.34</b>	<b>\$85,200.00</b>
<b>SURPLUS (DEFICIT)</b>			<b>\$4,848.95</b>	<b>\$0.00</b>

**THIS BUDGET CONTAINS A 4.93% INCREASE IN STRATA FEE RATES.**



**OCEAN VISTA - STRATA PLAN VR 992**  
**APPROVED MONTHLY STRATA FEE SCHEDULE**  
**PERIOD COVERING JUNE 1, 2016 THROUGH MAY 31, 2017**

**4.93 % 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	RETROACTIVE FEE FOR JUN-JUL 2016
<b>ANNUAL TOTALS:</b>				<b>\$82,200.00</b>	<b>\$3,000.00</b>	<b>\$85,200.00</b>		
101	3	5422	5.42%	\$371.41	\$13.56	<b>\$384.96</b>	\$4,619.54	<b>\$71.23</b>
102	2	5351	5.35%	\$366.54	\$13.38	<b>\$379.92</b>	\$4,559.05	<b>\$70.29</b>
103	1	5841	5.84%	\$400.11	\$14.60	<b>\$414.71</b>	\$4,976.53	<b>\$76.73</b>
104	9	4957	4.96%	\$339.55	\$12.39	<b>\$351.95</b>	\$4,223.36	<b>\$65.12</b>
105	8	5998	6.00%	\$410.86	\$15.00	<b>\$425.86</b>	\$5,110.30	<b>\$78.79</b>
106	7	5932	5.93%	\$406.34	\$14.83	<b>\$421.17</b>	\$5,054.06	<b>\$77.93</b>
107	6	4219	4.22%	\$289.00	\$10.55	<b>\$299.55</b>	\$3,594.59	<b>\$55.42</b>
108	5	4250	4.25%	\$291.13	\$10.63	<b>\$301.75</b>	\$3,621.00	<b>\$55.83</b>
109	4	5776	5.78%	\$395.66	\$14.44	<b>\$410.10</b>	\$4,921.15	<b>\$75.88</b>
301	12	5609	5.61%	\$384.22	\$14.02	<b>\$398.24</b>	\$4,778.87	<b>\$73.68</b>
302	11	5558	5.56%	\$380.72	\$13.90	<b>\$394.62</b>	\$4,735.42	<b>\$73.01</b>
303	10	5801	5.80%	\$397.37	\$14.50	<b>\$411.87</b>	\$4,942.45	<b>\$76.21</b>
304	18	5543	5.54%	\$379.70	\$13.86	<b>\$393.55</b>	\$4,722.64	<b>\$72.82</b>
305	17	6089	6.09%	\$417.10	\$15.22	<b>\$432.32</b>	\$5,187.83	<b>\$79.99</b>
306	16	5963	5.96%	\$408.47	\$14.91	<b>\$423.37</b>	\$5,080.48	<b>\$78.33</b>
307	15	5907	5.91%	\$404.63	\$14.77	<b>\$419.40</b>	\$5,032.76	<b>\$77.60</b>
308	14	5953	5.95%	\$407.78	\$14.88	<b>\$422.66</b>	\$5,071.96	<b>\$78.20</b>
309	13	5831	5.83%	\$399.42	\$14.58	<b>\$414.00</b>	\$4,968.01	<b>\$76.60</b>
<b>TOTAL:</b>		<b>100000</b>	<b>100%</b>	<b>\$6,850.00</b>	<b>\$250.00</b>	<b>\$7,100.00</b>	<b>\$85,200.00</b>	
				<b>\$82,200.00</b>	<b>\$3,000.00</b>	<b>\$85,200.00</b>		