



**MODE**  
**STRATA PLAN BCS 2557**

**STRATA COUNCIL MEETING MINUTES**  
**TUESDAY, JANUARY 20, 2015, 5:30PM**

**COUNCIL PRESENT:**

**Mr. Michael Williams**  
**Ms. Renee Sarich**  
**Mr. Wayne Wilton**  
**Mr. Matthew Kavanagh**  
**Ms. Joanna Anderson**

**REGRETS:**

**Ms. Natalia Chrusny (Resignation)**

**MANAGEMENT PRESENT:**

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

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**1. CALL TO ORDER**

The meeting was called to order at 5:36 p.m.

**2. ADOPTION OF PREVIOUS MINUTES**

It was:

**MOVED/SECONDED**

To adopt the Minutes of the November 12, 2014 Council Meeting as circulated.

**CARRIED**

**3. COUNCIL MEMBER**

Ms. Natalia Chrusny resigned from the Strata Council. We would like to extend a thank-you to Natalia for her time and efforts while on Council.

**4. FINANCE**

**a. Financial Statements**

The Financial Statements for November 2014 were reviewed in detail.

It was:

**MOVED/SECONDED**

To approve the Financial Statements for November 2014, as presented.

**CARRIED**

**b. Arrears**

The arrears were reviewed in detail. Following a discussion, the Strata Council instructed the Property Manager to send lien warning letters to all of the Owners in arrears for more than 90 days, and place a lien on the Strata Lots if the balances are not cleared.

*Owners are reminded that it is extremely important for their accounts to be kept up-to-date, as fines and interest will be levied against all strata lots with outstanding balances and late payments.*

## 5. **BUSINESS ARISING**

### a. **Fire Equipment Deficiencies**

It was noted that the fire equipment covers recently added in the parking area have not been installed properly; therefore, the Property Manager was instructed to follow up with Mountain Fire Protection to ensure that these items are being addressed in a timely manner.

### b. **Sprinkler/Irrigation System**

The Property Manager contacted MDT Backflow to address this matter, as the winterization has been completed. They noted it is best to leave the irrigation repairs for Spring 2015.

### c. **Sidewalk Pavers**

The Property Manager followed up with the City of Vancouver. The City has yet to schedule the retiling on the Smithe Street sidewalk.

### d. **Back Alley Ledge Painting**

Following a discussion, it was agreed that Circle Restoration will test paint the one ledge on the alley side of the building. The Property Manager was requested to schedule this job shortly.

### e. **Dual Radial Vault**

BC Hydro has a substation in the parkade. Pacific Quorum has requested two quotes for Council to review. Advanced notice will be circulated two weeks prior to the work being down, as there will be a power shut-down for a few hours while the equipment is being serviced.

### f. **Depreciation Report**

Three quotes have been requested. The quotes will be shared with Council via email.

### g. **Mechanical Quarterly Maintenance**

C & C Plumbing and Elafon Plumbing provided quotes. Council will review and compare details of both quotes.

## 6. **COMMITTEE REPORTS**

### a. **Landscaping**

The Property Manager will obtain a quote from the landscaper to address re-leveling the grass area on Richards Street.

### b. **Security**

Council would like to remind residents to make sure the garage gate is closed before driving away.

### c. **Building Maintenance**

Most of the light fixtures have been recently repaired. C & C will be returning to complete the work once they have received additional parts. An additional light fixture installation is required in the common area hallway beside unit 204. The Property Manager will coordinate with C & C.

## 7. NEW BUSINESS

### a. Organic Food Program

Effective January 1, 2015, the GVRD and Vancouver landfills will no longer be accepting food waste, as it will be a banned item. All businesses, restaurants, and households will have to divert their food waste from their garbage and dispose of it into a separate bin for composting. Waste Management conducted an on-site presentation at 7:00 p.m. For more information please contact the Property Manager or visit Metro Vancouver's website:

<http://www.metrovancouver.org/sevices/solidwaste/businesses/OrgnicsBan/Pages/index.aspx>

### b. Insurance Appraisal

Normac Appraisals Ltd. quote in the amount of \$700.00 plus GST has been approved by Council.

### c. Annual Fire Inspection

Mountain Fire quote in the amount of \$1,195.00 plus tax has been approved by Council. The inspection will be scheduled in the next few weeks; advanced notice will be circulated to all Residents via *PQ ONLINE* and to individual units in paper copy. In-suite access will be required for each unit; Owners will be responsible to arrange access.

### d. Dryer Vents Condensation

It was noted that there is visible condensation on the exterior of the building above the townhome units 542, 546 and 550.

### e. Entrance To Parkade Power Washing

Both sides of the ramp require power washing. Work to be scheduled with Circle.

### f. Paving Stones

Several Paving Stones are lifting. A quote will be requested for repairs of the areas.

### g. Council Member Resignation

Council Member Natalia has resigned from the Strata Council.

## 8. CORRESPONDENCE

The Property Manager reported that the following correspondence was received:

- Vehicle leaking oil – a tenant provided confirmation that their vehicle has been fixed, eight months after the request and bylaw infraction fines.
- A bike room key request – Owners are asked to request the key through the Property Manager and pick-up from the Pacific Quorum office, open Monday to Friday from 9:00 a.m. to 5:00 p.m.
- Elevator key request – Owners are asked to pay a refundable \$50.00 cash deposit and arrange for the pick-up from the Pacific Quorum office.

The Strata Council reviewed all correspondence received, and instructed the Property Manager to respond to the above correspondence accordingly.

## 9. ADJOURNMENT

There being no further business to discuss at this time, the meeting was adjourned at 7:00 p.m.

**THE NEXT COUNCIL MEETING IS SCHEDULED FOR:  
TUESDAY, MARCH 10, 2015 AT 5:30PM**

**ONLINE ACCESS TO YOUR STRATA CORPORATION**

To access *PQ ONLINE* for MODE:

- Go to: [www.pacificquorum.com](http://www.pacificquorum.com)
- Under *PQ ONLINE LOGIN* enter:
  - Username: **mode**
  - Password: **2557**

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, Property Manager

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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 le traduzca

**CHỈ DẪN QUAN TRỌNG** Xỉa 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

**सुबुती हाउसवरी** विवरा अवते विने जेस विग हा सुबुती करवाच

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Council and Corporation Meeting 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.*