



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

**STRATA COUNCIL MEETING MINUTES**  
**WEDNESDAY, NOVEMBER 12, 2014, 5:30PM**

**COUNCIL PRESENT:**

**Mr. Michael Williams**  
**Ms. Renee Sarich**  
**Ms. Natalia Chrusny**  
**Mr. Wayne Wilton**  
**Mr. Matthew Kavanagh**

**REGRETS:**

**Ms. Joanna Anderson**

**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 September 16, 2014 Council Meeting as circulated.

**CARRIED**

**3. FINANCE**

**a. Financial Statements**

The Financial Statements for September 2014 were reviewed in detail.

It was:

**MOVED/SECONDED**

To approve the Financial Statements for September 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.*

#### 4. **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 complete; 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 is yet to schedule retiling on the Smith Street sidewalk.

d. **Back Alley Ledge Painting**

Following a discussion, it was agreed that Circle Restoration will test paint the one (1) 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 that requires servicing. The Property Manager will schedule with BC Hydro. Advanced notice will be circulated, as there will be requirement of power shut-down for few hours while BC Hydro services the equipment.

#### 5. **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**

- It was reported that a vehicle has continued to leak transmission fluid. Parking stall clean up by the Owner is required. A letter will be generated to the Owner.
- The VPD reached out to the Strata Corporation and provided information related to the program “Project Access” for emergency situations. The Council would like to schedule a presentation by the Operation Division at the next Council Meeting.

c. **Building Maintenance**

A light fixture was recently repaired due to a potential fire hazard. C & C Electrical/Mechanical have been dispatched, and new fixture is on order. The Property Manager will request a replacement of all burnt out lights in the underground parkade.

#### 6. **NEW BUSINESS**

a. **Mechanical System Maintenance Program**

A proposal was received from C & C Electrical/Mechanical to service buildings quarterly. The quote involves the servicing of exhaust fans, co-sensors, backflow preventers, pressure reducing valves, boilers, booster pumps, storage tanks, recirculation pumps, expansion tanks, and make up air units for total cost of \$1,156.00 plus GST. The Council has requested a comparable quote from Elafon Plumbing.

**b. Green Bin Program – Implementation**

The Property Manager reported that as of January 1, 2015, the City of Vancouver will place a ban on disposing organic waste at the landfill; therefore, *The Green Bin Program* developed by the City of Vancouver and Waste Management will allow residents to add their food scraps to their Green Bins. The Property Manager advised that further information will be available, and Waste Management will be able to schedule an on-site presentation on the use of the program.

**c. Depreciation Report**

The Property Manager will obtain three (3) quotes.

**7. CORRESPONDENCE**

The Property Manager reported that the following correspondence was received:

- A letter regarding concerns with mold on the exterior of unit
- A report of a vehicle leaking oil/transmission fluid; and
- A bike room key request

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

**8. ADJOURNMENT**

There being no further business to discuss at this time, the meeting was adjourned at 8:00 p.m.

**THE NEXT COUNCIL MEETING IS SCHEDULED FOR:  
Tuesday, January 20, 2015**

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**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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**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 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

**सबसे महत्वपूर्ण** बिना कतरे बिसे कसे रिग हा कुल्लुवा करबाई

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.*