

# PACIFIC SHORES

## Strata Plan VIS 2036

### Minutes for Strata Council Meeting June 19<sup>th</sup>, 2015 (15.06.19)

Held on: Friday, June 19<sup>th</sup>, 2015 at 12:00 noon in the Pacific Shores Garden Room.

In attendance:

President	Kate Britton
Treasurer	Brian Scarfe
Assistant Treasurer	Leonard Aylward
Director	Dave Aylard
Director	Stuart Allen

The Kerr Group Management Corp. – Terry Kerr & Shelley Weaver

**Legend:** TKG = The Kerr Group Management Corp  
(R) = Residential  
(J) = Joint  
PSRC = Pacific Shores Resort Center  
PSOE = Pacific Shores Owners Enterprise  
PSFR = Pacific Shores Fractional  
VI = Vacation Internationale  
Fisgard

Apologies: Jim Reid, Vice President & Dave Hayward, Secretary

ITEM #	DETAILS	STATUS	PRIME
15.06.19-01	<b>Call to Order.</b> The meeting was called to order by Kate Britton at 12:08pm.		
15.06.19-02	<b>Establish a Quorum (requires 4 Council members).</b> A quorum was established with 5 members of Strata Council members present. Kate Britton introduced the members of Strata Council and The Kerr Group to the guests at the meeting.		
15.06.19-03	<b>Approve Agenda:</b> Items of new business can be added when the meeting enters the new business section. <b>MOTION: To approve the agenda as distributed.</b> Moved/Seconded: Leonard Aylward/Brian Scarfe	Carried	
15.06.19-04	<b>Approve Minutes of previous Strata Council Meeting:</b> <b>MOTION: To approve the minutes of April 17<sup>th</sup>, 2015 Strata Council meeting as distributed.</b> Moved/Seconded: Brian Scarfe/Leonard Aylward	Carried	
15.06.19-05	<b>Financial Statement Report (RESIDENTIAL):</b> For the period ending May 31 <sup>st</sup> , 2015. Brian Scarfe detailed the Bank Account, Operating Statement, Balance Sheet, & CRF Reports for both the residential section as well as the joint section.  <b>Residential:</b> Operating Bank Balance: \$157,144.39 Contingency Reserve Fund: \$60,246.06 Income Statement: \$8,197.63 (under budget) Accounts Receivable: \$31,260.34 (mainly related to Special Assessment which is not yet due)  <u>Discussion:</u> Please see the attached report.  <b>MOTION: To approve the financial statement reports for the residential section for the period ending May 31<sup>st</sup>, 2015 as presented.</b> Moved/Seconded: Brian Scarfe/Leonard Aylward  <b>Joint:</b> Operating Bank Balance: \$47,585.53 Contingency Reserve Fund: \$102,102.05 Income Statement: -\$3,248.15 (over budget) Accounts Receivable: \$106,497.24 (mainly related to Special Assessment which is not yet due)	Carried	



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	<p><b>MOTION: To approve the financial statement reports for the joint section for the period ending May 31<sup>st</sup>, 2015.</b></p> <p>Moved/Seconded: Brian Scarfe/Leonard Aylward</p>	Carried	
15.06.19-06	<p><b>Reports:</b></p> <p>Grounds Committee: Jim Reid &amp; Kate Britton – Please see the attached report. An owner in attendance indicated that some of the bushes are out of control and need to be trimmed in the areas out front of the units. Hard pruning and changes are being worked on by the landscaper and Jim Reid.</p> <p>Building Committee: Dave Hayward, Len Aylward &amp; Dave Aylard – no report at this time.</p> <p>PSRC Report – no report at this time.</p> <p><u>Work Orders:</u></p> <p><b>WO#15-0055</b> – Dryer Ducts – complete, please see attached report.</p> <p><b>WO#K-1063</b> – Power Washing of 700 block Garbage Bins – complete.</p> <p>Maintenance/Infrastructure (TKG M&amp;R) – please see attached report.</p>		
15.06.19-07 13.03.01-6.16	<p><b>Old Business</b></p> <p>418 Flooring – Insurance Claim – The flooring is now on hold until the solarium work is complete. Tabled.</p>	Tabled	
14.08.15-8.8	<p>Unit 417/418 Solarium Report –</p> <ul style="list-style-type: none"> <li>417 – This unit has had the complete solarium removed and all damage repaired. The exterior wall and roof section have been framed and were inspected and passed; the exterior siding has been installed and painted; the interior insulation and vapour barrier has been completed, inspected and passed and the drywall started on June 18<sup>th</sup> and should be complete with paint shortly. The representative for the Unit owner has been to site and is very happy with the work.</li> <li>418 – The solarium has been removed and all damage and framing is currently being worked on. The direct outlays to date include \$0.00 in Strata outlays and \$7,500 from the contractor which includes the drafting of the plans and permits.</li> </ul>	Open	
14.08.15-9.3	Duct Cleaning Update – complete.	Closed	
15.01.16-8.5	Communication Board – Management anticipates to have this completed in the upcoming year, but has been waiting to make sure that there are enough funds for this work.	Tabled	
15.04.17-8.1	BC Hydro Letter – This issue has been rectified.	Closed	
15.04.17-8.3	Stop Sign at T Intersection – TKGm&r will make sure the stop sign that was given to the Resort manager gets installed at the T Intersection sometime soon.	Open	TKG-SW/KC
15.04.17-8.5	Kone Contract – Management contacted ThyssenKrupp Elevators to see if they could take over the Kone contract so that all elevators would be under the same service provider. Unfortunately they do not wish to take on this contract as they are worried they will not be able to fulfil the contract terms. Management has renewed with Kone at this time.	Closed	
15.04.17-8.7	Neighbour Relations: Spot Light, Gravel Driveway & Blocking – complete.	Closed	
15.06.19-8 15.06.19-8.1	<p><b>New Business:</b></p> <p>Unit 414 – Leaking Roof/Skylight – The skylight has been replaced as it had leaked for 20 plus years and had caused dramatic damage to the roof membrane. All work has been completed and the roof has been completely replaced. This unit has now been put back into the rental pool.</p>	Closed	
15.06.19-8.2	Unit 612 – Insurance Claim – The work is complete but additional routine flushing will be required as the building gets older. This work came in under the insurance deductible amount so was not an insurance claim.	Closed	
15.06.19-8.3	Room Rental Agreement – The Resort Manager is now enforcing a room charge fee for strata	Closed	



	meetings. The charge will be \$75.00 per use, which has been discounted as the Corporation is part of the community. Council wants to support the resort and prefers the meetings to be held on site so that all owners can attend if they wish.		
15.06.19-8.4	<p>Common Use Area User Fee – Council discussed in length the usage of the common space, mainly for weddings and events and what an appropriate fee for using the area would be. Management put forth a motion for the upcoming AGM for Council’s review.</p> <p><b>MOTION: To approve the proposal from Terry Kerr for the rule/contract document with the appropriate fees indicated, grandfathering the existing bookings.</b></p> <p>Moved/Seconded: Brian Scarfe/Leonard Aylward 1 in favour, 4 opposed</p> <p><b>MOTION: To approve that this item be tabled until the in camera session to be held directly after this Council meeting.</b></p> <p>Moved/Seconded: Brian Scarfe/Leonard Aylward</p>	Open	TKG-TK
		Defeated	
		Carried	
15.06.19-8.5	September Financial Meeting – pre-AGM – Brian Scarfe and Terry Kerr would like to have a meeting before the AGM to create the proposed budget that can be distributed to all sections. This has been scheduled for August 6 <sup>th</sup> at 2:00pm.	Closed	
15.06.19-8.6	700 Block Skinny Tree Removal Issue – The landscape committee will look into this issue and discuss it.	Open	
15.06.19-8.7	Memorial Markers on Site – There has been a request by a PSOE owner to purchase a memorial plaque in remembrance of a loved one somewhere on the property. Up to this point, the Corporation has never approved plaques as Council’s have never wanted the property to become a memorial site. Council discussed this topic in length and went over the pros and cons regarding memorial trees, benches and plaques. The Council ultimately decided that management should draft a new rule that states planting a small tree or bush will be allowed at the cost of the owner, including maintenance and upkeep with no plaque or sign erected on the property. This new rule will be put forth to the ownership group at the next AGM.	Open	TKG-TK AGM
15.06.19-8.8	Lights at 600 & 700 blocks – Some of the photo cells are not working properly and need to be replaced. Management and the Resort Manager will figure out which ones are and which ones aren’t working and will rectify the issue.	Open	TKG-SW/KC
15.06.19-8.9	Hogweed – Some Hogweed has been found near the 600 block and can be very dangerous. The landscaping company has roped off the area to keep all owners and visitors away. Management will contact the RDN and report this and request removal.	Open	TKG-KG
15.06.19-8.10	200 Block Parkade – Council discussed all of the options as to what should be done to the 200 block parkade. There are no funds to fix this area and there is a sign posted to all owners and visitors regarding the garage. A suggestion was made to seal the top or put a solarium or something of that nature on top to create an additional area for visitors to use. This was tabled until the next meeting.	Tabled	
15.06.19-8.11	<p>Power Strata – The Kerr Group Management Corp. is very excited to announce the launch of the most technologically advanced software specifically designed for Strata Corporations in the province of British Columbia. This system is designed to tackle every issue facing Strata Corporations today and makes Corporations easier to run for Council Members, Committees and their Property Management Team. This system is a powerful, robust software platform that allows Council Members to effectively communicate with the owners and property manager and gives residents the ability to keep abreast of developments, news, and other needed information pertaining to their property through amazing communication boards. The best part is that all owners can log on to the site and search for the information they need at any time they wish. As your Strata Management Team, we are very excited to offer this service to Pacific Shores and its owners and in the coming months we will be holding a seminar to introduce this easy to use and incredibly beneficial program to your Council.</p> <p>Implications of Recent Association Developments for Strata VIS2036 – An in camera session was held to discuss this topic – No motions resulted from this meeting.</p>	Open	



<p><b>15.06.19-9</b> 15.06.19-9.1</p>	<p><b>Correspondence &amp; Announcements:</b> Road Line Painting – One of the whole owners who attended the Council meeting inquired about the parking lines and if they could be repainted. Council does not feel as though this is a priority and there are no funds allocated for this work in the budget. Please be advised that Council does not approve of owner taking it upon themselves to paint their own lines.</p>	<p>Closed</p>	
<p><b>15.06.19-10</b></p>	<p><b>Next Meeting and Adjournment:</b> The next meeting is the AGM to be held on October 16<sup>th</sup>, 2015 at 10:00am. This meeting was terminated by Kate Britton at 2:25pm.</p>		
<p><b>15.06.19-11</b></p>	<p><b>Attachments:</b> Financial Statements Committee Reports Dryer Duct Report Maintenance Report</p>		