

MINUTES OF COUNCIL MEETING
STRATA PLAN LMS-712
888 BEACH

HELD

On Wednesday, August 31, 2011 at 4:30 p.m. in the Meeting Room,
1501 Howe Street, Vancouver, B.C.

PRESENT

Colin McDougall	(President)	# 711 – 888
Mike Gallagher	(Vice President)	#1709 – 1500
Bev Andrews	(Treasurer)	#1505 – 1500
Pat Dairon	(Secretary)	# 706 – 1500
Wenda Deane		TH 26 – 888
Craig Dailly		# 613 – 888

STRATA AGENT Sylvia Brewer, Vancouver Condominium Services Ltd.

The meeting was called to order at 4:30 p.m.

BUILDING MANAGER

Council welcomed Jason Wrobleski to 888 as the new Building Manager. Jason presented his August report. Jason reported the computer in the office crashed shortly after his arrival and a new computer had to be purchased at a cost of \$400. He also suggested that as the concierge pagers are rarely used to contact concierge staff, the contract be cancelled. Council agreed. He is also reviewing the office equipment (fax, copier and printer) and as machines break down or become empty of ink, they will be removed to reduce the amount of office hardware. Jason stayed for the rest of the council meeting to get a better understanding of the current strata issues.

MINUTES

It was moved, seconded and carried to adopt the minutes of the July 27, 2011 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** After review and discussion, it was moved, seconded and carried to adopt the July 2011 financial statement, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday or go to the strata's website:

The owner's only section of the website can be accessed as follows:

User ID: owner
Password: 888

2. Account Balances: The current balances for the period ending July 31, 2011 in the appropriate funds are as follows:

- Total Cash Balance \$1,287,925.92 (including CRF Balance)
- CRF Balance \$ 350,086.11 (Contingency Reserve Fund)

3. Arrears: Council reviewed the August 29th accounts receivable list. Five owners have made no payments on their share of the February 2, 2011 \$750,000 special levy. The unpaid amounts total \$12,875. Liens have been placed on applicable strata lots. Council instructed the agent to investigate a small claims process to collect these outstanding amounts.

4. Structural Fund: The 2011 Operating Fund budget includes an allocation of \$280,000 to the Structural Fund for reactive maintenance projects including the replacement of several deck membranes as well as repairing other areas of water ingress. As of July 31, 2011, \$159,000 has been spent.

5. Special Levy: As of July 31, 2011, \$92,859 of the \$750,000 special levy has been expended for the renewal and refurbishment project.

6. Invoices: The following invoices were reviewed and approved for payment.

- Devak Lock \$901.16 P1 Door closer/store room lock repairs.
- Simson Maxwell \$856.80 Semi-annual generator test.
- Vidtech \$1,780.80 30 transmitters/repairs to pool door access.
- Effective Fire \$1,160.28 P4 sprinkler leak repair.
- Barclay Restorations \$1,553.44 Water ingress into #1408 will be charged back to the owner of #1508.
- TNC Restorations \$15,974.86 Deck repairs to #405/pool membrane repairs.
- South Coast Mechanical \$1,656.35 Drive sheaves/belts for the MUA.
- 4 Refuel \$850.06 Diesel for the emergency generator.

• Nikl's	\$871.01	Door repairs to Beach Tower P3, Garden Tower P4, Ocean Tower P4.
• Phillip Conrad	\$784.00	Interior repairs to 516 re: water ingress.
• RDH Building Engineering	\$908.76	405 deck membrane.
• RDH Building Engineering	\$14,395.44	Construction/ field services / IGU documentation up to July 31, 2011.
• RDH Building Engineering	\$29,416.55	Project admin/construction admin/site superintendent and misc. expenses to July 31, 2011.
• Columbia Steel Fire Stop	\$40,923.79	Phase 1/COP #1
• Heart Stone Ventures	\$12,096.00	Phase 1/COP #1
• JJK Developments	\$1,419.47	Phase 1/COP #2
• Maticana Scaffolding	\$2,346.12	Phase 1/COP #2
• Renewal Construction	\$9,537.07	Phase 1/COP #2
• Renewal Construction	\$78,439.74	Phase 1/COP #2
• South Coast Mechanical	\$678.68	P2 drain.
• South Coast Mechanical	\$3,690.40	Annual sump pump cleaning.

COP = Certificate of Payment

BUSINESS ARISING

1. Special Project Committee Phase 1: RDH Building Engineering reports that work is largely ahead of schedule and on track. Beach Tower scaffolding on the west stair tower and platform on the north of 708 will be removed by the end of August. IGU replacement work continues in various locations and is progressing well. Area A is underway and Ocean Tower IGU replacement started the last week of August. Council instructed the agent to set up a meeting with RDH for mid-September to discuss the project and to begin planning for Phase II.
2. Structural Maintenance: The agent presented a quote in the amount of \$2,100 plus HST from the Nawkaw Corporation for masonry tinting of TH3 and TH6. After review and discussion the agent was instructed to advise RDH (who investigated and sourced this company) to proceed with the work as per the quote.
3. Landscaping:
 - The agent reported she received a quote for installing new sod and/or planting laurels in the lower half of the Hornby Street boulevard. However, the City of Vancouver, after

much prodding by the owner of TH4, has installed pavers in crucial areas in order to remedy the on-going deterioration of the grass. Council wishes to thank this owner for his efforts.

- Council received a request from the owner of unit 516 to replace laurels removed during the recent patio membrane replacement. A quote was received from West Coast Horticultural for \$965 plus HST. After review and discussion, council rejected this request at this time as there is no money in the budget.
 - West Coast Horticultural reported several trees on city property have died: the maple tree on Hornby Street in front of the Beach Tower entrance and a cherry tree at the corner of Seabreeze Walk and Hornby. West Coast also advised that the cherry trees on Seabreeze Walk should be trimmed. The agent reported she has advised the City of Vancouver of these two dead trees and was told that they would be looked at for replacement but told as the trimming of the cherry trees along Seabreeze was done in 2008 it is not on the current schedule. West Coast also reported that one magnolia tree is suffering due to lack of light and council should decide whether they wish to remove this tree and replace. Council deferred decision on this.
4. 888 Beach Website: The agent reported a number of problems with log-in procedures for the owner's only section of the website which have since been rectified. It was determined that someone had inadvertently accessed the system and prevented log-in by owners. The Webmaster is increasing the security to prevent this from happening again. Owners are reminded that they can view minutes, financial statements and other pertinent information by going to www.888beachvancouver.com. The owners only section of the website can be accessed as follows:

User ID:	owner
Password:	888

5. Sauna: There was further discussion regarding the replacement of the sauna. The agent reported difficulty getting a quote from the company to install the new infra-red sauna. She was instructed to seek a second quote for rebuilding the current sauna. Council will review the quotes and decide how to proceed.
6. 11th Floor Ocean Tower Water Ingress: The agent advised the 11th floor suite that suffered water damage from the faulty shower cartridge in the neighbouring unit also requires carpet and drywall repair but as the unit that suffered the water damage has been undergoing renovations, access has not been available. The agent will have Forest Trade quote on these repairs.

7. Fire Equipment Testing – 2nd Inspection: The 2nd inspection for fire equipment testing took place on August 30th and 31st. The building manager reported there was still several units where access was not made available. These owners will be advised a third inspection will be arranged and the cost for this additional inspection will be charged back to their account. If access is not then provided, the owners will be fined.

There was discussion of a “blanket” form for access signed by those owners who have given keys to the concierge. The strata agent and the building manager will present a draft access form for council to review at the next council meeting.

8. Bike Room Audit: This item was deferred.
9. 4-Button Transmitters: The agent presented signs to be attached to the gate to remind owners which button they should push for which gate. There was also discussion regarding the old garage fobs. Vidtech pointed out that use of both the old garage fobs and the new 4-button transmitter may be part of the problem of why some owners are having difficulty getting through the lower P1–P2 gates. Council agreed to cancel the use of the old fobs as of November 1st. Council wishes to remind residents a \$50 credit will be given toward the \$100 cost of a new 4-button transmitter when an owner/resident returns an old garage fob.

Owners are reminded that the small grey fobs will not be phased out.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. Renovations:
 - (a) The owners of unit 1104 requested approval for renovations to their guest bathroom. On recommendation by the Alterations Committee and after review and discussion it was agreed to approve this request. The owner will be advised.
 - (b) The owners of unit 1602 have amended their original request to install hardwood floor by changing underlay materials from Durason to 6 mm Kentwood Cork. On recommendation by the Alterations Committee and after review and discussion, council approved the request. The owner will be advised.
2. (a) A letter was received from an owner reporting the behaviour of the former Building Operations Supervisor on July 29th. The owner gave a detailed account of the events. He advised he filed a complaint with the Community Police Station and that upon discussion with the constable, he agreed to take no further action at this time.

- (b) A letter was received from an owner requesting that fines which have been imposed be waived due to the Canada Post strike. After review and discussion council denied this request.
- (c) A letter was received from an owner advising of water ingress through their ceiling light fixture and exhaust fan in their ensuite bathroom coming from the suite above them. The agent advised the owner of the source suite has repaired the problem. The agent will arrange for repairs to this owner's unit and all costs will be charged back to the owner of the source suite.
- (d) A letter was received from owners regarding several matters: First, requesting information regarding the termination of the Building Operations Supervisor and requesting the cost involved. The owners expressed concern that the strata may be open to legal proceedings; second, requesting a copy of the job description for the new building manager and an explanation of the reporting structure between the building manager, the management company, strata council and other staff members; third, stating that due to the departure of council member Robert Skene and the possibility of council member Craig Dailly leaving, resulting vacancies should not be filled without first considering the four individuals who had run for council in February.

Council reviewed the terms of the former Building Operations supervisor carefully prior to terminating his contract which allowed for termination by either party upon giving one month's notice. Council terminated his contract on July 29, 2011 and paid him out for one additional month's salary in lieu of notice. As he was terminated in accordance with the terms of his contract, council is confident there are no valid grounds for a claim against the strata.

Council instructed the agent to forward a copy of the job description of the building manager and reporting structure between the building manager, management company, the strata council and other staff members.

Council has decided not to replace Robert Skene rather than exercise its discretion to appoint another council member at this time. The agent was instructed to reply accordingly.

Craig Dailly advised he has no plans to sell his suite and will remain on council although he no longer lives on-site. It is not uncommon for a non-resident owner to sit on a strata council where they own.

Bylaw 17.1 states:

17.1 If a council member resigns, or is unwilling or unable to act, the remaining members of the council may appoint a replacement council member for the

remainder of the term. If a council member misses three (3) consecutive meetings without valid reason that person is deemed to have resigned.

- (e) A letter was received from an owner advising of a failed kitchen window seal (IGU). A second list of newly reported failed IGUs will be created. The current budget does not allow for replacement of any newly reported failed IGUs. They will be considered when planning the budget for Phase II.
 - (f) A letter was received from an owner reporting a noise complaint. A letter will be sent to the owner alleged to be making the noise, advised of the bylaws and that if it persists, they may be fined.
 - (g) A letter was received from an owner regarding the degraded grass outside of his townhouse. Since this letter was received and due to the owner's diligence in talking to the right person at the City of Vancouver, the City agreed to replace the area in question with paving stones. As noted earlier in the minutes, this work has now been completed. The owner also raised concerns regarding parking on P1 and not allowing overnight parking on P1. The Rules for P1 Parking state:
 - (a) *Day or evening guests may park on P1 and must place a note on the dash indicating the suite the guest is visiting.*
 - (b) *Overnight guests must park in the visitors parking areas on P2, P3 and P4. A visitor's pass must be displayed prominently in the vehicle.*
 - (c) *Some parking spaces on P1 have been designated for the use of residents for loading or unloading – the maximum amount of time a vehicle may be parked in these spaces is 30 minutes.*
 - (d) *Contractors, cleaners, attendants, etc. may park on P1 at no charge and must display a note on the dashboard indicating whose suite they are attending.*
- Council will review the P1 parking once the exterior work has been completed. In the meantime, the rules for P1 parking are to be followed.
- (h) A letter was received from an owner regarding the on-site office and the window opening toward her patio. The owner suggested the use of this room as an office to be used every day was not part of the original design and that the multi-purpose use of this room was a decision made by strata council without the owners' consultation. The original site plan of the complex shows this room noted as a "meeting room". It has been a site office since the strata was formed. Council apologizes for any inconvenience. The building manager will ensure that the window is open minimally and voices kept subdued.

- (i) A letter was received from an owner advising that access to suite notices were delivered while they were on holidays. In their absence, the strata was authorized to enter and repair and replace the windows and they are unsure if windows were replaced. The agent will review the replacement of windows and ensure that this owner's windows have been replaced or advise them when it is slated to take place.
- (j) A letter was received from an owner advising of two additional windows that with failed seals. These windows will be added to the second list for consideration in the next phase of repairs.
- (k) A letter was received from an owner requesting a copy of a letter sent to council referred to in the minutes of June 29, 2011 under Correspondence Item 2 (c). A copy of the letter will be sent to the owner with personal information redacted.

3. Bylaw Violations:

- (a) Following review and discussion of a noise bylaw violation letter sent to an owner, council agreed that as there have been no further complaints, no fine will be levied against the unit at this time. However, should further noise complaints be received the owner will be advised and may be fined accordingly.

NEW BUSINESS

- 1. Parkade Gate #4: A quote was received from Overhead Door in the amount of \$1,700 plus HST for replacing the operator on gate #4. After review and discussion, it was agreed to proceed with the installation of a new volt 3-phase operator to be connected to the existing controls.
- 2. Miscellaneous Installation of Corner Guards and Kick Plates: After review of the quote in the amount of \$4,034 plus HST from HHI Services for installation of kick plates and corner guards, the agent was instructed to arrange for this work to proceed as soon as possible.
- 3. Ocean Tower Elevator Door #6: A quote was received from ThyssenKrupp Elevator to repair the door skin of elevator #6 for \$2,921.07 plus HST. After review and discussion the agent was instructed to proceed with this repair.
- 4. Emergency Generator: Simson Maxwell conducted the emergency generator testing at the beginning of August and a quote in the amount of \$685.80 plus HST was received from Simson Maxwell to replace a block heater. After review and discussion this repair was approved.

5. Storage Room on P1: Two quotes for a storage room to be built on P1 were reviewed and deferred until the new budget for 2012 fiscal year is prepared.
6. Replacement of Council Member: Reported earlier in the minutes, council will not be replacing the vacancy created by Robert Skene's departure.

There being no further business, the meeting was adjourned at 7:00 p.m. The next meeting scheduled for Wednesday, September 28, 2011 at 4:30 p.m.



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SYB/am

INSURANCE COVERAGE

All owners and residents are reminded that the strata corporation's insurance policy does not provide coverage for any individual contents, betterments, or improvements (i.e. storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner Package" insurance for this coverage, including any and all improvements. You should contact your home insurance company to determine if you have this coverage or not.

