

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-712

888 BEACH

HELD: On Thursday, December 1, 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

GUEST: Jason Wrobleski – Building Manger

STRATA AGENT: Sylvia Brewer, Vancouver Condominium Services Ltd.

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

MINUTES

It was moved, seconded and carried to adopt the October 26, 2011 council meeting Minutes as circulated with the following amendment:

Re: Correspondence (a):

Request from #516 re: reimbursement for blinds “due to water ingress from #616” amended to read, “due to water ingress from #616 caused by a failed membrane”.

FINANCIAL REPORT

1. **Monthly Statement:** After review and discussion, it was moved, seconded and carried to adopt the October, 2011 financial statement as presented.

Any owner wishing a copy of the strata corporation's financial statements may 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 www.888beachvancouver.com . The Owners' 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 October 31, 2011 in the appropriate funds are as follows:
 - Total Cash Balance \$849,710.41 (including CRF Balance)
 - CRF Balance \$356,199.76 (Contingency Reserve Fund)

3. Arrears: Council reviewed the accounts receivable list. Four owners have not paid approximately \$10,000 of the \$750,000 special levy passed on February 2, 2011. Liens have been placed on the four units.

4. Structural Fund: The 2011 Operating Fund budget allocates \$280,000 to the Structural Fund for reactive maintenance projects which have included replacement of several deck membranes as well as repair of other areas of water ingress. As of October 31, 2011, \$183,000 has been spent or committed to these projects. Approximately \$97,000 from the Structural Fund is to be used for the 2011 (Phase I) Renewals & Maintenance Project to cover additional IGU (window) replacements and other costs.

5. \$750,000 Special Levy: All of the funds are fully committed. The work on the 2011 (Phase I) Renewals & Maintenance project was completed in October on time and under budget.

6. 2011 Phase I Renewals & Maintenance Project: Total funding of \$972,082 for the overall project shown (which including IGU window replacements) was as set out below. The amounts may be adjusted as final invoices are paid.

February 2011 Levy	\$750,000
Window Levy (Prior Year)	\$73,500
Structural Fund	\$97,000
Operating Fund/Window Repairs	\$51,500

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

- Renewal Construction \$9,923.20 TH19 Exterior repairs re: water ingress
- Maticana Scaffolding \$ 492.80 TH19 repairs
- Vidtech \$1,411.20 30 4-button transmitters
- Vidtech \$3,326.40 60 4-button transmitters and Ocean Tower P1 door reader

• Vidtech	\$1,103.20	Garden Tower P3 communication board repair
• Trotter & Morton	\$4,290.63	Monthly mechanical maintenance
• On Side Restoration	\$5,548.61	Unit C3 emergency repairs re: hot water tank
• On Side Restoration	\$1,481.00	Water ingress from #1201 into #1101 (will be charged back to the owner of #1201)
• Vidtech	\$1,411.20	30 4-button transmitters
• RDH Building Engineering	\$1,552.73	Suite 611, TH19 and miscellaneous reviews
• RDH Building Engineering	\$12,323.67	Design/pre-construction to October 31, 2011
• RDH Building Engineering	\$29,603.73	Construction management to October 31, 2011
• Columbia Seal	\$1,440.99	COP #5
• Renewal Construction	\$2,917.96	COP #5
• Renewal Construction	\$22,253.38	COP #5
• Renewal Construction	\$6,319.84	COP #5
• Maticana Scaffolding	\$1,632.96	COP #5
• Columbia Seal	\$26,944.80	COP #5
• Columbia Seal	\$41,662.45	COP #5

BUSINESS ARISING

1. Special Project Committee - Phase I: Council submitted a Memo to Owners on November 8, 2011 reporting that Phase I of the renewals and maintenance work is complete, providing a breakdown of how the project was funded and included a report from RDH Building Engineering. Council has been in further meetings and discussions with RDH regarding Phase II and has confirmed and completed a budget for the items to be included in the on-going renewals and maintenance programs for Phase II to start in 2012.
2. Landscaping: The agent has requested that Good Earth Landscaping submit a quote for the annual landscaping contract and the contractor has meet with Wenda Deane and the building manager to review the site and discuss any concerns. A quote should be forthcoming shortly.
3. Mechanical Maintenance: Council has entered into a 3-year contract with Trotter & Morten Facility Services to maintain the mechanical systems at 888 Beach. The monthly

charge is \$3,830.92 plus HST which covers preventative maintenance and many of the repairs for which council previously paid for separately. The contract does not include piping or control valves. Council had three different companies do site visits and review the state of all the mechanical equipment. There was definite agreement that the equipment was in need of repairs and maintenance due to improper maintenance over the last few years. Once all the deficiencies have been dealt with council hopes to see saving in both gas and water consumption.

4. Patio Doors: Quotes from HHI are pending.
5. Window Washing: Allstar started window washing on Wednesday, November 16th and should be completed by Friday, December 16th. The schedule is weather dependent and may change. Residents asked to contact Allstar Holdings immediately at 604-255-1135 if a window is missed or you are dissatisfied with the cleaning, please.
6. Treadmill Replacement: Council Vice President, Mike Gallagher, and the building manager will meet and review options for the treadmill replacement and make recommendations to be presented to the owners at the next AGM.
7. Dryer Duct Cleaning: Ocean Tower, Garden Tower and Townhouses #5 – #26 are scheduled for dryer duct cleaning beginning December 14th and completed on December 16th. Owners are asked to submit their suite entry authorization to the concierge by December 12, 2011 if they are not able to be home on the day their unit is scheduled. Residents are reminded that access to the suite is mandatory to allow the dryer duct cleaning to be carried out. Please note that maintenance of the flexible ducting from the dryer to the ceiling and the maintenance of the booster fan is the responsibility of the suite owner. The owner should ensure that the flexible ducting which needs to be removed to facilitate the duct cleaning is in a good state of repair and can be easily be removed and re-attached.
8. Annual Fireplace Maintenance: The agent presented one quote from Sure Fire Gas and has requested a second quote from Fireplaces Unlimited. Council will consider making fireplace cleaning a strata responsibility to prevent build-up of the black soot on the outside of the building. The agent was instructed to investigate with Fortis to confirm if there are any rebates for which the strata is eligible.

CORRESPONDENCE

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

1. Renovation Requests:
 - (a) A letter was received from the owner of TH9 requesting approval to install hardwood flooring, remove a wall and replace kitchen cabinets. On recommendation by the alterations committee and after review and discussion, it was agreed to approve the request. The owner will be advised.

- (b) A letter was received from the owner of #703 requesting approval to replace their fireplace with a new version of the existing unit. On recommendation by the alteration committee and after review and discussion, it was agreed to approve the request. The owner will be advised.
- (c) A letter was received from the owner of #510 requesting approval to install hardwood flooring. On recommendation by the alterations committee and after review and discussion, it was agreed to approve the request. The owner will be advised.

2. Correspondence:

- (a) A letter was received from a new owner advising that during completion of a home inspection signs of water ingress were detected behind a wall of a bedroom. The agent was instructed to forward this information to RDH Building engineering for further investigation.
- (b) A request was received from an owner that council waive an overdue levy fine on the basis that their property manager had retired and had not provide them with this information in a timely manner and as a result the levy fees were not paid. They have since been paid. After review and discussion, council approved waiving the fine for late payment of levy.
- (c) A letter was received from an owner reporting damage to their hardwood floors and advising they believed floors must have been damaged during installation of IGU units. They presented an invoice in the amount of \$595. After review and discussion, council has agreed to reimburse the owner.
- (d) A letter was received from an owner reporting that they were made to wait several hours when advised that flashings would be installed on their windows. The owner suggested the contractors should refine their schedule and that council reconsider using them for future flashing work. Council apologises for any delays and inconvenience this may have caused the owner and advises sometimes scheduling is very difficult due to unforeseen issues arising in other units. Owners are reminded they also have the option of leaving a key with the concierge in order to provide access to ones suite.
- (e) A letter was received from an owner advising that they required Milani Plumbing to attend to unclog their sink as it was backing up. It was determined by Milani Plumbing that the clog was beyond what would be the responsibility of the owner. The owner has asked for reimbursement of the invoice from Milani in the amount of \$322.56. After review and discussion, council will reimburse the owner. The writer said the owner above this unit had just recently run their garburator. The

agent was instructed to have the units involved in the same stack flagged for drain cleaning.

- (f) An owner requested that a late levy fine be waived on the basis that they were changing bank accounts and were issued new account numbers due to a fraud on their bank account and the owner had forgotten that they had written post-dated cheques on the old account for levy payments. After review and discussion, council agreed to waive the fine in this instance. The owner will be advised.
- (g) A letter was received from an owner requesting more information regarding Phase I of the renewal and maintenance repairs. Council believes their questions have been adequately answered in private discussion with several council members and no further information is required.
- (h) A letter was received from an owner reporting a gurgling noise in the kitchen sink when the owner above them turns on their garburator. This has been on-going for several months. The agent reported that she has advised the building manager and this is being investigated.
- (i) A letter was received from an owner advising they did not think the elevator door in Ocean Tower is properly serviced and adjusted, and advising the second elevator door is now emitting similar scratching noises. They also suggest that due to the length of time it took to repair the one elevator door, that council consider reviewing the service contract and terminating ThyssenKrupp and looking to retain a better firm. The agent reported that a contract is in place for several more years and will follow up with ThyssenKrupp to ensure that the doors are adjusted properly.
- (j) A letter was received from an owner outlining several concerns regarding the Phase I summary report provided by RDH, which they said was informative in some ways but lacking in the most important aspect, "a definitive declaration from strata council, RDH and VCS that the building refurbishments are xx% complete and that resources are in place to assure rapid completion". They also raised concerns about marketability of units at 888 Beach. After review and discussion, council thanks the owners for their concerns and comments and reports that there have been several sales in 2011 and no decline in the number of sales from previous years.

NEW BUSINESS

1. Information Meeting – Phase II Renewal & Maintenance Repairs: An information meeting was held on Tuesday, November 29th at 7:00 p.m. in the Ocean Tower lobby. 63 owners and representatives from RDH Building Engineering were present. RDH presented recommendations for work to be completed in Phase II. Questions were asked and answered. Council found it very informative to understand what type of information

owners are looking for to provide better communication and the need to advise owners of on-going progress and any changes recommended by RDH and accepted by council.

A DETAILED SUMMARY OF THE PRESENTATION AND REPLIES TO THE QUESTIONS ASKED AT THE MEETING IS ATTACHED TO THESE MINUTES.

2. Special General Meeting: **The Special General Meeting is scheduled for December 13, 2011 at 7:00 p.m.** A $\frac{3}{4}$ vote resolution will be presented requesting approval from the owners for a special assessment in the amount of \$1,988,000 to continue with the work for Phase II as recommended in the 2010 Building & Enclosure Condition Assessment Report by RDH Building Engineering.
3. Howe Street Gate: The Howe Street lower gate was hit by a contractor. A quote for repair in the amount of \$1,602 plus HST has been received. This amount will be billed to the contractor, and as there are other issues with the Howe Street Gate, council will defer this repair until January to include a complete replacement of the Howe Street Gate for a total cost of \$4,450 plus HST.
4. PVR Repair: During initial visits to the site, Trotter & Morten determined that pressure relief valve on boiler #2 in the P2 mechanical room number #4 was leaking and required immediate repair. Total cost for this repair is \$996 plus HST. Trotter & Morton have been instructed to proceed with this repair immediately.
5. Bylaw Review Update: Council will have Alison Baker from Clark Wilson review the bylaws.
6. C3/Hot Water Tank: The hot water tank in the Absolutely Fabulous Spa burst at the end of October causing damage to the unit. All costs associated with emergency clean-up and repairs will be charged back to the owner of the unit.
7. TH 16 Sprinkler Water Damage: The contractor working for the owner of TH16 hit a sprinkler in the unit causing considerable damage. It has not yet been determined if the amount of damage will constitute an insurance claim and all costs will be charged back to the owner.
8. Carpet Cleaning: Council instructed the agent to hire Phoenix to clean the Beach Tower lobby carpet.
9. Courtyard Light Repairs: An estimate in the amount of \$1,560 plus HST has been received by Houle Electric to investigate the cause of courtyard lights failure. Council will defer this repair until the new year as there are no funds available.

An owner requested that the lights in the planters of Garden Tower be re-installed. The building manager reported that several lights have been found and will be installed and he will confirm if these are a good replacement.

10. Boilers: As a result of the review done by Trotter & Morten, it was determined the boilers recently installed at the beginning of the year by Synergy Mechanical do not have the required final permit approvals from the BC Safety Authority. The agent reported Synergy has been advised they must rectify deficiencies as soon as possible in order to get final permit approval from the BC Safety Authority.
11. Building Manager: Council received and reviewed the November report prepared by Jason Wrobleski.

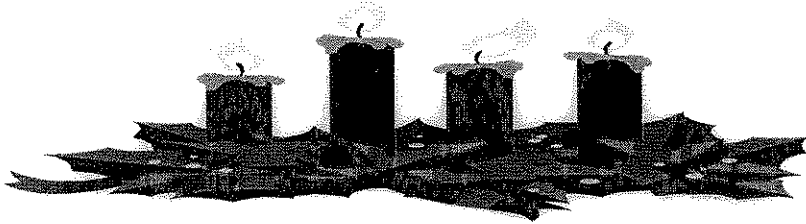
There being no further business, the meeting was adjourned at 7:00 p.m. The next council meeting is tentatively scheduled for January 14, 2012 at 4:30 p.m.



Sylvia Brewer
Vancouver Condominium Services Ltd.
#400 - 1281 West Georgia Street
Vancouver, B.C.
V6E 3J7

Telephone: (604) 684-6291 (24 Hour Emergency Services)
Toll Free: 1-877-684-6291 / Fax: 604-684-1539

SB/am



HAPPY HOLIDAYS

Please note that our office will be closed for an office function on Friday, December 16th at 11:30 a.m. The office will also be closed Friday, December 23^d, Monday, December 26th, and Monday, January 2nd. Emergency service is available if necessary: please call the usual telephone number, 604-684-6291, for assistance. We take this opportunity to wish everyone a very Happy Holiday Season.

December 7, 2011

Strata Plan LMS – 712

2011 Phase 1 Renewals and Maintenance and Future Projects

In order to provide more information to owners regarding the Phase 1 Renewals and Maintenance Project that was successfully completed in 2011 and the 2012 Phase 2 and future projects, this memo summarizes the answers to questions that were raised at the November 29, 2011 information meeting.

How Was the 2011 Project Funded?

The funding of \$972,082 for the overall renewals and maintenance project which included the replacement of failed windows came from:

February 2011 special levy	\$750,000
Window levy from prior year	73,508
Structural fund	97,348
Operating fund – Windows	39,130
Operating fund – Repairs & Maintenance	<u>12,096</u>
	\$972,082

Why were changes made to the proposed work to be covered by the \$750,000 special levy?

- Council assessed the concerns of owners in the spring of 2011 and determined that it would be better to allocate funds to the replacement of windows rather than to investigate the Beach Tower entry to determine the source of water ingress and develop an appropriate repair strategy. Some owners had been waiting a number of years for window replacements and the leak in Beach Tower lobby was not aggressive.
- Design work and prototype repair for the Beach Tower 05/06 suite balconies followed a similar repair completed on the balcony at suite 405 in Ocean Tower and required more time and budget, hence the carryover to 2012 Phase 2. Two additional sections of water shedding work on Beach Tower were then added to the 2011 scope of work.

What work was completed in the 2011 project?

- Sealant work on the east and west sides of Beach Tower which included installing sealant at both horizontal and vertical joint locations
- Water shedding improvements (sealant and silicone strips) at window locations to improve water penetration resistance of existing window assemblies
- Repairs to misaligned exhaust ducts along with improved interface detailing at all duct locations
- Replacement of fireplace vents in the Beach Tower drops where sealant work was being done
- Replacement of 92 % of reported failed windows
- Investigation and development of a prototype to repair the east, south and west balconies on units on the south side of Beach Tower (referred to as '05 and '06 balconies)

How Were The 2011 Project Funds Spent?

The breakdown of the costs including 12% HST and construction management is as follows:

Site expenses (Note 1)	\$ 41,400
Scaffolding	41,800
Sealant and panel renewal	512,400
Replacement of windows	202,600
Replacement of fireplace vents	20,200
Engineering	<u>134,400</u>
Total costs (Note 2)	\$952,800 (to date)

Note 1 – Site costs include insurance, construction of the site office, temporary toilets, power, water and phone for the site office, site clean-up, equipment rentals and storage.

Note 2 – the Total Costs are based on information up to November 2011. There will be small revisions to the amounts when final invoices are received.

What work was deferred while the 2011 project was underway?

Several balconies were reviewed on the East and West elevations of Beach Tower above levels 19 and were found to drain water horizontally from the balcony surface into the vertical wall cavity. Due to the discovery of corrosion of the steel stud framing and sheathing and the early corrosion of the structural supports, the scheduled sealant work was removed from phase 1 because the sealant would have to be removed in the next phase when the balcony work is done; the cost savings were re-allocated to cover sealant work on additional drops on Beach Tower.

How much was spent on window replacements?

460 windows were replaced in units in Beach, Ocean and Garden Towers, the California walkway and townhouses on Beach and Hornby streets at a cost of \$202,600.

Were all failed windows replaced?

There were insufficient funds available to replace the windows in townhouses on Seabreeze. These windows plus any newly reported failed windows will be funded by the 2012 budget.

How much of the \$750,000 levy remains unpaid?

Four owners have not yet paid their levy amounts. The balance outstanding is approximately \$10,000. All but one of these owners has been in contact with the strata agent.

Can Engineering Reports Be Posted To The 888 Beach Website?

It is possible to post all reports, but some owners are concerned that the reports will become public and the readers will not review subsequent reports that outline remedial work that has been completed or is in progress.

Can The Timing And Scope Of The Project Be Conveyed To Owners?

In addition to the project information reported in strata council minutes and the weekly update bulletins posted in the elevators, the information can be enhanced by:

- Attaching a monthly fact sheet to the minutes
- Providing more details to advise owners on a more timely basis of changes in the timing and scope of the work

Can A 3-Year Plan Be Presented To Owners?

RDH Engineering Ltd. is working on the estimated costing for work to be carried out in future years and this future planning information will be provided to owners.

