

MINUTES OF COUNCIL MEETING
STRATA PLAN LMS-712
888 BEACH

HELD On Wednesday, August 29, 2012 at 3:30 p.m.

<u>PRESENT</u>	Colin McDougall	President	Unit # 711 – 888
	Mike Gallagher	Vice-President	Unit #2701 – 1500
	Bev Andrews	Treasurer	Unit #1505 – 1500
	Pat Dairon	Secretary	Unit # 706 – 1500
	Marilou Appleby		Unit #1003 – 1501
	Jeff Sodowsky		Unit #2501 – 1500
	Craig Dailly		Unit # 613 – 888

STRATA AGENT Sylvia Brewer, Vancouver Condominium Services Ltd.

The meeting was called to order at 3:30 p.m.

GUESTS RDH – Kevin Ganzert, Michael Roche, Tony Guillard, Marcus Dell and Thomasz Jankowski

RDH Building Engineering met with council to provide a brief update on the Phase II maintenance work and repairs. RDH then presented a plan for Phase III and a general budget for council to consider.

There were a number of questions from council. RDH will provide answers as soon as possible.

RDH left at 5:15 p.m.

BUILDING MANAGER’S REPORT

Council received and reviewed the report from our building manager, Jason Wrobleski. Several items in the report were discussed.

Jason Wrobleski left at 6:00 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the July 2012 council meeting, as circulated.

REMINDER

Minutes will not be delivered to each suite. A small quantity will be left in the mailroom of each tower. Owners may view the minutes on the strata website:

www.888beachvancouver.com

user ID: owner
password: 888

FINANCIAL REPORT

1. **Monthly Statement:** After review and discussion, it was moved, seconded and carried to adopt the July 2012 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 July 31, 2012 in the appropriate funds are as follows:
 - Total Cash Balance \$1,217,923.08 (including CRF Balance)
 - CRF Balance \$389,47916 (Contingency Reserve Fund)

3. **Arrears:** Council reviewed the accounts receivable list.
 - One owner has not paid the February 2, 2011 \$750,000 special levy. A lien has been put in place on the unit.
 - As of August 22, 2012, some owners have paid little or nothing toward their share of the December 13, 2011 \$1,988,000 special levy. Liens have been put in place on the units in accordance with the wording of the December 13, 2011 and February 2, 2011 resolutions. Council instructed the strata agent to add interest charges on overdue payments for the February 2, 2011 and December 13, 2011 levies at the premium rate of 10% per annum, compounded annually.
 - The strata agent has contacted Jamie Bleay of Access Law Group to assist in collecting the overdue amounts on the February 2011 and December 2011 special levies. The agent reported that one owner has paid the full amount that was overdue, less the legal fees of \$400. The second owner has advised the agent that payment will be forthcoming towards the end of September.
 - Approximately 5% of the March 13, 2012 levy of \$32,000 for the sauna and gym repairs remain unpaid as at August 22, 2012. The full amount of this levy was due on April 15, 2012.

- A few owners have not yet paid their 2012 catch-up strata fees. The schedule of the catch-up payments was distributed to all owners in March with the AGM minutes. Council instructed the strata agent to mail accounts receivable statements to 35 owners who have not yet paid some or all of the amounts itemized above. Owners who have not made any payments towards their share of the December 13, 2011 and February 2, 2011 special levies are urged to contact Sylvia Brewer, strata agent. All other owners are urged to check the strata fee and levy payment schedules attached to the March 13, 2012 AGM minutes to ensure that their accounts are up to date.

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

• RDH	\$32,215.59	Project admin, Phase II, July 31, 2012
• RDH	\$9,434.21	Field review to July 31, 2012.
• Trotter & Morton	\$6,916.67	10% holdback re: deficiency repairs.
• Milani Plumbing	\$1,541.12	Beach Tower drain cleaning.
• Trotter & Morton	\$857.92	Ocean Tower cross-over investigation re: hot and cold water.
• Trotter & Morton	\$1,104.08	PRV tank #1 repair.
• Imbrex Project Management Inc.	\$1,612.80	Miscellaneous ceiling repairs.
• DeCaigny Construction Services	\$1,027.52	Miscellaneous drywall repairs
• RDH	\$2,016.00	Investigation re: 711, 811 and 7 th floor hall in Garden Tower
• Columbia Seal	\$138,327.84	COP #3, Phase II.
• HIL Holding Ltd.	\$7,257.60	COP #2, Phase II.
• Matakana Scaffolding	\$12,665.52	COP #4, Phase II.
• ProCan Electric	\$139.67	COP #4, Phase II.
• Suspended Stages	\$2,912.00	COP #3, Phase II.

* COP = Certificate of Payment

1. Exterior Maintenance 2011 – Phase II: The strata council met with RDH Building Engineering to review the status of the current project and to review additional work that can be done this year within the budget. The remaining work will be completed by the end of October. The scaffolding on Beach Tower is currently being dismantled.

Council is monitoring the electricity costs in the Operating Fund. There has been an increase in the first seven months of the year, which is likely due to the construction elevator and swing stage utilized in the Phase II project. An allocation of electricity costs will be made to the Phase II project later in the year.

2. Exterior Maintenance 2013 – Phase III: The strata council met with RDH Building Engineering Ltd. to review the proposed work for Phase III of the Exterior Maintenance Project. RDH will prepare budget estimates for the various components of the proposed work. Council will provide this information to the owners when it is available.

3. March 13, 2012 \$32,000 Levy for the Sauna/Gym Repair: The repairs and upgrade for the sauna and gym have been completed. The balance in the fund is \$1,287, which will be carried forward to 2013 to be used toward the acquisition of a treadmill. There are not sufficient funds to purchase a treadmill at this time.

BUSINESS ARISING

1. Exterior Maintenance Phase II Update: As noted under Guest Business, RDH attended the meeting and overall the project is on time and on budget. Council also discussed upcoming budget forecast for Phase III of the exterior maintenance.
2. Structural Maintenance: Investigation and repairs continue for suites 811 and Townhouse #4. RDH will provide repair costs.
3. Landscaping: Good Earth presented a quote in the amount of \$690 plus tax to replace 10 dead boxwoods that have been removed from the townhouse hedges at the exterior of the building. After review and discussion, the agent was instructed to proceed with this purchase.

The agent will also confirm that an owner, who has taken interest, will continue to be the liaison for landscaping and report any suggested changes or upgrades to the strata agent for presentation to council.

4. Mechanical Maintenance/Trotter & Morton: Trotter & Morton have continued to investigate problems of hot water coming from cold water taps in Ocean Tower. They have found that a shower valve that was replaced in one suite during a renovation may be causing the problem. It has been explained to the owner that it is their responsibility to replace this valve.

The agent was instructed to diarize the request for a quote for the make-up air unit for the next operating budget (approximately \$3,000). This could possibly help reduce or eliminate some of the garbage smells that were noted during the hot weather in August.

5. Bylaw Review Update: This item was deferred.
6. Townhouse #12 Gate Installation: The agent reported quotes have not been received and will follow up.
7. Annual Fire Inspection: A report received from Effective Fire indicated that a number of suites did not provide access during the initial fire equipment inspection. These owners have been advised that access will be required on September 10th. If access is not provided, owners will be fined and/or charged for a third visit.

Effective Fire Prevention also reported a number of smoke alarms requiring replacement as well as a number of other deficiencies. The total amount for the second inspection and the necessary repairs is \$1,461 plus tax. The agent was instructed to have Effective Fire proceed.

8. Treadmill: Council reviewed an agreement for leasing a treadmill and determined that the charges for leasing were excessive. It was decided to include the purchase of a new treadmill in the 2013 budget.

CORRESPONDENCE

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

Renovation Requests

1. A request was made from Suite #2501 requesting permission to carry out renovations, which include installation of hard surface flooring and upgrades to their bathroom. After review and discussion, approval was granted and the owner will be advised accordingly.
2. A letter was received from the owner of Suite #2502 requesting permission to update their bathroom. After review and discussion, council agreed to approve the request, as per the application, and the owner will be advised.
3. A letter was received from the owner of Suite #609 requesting approval to install hardwood flooring. After review and discussion, council agreed to approve the request as per the application and the owner will be advised.
4. A letter was received from the owner of Townhouse #23 requesting approval to make renovations to their kitchen. After review and discussion, council agreed to approve the request as per the application and the owner will be advised.
5. A letter was received from the owner of Suite #516 requesting approval to carry out renovations and install hardwood flooring. After review and discussion, council agreed to approve the request as per the application and the owner will be advised.
6. A request was made from an owner of Suite #502 to make alterations to their kitchen. After review and discussion, council agreed to approve the request as per the application.

Correspondence

1. A letter was received from an owner advising that they wish to rent out their townhouse. They have potential tenants that have two dogs and requested an exemption from the current bylaw. After review and discussion, council instructed the agent to advise the owner that they will not make an exception to the bylaws allowing only one dog or two cats.

2. A letter was received from an owner regarding the reimbursement of expenses related to the dust infiltration. Council reviewed the comments and wishes again to advise the owner that no one was reimbursed for their own time cleaning their suites.

The reimbursements approved by council were out-of-pocket expenses only. These owners had immediately reported the dust infiltration to the construction manager who inspected the suites when the infiltration occurred. Any owner who incurred out-of-pocket expenses related to the dust infiltration should contact the strata agent to submit receipts for reimbursement.

3. A letter was received from an owner suggesting that the standards of maintenance and cleaning have deteriorated and noted a number of items that should be reviewed. The owner also suggested that council should improve the air quality at the concierge station in Beach lobby by considering the installation of professional fans in the windows, the installation of a pivot window above the double doors to provide better air flow, or having an HVAC company make recommendations.

After review and discussion, council thanks this owner for their comments and will take them under advisement.

4. An owner reported some corrosion on the railing as well as on the pedestal feet of their railing, and asked that this be included during the maintenance work of Phase III.

NEW BUSINESS

1. Waste Removal – Additional Pick-Ups: It was noted that during the hot weather in August, several owners complained of smell from the garbage containers in Beach Tower. This appears to have been rectified by bleaching the inside of the garbage bins as well as extra washing of the garbage chute. The agent provided quotes for extra garbage pick-up for council's review and consideration.
2. Carpet Cleaning: The agent presented two quotes for carpet cleaning. After review and discussion, the agent was instructed to have Maxima Cleaning provide carpet cleaning services as per their quote for \$2,145 plus HST. The agent is to confirm that extra spot cleaning will be done as required.
3. Window Cleaning Quotes: Two quotes have been received for window cleaning with a third quote to come. It was decided to wait until the third quote is received before making a decision.
4. Filming Request: ABC TV has made a request to film inside the units of several owners. There may be a small gratuity made to the strata corporation for use of the area.

5. Gas Meter Enclosure: A quote was received from DeCaigny Construction Services in the amount of \$837.60 plus HST to replace the existing gas meter enclosure at 888 Beach Avenue with a lockable, tamper proof, low maintenance aluminum enclosure. After review and discussion, the agent was instructed to have this work proceed.
6. Staff: A number of items were discussed regarding the concierge staff and building maintenance.
7. Electrical Vault Cleaning: The agent presented two quotes for servicing the electrical vault, which is required every three years.

Option one was to have the vault cleaning take place during regular working hours, at a cost of \$4,775 plus taxes. The cleaning would include two power outages. This cost does not include any BC Hydro outage fees or any delays that occur beyond their control.

The second option is to do the service at night for the amount of \$6,600 plus taxes.

After review and discussion, the agent was instructed to have this vault service proceed during the day. Owners will be advised when this vault service will be taking place.

8. Elevator: There have been some on-going issues with the service and maintenance of the elevators by ThyssenKrupp. The agent was instructed to arrange a meeting with the ThyssenKrupp rep and council to discuss how 888 Beach can get better and more efficient service.

There being no further business, the meeting was adjourned at 7:00 p.m. The next council meeting is scheduled for Wednesday, September 26, 2012 at 4:30 p.m.

Sylvia Brewer
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INSURANCE COVERAGE

All owners and residents are reminded that the strata corporation's insurance policy covers common property, common assets, buildings shown on the strata plan, and fixtures built or installed on a strata lot, if the fixtures are built or installed by the owner developer as part of the original construction on the strata lot as required by Section 149 of the *Strata Property Act*.

The strata corporation's insurance policy covers major perils as identified by the *Strata Property Act* Regulations; however, many of the losses that an owner, tenant or other occupier may suffer are not covered. To address this, section 161 of the *Act* specifically allows an owner to obtain his or her own insurance to cover those risks not covered by the strata corporation's policy.

The most obvious exclusions from the property coverage of the strata corporation's insurance policy are the contents of a strata lot, such as furnishings and other personal items belonging to the owner, tenant or occupier (i.e. storage locker contents, clothing, furniture, decorating.) In addition, the strata corporation's insurance does not include upgrades or alterations to a strata lot (upgrading of cabinetry, carpets, flooring, etc.) including alterations and upgrades made by prior owners.

An owner, tenant or occupier will not be reimbursed for out of pocket expenses such as hotel or moving costs. Owners, tenants and occupiers should contact their personal insurers to ensure they have adequate coverage, including their own liability coverage to respond to any claims made against the owner, tenant or occupant arising from any injuries suffered in or about the strata lot itself, any limited common property and the common property, as well as for claims that arise away from the strata premises.

Finally, in light of recent court cases, owners are encouraged to confirm that their personal insurance policies cover the strata corporation's deductible in the event the owner is held responsible; specifically, the strata corporation's water damage deductible and earthquake deductible (ranging from 10% to 20% of the Cost of Replacement New).