

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-712

888 BEACH

HELD On Wednesday, November 28, 2012 at 4:30 p.m. in the Meeting Room,
1501 Howe Street, Vancouver, BC

<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
	Craig Dailly		Unit # 613 – 888

<u>REGRETS</u>	Marilou Appleby	Unit #1003 – 1501
	Jeff Sodowsky	Unit #2501 – 1500

<u>GUESTS</u>	Jason Wroblewski	Building Manager
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STRATA AGENT Sylvia Brewer, Vancouver Condominium Services Ltd.

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

BUILDING MANAGER'S REPORT

Council received and reviewed the report from the building manager, Jason Wroblewski for the month of November. Several items in the report were discussed.

- Repair Request Forms: Request forms have gone out regarding Phase I and II in-suite repairs. Only 13 owners have replied. Owners are reminded if they have received the repair request form to please ensure that it is completed and returned to the building manager as soon as possible.
- 25th Floor Beach Tower Leak: There was a reported leak in the recirculation line on the 25th floor of Beach Tower. Trotter & Morton have repaired this leak.

- **31st Floor Wallpaper:** The tenant of a 31st floor unit has requested that the walls of the 31st floor elevator lobby be wallpapered. After review and discussion, it was determined that the previous owner had not allowed this wallpaper to be put up in the foyer. Council does not have sufficient wallpaper to deal with this request.

MINUTES

It was moved, seconded and carried to adopt the minutes of October 31, 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:** It was moved, seconded and carried to adopt the October 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 corporation's website: www.888beachvancouver.com. The owners' 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, 2012 in the appropriate funds are as follows:

- Total Cash Balance \$1,073,325.71 (including CRF Balance)
- CRF Balance \$ 400,892.43 (Contingency Reserve Fund)

3. **Arrears:** Council reviewed the accounts receivable and as of November 23, 2012:

- (a) Some owners have not yet paid the December 13, 2011 levy in full. The final payment on this levy was due November 1, 2012. As of November 23, 2012, approximately \$34,000 remains unpaid. Because these funds have not been collected, council will transfer some of the cost of the IGU replacement to the Structural Fund where they were originally budgeted. See paragraph 4(a) below.

Liens have been put in place on some of the units. In accordance with the December 13, 2011 $\frac{3}{4}$ Vote Resolution, council instructed the strata agent to add interest charges on overdue payments of the December 13, 2011 levy at the 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 December 2011 special levy and other amounts.

The strata agent reported that some accounts have been paid partially or in full and that post-dated cheques have been received from one owner.

- (b) Approximately \$636 remains outstanding on the March 13, 2012 levy of \$32,000 for the sauna and gym repairs as five owners have not yet paid their assessment. The full amount of this levy was due on April 15, 2012.
- (c) Five owners have not yet paid their 2012 catch-up strata fees. A schedule of catch-up payments was distributed to all owners in March with the AGM minutes.

Council instructed the strata agent to mail accounts receivable statements in mid-November to owners who have not yet paid some or all of the amounts itemized above. Any owner who receives a statement is to contact Sylvia Brewer, strata agent, to arrange payment of outstanding balances.

4. Exterior Maintenance 2012 (Phase II):

- (a) Strata council received the monthly budget forecast and cost report for the period ended November 1, 2012. Due to the additional projects approved by council, the estimated overall budget cost is \$2,003,000 which includes approximately \$128,000 for IGU replacement. Council had set aside \$140,000 of the Structural Fund at the beginning of the project to cover IGU replacement. For reporting convenience, RDH has included the IGU replacement cost in their overall budget forecast. Now that the projects are nearing completion, some of the IGU replacement costs will be expensed in the structural fund where it was originally budgeted. Council approved a transfer of IGU replacement costs of up to \$65,000 to be expensed in the structural fund. This amount includes \$34,000 of uncollected special levy amounts reported in paragraph 3(a) above. The actual amount will be collected when the December financial results are known.
- (b) Strata council previously reported increase in hydro costs which is likely due to the operation of the swing stages and the scaffolding elevator. The hydro costs during the construction period will be reviewed and at the completion of the project there will likely be a transfer of extra hydro costs of approximately \$6,000 from the operating budget to the project costs. The final amount will be determined when the hydro bill from October is received. Council approved this transfer.

- (c) A complete report of the 2012 Phase II project plus the IGU replacements will be made available to owners when all of the invoices have been recorded in the strata's financial records. We anticipate that all invoices will be presented for payment by December 31, 2012.

5. 2013 Operating Budget:

- (a) Strata council reviewed the preliminary operating budget for 2013. Council feels that many owners do not want any special assessments presented at the Annual General Meeting and are working to include a one-time or capital item such as the cost of the Depreciation Report or replacement gym equipment in the operating budget. The budget will not be finalized until January and will be distributed to owners with their Annual General Meeting package.
- (b) Council has been advised that the insurance premium will increase by approximately 20% in 2013.

Council wants to remind owners to ensure that their own insurance plans would cover the water damage deductible amount. The 2012 insurance document is on the website if owners want to check the current deductible amounts to discuss this with their insurers.

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

• RDH	\$31,393.02	Project admin fees to October 31, 2012
• RDH	\$7,067.51	Field review to October 31, 2012
• Beacon Sheet Metal	\$4,511.81	Phase II COP #1
• Columbia Seal	\$6,486.37	Phase II COP #6
• Harris Coating Systems	\$36,762.88	Phase II COP #2
• Lindahl Aluminium	\$280.00	Phase II COP #1
• Renewal Construction	\$11,071.87	Phase II COP #3
• Suspended Stages	\$1,456.00	Phase II COP #5
• West York Developments	\$3,018.40	Phase II COP #4
• Renewal Construction	\$817.60	1801/1802 Ocean Tower roof investigation
• Columbia Seal	\$18,660.10	811 repairs
• Columbia Seal	\$3,721.70	1702/1802 repairs
• Westrim Plumbing	\$1,664.14	1502 pipe leak repair
• Pro-Can Electric	\$1,493.52	Garden Tower lobby lights
• Vidtech	\$1,780.80	Ocean Tower P4 keyscan control panel repair
• Westrim Plumbing	\$728.72	Garbage drain repair

- 7. Audit: The agent presented a quote from Reid Hurst Nagy in the amount of \$5,425 for audit services for the year ending December 31, 2012. Following review and discussion, the agent was instructed to sign a letter of engagement with Reid Hurst Nagy.

BUSINESS ARISING

1. Exterior Maintenance Update Phase II: As noted under Financial Report, additional hydro costs from the operating budget will be transferred to the project and some of the costs related to the replacement of the IGU from Phase II project will be transferred to the Structural Fund.
Council also reviewed the cost report to the end of October and the forecast is up to date.

Phase III: Council was in receipt of the proposal for engineering and construction management services and after review and discussion, the proposal was signed.
2. Structural Maintenance: A quote was received from RDH on behalf Renewal Construction to proceed with temporary repairs at the entrance of Beach Tower for a cost of approximately \$3,000. After review and discussion, it was agreed that these repairs should proceed as soon as possible.
3. Landscaping: Exterior pots have been planted with fall foliage. The agent will confirm whether Good Earth has planted bulbs for spring.
4. Mechanical Maintenance/Trotter & Morton: A quote was received in the amount of \$1,330 plus tax from Trotter & Morton to repair the on-going hot water issues in Ocean Tower. After review and discussion, the building manager was to confirm what was involved and advise council.
5. Bylaw Review: This item was deferred.
6. Carpet Cleaning: The carpet cleaning is scheduled to begin on December 3rd. Residents will be advised when the carpet cleaner will be in their tower.
7. Window Cleaning: Pacific Heights has commenced with the window cleaning and notices have been posted advising when they will be on site for the different towers. Please report any deficiencies within seven days to the building manager.
8. Depreciation Report: The agent presented a quote from RDH Building Engineering Ltd. in the amount of \$13,000 plus taxes for a Depreciation Report. The agent also advised that Morrison Hershfield and Halsall have also been requested to present quotes for Depreciation Reports and once received, the agent will forward to council for their review.
9. Benches for Lobbies: The building manager has been looking at options for benches for the three towers and has not been able to find a suitable style. It was suggested that Wenda Deane, a former council member, might be interested in looking for suitable benches as she has spent a lot of time in the past with recommendations for the lobby upgrades.

CORRESPONDENCE

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

1. A letter was received from an owner with concerns regarding mould in their unit. The owner presented council with independent report that assessed the problem. RDH has been advised and have investigated one of the exterior windows that may be of concern and will make some window vent adjustments and improvements.
2. A letter was received from an owner regarding options for the front entrance planters. After review and discussion, as funds are not available at this time, council thanks the owner for their suggestions and will consider these options in the future.
3. A letter was received from an owner regarding a mouse problem in several of the Beach Avenue townhouses. The agent reported that Canadian Pest Control has been on site several times and has arranged access to the entire block of townhouses on Beach Avenue to determine the severity of the problem. They will be installing bait stations in a number of the units.
4. A letter was received from an owner regarding a number of concerns with building maintenance. The window washing and carpet cleaning that this owner noted needed to be dealt with are underway. There were also concerns regarding wall washing and painting, locker rooms and parkades. The building manager advised that a number of these items have already been dealt with or will be scheduled in the near future. Council thanks this owner for their concerns.
5. A townhouse owner reported an on-going mouse infestation and although they have contacted the strata agent on several occasions, so far the methods used have not been effective. As noted earlier, bait stations will be placed in the unit.
6. A letter was received from an owner suggesting continued upgrading of the outdated equipment in the gym and suggested additional levies be considered. Council thanks the owner for their suggestions and will continue to upgrade the gym as the budget allows.
7. A letter was received from a Beach Tower owner requesting that different access to the upper floors be used in 2013 during Phase III as over the last two years the contractors have used the 07 units as a location for the lifts to carry personnel and equipment to the upper floors. The owner will be advised that during Phase III that side of Beach Tower will not be required for access so they should not be affected.
8. A letter was received from an owner regarding several concerns about their balcony. After review and discussion, the agent will forward this information to RDH for their review.
9. A letter was sent to RDH by an owner. RDH has reviewed the letter and offered to address the owner's concerns either by a letter or a meeting with the owner. It was agreed that RDH should write a letter to the owner.

10. A letter was received from an owner in October 2012, which in turn had been forwarded to RDH for their review and comment. The owner was commenting on the bid process conducted by RDH for Phase II of the building renewal and maintenance program. After review and discussion, the following reply will be sent to the owner:

“The issues raised in the letter, in particular the receipt of a very favourable bid from a winning contractor on one of the scope items, had been thoroughly reviewed and covered by RDH at the time the bidding process was conducted in early 2012. Furthermore, those same issues were reviewed at some length with council at the time. The end result was the performance of the expected work at a considerable cost saving to the strata.”

NEW BUSINESS

1. Resignation of Colin McDougall: The strata council is sad to report that Colin McDougall will be resigning from council effective December 10, 2012 as he and his wife Susan will be moving to Kelowna. Council is sad to see Mr. McDougall leave council, as he has been an integral part of council over the last 13 years. Council is very appreciative of all his hard work as well as the time and effort he has spent on strata business. He will be missed and council wishes he and his wife all the best in Kelowna.

Council has decided to have a “Thank You” party for Colin McDougall and his wife Susan. The following invitation goes out to all residents:

Please join us on Sunday, December 9th from 2:00 p.m. to 4:00 p.m. in the Ocean Tower lobby to thank Colin for his many years of service to the strata and to say goodbye to Colin and Susan. RSVP by December 6th on the sign-up sheet on the concierge desks in Beach Tower and Ocean Tower. The strata will provide beverages and some goodies from Tartine. If you wish to contribute an appetizer for the event it would be much appreciated. Please indicate this on the sign-up sheet. Thank you.

2. Annual General Meeting: After review and discussion, the Annual General Meeting is scheduled for Thursday, February 28, 2013.
3. Garden Tower Break-In: There was a break-in into Garden Tower in November where perpetrators accessed the building with a key to allow them to enter via the enterphone. During the first break-in the mailbox was broken into and it is possible that some owners' mail was stolen. Notices were posted to advise owners. As soon as it was determined how the thieves accessed the building, the enterphone panel was electronically disconnected. Council is in the process of having a timer installed and this will allow the mailman to access the building between very specific times with his key.
4. Mice: As noted under Correspondence, there has been an on-going issue with mice. It was agreed if this next visit to control the pests does not work, the agent will have a second pest control company come in and review the situation.

5. Addendum – Appendix C: This item was deferred for council's further review.
6. Rate for Carpet Replacement: After review and discussion, it was decided that if the strata is responsible to replace a damaged carpet that has been upgraded from the original carpet, the owners will be reimbursed at the rate of \$10 per square foot.
7. Fireplaces – Vent System Failure: The agent reported that Sure Fire Gas attended a suite where there was difficulty with the power vent system that exhausts the fireplace. The replacement parts are difficult to get and Sure Fire Gas has suggested that these vent fans be replaced. After review and discussion, the agent was instructed to contact Fireplaces Unlimited as to the validity of this claim. Owners are reminded that if they are having difficulty with their fireplace, it is the owner's responsibility to deal with the repairs.
8. Insurance Premium for 2013: A quote for insurance for 2013 from BFL was presented in the amount of \$140,145. After review and discussion, the agent was requested to get a second and third quote.
9. Request to Carry Forward Vacation Days: The building manager requested that he be allowed to carry forward 3.17 days to 2013. After review and discussion, this was approved.
10. Beach Tower Dryer Vent Cleaning: The agent presented a quote for cleaning of the Beach Tower dryer vents. After review and discussion, the agent was instructed to confirm when the last cleaning took place and to let owners know when the next cleaning will take place.
11. Elevator Fees: The agent reported that ThyssenKrupp has reported an increase in maintenance fees for the elevators. The increase is \$225.53 per month including taxes.
12. Camera #11 Beach Tower: A quote was received from Vidtech Services to replace camera #11 for a cost of \$1,090 plus taxes. After review and discussion, council was unsure that this camera was necessary and further review will take place.
13. Tile Installation on a Beach Tower Balcony: The building manager reported that it appears that a Beach Tower owner has installed tile on top of the newly installed membrane. After review and discussion, the agent reported that approval had not been requested as per our bylaws. The agent was instructed to contact RDH to inspect the deck and report back to council what remedy will be required.

Owners are reminded that council is investigating acceptable free standing tile coverings that may be used over the new membrane and will inform owners once a decision has been made.

Owners are reminded to use protectors under the legs of balcony furniture to prevent damage to the membrane.

There being no further business, the meeting was adjourned at 6:30 p.m. The next meeting will be held on Wednesday, January 30, 2013 at 4:30 p.m.

Sylvia Brewer
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SYB/ys

Rain Rain Go Away . . .

Unfortunately, the rain is not going to go away and, in fact, the heavy rainy season is just beginning. As an owner, it is incumbent on you to check any gutters and drains around the exterior of your unit (including perimeter drains, balconies, patios, roof decks, etc.) to make sure that they are free of leaves and other debris. While this is your responsibility throughout the year, it is especially important with the volume of rain we experience in the late Fall and Winter months. You can save yourself a lot of grief and save your strata corporation some money by having a quick look at these areas which normally create floods and great inconvenience and expense. Clean those areas that are accessible and report any overflowing gutters to your strata manager who can follow up with council to ensure they are cleaned.