

MINUTES OF COUNCIL MEETING STRATA PLAN LMS-712 888 BEACH

HELD On Thursday, January 31, 2013 at 4:30 p.m. in the Meeting Room, 1501 Howe Street, Vancouver, BC.

PRESENT

Mike Gallagher	President	Unit #2701 – 1500
Jeff Sodowsky	Vice President	Unit #2501 – 1500
Bev Andrews	Treasurer	Unit #1505 – 1500
Pat Dairon	Secretary	Unit # 706 – 1500
Marilou Appleby		Unit #1003 – 1501
Kitty Morgan		Unit #2703 – 1500

REGRETS Craig Dailly Unit # 613 – 888

GUESTS Jason Wroblecki Building Manager

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 Wroblecki for the month of January. Several items in the report were discussed.

- **Resident Survey**: It was suggested to do a resident survey to update contact information along with a fob audit. After discussion it was agreed that this would be done after the AGM.

MINUTES

It was moved, seconded and carried to adopt the minutes of the November 28, 2012 council meeting, as presented.

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 Statements:** After review and discussion, it was moved, seconded and carried to adopt the November 2012 and December 2012 un-audited financial statements, as presented. The December 31, 2012 net cash flow (surplus) of \$55,725 will be adjusted by the auditors as invoices for 2012 are received from suppliers in January and February. The audited financial statement will be made available to the owners when it is completed. 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.

2. **Account Balances:** The current balances for the period ending December 31, 2012 in the appropriate funds are as follows:
 - Total Cash Balance \$1,016,570 (including CRF Balance)
 - CRF Balance \$408,519 (Contingency Reserve Fund)

3. **Arrears:** Council reviewed the accounts receivable and as of December 31, 2012:
 - (a) Several owners have not yet paid their February 2, 2011 levy for the 2011 Phase I project. As of December 1, 2012 approximately \$8,750 remains unpaid.
 - (b) Several owners have not yet paid their December 13, 2011 levy for the 2012 Phase II project. The final payment on this levy was due November 1, 2012. As of December 31, 2012 approximately \$19,000 remains unpaid. Liens have been put in place on some of the units. In accordance with the wording of the February 2, 2011 and December 13, 2011 resolutions, council instructed the strata agent to add interest charges on overdue payments for the two levies at the rate of 10% per annum, compounded annually.
 - (c) Approximately \$300 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 assessments. The full amount of this levy was due on April 15, 2012.

4. **Exterior Maintenance 2012 (Phase II):** The strata council received the monthly budget forecast and budget report for the period ending December 31, 2012. Due to the additional projects approved by council, the estimated overall project cost is \$2,015,000 which includes approximately \$128,000 for IGU replacements. Council had set aside \$140,000 of the Structural Fund at the beginning of the project to cover the 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. A complete report of the 2012 Phase II project, including the IGU replacements and a report on the 2012 Structural Fund expenditures will be made available to owners when the audit is completed.

5. Exterior Maintenance 2013 (Phase III): Owners are reminded that the first payment for the November 7, 2012 special levy is due on February 1, 2013.

6. 2013 Operating Budget: Strata council reviewed the operating budget for 2013, which will be distributed to owners with their Annual General Meeting packages. At present, the budgeted net income increase in strata fees is approximately 1.9%. The final overall increase in strata fees will depend on the amount of surplus carried forward from 2012. Strata council felt that owners did not want a special levy this year, and have included the \$17,400 estimated cost of the depreciation report, and an additional \$8,700 for gym equipment in the operating budget. The largest expense increase is \$18,200 for the annual insurance premium. Although the strata council requested quotes from three insurance companies, we were advised by two of the companies that they could not provide quotes for the coverage required by the strata.

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

• RDH	\$13,618.18	Project admin/Phase II Nov. 30, 2012
• RDH	\$5,600.00	Project management – Phase III to Nov. 30, 2012
• RDH	\$3,740.80	Construction documents & field review – Phase III to December 31, 2012
• RDH	\$4,277.00	Field review & post-construction – Phase II to December 31, 2012
• De Caigny	\$721.73	Interior repairs to #2505, re: Phase I
• Trotter & Morton	\$1,489.60	Suite #503 check valve repairs
• Pacific Heights	\$21,593.60	Window washing December 2012
• Pacific Heights	\$3,136.00	Window washing additional construction clean
• Trotter & Morton	\$1,321.66	Fan make-up air unit & boiler flu repair
• Columbia Seal	\$2,064.16	Phase II December 31, 2012
• Lindhel	\$660.80	Phase II December 31, 2012
• Renewal	\$4,705.68	Phase II December 31, 2012

8. Audit: Reid Hurst Nagy is currently in the process of completing the audit for the year-end December 31, 2012.

BUSINESS ARISING

1. Exterior Maintenance Update:
 - (a) Phase II: Council reviewed the budget forecast as presented by RDH for Phase II.

 - (b) Phase III: Council reviewed the Phase III update provided by RDH. The tender documents are nearing completion and will be ready for tender the week of February 11th. RDH continues to refine the budget and expects to be on target.

- RDH will invite the same bidders as last year and feels that the market is still competitive for pricing. Tender close will tentatively be March 4th.
- RDH will meet with strata council to discuss the bid results. The contracts will be awarded after the meeting with council.
- A detailed site layout which shows the position of scaffold and hoarding, protection, etc. for stages is being prepared. This will be communicated to owners ahead of start of construction activities.
- RDH intends to replace and not repaint the guard rails on the north central balcony run as there are two types of guard rails and the height of the existing railings will create difficulties with achieving sufficient slope on the balcony.
- The replacement of 244 IGU's will be competitively priced at tender, similar to last year.

2. Structural Maintenance:

- (a) Beach Tower Lobby Repairs: The temporary repairs for the Beach Tower lobby have been completed; however, further signs of water ingress have appeared and RDH will continue to investigate the cause of the water ingress.
- (b) Townhouse #9: During demolition for a renovation, townhouse #9 reported signs of water ingress in an area that previously had been repaired. RDH has been onsite to review the area and have reported back to council that a budget of approximately \$8,000 should be allowed to deal with the current water ingress and replacement of the rear exterior door. After review and discussion, the agent was instructed to have RDH proceed with this repair.

3. Landscaping: The agent presented the contract from Good Earth for 2013. It was noted that there is no increase in the monthly fee of \$3125 plus taxes. After review and discussion, the agent was instructed to sign the contract on behalf of council. Good Earth also provided a quote for summer and winter annuals to refresh the nine pots around the property in the amount of \$1,242 which included a 20% discount. After review and discussion, the agent was instructed to advise Good Earth that the quote is accepted.

4. Mechanical Maintenance/Trotter & Morton: The repairs to unit #503 have been completed and have resolved the hot water issues in Ocean Tower.

5. Bylaw Review & Update: Council has been working diligently to review and upgrade the bylaws with the help of former council member Wenda Deane. Final edits have been completed and the entire package will be presented to the owners at the AGM for approval. **An information meeting regarding the updated bylaws will be held on Thursday, February 21st at 7:00 p.m. in the Ocean Tower lobby.**

6. Depreciation Report: Three (3) proposals for depreciation reports have been reviewed from RDH Building Engineering, Morrison Hershfield and Halsall. After further review and discussion, it was agreed to have Halsall perform the depreciation report in 2013 based on their quote of \$14,500 plus applicable taxes. The agent was instructed to advise Halsall that they will be awarded the contract and to arrange a meeting with council for February.
7. Benches for Lobbies: There was further discussion regarding the options for benches for the lower lobbies of three towers. The building manager has reported that he has not been able to find a suitable style in the price-range that council has allowed. Council member Kitty Morgan will continue the search and will report back to council.
8. Mice: As reported in the November minutes, there has been an on-going issue with mice. A final visit has been scheduled for February 5th and all townhouses on Beach Avenue have been advised of the date and time, advising that access to their units is mandatory to ensure that the mice issue has been dealt with.
9. Tile Installation on a Beach Tower Balcony: RDH has inspected the deck in question in Beach Tower and their report will be forwarded to the owner. Council has also been in contact with Clark Wilson LLP to review the situation and to come up with a suitable resolution to this installation of tiles without proper approval.

There was further discussion regarding types of flooring that can be placed on top of the newly installed membranes and the agent was instructed to have RDH further clarify the type of flooring that can be installed by owners.

10. Addendum – Appendix C: The Appendix C has been signed by council.
11. Beach Tower Dryer Vent Cleaning: The agent reported that Michael A. Smith will be onsite March 4th to 7th to perform the dryer vent cleaning for Beach Tower and townhouses #1 to #4. Owners will be advised in advance and access to units is mandatory.
12. Annual General Meeting: The Annual General Meeting will take place on Thursday, February 28, 2013 in the Ocean Tower lobby, with sign-in starting at 6:15 p.m. The AGM will commence at 7:00 p.m.
13. Renovation Request:
 - (i) The owner of unit #502 has requested permission to replace their fireplace. After review and discussion, as the owner is installing a Montego and is within the guidelines of the strata, the installation has been approved.

CORRESPONDENCE

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

1. A letter was received from owners following up with letters sent in November regarding high levels of mould found in their unit after an independent assessment. They reported that RDH has been onsite and attended to the seal of interior windows, however, the source of the mould has not yet been determined. After review and discussion, the agent was instructed to follow up with RDH on this matter.
2. A letter was received from an owner reporting that there are a number of outstanding deficiencies from the Phase II work, including a number of patio blocks that were cracked and have not been replaced. The owner also reported damage to a planter and a broken patio seat caused by a dropped hammer. Also reported were a number of ceiling cracks that have formed over the past six months since the scaffolding was erected and removed. After review and discussion, the agent was instructed to report these deficiencies to RDH.
3. A letter was received from an owner regarding the clean-up of windows and balcony panels which the owner says were very dirty from the project. This owner reported they were not happy with the decision to not include windows that were accessible, which required owners to do their own cleaning. After review and discussion, it became apparent that there was a difference in what owners were told and what council thought was being included by RDH. Further follow up will be done by the agent with RDH.
4. Owners of unit #711 have requested permission to install outdoor electrical receptacles on their patio and at the same time, relocate a few interior electrical receptacles within their suite. After review and discussion, the agent was instructed to have RDH confirm whether installation of outdoor electrical outlets poses any concerns to the membrane and will consult with the electrician regarding the relocation of interior and installation of exterior receptacles. All costs will be borne by the owner.
5. A letter was received from an owner suggesting that instead of on-going levies, that fees for special projects should be worked into the monthly maintenance fees. Council thanks this owner for their suggestion.
6. A letter which was received from townhouse #12 regarding the installation of a gate for security reasons also took the opportunity to thank Colin McDougall for his many years of service on council.
7. A letter was received from an owner regarding the on-going mice infestation. As noted earlier, a final review of the townhouse units along Beach will be carried out by Canadian Pest Control to ensure that the rodent issue has been resolved.
8. A letter was received from an owner regarding the grass along the boulevards. This owner suggested replacing all of the boulevard grass with ivy. It was also suggested that possibly the areas adjacent to Beach and Ocean Tower entrances be planted with ivy first to serve as a pilot project. After review and discussion, the building manager reported that he has been in touch with the City regarding several areas of grass in front of the townhouses on Hornby as it has been noted that due to the heavy amount of urine from owners' pets, that growing grass is almost impossible. Council suggested that more pavers be installed. Council thanks this owner for their suggestions and will take them under advisement.

NEW BUSINESS

1. In accordance with bylaw 17.1, Mike Gallagher, Vice President, will now assume the position of council President as Colin McDougall has sold his unit at LMS-712. Kitty Morgan from unit #2703 has accepted the vacant position for the remainder of the term and Jeff Sodowsky has agreed to accept the position of Vice President until the end of the term.
2. Global Gas – CO Report: The annual CO report has been completed by Global Gas and several deficiencies were noted. Several of the deficiencies are included in the maintenance package from Trotter & Morton. Pro-Con Electric has been requested to review several of the concerns and provide a quote for repairs.
3. Howe Street Gate: Two quotes were received to repair the metal grates that cover the trench in front of the Howe Street garage gate. After review and discussion, the quote from DeCaigny Construction was accepted in the amount of \$600 plus taxes and the agent was instructed to have DeCaigny Construction proceed with this repair.
4. Vidtech: A quote was received from Vidtech Services to replace the monitors and DVR hard drive with the total cost being approximately \$10,000 including taxes. After review and discussion, this upgrade will be deferred until 2014.
5. Sliding Bolt Locks: Devak has presented a quote in the amount of \$620 plus HST to supply and install new 8-inch sliding bolt locks on all the lobby doors. After review and discussion, the agent was instructed to have this repair take place.
6. Moths/Storage Lockers: It has been noted that moths have been reported in the storage locker rooms in Beach Tower and the agent was instructed to have Canadian Pest Control inspect and eradicate.

There being no further business, the meeting was adjourned at 7:00 p.m. The next meeting is scheduled for Wednesday, February 27, 2013 at 4:30 p.m. and the AGM is scheduled for Thursday, February 28, 2013 with sign-in beginning at 6:15 p.m.



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