

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-712

888 BEACH

HELD

On Thursday, March 27, 2013 at 4:30 p.m. in the Meeting Room, 1501 Howe Street, Vancouver, B.C.

PRESENT

Mike Gallagher	Unit #2701 – 1500
Jeff Sodowsky	Unit #2501 – 1500
Bev Andrews	Unit #1505 – 1500
Pat Dairon	Unit # 706 – 1500
Kitty Morgan	Unit #2703 – 1500
Craig Dailly	Unit # 613 – 888

REGRETS

Marilou Appleby	Unit #1003 – 1501
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GUESTS

Jason Wroblewski	Building Manager
Michael Roche	RDH
Marcus Dell	RDH
Tony Guilliard	RDH

STRATA AGENT

Sylvia Brewer, Vancouver Condominium Services Ltd.

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

ELECTION OF OFFICERS

President	Mike Gallagher
Vice President	Jeff Sodowsky
Treasurer	Bev Andrews
Secretary	Pat Dairon

Standing Committees

Balcony Covers	Kitty Morgan, Pat Dairon and Marilou Applebee
Insurance	Craig Dailly
Landscaping	Jeff Sodowsky
Fitness Centre	Mike Gallagher
Interior Maintenance	Bev Andrews
Depreciation Report	Bev Andrews, Pat Dairon and Marilou Applebee

BUILDING MANAGER'S REPORT

Council received and reviewed the report from the building manager, Jason Wrobleski, for the month of March.

MINUTES

It was moved, seconded and carried to adopt the minutes of the February 27, 2013 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:** The council approved the February 2013 financial statement. The statements are posted on the website and the treasurer cautioned owners that some of the expenses reported in the February financials may be for the 2012 fiscal year and will not be corrected until we have received the auditor's year-end adjusting journal entries.

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.

2. **Account Balances:** The current balances for the period ending February 28, 2013 in the appropriate funds are as follows:

- Total Cash Balance \$1,184,772.87 (including CRF Balance)
- CRF Balance \$409,154.70 (Contingency Reserve Fund)

3. **Arrears:** The accounts receivable were reviewed and after review and discussion, the agent was instructed to charge interest on all overdue accounts. The agent reported that letters have been sent to owners with overdue accounts in significant arrears and statements have been sent advising owners of levy amounts that have not yet been paid.

Reminder: The first payment of the levy that was approved in November 2012 Phase III was due February 1st and payments are due the first of each month until November 1, 2013.

4. Exterior Maintenance 2012: The treasurer will report to the owners on the activity in the Structural Fund during 2012 and the costs related to the 2012 Phase II project when the audit has been completed.

5. Invoices: The following invoices were reviewed and approved for payment:
 - RDH \$717.74 Field review, Phase II, January 31/13.
 - RDH \$4,554.60 Post-construction wrap-up, Phase II, February 28/13.
 - RDH \$5,600.00 Project admin and construction management for Phase III, February 28/13.
 - RDH \$7,840.00 Construction documents.
 - RDH \$2,053.63 Miscellaneous additional inspections.
 - Eric Conrad Painting \$406.00 Interior repairs.
 - Eric Conrad Painting \$518.56 Painting and repairs for the California walkway.
 - Michael A. Smith Duct Cleaning \$9,760.80 Duct cleaning for Beach Tower.
 - ProCan Electric \$873.60 Wiring for exhaust fan in parkade.
 - Decaigny Construction \$809.09 Interior repairs.
 - Decaigny Construction \$2,474.37 Water ingress investigation.
 - Reid Hurst Nagy \$5,465.60 December 31/12 audit.
 - Hemlock Painting \$569.52 Bathroom repairs.
 - Hemlock Painting \$1,273.94 Common area touch-ups and repairs.

6. Audit: Reid Hurst Nagy has presented the draft audit for the year-end, December 31, 2012 to council. A few corrections have been requested by council and finalized audit should be received shortly.

7. Investment of Funds: Council has instructed the agent to have \$500,000 from monies already received for Phase III to be invested in a 30-day cashable one-year term GIC.

BUSINESS ARISING

1. Exterior Maintenance Update – Phase III: Contracts have been tendered, reviewed by council and awarded. The scaffolding is being erected on Beach Avenue and owners have been advised of access requirements to measure for replacement of IGUs.

2. Structural Maintenance:
 - (a) Townhouse 9: Tek Roofing has been awarded the contract to begin repairs on Townhouse 9.

3. Landscaping: Several sprinklers are being repaired by Reflection Landscaping.

4. Depreciation Reports: The agent reported that Halsall Engineering has been advised that they have been awarded the contract for the Depreciation Report. The agent was instructed to arrange a meeting with Halsall for the May 2nd council meeting.
5. Bench for Beach Tower Lobby: Kitty Morgan presented several options for a bench for the Beach Tower lobby. After review and discussion, a bench has been chosen and will be purchased.
6. Tile Installation on a Beach Tower Balcony: The agent reported that a reply has not been received from the owner regarding the inspection report prepared by RDH. Council has requested Clark Wilson LLP to prepare an indemnity form to be signed by the owner. Further discussion will take place once the indemnity form has been reviewed by the standing committee.
7. Beach Tower Dryer Vent Cleaning: The agent presented the report from Michael A. Smith Duct Cleaning. A number of units did not provide access for the dryer vent cleaning and a number of units have been reported to have booster fans that are not working and require replacement. It is an owner's responsibility to replace booster fans that are not in good working order. Letters will be sent to the owners of those units advising that their booster fan should be replaced. It should also be noted that any damage caused by not replacing the booster fan, i.e. ceiling damage from the build-up of moisture will be the owner's responsibility.
8. Townhouse 2 Mould: RDH has recommended a company for the strata to hire to do mould testing in Townhouse 2. The agent will arrange and advise the owner that access will be required to perform these tests.

CORRESPONDENCE

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

1. A renovation request was received from the owner of unit 408 to install hardwood floors. The request has been reviewed and approved and the agent will advise the owner.
2. Two noise complaints were received regarding a unit on the 22nd floor. After review and discussion, the agent was instructed to send a bylaw violation letter to the unit in question.
3. A letter was received from an owner advising they would be willing to sit on a committee to consider ways to make the strata more aesthetically pleasing. Council thanks this owner for offering their input.
4. A letter was received from an owner advising that another resident had left a package of raw chicken in one of the garbage receptacles in the elevator lobby on P4. All owners and residents are reminded the small garbage cans outside the elevator lobbies are not for household garbage, but for paper or dry garbage removed from vehicles. Any owner found using these small garbage cans for household garbage will be fined accordingly.

NEW BUSINESS

1. Rules/Forms: The agent presented a revised draft of the strata rules and forms. The Bylaw Committee will review the documents and advise the agent of any changes.
2. Gym Equipment: A new treadmill has been purchased and will be delivered on April 15, 2013. The Fitness Committee will review options for exercise bikes and/or other pieces of equipment that may be more suitable for the gym.
3. Enterphone/Garden Tower: A quote that was received from Vidtech in the amount of \$2,800 to replace the board for the enterphone of Garden Tower has been approved by council.
4. Window Cleaning: The agent presented a quote from Pacific Heights to clean the interior and exterior of the lobby glass of all three towers, including the glass canopies. The agent reported that approximately \$500 could be taken off the cost of the quote of \$1,380 if the higher windows in the Garden Tower lobby were not cleaned each time. There was also a discussion of having the windows cleaned before the Phase III begins and quotes are being requested.
5. Fireplace Cleaning: Sure Fire Gas was on site March 25th to 27th for servicing and repairs of owners' fireplaces and it was reported that many owners took advantage of the service.
6. Quote for Door Locks: Devak Lock presented a quote in the amount of \$1,020 plus taxes to repair a number of door locks, deadbolts and cylinders. After review and discussion, repairs were approved by council.
7. Common Area Paint Touch-Ups: The building manager reported that Hemlock Painting has completed the common area touch-ups. This will be done on a quarterly basis.
8. Pipe Insulation: Two quotes were received for pipe insulation. After review and discussion, the proposal from Tight Contracting Ltd. in the amount of \$9,987 plus taxes for a canvas finish insulation of all hot water piping from the boilers was approved.

GUEST BUSINESS

Council met with representatives of RDH Engineering Ltd. to review the Phase III project, as well as to determine what additional work could be planned for 2013 while the construction management team is on site.

Phase III is underway with the scaffolding being assembled on the north side of Beach Tower. Replacement of guardrails on the north side of Beach Tower has been added to Phase III at an approximate cost of \$7,000 to \$7,500.

There are known water ingress and other problems at four townhouses and at one suite in Ocean Tower. These are being investigated by RDH. Council will use the Structural Fund to cover the estimated cost of \$70,000 to \$80,000 for these necessary repairs that may include but are not limited to:

- Townhouse 4 – deck replacement
- Townhouse 5 – front door damage
- Townhouse 14 – source of problem is being investigated
- Townhouse 19 – a leak at the top of the townhouse is being investigated
- Suite 402 – planter leak is being investigated

Council had previously given approval to RDH to proceed with necessary repairs to Townhouse 9. These costs will also be charged to the Structural Fund and are estimated at \$30,000.

RDH and council reviewed a list of additional projects that could be undertaken this year while the Phase III project is underway. The funding for these proposed projects will come from the Phase III contingency and from Structural Fund. Council asked RDH to request bids for the projects and the bids will be reviewed in May in conjunction with the available funding.

- Beach Tower lobby
- Beach Tower suite 710 – replace roof deck and saddle flashing. This work ties in with the Beach Tower lobby.
- Ocean Tower – 1801/1802 roof including glass blocks
- Beach Tower 2602 – replace adjacent roof decks
- Townhouse 5 to 11, excluding Townhouse 9 which is a current project mentioned above.

RDH left at 6:30 p.m.

There being no further business, the meeting was adjourned at 6:30 p.m. The next council meeting is scheduled for Thursday, May 2, 2013 at 4:30 p.m.



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LIEN CHARGES

As per the bylaws, strata fees are due on the 1st day of every month. Please be sure to have your payment in our office by the 1st of each month or risk having a fine levied on, and/or interest charges added to your account. Accounts which remain unpaid are potentially also subject to a further cost of \$200 or higher. It is expensive not to pay.