

# **MINUTES OF COUNCIL MEETING**

## **STRATA PLAN LMS-712**

### **888 BEACH**

**HELD** On Thursday, May 2, 2013 at 4:30 p.m. in the Meeting Room, 1501 Howe Street, Vancouver, B.C.

**PRESENT**

Mike Gallagher	President	Unit #2701 – 1500
Jeff Sodowsky	Vice-President	Unit #2501 – 1500 <i>(left at 5:20 p.m.)</i>
Bev Andrews	Treasurer	Unit #1505 – 1500
Pat Dairon	Secretary	Unit # 706 – 1500
Kitty Morgan		Unit #2703 – 1500
Marilou Appleby		Unit #1003 – 1501

**REGRETS** Craig Dailly Unit # 613 – 888

**GUESTS** Jason Wroblewski Building Manager

**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 minutes of March 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](http://www.888beachvancouver.com)**

**user ID: owner**  
**password: 888**

### **FINANCIAL REPORT**

1. **Monthly Statement:** It was moved, seconded and carried to adopt the March 2013 financial statement. The statement is posted on the website and the treasurer cautioned the owners that some of the expenses reported in March 2013 financial statements may be for the 2012 fiscal year and will not be corrected until we receive 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 March 31, 2013 in the appropriate funds are as follows:

• Total Cash Balance	\$1,335,085.97	(including CRF Balance)
• CRF Balance	\$ 409,483.96	(Contingency Reserve Fund)

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

### **REMINDER**

**The first payment of the levy that was approved in November 2012 for Phase III, was due February 1, 2013 and payments are due the 1<sup>st</sup> of each month until November 1, 2013. Those owners that have not made payments are requested to provide a cheque for the unpaid levy amounts for February, March, April and May and submit post-dated cheques for the balance of payments due June to November.**

4. Exterior Maintenance – 2012: The treasurer will report to the owners on 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	\$525.00	Post-construction Phase II to March 31, 2013.
• RDH	\$4,725.00	Pre-construction Phase III March 31, 2013.
• RDH	\$11,500.00	Construction management Phase III March 31, 2013
• RDH	\$10,515.05	Site supervisor/miscellaneous Phase III to March 31, 2013
• RDH	\$6,141.03	Air and water testing.
• RDH	\$1,327.17	Testing for unit 2506.
• Vidtech	\$3,136.00	Garden Tower communication board replacement.
• Trotter & Morton	\$974.40	Connection repairs – all or portion of this invoice will be charged back to the contractor doing the pipe insulation.
• Procan Electric	\$1,139.88	Phase III miscellaneous electrical.
• JJK Developments	\$5,861.80	Phase III miscellaneous set-up.

6. Audit: Council still awaits the final audit.
7. Investment of Funds: Once council has confirmed the current balance in Phase III fund, the agent will be instructed to invest monies already received for the Phase III levy in a 30-day cashable one-year term GIC.

## **COMMITTEES**

1. Free Standing Balcony Floor Covers: The committee reported that they are investigating options and have come up with several they feel will meet the needs of the owners. The committee will be arranging an information event to be set up with samples of the products. The committee has also inquired about possible cost savings if a number of owners purchase the balcony floor covers at the same time.
2. Insurance: No report.
3. Landscaping: No report.
4. Fitness Centre: The committee will meet to determine the next piece of equipment that should be purchased for the gym.
5. Interior Maintenance: No report.

## **BUILDING MANAGER**

Council received and reviewed the report from the building manager, Jason Wroblewski, for the month of April 2013.

## **BUSINESS ARISING**

1. Exterior Maintenance Update Phase III: Work has begun on erecting the scaffolding and hoarding. As of April 25<sup>th</sup>, RDH advised that WorkSafeBC has shut down all material hoists over the lower mainland and have deemed them non-compliant by CSA regulations. RDH is currently working through this issue with the scaffolding contractor and the industry, but is somewhat caught in the middle. RDH will continue to operate but without the hoist at this moment, and delivery of certain materials and scaffolding etc. will be delayed; however, RDH is proceeding with other set-ups for phase 3 and hope that this can be resolved in a timely manner.
2. Security Door: It has been brought to the attention of council that there are several owners with concerns regarding possible access to balconies from the scaffolding and have requested that hoarding with a locking door be installed.

After review and discussion, the agent was instructed to have RDH proceed with installing the hoarding.

3. Structural Maintenance: The work continues on townhouse #9 and is near completion. Quotes are being requested for repairs necessary to other units.
4. Landscaping: Council was advised that Reflections Landscaping have been on site to repair several irrigation sprinkler heads and have reported numerous irrigation system repairs are required for the courtyard. Reflection Landscaping has been requested to provide costs for these repairs.
5. Depreciation Report: The agent reported that Halsall was not able to attend the meeting on May 2<sup>nd</sup> and will confirm attendance at the May 29<sup>th</sup> meeting. The agent has gathered requested materials and will forward them to Halsall in order for them to proceed with the Depreciation Report.
6. Tile Installation on Beach Tower Balcony: There was further discussion regarding the indemnity form that council will request the owner to sign. The agent was instructed to draft a letter as well as a copy of the final indemnity form for final review by the balcony floor cover standing committee and once approved, the letter and indemnity form will be forwarded to the owner.
7. Townhouse #2 Mould: The agent advised that she has not had a confirmation reply from the company that was requested to test for mould and will follow up.
8. Window Cleaning: The agent presented a quote from Pacific Heights. After review and discussion, the agent was instructed to request second quote from Black Tie Window Washers. Once that quote has been received, it will be forwarded to council.
9. Rules Forms: This item was deferred.

## **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 1709. The request included removal of the fireplace and an existing kitchen wall. After review and discussion, approval was granted and the owner has been advised.
2. A letter was received from an owner making some suggestions about the recent phase II work and the Phase III work to be completed this year.

The owner was pleased that a standing committee has been established to consider options for covering the exposed membrane on the balcony and suggested that early involvement of affected owners be included in the process. As earlier noted, council will set up an information meeting for owners regarding possible balcony covers.

The owner went on to suggest that more involvement of the owners in matters affecting them should be considered and felt that more owners should be asked to assist. The owner suggested, in as many ways council might think helpful, this would also serve to restore a sense of community at 888 Beach. This owner would be willing to offer his services.

The owner also addressed issues identified during Phase II, especially regarding clean up. He also suggested that it would be helpful for affected owners to have been sent a form for noting comments, not only on the work itself but also on issues that have been learned and should be applied to Phase III.

Council has learned many things during Phase I and Phase II, especially regarding window cleaning. Council agreed that after Phase III has been completed, all affected windows whether they are inaccessible or accessible, will be cleaned.

Regarding a comment that council does not plan to involve owners other than council members, the names of owners that have advised of their interest are not mentioned in the minutes for confidentiality reasons. Owners who have volunteered to offer their services and input will be called upon to do so.

3. A letter was received from a commercial owner with concerns over not being able to lease their unit due to the fact that scaffolding has been erected for remediation repairs on the north side of the building. This owner feels that this limits access to the unit and completely blocks exposure of the unit which they feel has been a negative influence on potential clients who are interested in leasing the unit. After review and discussion, council agreed that if the owner is able to secure a signed lease, options to remedy the exposure of the unit will be investigated with RDH.
4. A letter was received from an owner reporting that they were experiencing problems with their key fobs and upon investigation, it was determined that they had been disabled. Their fobs were re-programmed by the building manager. When the owners asked why they were disabled, he advised that some fobs were removed from the system as he could not trace to whom they belonged.

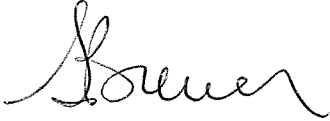
The building manager reported that for 259 suites there are 1,489 devices, either key fobs or garage remotes, in the system. A number of these have not been used for some time and others have been deleted because they were unregistered and it was unknown to whom they belonged. It is requested that all owners ensure that all fobs in their possession or in the possession of friends and/or others, be checked to ensure that they are still active. If not active, owners should advise the building manager immediately, who will register them by name and suite number. Council apologizes for any inconvenience this may have caused.

5. A letter including a report from Fireplaces Unlimited was received from an owner reporting that their fireplace exhaust venting motor no longer works. After review and discussion, it was agreed that this repair is an owner's responsibility, not that of the strata. The owner will be advised.

## **NEW BUSINESS**

1. Intercom Panel Locks: A quote was received from Devak Lock & Key in the amount of \$1,030 plus taxes to install seven high-security Medeco locks on the enterphone panels to improve security via a dedicated key. Council instructed the agent to proceed with this repair.
2. Liquid Membrane Repairs: The building manager reported that there have been a number of minor floor leaks in several mechanical rooms on P2 and P3 and that should a large amount of water escape (i.e. from a boiler), this could cause significant damage to lockers or other rooms below them. Two quotes to seal the floor were received and council agreed that the proposal from Columbia Seal in the amount of \$12,104 plus taxes be accepted and they will be advised to proceed with this floor membrane removal project. Part of the funds will come from Repairs & Maintenance and approximately \$7,800 will come from the balance of funds in 8250 for mechanical upgrades as the pipe installation work was considerably less than what was budgeted for.
3. Graffiti Removal: The agent reported that the wall outside the spa on Hornby Street had been "tagged" and Goodbye Graffiti removed the "tagged" areas at a cost of \$230.
4. Large Blue Planter Pots: Two large planter pots that had previously been in the courtyard have been emptied and removed. An owner had requested that if they are no longer of use to the strata that they would use them on their patio. After review and discussion, it was agreed that the landscaping committee will determine if there was any other use for these blue planter pots before allowing the owner to have them.
5. P2 Ceiling Repair: There was a leak in Beach Tower P2 elevator lobby which has since been repaired. It was agreed to have the ceiling repaired by Eric Conrad.
6. ThyssenKrupp Elevator Depreciation Report: The agent was in receipt of an Elevator Evaluation and Depreciation Report from ThyssenKrupp Elevator on suggested refurbishing and repairs for the elevators at 888 Beach. After review and discussion, it was agreed to forward these reports to Halsall Engineering for their consideration.
7. 31<sup>st</sup> Floor Patio Glass Repairs: It was reported that some of the glass panels in the balcony on the 31<sup>st</sup> floor had come away from the frames due to the breakdown of the rubber gaskets. A quote has been received from Renewal Construction in the amount of \$1,500 plus applicable taxes to replace the rubber gaskets. As this is a safety concern, council approved these repairs to take place immediately. It was reported that the minimum order of rubber gaskets is 1,000 units so there will be additional gaskets left over for future repairs.

There being no further business, the meeting was adjourned at 6:15 p.m. The next meeting will be held on Wednesday, May 29, 2013 at 4:30 p.m.



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SYB/ys

## **ARE YOU RENTING YOUR STRATA LOT?**

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If so, here is a bulletin you should read. The following is a true story – you will find it interesting and valuable as a non-resident owner.

One Saturday morning, our office received a telephone call on our emergency line that there was a water leak in a building we manage so we dispatched a restoration contractor to mop up the water. The contractor had to access several strata lots to get the job done, and, at one unit, no one answered the door and a locksmith was called to “pick the lock”. Once open, the restoration contractor stepped inside and, to his horror – a fully equipped meth lab.

The police and fire departments were called and the building had to be evacuated. The fire department’s HAZMAT team gingerly dismantled the meth lab. The City then advised that the strata lot could no longer be occupied and, further, the entire strata lot has to now be “deconstructed” and rebuilt. The owner of the strata lot will be facing a cost estimated at about \$100,000 to reimburse the City and to reconstruct. On top of this will be fines from the strata corporation and other legal consequences.

The non-resident owner was in shock to learn all this. It turns out that little was known about the tenant other than he had paid cash for his monthly rent payments and security deposit.

No doubt the vast number of renters in strata corporations are properly screened by non-resident owners such as yourself, or their agents, and in reality there are likely only a few bad apples. Nevertheless, let this true episode serve as a huge heads-up to you (and your rental agent if applicable) that renting your apartment involves a lot more than merely collecting the monthly rent.

You ought to be aware also that most strata corporation insurance policies are now imposing huge deductibles (\$50,000 in some cases) for damages arising from illegal operations. In some policies, the coverage is denied altogether. You can be sure that your strata council is not going to step up to the plate and have the strata corporation pick up the tab if your strata lot is one of these bad apples. Also, be aware of a very significant court case recently heard in the Supreme Court of British Columbia involving insurance claims. The essence of this case is that if an occupant of a strata lot is responsible for the cause of an incident and the insurance of the strata corporation has a deductible, the owner is responsible for paying the deductible. That would be you if your tenant is the culprit for some incident.

Accordingly, we urge you to properly screen your tenants, obtain background and reference checks, and, make frequent inspections of your rental premises. Collecting the rent is the least of your worries given the above facts.