

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-712

888 BEACH

HELD

On Wednesday, May 29, 2013 at 4:30 p.m. in the Meeting Room,
1501 Howe Street, Vancouver, B.C.

PRESENT

Mike Gallagher	President	Unit #2701 – 1500
Bev Andrews	Treasurer	Unit #1505 – 1500
Pat Dairon	Secretary	Unit # 706 – 1500
Kitty Morgan		Unit #2703 – 1500
Marilou Appleby		Unit #1003 – 1501
Craig Dailly		Unit # 613 – 888

GUESTS

Marcus Dell, RDH Building Engineering
Kevin Ganzer, RDH Building Engineering

REGRETS

Jeff Sodowsky Vice-President Unit #2501 – 1500

STRATA AGENT

Sylvia Brewer, Vancouver Condominium Services Ltd.

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

GUEST BUSINESS

Council met with representatives of RDH Engineering Ltd. to review the Phase III project, known water ingress problems, and additional work proposed to be undertaken in 2013 while the construction management team is on site.

Phase III

1. The erection of the scaffolding will resume on May 30, 2013 and it is estimated that the work will be completed in three days. WorkSafeBC had ordered that work be stopped on a number of projects in Metro Vancouver due to an issue with the load capacity of the hoists installed in the scaffolding. Representatives of the scaffolding industry have met with WorkSafeBC to resolve the issue. The strata does not pay rent on the scaffolding until the scaffold and hoist are complete and certified ready for use. In the interim, RDH has all crews working on scaffolding in other areas of the 888 Beach complex.
2. Columbia Seal will replace the original contractor to complete the balcony membrane work on Beach Tower. The original contract was awarded contingent upon successful completion of two balconies that were entirely installed with quality and on schedule. While the work on the two balconies was monitored by RDH and it has met the quality

standard, the work has not been on schedule. The original bid from Columbia Seal is \$38,000 higher. This amount will be covered by the Phase 3 contingency.

3. The Garden Tower sealant work is 65% complete and the panel work will start in two weeks.
4. The Ocean Tower panel work is underway and caulking is underway on the northwest elevation and curved section facing the courtyard.
5. IGU (window) replacements are underway.

Additional Work To Be Completed In Phase III

As reported in the strata council minutes of March 27, 2013, there are known water ingress and other problems at some townhouses as well as in the towers that are not part of the initial scope of work for Phase III. It is important to maximize the work in 2013 while the construction management team is on site because any projects that are deferred to next year may end up costing more. The following projects have been investigated by RDH and at council's request bids have been obtained because these projects can be efficiently bundled together for tendering and completion of work:

- Seabreeze Walk townhouses 5-11 door, brick and balcony membrane replacement (excluding townhouse 9 that was completed during April and May because it was a repair urgently needed and could not be delayed pending the bid process).
- Ocean Tower – 1801 and 1802 roof replacements including glass blocks.
- Beach Tower – replace adjacent roof deck of 2602 and replace roof deck and flashing of 710.

The budget for this additional work is \$431,550. The costs can be covered by using funds in the Phase III contingency and the Structural Fund. The Phase III contingency was increased by funds made available due to the favourable tendering results of the Phase III project. As we did in Phase II, approximately ½ of the Structural Fund was earmarked for IGU replacements which are part of Phase III. Council will review the funding available and the outstanding list of smaller water ingress problems before making a final decision on this additional work for Phase III.

The outstanding list of other water ingress issues that are under review include, but are not limited to:

- Townhouse 4 - deck replacement
- Townhouse 5 - door replacement
- 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
- Suite 405 - possible leak from deck above

MINUTES

It was moved, seconded and carried to adopt the minutes of the May 2, 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:** It was moved, seconded and carried to adopt the April 2013 financial statement. Any owner wishing a copy of the strata corporation's financial statements should 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 April 30, 2013 in the appropriate funds are as follows:
 - Total Cash Balance \$1,525,360.13 (including CRF Balance)
 - CRF Balance \$ 409,799.79 (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 was also instructed to send lien warning letters to all owners who have not made payments towards the levy.

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 1st 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, May and June and submit post-dated cheques for the balance of payments due July to November. Please note: if these payments are not made in a timely fashion, owners will receive a lien warning letter, and if payments are still not received, liens will be placed against owners' accounts.

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	\$3,675.00	Project admin Phase III to April 30, 2013.
• RDH	\$15,750.00	Construction mgmt. Phase III to April 30, 2013.
• RDH	\$12,705.07	Site supervisor/misc. Phase III to April 30, 2013
• RDH	\$262.50	Site office Phase III to April 30, 2013.
• Columbia Seal Fire	\$16,159.50	COP #1, Phase III.
• JJK Developments	\$2,140.04	COP #2, Phase III.
• Matticana Scaffolding	\$16,702.88	COP #1, Phase III.
• Procan Electric	\$5,949.76	COP #2, Phase III.
• Tek Roofing	\$26,356.05	Townhouse 9 repairs.
• Tek Roofing	\$4,349.36	Townhouse 9 repairs.
• Tight Five Contracting	\$9,437.72	Pipe insulation.
• Tight Five Contracting	\$1,048.64	10% holdback re: pipe installation.
• Landscape Reflections	\$641.55	Irrigation repairs.
• Reid Hurst Nagy	\$630.71	2012 audit balance.
• RDH Engineering	\$16,347.02	Field review to April 30, 2013, Phase III.
• RDH Engineering	\$3,824.63	Miscellaneous reviews to April 30, 2013.
• Good Earth	\$1,086.75	Planting of summer annuals.

*COP = Certificate of Payment

6. Investment of Funds: Once council has confirmed the current balance in the 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 have had further meetings to investigate optional coverings for the Beach Tower decks. The final date for an owner information meeting will be sometime in mid-June. Council is pleased with the suggestions brought forward by the committee.
2. Insurance: Several members of the insurance committee will arrange to meet with the regional director of Vancouver Condominium Services to discuss insurance for the 2014 year.
3. Landscaping: This committee has determined that they will meet later in the year on completion of Phase III to determine what landscaping requirements might be in order to plan budgets.
4. Fitness Centre: After further review and discussion regarding the suggestions made at the AGM, council has approved the committee to spend up to \$500 for a consultant to review the area and come up with a colour scheme and/or options to make the fitness centre more appealing. They will also review the purchase of a second elliptical machine.

5. Interior Maintenance: No report.

BUILDING MANAGER

No report. The building manager is away on vacation until June 11, 2013.

BUSINESS ARISING

1. Exterior Maintenance Update Phase III: Work has begun. Please see report under *Guest Business* with RDH Building Engineering.
2. Structural Maintenance: The work on Townhouse 9 is near completion with some minor interior details to be completed.

Several council members have met with the owner of unit 401 to review and discuss the painting of their balcony ceiling. After further discussion, council has agreed that they will provide the paint for the owner as well as the names of several painting contractors. Council will pay for the paint and the owner will pay the contractor for doing the work.

3. Landscaping: Summer annuals have been planted.
4. Depreciation Report: The agent reported that Halsall was unable to attend the meeting. However, they will be onsite to attend on July 10th and have requested arrangements be made to access 20 residential units distributed throughout the complex as well as a commercial unit. This will be a visual review of balconies and windows etc. Each suite review will take approximately ten minutes. Halsall will also need access to all roofs, common areas, service rooms, including elevator machine rooms, mechanical rooms and the parking garage.

Halsall reported that it will take approximately two months to pull the draft together following the site review; they will give the council several weeks to review the draft. They will then attend a council meeting to discuss the report prior to preparing the final version. As indicated in their proposal, they request a two-month turnaround from the date they issue the draft report to the date they finalize the report. After review and discussion, council still would like to meet with Halsall shortly before they do the site visit.

5. Tile Installation on Beach Tower Balcony: A final letter of indemnity has been received from Clark Wilson. The agent will draft a letter including the final indemnity form and forward to the owner for signing.
6. Townhouse #2 Mould: The agent advised that she has made contact with the Hazmat company and will confirm the date they will attend the unit.

7. Window Cleaning: Black Tie has been awarded the window cleaning. Date to be confirmed.
8. Rules: The rules committee will review the current draft for rules and get back to the agent with any final changes.

CORRESPONDENCE

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

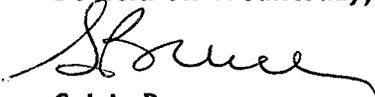
1. A letter was received from an owner requesting permission to have exclusive use of the handicap stall on P1. After review and discussion, council approved sole use of this space by this owner. This will be subject to review as the needs of residents change.
2. A letter was received from an owner regarding the state of their patio due to Phase III work. Council will check with RDH Engineering to see what information they have given owners regarding balconies in the construction zone. In the meantime, the owner has requested permission to use the shop VAC, which has been approved. They have also requested use of the power washer, however at this time council defers allowing the use due to concerns of damaging the membrane.

NEW BUSINESS

1. Electric Vault Cleaning: The electric vault cleaning is scheduled for June 11th and June 25th. There will be no electricity during 9:00 a.m. to 3:00 p.m. on these days. Notices will be posted to advise owners.
2. Keyscan Upgrade: It has been brought to the attention of council that the new keyscan boards that were recently installed are not compatible with the old computer program. In order to resolve this problem, a software upgrade to system 7 is required. Vidtech has agreed to provide the software upgrade at their cost of \$782 plus applicable taxes. After review and discussion, council instructed the agent to ask Vidtech to proceed with the software upgrade.
3. Annual Fire Equipment Testing: The annual fire equipment testing is scheduled to start Monday, July 8th. Owners will be advised by notices, and are reminded that this testing is mandatory.
4. Lobby Light Upgrade: The agent presented a suggestion to do some lobby light upgrading/retrofit by Procan Electric. After review and discussion, council deferred this item until the return of the building manager for further explanation.
5. Staff Benefits: The agent presented the increased rate from Manulife for staff benefits. After review and discussion, the increases were approved.

6. Marble Floor Repair: The agent presented quote for repairing an area of marble floor that has been marred due to the removal of some tape. After review and discussion, council did not approve the cost of \$450 to deal with this area. However, they will consider possible polishing at some future date.
7. Men's Shower Door: The men's shower door in the pool washroom has broken and has been removed. A quote has been received from Nikls in the amount of \$862 plus applicable taxes. The agent has been instructed to request a second quote.
8. Smoking: Owners are reminded, that now that summer is upon us, there is no smoking on balconies as the smoke wafts up to units above you and is quite offensive to many owners.

There being no further business, the meeting was adjourned at 6:45 p.m. The next meeting will be held on Wednesday, June 26, 2013 at 4:30 p.m.



Sylvia Brewer
Vancouver Condominium Services Ltd.
#400 - 1281 West Georgia Street
Vancouver, B.C.
V6E 3J7

Telephone: 604-684-6291 (24 Hour Emergency Services)
Toll free: 1-877-684-6291
Fax: 604-684-1539

SyB/cr

ARE YOU RENTING YOUR STRATA LOT?

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.