

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-712

888 BEACH

HELD On Wednesday, September 25, 2013 at 4:30 p.m. in the Meeting Room, 1501 Howe Street, Vancouver, BC

PRESENT

Mike Gallagher	President	Unit #2701 – 1500
Pat Dairon	Secretary	Unit # 706 – 1500
Kitty Morgan		Unit #2703 – 1500
Marilou Appleby		Unit #1003 – 1501
Craig Dailly		Unit # 613 – 888 (<i>arrived at 5:10 p.m.</i>)

REGRETS

Jeff Sodowsky	Vice-President	Unit #2501 – 1500
Bev Andrews	Treasurer	Unit #1505 – 1500

BUILDING MANAGER Jason Wroblewski

STRATA MANAGER Sylvia Brewer, FirstService Residential BC Ltd.

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

MINUTES APPROVAL

It was moved, seconded and carried to adopt the minutes of the July 24, 2013 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statements:** It was moved, seconded and carried to adopt the June 2013 financial statement, as presented. The financial statement format and some of the account names have been revised by FirstService Residential as a result of their computer conversion. The treasurer had asked FirstService Residential to correct some account names and to consider reverting to format to group similar expenses such as utilities in the same expense category.

The July and August 2013 financial statements were deferred. Any owner wishing a copy of the strata corporation's financial statements should contact FirstService Residential during regular business hours, 8:30 a.m. to 4:30 p.m., Monday to Friday.

2. **Account Balances:** The current balances for the period ending August 31, 2013 in the appropriate funds are as follows:

- Total Cash Balance \$1,737,582.85 (including CRF Balance)
- CRF Balance \$ 397,584.85 (Contingency Reserve Fund)

3. **Arrears:** Council reviewed the accounts receivable as of August 23, 2013. An accounts receivable statement will be sent to all units with overdue accounts. Owners with overdue balances of \$1,000 or more will be advised that steps will be taken to put a lien on their unit.

Final payments on Phase III levies are due by November 1, 2013. In accordance with the wording of the February 2, 2011 and December 13, 2011 resolutions, council instructed the strata manager to add interest charges on overdue payments for the two levies at the rate of ten percent per annum, compounded annually.

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

• Good Earth Landscaping	\$934.50	Planter, tree, and plant removal re: unit 402.
• Trotter & Morton	\$915.67	Boiler vent parts.
• RDH	\$31,010.35	Phase III to August 31, 2013.
• Columbia Seal	\$133,140.82	Phase III COP #5.
• JJK Development	\$42.83	Phase III COP #6.
• Renewal Constructions	\$1,588.07	Phase III COP #3.
• Suspended Stages	\$73,242.70	Phase III COP #3.
• TNC Restoration	\$67,898.25	Phase III COP #4.
• West York Development	\$1,995.00	Phase III COP #3.

* COP = Certificate of Payment

5. Investment of Funds: The strata has invested monies collected for Phase III in GICs until the funds are required to pay the contractors.

COMMITTEES

1. Free Standing Balcony Floor Covers: To date, only one more application has been received for installing balcony floor covers. The committee will follow up.
2. Insurance: The insurance committee met with Tanya Millage, Senior Regional Director, and Scott Douglas, Vice President, from FirstService Residential. After the meeting, it was agreed that the strata manager would set up a meeting with The Co-Operators Insurance to determine if they would provide a quote for 888 Beach's annual insurance.
3. Landscaping: A meeting will be set up with an arborist to review the overall landscaping plan as well as to suggest suitable trees for the rooftop planters; trees that would not damage the planters and the roof membranes.
4. Fitness Centre: Fitness Centre plans for 2013 have been completed.
5. Interior Maintenance: There was a suggestion to purchase large prints to hang in the Beach Tower elevator lobby (P1). It is felt that residents, when moving in or out, will take more care if pictures are hanging on the wall. This item is under review.

BUILDING MANAGER REPORT

Jason Wroblewski submitted his report for the months of August and September.

- Suite 403: Water ingress occurred during the week of September 9th, after heavy rains. RDH has reviewed the affected area and will send a proposal to outline the necessary repairs.
- Garden Tower Lobby: Water ingress occurred in the Garden Tower lobby during the week of the September 9th heavy rains. RDH has been onsite to inspect the affected area and will now prepare a proposal to remedy the problem.
- Beach Tower Temporary Baseboard: The building manager suggested that temporary baseboards replace existing water damaged ones in Beach Tower entrance foyer. Council agreed on a budget of up to \$1,000 for this repair.

- Suite 503: RDH has scheduled completion of the repairs to the roof deck of 503 for the second week of October. Once the deck work is completed, the irrigation and lighting systems will be restored. Plantings for the large planters are still to be determined.
- Grass Boulevards: As the grass on the boulevards of both Hornby and Howe Street continues to disintegrate primarily due to dog urine and pedestrian traffic, installation of artificial turf was suggested for council's consideration.
- Unclaimed Bicycles: There are a number of unclaimed bicycles from the 2012 bike audit. Council agreed that bikes could be donated to a charity.

BUSINESS ARISING

1. Exterior Maintenance Phase III: RDH presented an updated budget forecast as of August 31, 2013. A summary for Phase II was made available to owners in August and will also be attached to the back of these minutes. There have also been a number of leaks reported from the Ocean Tower suite decks and repairs will take place. Replacement of aluminium glass railings on Beach Tower from the 20th to 33rd floor has been approved for a cost of \$47,900.16 plus tax.
2. Structural Maintenance/Repairs: Council is waiting to receive samples of new doors before replacement of the TH5 door can proceed. A number of areas of water ingress in TH4 have been reviewed and repairs will soon take place. There is ongoing work on the decks of units 402, 403, and 503. TH19 roof repairs will take place; the budget for repairs is \$25,000.
3. Landscaping: Council has received a quote for the replacement of trees for the planters on the fourth and fifth floor roof decks in Ocean Tower. As previously mentioned in the *Building Manager Report*, council wishes to meet with an arborist to determine that these are the appropriate trees for the planters. Council wants to ensure that new trees have limited root growth to prevent damage to the membranes, which would cause further expenses to the strata.
4. Depreciation Report: Council has had two meetings with Halsall to review the draft depreciation report. A number of revisions will be made. Owners are advised that an Information Meeting will be planned after receipt and review of the final depreciation report. During the information meeting, Halsall will present the report and provide three proposals to fund the ongoing maintenance of our building that will be required over the next 30 years.
5. Tile Installation on Beach Tower: The strata manager reported that she has had no written response from the owner regarding a letter of indemnity. She has spoken to the owner who reported that the letter of indemnity will not be signed as requested. Further action will be considered.
6. Townhouse Two Mould: The strata manager reported she has not been able to get an updated report from Hazmat, and a new company will be contacted to review the report received from the owners of TH2.
7. Annual Fire Equipment Testing: All deficiencies have been rectified as reported by Effective Fire.

CORRESPONDENCE

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

Correspondence – Letters from Owners

1. A letter was received from an owner advising that they have sent post-dated cheques for instalments of the special levy, but due to cash flow problems the instalments cover a period of May 2013 to February 2014 instead of February 2013 to November 2013 as was called for. The owner requested that any late payment fees be waived. Council will not levy any fines, however, interest will be charged for overdue amounts.
2. A letter was received from an owner reporting they felt the temperature of the pool was too warm. They said that the BC Health Protection branch recommends a range of 25 to 28 degrees Celsius. Currently, the pool is maintained a temperature of 30 to 31 degrees Celsius. After further review and discussion, the building manager has been asked to investigate what would be an appropriate water temperature for our pool.
3. A request was received from an Ocean Tower resident to hang a picture in the common hallway and advised that no nails or holes would be used; it would be hung by Velcro. After review and discussion, as this is common area, council will not grant permission to hang a picture in the common area. The owner will be advised.
4. A letter was received from the agent for the owner of units 3101, 3102 for permission to install the divider on the south side of the balcony separating the two units (at one point in time, the two units were one). The owner feels that as this request has not been approved for over a year due to remediation repairs at Beach Tower, they are requesting that the strata install the divider at the strata's expense. After review and discussion, council gives permission for the owner to install this divider, but will not pay for the installation. The owner also requested that the pavers be pressure washed due to excessive dirt, from the remediation project. The building manager will review and determine if cleaning is required.

This owner also requested that the exterior accessible windows of both units be cleaned. They received a price of \$300 to do both units. After review and discussion, council will not reimburse the owner for washing of accessible windows at this time. However, council will consider cleaning all accessible windows once the project is completed.

The owner also reported a number of glass panels had been taken out of the railing and need to be reinstalled for safety reasons. The building manager reported that RDH has been advised and will install immediately.

5. A letter was received from an owner of Beach Tower advising that they do not wish their balcony railing switched out, as they have measured their railing and it meets the building code. They are completely satisfied with the floor of the patio and will not be making any changes. They feel that replacement of the railing is an unnecessary use of funds, and in their opinion does not fall under the terms of the levy that they approved. Council noted that the railings have been ordered and received, including the one for this particular unit. Council feels that this could be a safety issue for future owners, i.e. if this owner sells, the next owner may wish to install flooring and would not be able to. It was felt that this may also affect the market value of the unit. Council feels that for uniformity, this installation will take place and the owner will be advised.
6. A letter was received from an owner reporting a pet complaint of a continuously barking dog of their next-door neighbour. They also had a concern with the amount of rentals allowed in the complex. In addition, they suggested restrictions on the size and breed of dog that would be allowed in the building. After review and discussion, council thanks this owner for their letter and will take their suggestions under advisement. A bylaw violation letter will be sent to their neighbour with respect to the barking dog.

Bylaw Violations Carried Forward From Last Meeting:

1. The strata manager reported that in response to the letter sent to an owner regarding smoking on the balcony, a call was received advising that the tenants in that unit are non-smokers. After review and discussion, council disagrees as cigarette butts have been seen on the balcony floor of that unit. It was noted, however, smoking in that unit has stopped. The strata manager was instructed to send a letter to the owner that no fine will be levied against their account.
2. A letter was received in response to a noise complaint. After review and discussion, it was agreed no fine will be placed against the owner of this unit.
3. A continuation of excess water dripping from a dryer vent has not been dealt with, so a further letter will be sent as another complaint has been received requesting that this dryer vent situation must be repaired immediately.

New Bylaw Violations:

1. A bylaw violation regarding the use of a barbecue had been sent to a resident. It has been reported that the barbecue has been removed.
2. A letter has been received from a resident suspecting that their neighbour has two dogs. The resident also reported urine dripping from a sixth floor unit onto their fifth floor balcony. A letter will be sent to the offending unit advising of both issues.

NEW BUSINESS

1. Hot Water Storage: Quotes have been received to replace the storage tanks in Garden Tower. After review and discussion, it was agreed to accept the quote from Westrim Plumbing in the amount of \$12,682 plus GST. They will be instructed to proceed with this installation as soon as possible.
2. Hydro Flush of Drains for Entrance Awnings: A quote was received from Westrim Plumbing in the amount of \$1,189 plus tax to hydro flush the drain piping located on the glass overhangs of 1500 Hornby, 1501 Howe, and 888 Beach. Westrim will be instructed to proceed with this work.
3. Resident Alert: The strata manager presented the new Resident Alert program to council. The resident alert is a feature of FSRConnect and allows the strata manager to send out emergency and non-emergency messages by phone. This one minute alert can go out to as many as 1,000 people and takes approximately five minutes or less to deliver. The feature allows owners to receive important information in real-time. Messages are sent for non-emergency issues such as reminders of dryer vent cleaning and fire inspections, and/or emergency messages may be sent in the following situations: elevator problems, parking or gate door problems, building access, major water leaks, security breaches, fire and safety issues, and earthquakes. The fee associated with the Resident Alert tool is \$0.05 per minute per phone number plus GST. After review and discussion, council agreed that this program should be implemented for LMS-712.
4. Backflow Assembly: A quote was received from Trotter & Morton for a Beach Tower boiler feed backflow assembly valve. It was agreed that this repair should take place at a cost of \$1,358 plus tax.
5. Irrigation Repairs: A quote has been received in the amount of \$1,636.14 plus tax from Landscape Reflections to repair and re-install irrigation to five common planters on the fourth and fifth floor of Ocean Tower. This work was approved.

6. Artificial Turf: As noted in the building manager's report, a number of quotes have been received to replace the grass on the boulevards of both Hornby and Howe with artificial turf. Several samples were presented and after further discussion, as the cost is significant, council will further review at the next meeting.
7. Re-Appraisal: The strata manager presented the letter of engagement for re-appraisal from Suncorp Valuations. The purpose of this service is to determine the Cost of Reproduction New of the specific property to assist with insurance placement. Suncorp Valuations provided a quote of \$1,200. After review and discussion, the strata manager was instructed to sign the proposal on council's behalf.
8. No Smoking Bylaw: This item was deferred.
9. Window Cleaning: Two quotes have been received and a third quote is yet to be received for window cleaning. The strata manager is to ask for an additional quote to clean all accessible windows, especially on the towers that have currently undergone remediation.
10. Parkade Cleaning: Two quotes have been received for parkade cleaning and these items will be considered for the 2014 budget.
11. Building Clean: A quote was received from AllStar for building cleaning, with several more quotes to come. This will be considered for the budget for 2014.
12. Keys: There was discussion regarding the keys kept on behalf of owners for access to suites. It was agreed that the Key Waiver form that has been approved by council will be sent to all owners with keys being held on their behalf. This waiver form must be signed and returned to the building manager.
13. Advice When Approved Access to Suite Has Been Made: It was suggested by a council member that a note be left in a suite once it has been accessed in an owner's absence. After review and discussion, the building manager reported they do have such a note and will setup a procedure for ensuring that this is done.
14. Miscellaneous Repairs for Owners' Responsibility: A number of owners have reported bathroom fans in their units are no longer working. This repair is an owner's responsibility. A Reverse-O-Matic fan is a suggested model that is an easy replacement and can be purchased from AMRE Supply. Further information can be found by going to their website <http://www.amresupply.com/catalog/HVAC> and click on "Exhaust Fans Complete Units & Parts".

Owners are also reminded that toilet seals should be replaced every five to seven years. The building manager reported that a number of units have been reporting leaks, and this is due to a failed wax seal. Again, this is the owner's responsibility. Owners should contact a plumber for replacement as it is an easy fix and can save a lot of grief.

There being no further business, the meeting was adjourned at 6:45 p.m. The next meeting will be held on Thursday, October 24, 2013 at 4:30 p.m.



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SyB/cr

August 19, 2013

NOTICE TO: The Owners, Strata Plan LMS-712

FROM: Strata Council, Strata Plan LMS-712

SUBJECT: 888 Beach Renewals and Maintenance, Phase 2 Completion Summary

Strata council is providing a summary of the work completed on Phase 2 of our ongoing renewals and maintenance program now that the 2012 audit has been completed. Just over \$2 million of work was completed during Phase 2. The funding for the work was provided by:

- \$1,988,000 from the December 13, 2011 Special Levy
- \$40,000 from the Structural Fund (originally budgeted at \$140,000)

The overall project was completed on time and under budget. More work was completed than originally planned within the approved budget. As the project was tendered early in 2012, we were able to take advantage of the favourable market conditions with trades being very competitive. Phase 2 started in an excellent financial position and we were able to cover the cost of variances in the scope of work and additional projects that were added during the year.

Owners were provided with reports on Phase 2 in December 2011 and in June 2012 outlining the original scope of work and the original balcony scope of work and subsequent changes. Copies of these reports can be viewed on the strata website www.888beachvancouver.com.

Additional projects and changes in the scope of work completed during Phase 2

All construction projects include a contingency component to cover unforeseen expenses or changes. Before the bids were tendered, we had budgeted \$152,000, or approximately 7.5% of the \$1,988,000 special levy for contingencies. In addition, we had originally allocated \$140,000 from the Structural Fund to cover IGU replacements for a total of \$292,000. After the bid process, the Phase 2 contingency budget was revised to \$374,000 and the amount allocated from the Structural Fund was reduced to \$40,000 for a total amount of \$414,000 budgeted for contingencies. Of this total, \$393,000 was actually spent to cover the following additional projects as well as costs related to the change in scope of work completed during Phase 2:

Beach Tower – south balconies

Soffit painting	\$37,400
South balcony re-sloping	75,000
New guardrails	95,000
Rebar repair	15,000
Balcony mock up	5,000
	<u>227,400</u>

Beach Tower – east & west balconies

Tile removal	11,000
Re-sloping	<u>57,000</u>
	<u>68,000</u>

California Walkways

Glass block & drainage and rebuild wall	<u>48,000</u>
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Other costs less than \$8,000 each, such as additional scaffolding, caulking and clean up 49,600

Total cost of additional projects completed **\$393,000**

Guardrails on the east and west elevations of Beach Tower were to be retained and painted because they were a different design than the guardrails on the south elevation and therefore not subject to expansion fractures caused by freeze and thaw. Due to weather conditions some of this painting did not take place in 2012. It has subsequently been learned that some owners wish to install approved flooring on their balconies which will raise the height of the balcony surface. This will necessitate the replacement of the guardrails with higher guardrails as was done on the south side of Beach Tower and is currently being done on the north side of Beach Tower in order to conform to height restrictions in the building code. The replacement of these guardrails will occur in 2013 while Phase 3 is underway.

Summary of Total Costs & Funding

	<u>Pre-Bid Estimates</u>	<u>Post Bid Budget</u>	<u>Final Costs</u>
General conditions	\$ 139,965	\$ 139,965	\$ 152,395
Construction costs	1,362,409	1,140,153	1,509,560
Engineering, design, field review	<u>121,000</u>	<u>121,000</u>	<u>129,971</u>
	1,623,374	1,401,118	1,791,926
Contingency	151,792	374,048	(18,957) (Note)
HST	<u>212,834</u>	<u>212,834</u>	<u>215,031</u>
Total December 13, 2011 levy	1,988,000	1,988,000	1,988,000
Allocation from Structural Fund	<u>140,000</u>	<u>140,000</u>	<u>40,000</u> (Note)
Total Funding	<u><u>\$2,128,000</u></u>	<u><u>\$2,128,000</u></u>	<u><u>\$2,028,000</u></u>

Note - \$40,000 of the Structural Fund was utilized to cover the negative contingency amount that arose due to planned additional projects completed during Phase 2. Currently there is a balance in the Phase 2 Fund of approximately \$21,000 due to delinquent accounts receivable. These funds will be utilized for ongoing renewals and maintenance projects when the amounts are collected.