

# MINUTES OF COUNCIL MEETING

## STRATA PLAN LMS-712

### 888 BEACH

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**HELD** On Thursday, October 24, 2013 at 4:30 p.m. in the Meeting Room, 1501 Howe Street, Vancouver, BC

**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

**REGRETS** Jeff Sodowsky Vice-President Unit #2501 – 1500

**BUILDING MANAGER** Jason Wroblewski

**STRATA MANAGER** Sylvia Brewer, FirstService Residential BC Ltd.

The meeting was called to order at 4:35 p.m.

#### **MINUTES APPROVAL**

It was moved, seconded and carried to adopt the minutes of the September 25, 2013 council meeting, as circulated.

#### **FINANCIAL REPORT**

1. **Monthly Statements:** It was moved, seconded and carried to adopt the July, August and September 2013 financial statements as presented by FirstService Residential. The financial statement format and some account names were revised by FirstService Residential as a result of their computer conversion. They have now grouped similar expenses such as utilities and landscaping in the same expense categories. Due to the conversion issues and inability to obtain financial information over the summer months, FirstService Residential has credited \$2,000 to our strata. The treasurer is continuing to follow up with FirstService Residential on some minor adjustments required to the financial reports. 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.

Readers of the financial statement are cautioned that some expenditures such as window cleaning do not occur until the final three months of the fiscal year. Any surplus reflected in these accounts as at September 30, 2013 will be utilized before year-end to cover budgeted expenses.

2. **Account Balances:** The current balances for the period ending September 30, 2013 in the appropriate funds are as follows:

- Total Cash Balance \$1,531,798.04 (including CRF Balance)
- CRF Balance \$ 397,891.04 (Contingency Reserve Fund)

3. Arrears: Council reviewed the accounts receivable as of September 30, 2013. There are some owners who are not up to date with their levy payments and monthly strata fees. Council asks the strata manager to send letters to those owners to request that they submit post-dated cheques to clear all outstanding accounts by December 31, 2013. Interest is charged on overdue accounts but the strata cannot act as a bank and continue to fund these shortfalls in Operating and Special Project funds. Owners with overdue balances of \$1,000 or more will be advised that steps will be taken to put a lien on their unit. 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 10% per annum, compounded annually.
  
4. Invoices: The following invoices were reviewed and approved for payment:
 

• Renewal Constructions	\$3,990.00	Window hinge repair from June to September 2013.
• RDH	\$1,544.13	Miscellaneous additional work to August 31, 2013.
• RDH	\$16,802.63	Phase III field review to August 31, 2013.
• RDH	\$30,852.12	Phase III to September 30, 2013.
• Columbia Seal	\$16,068.63	Phase III COP #6 September 2013.
• Pro-Can Electric	\$922.45	Phase III COP #5 September 2013.
• Suspended Stages	\$1,056.04	Phase III COP #4 September 2013.
• TNC Restoration	\$123,349.10	Phase III COP #5 September 2013.
• West York Development	\$2,835.00	Phase III COP #4 September 2013.

\* 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.
  
6. Audit: The strata manager presented a letter of engagement from Reid Hurst Nagy for the audit for the December 31, 2013 year-end in the amount of \$5,425. After review and discussion, the strata manager was instructed to sign the letter of engagement on council's behalf.
  
7. Working Budget for 2014: The first draft of the working budget for 2014 will be presented to council in November for review.

## **COMMITTEES**

1. Free Standing Balcony Floor Covers: The committee is waiting for RDH to complete the installing of railings before the installation of the balcony floors can commence.
  
2. Insurance: Two council members and a resident that met with The Co-Operators Insurance have received a draft bid for the strata insurance for 2014 and await a quote from BFL Insurance for comparative purposes.
  
3. Landscaping: The landscaping committee has met with an arborist to determine suitable trees for the rooftop planters in Ocean Tower. In addition, it was agreed to remove one of the two pots in front of the Ocean Tower and Beach Tower entrances in order to allow for better access for wheelchairs to the ramped area.

## **BUILDING MANAGER REPORT**

Jason Wroblewski submitted his report for the month of October.

- Beach Tower Temporary Baseboards: Work should be completed by Renewal Constructions by the end of October.
- Emergency Procedure Manual: Revisions to the emergency procedure manual are in the works.
- Quarterly Painting Program: This work is underway.

## **BUSINESS ARISING**

1. Exterior Maintenance Phase III: A request has been made to RDH to provide a summary of Phase III work.
2. Structural Maintenance:
  - Townhouse 5 Door Replacement: Two colours for a vinyl-clad entry door have been presented to council for their review and a colour has been chosen (golden oak). The door will be ordered so replacement can commence as soon as possible.
  - Townhouse 4: Further review of repairs required has taken place for Townhouse 4. The budget suggested by RDH is \$60,000. After review and discussion, RDH will be instructed to proceed and request quotes for these repairs so that repairs can take place as soon as possible.
  - 402/503 Deck Repairs: Repairs have been completed and new trees have been installed in the planters.
  - Townhouses 5, 6, 7, 8, 10 and 11 repairs are underway. Unit 403 water ingress repairs are also in progress with an approximate budget of \$4,500 required for repairs.
3. Landscaping: There was further discussion as to what should be done with the two large blue pots that used to be in the courtyard. The landscaping committee would like to keep them for the time being.
4. Depreciation Report: Council has continued to review the depreciation report from Halsall and recommend changes to the draft. The depreciation report committee will meet separately and decide on a date to have an information meeting for owners. At the meeting, Halsall will present their findings and discuss their recommendations and present several options for funding the necessary work.
5. Tile Installation: A letter of indemnity was sent to the owner of the unit regarding tiles that were installed and a response has been received. The letter will be attached to Form B if there is a request for information. No further action will take place.
6. Townhouse 2 Mould: The strata manager reported that she has contacted Bio-D-Tec Mould Experts and awaits their response to the review of an earlier report that was received by the owners of Townhouse 2.
7. Window Cleaning: A quote was received for window cleaning. After further review and discussion, it was agreed the window cleaning quote would be awarded to Black Tie Property Services. Total cost for washing all non-accessible windows and hand washing of all balcony windows and interior surface of railing glass is \$18,165. The strata manager was instructed to award the work to Black Tie and owners will be notified when this work will begin.

## **CORRESPONDENCE**

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

### **Correspondence – Letters from Owners**

#### **1. Renovation Requests:**

- (a) The owner of unit 904 requested permission to install hardwood flooring. After review and discussion as their application met all the requirements for hard surface flooring installation, their request was approved.
- (b) The owner of unit 1202 presented a renovation request to council. After review and discussion, as the request met all the renovation criteria, the request was approved and the owner will be notified.
- (c) The owner of unit 1207 presented a renovation request. After review and discussion, as the request met all the renovation criteria, the request was approved and the owner will be notified.

- 2. A letter was received from an owner in response to comments in the September minutes with recommendations to lower the temperature of water in the pool. Council thanks this owner for their comments and have agreed to post a questionnaire in a number of locations of the building regarding the pool temperature. The questionnaire will ask owners for feedback on the water temperature in the pool. It was also noted that the building manager had done some research on pool temperatures, however, no final decision will be made by council until results of the questionnaire are reviewed.

#### **New Bylaw Violations:**

- 1. A letter was received from an owner in response to a bylaw violation regarding excessive dripping from a dryer vent. After review and discussion, it was agreed that Michael A. Smith will be called to further investigate issues with this particular dryer vent.
- 2. A letter was received from a resident in response to a pet violation letter. The resident admitted that they did have two dogs but were not made aware of the current bylaws by the owner of the strata lot. After further review and discussion, the strata manager was instructed to send a letter to both the resident and the owner of the unit stating that the owner of the unit should have made the resident aware of the bylaws. Two dogs are in violation of those bylaws. The owner of the unit will be fined and will be advised that one of the dogs must be removed from the unit by November 30, 2013.
- 3. A reply was received from a resident in response to a noise complaint. After further review and discussion, in this instance it was agreed not to fine the owner. Council thanked the resident for their response.
- 4. A complaint letter regarding a barking dog was sent to an owner and their tenant, and no response has been received. It was agreed that a fine will be levied against the owner's account.

## **NEW BUSINESS**

- 1. Semi-Annual Generator Testing: The strata manager reported that the semi-annual generator testing will take place at the end of October. Cost for testing is \$995 plus parts and tax.

2. Quote for Beach Tower Expansion Tank: A quote was received from Trotter & Morton in the amount of \$6,778 plus tax for replacement of the expansion tank in Beach Tower. After further review and discussion, it was agreed to request a second quote from Westrim.
3. Howe Street Gate Repair: The springs in the Howe Street gate are in need of replacement due to the high-traffic count in and out of the gate. It was agreed to replace the springs with upgraded heavy-duty high-cycle springs in the amount of \$1,900 plus applicable taxes.
4. Concierge Staff: Suki Jhutti has been with 888 Beach for more than 12 years, and as a reward for this important milestone, is entitled to either an additional five days' pay or five days off. Suki has chosen to take the additional five days off. Council would like to congratulate Suki on a job well done.

There being no further business, the meeting was adjourned at 6:20 p.m. The next meeting will be held on Wednesday, November 27, 2013 at 4:30 p.m.



Sylvia Brewer  
FirstService Residential BC Ltd.  
1281 West Georgia Street, Suite 400  
Vancouver, B.C. V6E 3J7

Telephone: 604.684.6291 (24 Hour Emergency Services)  
Toll free: 1.877.684.6291  
Fax: 604.684.1539

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FirstService Residential - Services Now Available

Available Now - FSRConnect is a proprietary software system that maximizes customer experience. It assists the Strata Council, Strata Manager, owners and site staff by communicating more effectively. FirstService Residential provides this complimentary website and service for each of its strata clients. Details and instructions on how to sign up attached to these minutes.

Available August 15 - The Customer Care Centre is being provided to residents free of charge and allows our clients to call in **24 hours a day, 7 days a week, 365 days a year** with strata related issues involving such things as account balances and how to sign up for FSRConnect.

Call us. We can help! **1.855.273.1967.**