

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-712

888 BEACH

HELD

On Wednesday, November 27, 2013 at 4:30 p.m. in the Meeting Room, 1501 Howe Street, Vancouver, BC

PRESENT

Jeff Sodowsky	Vice-President	Unit #2501 – 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 (<i>arrived at 5:05 p.m.</i>)

REGRETS

Mike Gallagher	President	Unit #2701 – 1500
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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 October 24, 2013 council meeting, as circulated.

FINANCIAL REPORT

- Monthly Statement: It was moved, seconded and carried to adopt the October 2013 financial statement, as presented by FirstService Residential. Readers of the financial statements are cautioned that some expenditures such as window cleaning do not occur until the final month of the fiscal year. Any surplus reflected in these accounts as at October 31, 2013 will be utilized before year-end to cover budgeted expenses. 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.
- Account Balances: The current balances for the period ending October 31, 2013 in the appropriate funds are as follows:
 - Total Cash Balance \$1,417,675.87 (including CRF Balance)
 - CRF Balance \$ 398,204.83 (Contingency Reserve Fund)
- Arrears: Council reviewed the accounts receivable as of November 26, 2013.
 - Final payments on Phase III levy were due on November 1, 2013. Council would like to thank the owners who have paid in full. There is approximately \$39,000 outstanding on this levy from 29 owners. A few of the balances are covered by post-dated cheques. Council asks the strata manager to send letters to these owners to request they clear all outstanding accounts by December 31, 2013. Interest will be charged on overdue accounts.

- (b) There is a \$226 receivable from one owner on the Phase III levy. A lien has been placed on this unit because the owner also has unpaid strata fees and overdue Phase III payments.
- (c) Owners with overdue balances of \$1,000 or more will be advised that steps will be taken to put a lien on their unit.
- (d) Accounts receivable statements will be mailed to owners with unpaid accounts. 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 a rate of 10% per annum, compounded annually. Due to collections this year of the overdue 2012 Phase II levy amounts, the fund has a balance of approximately \$21,400 at October 31, 2013 and can now be used for the ongoing renewals and maintenance. We were unable to use these funds during the 2012 Phase II project and the IGU replacements, and the shortfall was covered by monies from the Structural Fund in 2012. The \$21,400 in the 2012 Phase II fund will be used to pay some invoices for the additional 2013 projects that were originally going to be charged to the Structural Fund.

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

• RDH	\$31,114.90	Phase III to October 31, 2013
• RDH	\$9,551.54	Field review for Phase III to October 31, 2013
• Good Earth Landscaping	\$6,224.40	Ocean Tower rooftop planters
• Good Earth Landscaping	\$661.50	Bulbs and winter annuals
• Pro-Can Electric	\$850.50	Time lock/gym fan repairs
• Trotter & Morton	\$1,425.90	Backflow assembly repair
• Westrim Plumbing	\$1,256.54	Ocean Tower pipe leak repair
• Overhead Door	\$2,368.08	Howe Street gate/spring and cable repair
• My Beautiful Garden	\$262.50	Landscape consultation re: Ocean Tower
• Columbia Seal Fire Stop Ltd.	\$1,417.50	Phase III COP #7 – October 31, 2013
• JJK Developments Inc.	\$832.23	Phase III COP #7 – October 31, 2013
• Pristine Labour Inc.	\$1,134.00	Phase III COP #1 – October 31, 2013
• Renewal Constructions Inc.	\$208.85	Phase III COP #5 – October 31, 2013
• Renewal Constructions Inc.	\$18,663.75	Phase III COP #5 – October 31, 2013
• TNC Restoration Ltd.	\$72,755.55	Phase III COP #6 – October 31, 2013
• Tri-Rock Manufacturing Ltd.	\$16,007.36	Phase III COP #1 – October 31, 2013
• West York Developments Ltd.	\$3,255.00	Phase III COP #5 – October 31, 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. 2014 Budget: Strata council will be reviewing the 2013 expenses and the proposed 2014 budget over the next six weeks. Feedback from the owners regarding the funding of the depreciation report expenditures will also have an impact on the 2014 budget.
- 7. Audit: The strata manager reported that the letter of engagement has been signed and forwarded to Reid Hurst Nagy.

COMMITTEES

1. Free Standing Balcony Floor Covers: The committee reported that installation has begun of the previously ordered Kandy Flooring (ordered/paid for by individual owners).
2. Insurance Report: Council has reviewed quotes, one from BFL and one from The Co-Operators, and as a result, has accepted the quote from BFL.
3. Landscaping: The landscaping committee deferred any formal meetings as the council was focused on the completion of Phase III. The committee would welcome volunteers to assist with developing plans for the 2014 year.

BUILDING MANAGER REPORT

Jason Wroblewski submitted his report for the month of November.

- Swimming Pool Water Temperature Survey: 16 residents responded to the survey. The clear winner is to leave the temperature as it is, as 11 residents voted "just right" for the temperature, while 2 said it was "too cold" and 3 voted "too warm". As such, it was agreed that the temperature of the pool water will not be changed.

BUSINESS ARISING

1. Exterior Maintenance Phase III:
 - (a) Council will obtain a final report from RDH Engineering at the conclusion of Phase III. The work on some of the Seabreeze townhouses is expected to be completed by the end of the year. Work on Townhouse 4 as well as the replacement of fireplace vents may continue into early 2014. Further reports will be posted on the 888 Beach website.
 - (b) An owner reported ongoing pooling on their balcony after repairs had been completed during Phase II. RDH has advised in the past and again reports that nothing can be done at this point in time. The pooling of water is due to the slope of the balcony created during the initial construction of the tower. This owner may want to consider installing the Kandy Flooring on top of the membrane. The strata manager was instructed to advise the owner accordingly.
2. Structural Maintenance Repairs:
 - Townhouse 5 Door Replacement: Door replacement for Townhouse 5 is scheduled for December 3rd.
 - Townhouse 4: Replacement of the roof membrane has begun at Townhouse 4.
 - 402/503 Deck Repairs: All minor details have been completed for these deck repairs.
 - Townhouses 5, 6, 7, 8, 10 and 11: Repairs are underway. There were some issues regarding the colour of the replacement brick, however a quote has been received from TNC in the amount of \$3,150 to tint the bricks to match the Imperial Grey, the standard brick colour that has been used in the past. Without tinting, council would have to make a special order of 5,000 bricks (minimum order) and the bricks could not be delivered until mid to late January, causing further delays to these repairs. Council felt the cost of tinting the 800 bricks required to complete the job was a much more efficient way of completing the job in a timely manner.

3. Landscaping: The strata manager presented a quote from Good Earth Landscaping in the amount of \$3,219 per month for 2014. Last year's contract amounted to \$3,125 per month. Council has accepted the quote for the 2014 landscaping. The strata manager was, however, requested to confirm the cost for plantings for spring and fall annuals.
4. Depreciation Report: Council has accepted and approved the final depreciation report. A copy of this report will be posted on the 888 Beach website as well as on the FirstService Residential Connect program. A small number of hard copies will be made. Owners are asked to take one only if necessary. Once owners have reviewed the hard copy, they are requested to return the copy to the building manager's office, so it can be re-used. This will save on photocopying costs. Owners should send any questions about the depreciation report to the attention of the strata manager.
5. Townhouse 2 Mould: The strata manager presented a report from Bio-D-Tec Mould Experts and after further review and discussion, several of the comments made by Bio-D-Tec will be forwarded to the owner. It will then be determined if a second inspection is required. The cost for a second inspection is \$725 plus applicable taxes.
6. Beach Tower Expansion Tank: A second quote of \$3,440 has been received for the replacement of the Beach Tower expansion tank from Xpert Mechanical. This compares with the \$6,778 quote from Trotter & Morton received last month. A third contractor was asked to provide a quote, but they declined as they did not feel that this was a necessary replacement. After further review and discussion, Trotter & Morton will be requested to give a further explanation as to why expansion tank needs to be replaced.
7. Dryer Vent Drip: The strata manager presented the report from Michael A. Smith regarding ongoing drips from a dryer vent of a Beach Tower unit. After further review, it will be discussed at the next council meeting. It was noted that a second unit needs to be inspected and council will then make a decision once both reports have been received.
8. 2014 Insurance: As noted in the *Committee Reports*, quotes have been received for the 2014 insurance. The Co-Operators provided a quote in the amount of \$138,801. BFL presented their quote in the amount of \$137,772, with deductibles for water, all risk and earthquake remaining the same. It was agreed to accept the quote from BFL and it was noted that the 2014 insurance premium is less than 2013's amount of \$143,198.

CORRESPONDENCE

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

Correspondence – Letters from Owners

1. Renovation Request:
 - (a) A renovation request to install hard surface flooring was received from 1701. After review and discussion, as the application met all the requirements for hard surface flooring installation, their request was approved.
 - (b) The owner of unit 505 presented a request for replacement of their fireplace. After review and discussion, as the request met all the renovation criteria, the request was approved and the owner will be notified.

2. (a) A noise complaint letter was received from an owner regarding ongoing noise issues and an altercation in the hallway that police attended. After review and discussion, the strata manager advised that a noise violation letter has been sent to the unit in question.
- (b) A letter was received from an owner regarding dryer vent concerns. The strata manager reported that as another unit had similar issues, she had instructed Michael A. Smith to inspect the vent in this unit and awaits the report.
- (c) A letter was received from an owner advising of concerns that arose when they had their property listed for sale. The owner had two accepted offers, however, once the buyers reviewed the engineer's report both deals collapsed. The owner suggested that a follow up report be completed by RDH Building Engineers. Council thanks the owner for their concerns and, as noted in the minutes earlier under *Business Arising*, a report will be requested once Phase III is finalized. This report will be posted on the strata website.
- (d) A letter was received from an owner regarding a number of issues such as maintenance, management fees, rental units, interior maintenance, dogs, committees and landscaping. Council thanks the owner for the suggestions and shares some of the concerns noted in their letter. It was also agreed that a number of the items brought to council's attention in this letter will be dealt with in the budget for 2014. Regarding the situation with dogs, if the owner has suggestions as to how the bylaws should be changed, they should send a letter to the strata manager advising of their suggestions along with any suggestions regarding rental units.
- (e) A letter was received from an owner requesting that the strata council replace blinds in their unit due to water ingress from common property. After review and discussion of the letter, it was agreed that the strata corporation would replace the three blinds that were damaged, not the entire window of blinds, and do so as a gesture of goodwill. It was noted as per the *Strata Property Act* section 149(1) the strata corporation must obtain and maintain property insurance on fixtures built or installed on a strata lot if the fixtures are built or installed by the owner-developer as part of the original construction of the lot.

The meaning of "fixtures" as defined by the regulations states for the purposes of sections 149(1)(d) and 152(b) of the *Act*, means items attached to a building, including floor and wall coverings, electrical and plumbing fixtures, but are not included if items can be removed without damage to the building: i.e. refrigerators, stoves, dishwashers, microwaves, washers, dryers or other items. In the past, council has agreed to replace damaged window blinds as a courtesy to the owner. But it is noted it is not a requirement as per the *Strata Property Act*. The strata manager will advise the owner making the request to have all the blinds replaced that only the three damaged blinds will be replaced.

- (f) A letter was received from an owner in response to a pet violation fine letter that was sent in October. The owner advised that they had been out of the country and have not been able to respond sooner. They dispute the fine and advised that their nine-year old golden retriever has had some difficulty in adjusting to apartment life, having come from a home with a yard. A bark collar has been purchased and used when the dog is home alone. Surrounding neighbours were also alerted to the "new to apartment" dog situation. As the homeowner's pet underwent surgery, he was unable to wear the collar for several weeks and this is the period when the noise complaint happened. They also mentioned that the pet violation letter was sent to a previous tenant rather than the current tenant. The strata manager commented that an updated Form K had not been received. After further review and discussion, it was agreed to reverse the fine and thank the owner for advising council of the situation.

- (g) A letter was received from an owner reporting that cigarette butts have been thrown from the balcony of the unit above and had landed on one of their patio cushions, which is a safety and fire issue. The strata manager advised that a bylaw violation letter be sent immediately to the unit in question.
- (h) A letter was received from an owner reporting their front door is badly damaged. The owner also had a landscaping issue regarding a concrete patio planter. After review and discussion, the owner will be informed that council is considering long-term plans for replacement of townhouse doors. The door for this unit will be inspected and our landscaper will be advised to review the concrete patio planter and have a perennial planted.
- (i) A letter was received from an owner in response to a bylaw violation letter reporting that their tenant had two dogs. The letter requested that an extension be given until March 2014 for the tenant to find new accommodations. In addition, the letter requested that the fine be reversed. After review and discussion, the strata manager was instructed not to reverse the fine and to advise the resident and the owner that no extension will be granted. A \$200 fine will be levied against the unit for every month this resident has two dogs in the unit.

New Bylaw Violations:

1. A noise violation letter was sent to an owner and no response has been received. A \$200 fine will be levied against the account.
2. A pet violation letter has been sent to an owner and no response has been received. A \$200 fine will be levied against the account.
3. A bylaw violation letter regarding throwing of cigarette butts from balconies has been sent. No response has been received and a \$200 fine will be levied against the owner's unit.

NEW BUSINESS

1. Elevators: ThyssenKrupp Elevator advised of monthly elevator maintenance fee increases effective December 1, 2013 (Beach Tower/\$2,076.98, Ocean Tower/\$1,239.24 and Garden Tower/\$511.39 plus taxes).
2. Check Valve Replacement: Several quotes were received for replacement of the check valve. After review and discussion, it was agreed to accept the quote from Xpert Mechanical in the amount of \$1,035 plus applicable taxes.
3. Backflow Assemblies: The strata manager reported that a letter was received from the City of Vancouver regarding a cross-connection inspection conducted by the city's engineering department. We have been told that a backflow preventer must be installed in the water entry room in Ocean Tower. The strata manager reported that quotes have been requested from three contractors and will ask for an extension from the City of Vancouver from the December 14, 2013 date that all backflow preventers must be installed, as council will require more time to review the quotes, as this is a costly installation.
4. Water Ingress Insurance Claim: There was a sink backup in a fourth floor unit in Ocean Tower, causing damage to both the fourth floor unit and third floor unit directly below. The claim amount is in excess of the \$25,000 water ingress deductible. The strata manager reported that an insurance claim has been made and quotes have been requested for repairs by the insurance adjuster. Owners are reminded that this type of sink backup could be prevented by taking more care and attention and ensuring that items such as rice, grease, coffee grounds etc. are not put down the drain or garburator.

5. Dryer Vent Cleaning for Ocean Tower and Garden Tower: A quote was received from Michael A. Smith in the amount of \$4,185 plus applicable taxes to clean the dryer vents from the inside and outside of both Garden Tower, Ocean Tower, and Townhouse units 5 to 26. Council approved the quote from Michael A. Smith Duct Cleaning and instructed the strata manager to arrange for this cleaning. Owners will be advised when access is required.
6. Motion Sensor for Howe Street Garage Gate: A quote was received from Overhead Door to replace the current treadle hose with a motion sensor in order to activate the opening of the garage gate when exiting the building. The amount of this installation is \$740 plus applicable taxes. Council approved this installation and the strata manager was instructed to have Overhead Door proceed.
7. Staff: Lloyd Cavanaugh, concierge, has tendered his resignation effective January 30, 2014. Council would like to thank Lloyd for his many years of service with 888 Beach and wish him well in his retirement. A goodbye gathering will be arranged on Lloyd's last day, January 30, 2014.

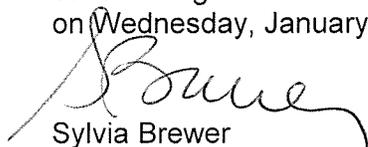
There was a recommendation to consider new blazers for the concierge staff, and this item was tabled.

Several staff members requested approval to bank leftover vacation days from 2013 to be carried forward to 2014. After review and discussion, this was agreed.

Further discussion took place as to Lloyd's replacement.

8. Information Meeting re: Depreciation Report: An information meeting was held to discuss the Depreciation Report on Tuesday, November 26, 2013 at 7:00 p.m. in the Ocean Tower Lobby. Approximately 50 to 60 people attended and many owners found the meeting presented by Halsall Associates to be informative. Owners are reminded that any questions or concerns regarding the Depreciation Report which is posted on the strata's website should put them in writing and forward them to the strata manager. **For those owners who were unable to attend this meeting, a second information meeting will be held at 7:00 p.m. on Tuesday, January 14, 2014 in the Ocean Tower Lobby.**
9. Committees and Projects: Council would like to thank the following owners who have worked on committees and projects during the year: Wenda Deane, Ken Dean, Greg Turner, Ric Procyshyn, Anita Wilson, Michael Jonker, Ruby Turner, Darlene Blaeser, and Grant Mcaree.
10. Holiday Cheer: All residents are invited to the Ocean Tower Lobby on Sunday, December 1, 2013 from 3:00 p.m. to 5:00 p.m. for some holiday cheer. The sign-up sheet has been posted and council looks forward to this informal social event.

There being no further business, the meeting was adjourned at 6:45 p.m. The next meeting will be held on Wednesday, January 29, 2014 and a budget meeting is scheduled for Wednesday, January 8, 2014.



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