

**MINUTES OF COUNCIL MEETING**  
**STRATA PLAN LMS-712**  
**888 BEACH**

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**HELD**

On Wednesday, April 30, 2014 at 4:30 p.m. in the Meeting Room,  
1501 Howe Street, Vancouver B.C.

**PRESENT**

Mike Gallagher	President	Unit #2701 – 1500
Kitty Morgan		Unit #2703 – 1500
Marilou Appleby		Unit #1003 – 1501
Craig Dailly		Unit # 613 – 888

**REGRETS**

Jeff Sodowsky	Vice President	Unit #2501 – 1500
Bev Andrews	Treasurer	Unit #1505 – 1500
Pat Dairon	Secretary	Unit # 706 – 1500

**BUILDING MANAGER**

Shannon Brown

**STRATA MANAGER**

Sylvia Brewer, FirstService Residential

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 March 26, 2014 council meeting, as circulated.

**FINANCIAL REPORT**

- Monthly Statement:** The March 2014 financial statements were deferred as the council treasurer was not present. 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 3<sup>rd</sup> month as at March 31, 2014 in the appropriate funds are as follows:
  - Total Cash Balance                      \$585,562.69                      (including CRF Balance)
  - CRF Balance                                      \$391,516.29                      (Contingency Reserve Fund)
- Arrears:** The strata manager reported that one owner that was in significant arrears has paid off the balance owed and that a demand letter from Access Law has been sent to one other owner.

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

• RDH	\$226.45	Phase 3 wrap up – March 31, 2013.
• Cross Carpentry	\$819.00	509 – Patio ceiling repairs re: Phase 3.
• Cross Carpentry	\$945.00	TH14 – repairs re: water ingress.
• Barclay Restoration	2,703.02	TH14 emergency water ingress.
• RDH	\$5,633.25	Engineering – February 28, 2014.
• RDH	\$3,220.71	Engineering – March 31, 2014.
• Columbia Seal	\$6,290.55	OT garbage room floor membrane – quoted.
• Reid Hurst Nagy	\$659.60	Final – December 31, 2013 year-end audit.
• Xpert Mechanical	\$168.00	TH14 – leak investigation.
• Pro-Can Electric	\$1,060.60	1701 – breaker install.
• Xpert Mechanical	\$1,452.05	906 toilet flange repair.
• Xpert Mechanical	\$3,599.40	OT P2/P4 piping repairs – quoted.
• Xpert Mechanical	\$3,612.00	BT P2 expansion tank – quoted.
• ThyssenKrupp	\$5,070.71	GT elevator repairs (re: June 2013 incident).
• Cross Carpentry	\$931.00	Steam clean pool/bathroom grout.

### COMMITTEES

1. Landscaping: No report.
2. Elevator: No report.
3. Water Piping: The strata manager presented a revised quote from Hytec and a quote from Clearwater.
4. Interior Lobby Refurbishing: One letter was received from an owner with comments and suggestions.
5. Bike Room: The strata manager presented the quote from Cora Bikes.

Please note that these committees have not yet met formally. Council members that head each of the committees will call the owners that have requested to sit on these committees and meetings will be arranged.

### BUILDING MANAGER REPORT

Council reviewed the building manager's report for the month of April.

### BUSINESS ARISING

1. Structural Maintenance:
  - (a) 2014 Proposal from RDH: Council has met with RDH and reviewed the proposal for 2014 from RDH and the contract has been signed. The proposed projects, such as IGU replacements, fireplace vent replacements, Beach Tower lobby and main roof work is still being fine-tuned to ensure funds are available for these projects.
  - (b) Unit C1 Drain Leak and Fire Stopping: The strata manager reported that the drain leak has been repaired by Xpert Mechanical, who also confirmed that the fire stopping is in place. However, there were further reported leaks and it is believed that they may be from balcony membranes above the commercial unit and RDH has been instructed to investigate.
  - (c) Townhouse 14 Water Ingress: The strata manager reported that all repairs have been completed to Townhouse 14.

2. Landscaping: The strata manager reported that a tree on the rooftop of Unit #503 snapped during the heavy winds. Good Earth was requested to replace the tree and advised that they do not normally offer guarantees on tree plantings, especially due to high winds, and advised to offer guarantees adds additional costs to the plants. However, on this occasion, they will cover the cost of replacing the one tree and stake the others as requested; however, will cover no further damaged trees due to high winds.

The strata manager also reported that Good Earth has reviewed the boulevards in question, as there have been several recommendations to install artificial turf, some kind of ground cover or just to re-seed. At this time, council will further review the areas in question. Good Earth recommended that we ask the City to continue installing paving stones, as they did last year on Hornby Street, and noted that it appears that on the Howe Street boulevard, gravel has been installed and possibly this is to install paving stones at a later date. Good Earth advises that if the City does the work, aside from the cost, that will grind the roots in the areas where they think it is safe to do so; whereas if a contractor grinds out the roots, they would be fined by the City.

In the meantime, Good Earth will aerate all boulevards at no charge; bring in soil to build up areas over the roots and then plant grass seed. They advise; however, it is likely they will be unable to get the grass looking perfect, but feel that we will see a large improvement by the middle of the summer.

3. Townhouse 2 Mold Review: The strata manager reported that she has left several messages and has not heard back from Eco Impact regarding the mold testing and will continue to follow up.
4. Backflow Assemblies and Garbage Chutes: The strata manager reported that the backflow preventer has been installed by Xpert Mechanical in Ocean Tower. It has been inspected and approved by the City of Vancouver. Beach Tower backflow is next to be installed and once completed, Xpert will proceed with the backflow preventers for the garbage chute rinse system.
5. Water Insurance Claim – Units #402 and #302: The strata manager reported she has not had an update on this claim from the adjuster.
6. Insurance Claim – Garden Tower: The strata manager reported that she has not had an update from the insurance adjuster on this claim.
7. Blind Installation: The strata manager reported that the owner has decided to accept the offer of \$468.30 in settlement for their claim of damaged blinds caused by water ingress to the unit. The strata manager reported that a cheque has been mailed to the owner.
8. Request for Reimbursement: There had been a request for reimbursement for damage to bathroom marble tiles and after further review and discussion, the strata manager reported that the original incident took place in June of 2010. After further review of what took place with removing of the toilet to replace the seal and the damage to the tiles, it was agreed to reimburse the owner the amount requested of \$472.50.
9. Security Cameras: This item was deferred.
10. Window Washing: The window washing will begin May 12<sup>th</sup> and Black Tie will be on site to clean all exterior windows, including balcony windows and railing glass. All non-balcony townhouse windows, townhouse solariums will also be cleaned as well as the interior and exterior lobby windows of all three towers.

Garden Tower is scheduled for cleaning between May 12<sup>th</sup> to 14<sup>th</sup>. Ocean Tower, May 13<sup>th</sup> to 20<sup>th</sup>. Beach Tower, May 19<sup>th</sup> to 30<sup>th</sup>.

The townhouses and lobby windows will be cleaned throughout the duration of the project and the canopies will be done last.

The project should be completed by May 30<sup>th</sup>.

Owners are reminded that this is a tentative schedule and the work is subject to delays due to weather conditions. More detailed schedule information can be obtained by phoning the Black Tie office throughout the duration of the project and they can be reached at **604.629.9055**.

Please report all deficiencies directly to Black Tie. If owners would like to get the interior of your windows cleaned at an additional cost, please call Black Tie directly at 604.629.9055. Access and payment to be dealt with directly with Black Tie.

11. Fireplace Vent Cleaning: A quote was received from Black Tie Services to hand clean 28 fireplace exhausts for \$2,010 plus applicable taxes. These are the areas around the fireplace vents that were deemed extremely dirty and council did not want to wait until a complete building clean was done. The strata manager will advise Black Tie to proceed with this cleaning.

## **CORRESPONDENCE**

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

### 1. Renovation Requests

- (a) The owners of Unit #1805 have requested permission to make alterations to their unit. After review and discussion, as the application met all the requirements, the request was approved.
- (b) A renovation request was requested from the owners of Townhouse 1 to install hardwood flooring. After review and discussion, as the application met all the requirements, the request was approved.
- (c) The owners of Unit #906 have submitted a request to make several changes and alterations to the unit. After review and discussion, as the application met all the requirements, the request was approved.
- (d) The owner of Unit #1309 requested permission to install hardwood flooring. After review and discussion, as the application met all the requirements, the request was approved.

### 2. Correspondence

- (a) A letter was received from a 9<sup>th</sup> floor unit owner advising of cigarette smoke pollution from another resident on the 9<sup>th</sup> floor. After review and discussion, the strata manager was instructed to send a letter to the owner causing the issue with cigarette smoke.
- (b) A letter was received from an owner regarding the March 2014 minutes and the mention of a large number of IGUs that were to be replaced during 2014 and proposal made by RDH to manage the IGU replacement. This owner felt that this was unnecessary to have RDH engaged; however, as noted, RDH will also be overseeing a number of other projects of targeted areas and council thanks this owner for their comments.
- (c) A noise complaint was received from a 6<sup>th</sup> floor owner and the strata manager was instructed to send a bylaw violation to the offending unit.

- (d) A letter was received from an owner regarding the painting of the railings that are showing signs of peeling and rusted flashing and thought that this painting was to be done in the spring of 2013. The strata manager will follow up with RDH, to confirm if this was part of the remediation program in 2013.

They also wanted to know when the cleaning of the exterior panels and brickwork might take place. Council decided when planning the 2014 budget that the cleaning of the building will not take place in 2014 as major construction will be taking place kitty-corner to 888 Beach and council felt this was not a good time to have the building cleaned. However, please note that some of the areas around the dirtier fireplace vents will be cleaned this year.

The owner also asked about installation of a backflow preventer and wondered why Garden Tower was not mentioned. Garden Tower is connected to Ocean Tower and a backflow preventer is not required and the owner will be advised accordingly.

- (e) A letter was received from an owner requesting permission to change their assigned parking stall. They find the stall is difficult to access when entering/leaving their vehicle and now have a major challenge due to an injury.

After review and discussion, the strata manager advised council that the strata may not reassign parking stalls as per the strata plan; however, two options will be made available to this owner. A visitor parking stall can be made available as long as required or if the owner has a handicapped placard, it will be determined if the handicapped stall on P1 can be made available for their use.

- (f) A letter was received from an owner suggesting that when the strata council is looking for uses of the space vacated by RDH in the parkade that, although additional bike storage is an excellent idea, they hope that there will be some consideration to setting aside a small area for use as a workshop by the residents.

Council thanks this owner for their suggestions and will have the Bike Committee consider this request during their review.

- (g) A letter was received from an owner requesting permission to waive both the move-in fee and the security fee, as when they purchased their unit, they purchased the unit from their landlord.

The strata manager reported at no time was it ever reported that this unit had been rented and as a compromise, council agreed to waive the security fee; however, will not waive the \$200 move-in fee as a Form K had never been received from the previous owner and the new owner will be advised accordingly.

- (h) A letter was received from an owner requesting reimbursement of their move-in fee. This owner was moving from a unit in the Beach Tower to another unit in the Beach Tower; however, the fire alarm went off and all the elevators went to the main floor and were not operational for well over an hour. This added a substantial amount to the resident's moving bill.


After review and discussion, the strata manager was requested to reimburse the owner to have a \$200 move-in fee under these circumstances.

## NEW BUSINESS

1. IGU Replacement for Unit #811: The IGU replacement for Unit #811 was approved in the amount of \$17,980 plus applicable taxes. As the owner has the unit for sale and having just undergone repairs due to water damage, it was agreed that the windows would be replaced before the unit is sold as it was part of the agreed IGU replacement program for 2014.
2. Fire Equipment Testing: The strata manager presented a quote from Vanco Fire Protection Ltd. for the annual fire inspection. The total amount for the inspection is \$8,195 plus applicable taxes. After review and discussion, council agreed to accept the quote from Vanco Fire Protection Ltd. as the strata manager reported the last year or two; Effective Fire has not provided the best service over the last couple of years.
3. Semi-Annual Generator Testing: The strata manager reported that the semi-annual generator testing needs to take place. Cost for this testing is \$995 plus applicable taxes and any required parts and will be scheduled. Notices will be posted to advise owners of any power shutdowns.
4. Rules: It was brought to the strata manager's attention that the bylaws make note of a move-in fee; however, there is no corresponding rule advising of the actual cost. It was agreed that the strata manager should review all of the bylaws and ensure that rules are put in place for applicable charges for move-ins, security fees, keys, fobs, etc.
5. Carpet Cleaning Quotes: Two quotes were received for carpet cleaning, one from Citrus-O and the second from Carpeteer. After review and discussion, it was agreed to accept the quote from Carpeteer and arrange to have carpets cleaned as soon as possible.
6. Roof Anchor Testing: The strata manager reported that the annual roof anchor testing is required and the annual inspection fee is \$1,545 and that this has been arranged to take place on Monday, May 12, 2014.

Several units will be advised of the access that is required to their balconies to test the roof anchors.

There being no further business, the meeting was adjourned at 5:45 p.m. The next meeting is scheduled for either Wednesday, June 4, 2014 or Wednesday, June 11, 2014.



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