

MINUTES OF COUNCIL MEETING STRATA PLAN LMS-712 888 BEACH

HELD

On Wednesday, August 13, 2014 at 4:30 p.m. in the Meeting Room,
1501 Howe Street, Vancouver B.C.

PRESENT

Mike Gallagher	President	Unit #2701 – 1500
Jeff Sodowsky	Vice President	Unit #2501 – 1500 (<i>arrived at 4:40 p.m.</i>)
Bev Andrews	Treasurer	Unit #1505 – 1500
Pat Dairon	Secretary	Unit # 706 – 1500
Kitty Morgan		Unit #2703 – 1500
Marilou Appleby		Unit #1003 – 1501 (<i>left at 6:10 p.m.</i>)
Craig Dailly		Unit # 613 – 888 (<i>arrived at 4:45 p.m.</i>)

BUILDING MANAGER

Building Manager Shannon Brown was not in attendance.

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 June 11, 2014 council meeting, as circulated. **Owners are reminded that FirstService Residential has plans to deliver minutes via FSRConnect, and attached to the back of these minutes is sign-up information.**

FINANCIAL REPORT

1. Monthly Statements: After review and discussion, it was moved, seconded and carried to approve the May and June 2014 financial statements, as presented. Although the Operating Fund Surplus reported in the June 2014 financial statement is \$100,258, most of this is related to timing issues and will be offset by budgeted expenditures in the remaining six months of the fiscal year. 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, or go to the strata's website at www.888beachvancouver.com. The "Owners Only" section of the website can be accessed as follows:

User ID: owner
Password: 888

2. Account Balances: The current balances for the period ending June 30, 2014 in the appropriate funds are as follows:
 - Total Cash Balance \$829,969.89 (including CRF Balance)
 - CRF Balance \$421,041.03 (Contingency Reserve Fund)
3. Arrears: Council reviewed the accounts receivable as of July 23, 2014. We are still attempting to collect approximately \$1,900 from six owners from the 2013 Phase 3 levy. There are also a few arrears for monthly strata fees. Council instructed the strata manager to continue to charge interest on overdue amounts and to ensure that liens are placed on units where applicable.

4. Phase 2 Exterior Maintenance: It was moved, seconded and carried that we close the Phase 2 bank account and transfer the interest earned in 2013 of approximately \$26 to the Contingency Reserve Fund.
5. Phase 3 Exterior Maintenance Summary: The work undertaken in Phase 3 of our exterior renewal maintenance program was completed in early 2014. The project included work on three towers and some townhouses. Specific details of the work completed in Phase 1, 2 and 3 are outlined in the March 7, 2014 report from RDH Engineering that is posted on the strata's website. The funding for the base scope of work tendered in Phase 3, plus the additional roof and deck replacements on specific townhouses and suites was provided by:

• Phase 3 special levy – November 7, 2012	\$1,988,000
• Phase 2 balance transferred to Phase 3 via special resolution at the February 2014 AGM	\$21,505
• Expenditures charged directly in 2014	\$297,027
• Transfer to Phase 3 in August 2014	\$41,970*
• Total work completed in 2013/2014	\$2,348,502

* The strata corporation's auditors recommended that the strata council authorize a transfer of funds from the structural fund to Phase 3 at the conclusion of the project. Due to the accounting procedures required for payment of holdbacks on the Phase 3 project, it was necessary to continue paying \$41,970 of contractor's invoices from the Phase 3 holdback accounts rather than charging the amounts directly to the structural fund.

It was moved, seconded and carried to transfer \$41,970 from the structural fund to cover the expenditures in exterior maintenance, Phase 3 2014.

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

• RDH	\$3,923.03	2014 Maintenance to June 30, 2014
• RDH	\$416.81	Miscellaneous Engineering to June 30, 2014
• RDH	\$66,783.05	C.O.P #1 – TEK Roofing
• Power Pros Electrical	\$491.40	Electrical Vault Repairs Re: HVAC
• JRV Secure Systems	\$429.80	CCTV/Concierge Desk
• JRV Secure Systems	\$210.00	Keyscan Repair
• JRV Secure Systems	\$550.36	Keyscan Board Replacement
• Pro-Bel	\$2,625.00	Anchor Repairs for Ocean Tower
• Nikls	\$708.75	Door Repairs – Beach Tower
• Barclay Restorations	\$5,761.95	Emergency Callout for the Tap Overflow

Will be charged back to the owner of 1802

COMMITTEES

1. Landscaping: The landscaping committee met on July 18, 2014. The committee discussed a number of items related to the proposals that Good Earth included on their June 9, 2014 invoice, some long term issues for the complex with particular focus on the trees, and some general matters for improving the site and striving to keep it in the spirit of the original concept for 888 Beach. After review of the proposals, council approved an expenditure of up to \$2,500 of the landscaping budget for items that can be initiated during the next several weeks. It was also noted that the cherry trees in the courtyard are in decline and continue to deteriorate. The strata needs to plan on how to best deal with these trees in future years. The committee also noted that they need to keep an eye on the Depreciation Report's timeline for dealing with the membrane that is under the courtyard and that any new trees that are planted should have a lifespan that is compatible with the anticipated replacement of the membrane. Doing so could result in residents enjoying maximum life of the foliage between planting and removal.

2. Elevator Committee: The elevator committee have scheduled to meet with Filip Kolobara from ThyssenKrupp Elevator in September to discuss the options for the cab upgrades, car operator and mechanical repairs as suggested in the Depreciation Report. Several committee members also dealt with a noise complaint regarding the elevators, and will continue to review options to eliminate this noise issue if possible.
3. Water Piping: A quote was received from McCuaig and Associates Engineering Ltd. to perform an assessment of the domestic water system. The fee for McCuaig and Associates is \$9,000 plus GST plus an approximate budget of \$5,000 for a plumber to attend the building to perform the required pipe testing. Council has agreed to the proposal and the contract has been signed. Council requested that they be able to meet with McCuaig and Associates before work begins, and a meeting will be scheduled as soon as possible.
4. Interior Lobby Refurbishment: No report.
5. Bike Room: A meeting was held with the bike room committee. The committee agreed to do an assessment of the number of bikes presently on site to be followed by the development of a plan to meet the needs of owners and visitors.

BUILDING MANAGER REPORT

There was no building manager report, as Shannon has been ill.

BUSINESS ARISING

1. Structural Maintenance:
 - (a) 2014 Project Update: Council received a project update from RDH on the work so far at 888 Beach. TEK Roofing have been working long hours and taking advantage of the weather to make good progress. Essentially, work is on schedule and includes the following:
 - Completion of Townhouse 6 and 9 will be by the first week of September.
 - Scaffolding on Townhouse 4 is scheduled for August 18th.
 - Scaffolding on 511/main entrance is scheduled for August 26th, with the work starting at end of August.
 - Work on the 26th level is scheduled to start at the beginning of September.
 - All work to be substantially completed by the end of September.
 - (b) A letter had been sent to two owners of units 708 and 711 regarding the deck replacement tentatively scheduled for 2015. The owners responded to the information and have met several council members to discuss how the management of this maintenance project will take place, as both units have a considerable number of large plants and planters in this area.
 - (c) There was a reported leak between townhouse 18 and unit 516. RDH will have TEK Roofing expose the deck membrane of unit 516 that is directly above townhouse 18 to review the condition of the membrane. This will require moving of the pavers, ballast and some planters. The deck drain will also be reviewed, as well as the joining deck assemblies not included in the TEK Roofing work that was completed in 2011. They will also perform water testing on the deck and perform localized cut tests in the membrane at select locations. The membrane will be patched the same day. If the staining on the ceiling of townhouse 18 is a result of the 2011 membrane work TEK performed, TEK will

repair at their cost. If the water ingress is from outside of the scope of work from 2011 at the adjoining assembly or maintenance related, LMS-712 would pay TEK under a time and expense basis for their investigation work.

2. Townhouse 2 Mould Review: The strata manager presented a new proposal from DST Consulting Engineering Inc. to perform testing of townhouse 2 regarding the current and historic mould and/or moisture within the unit. The total cost for this testing is \$1,705 plus applicable taxes. After review and discussion, council instructed the strata manager to sign the contract and have DST Consulting Engineering advise the owners when they will require access to the unit.
3. Water Insurance Claim – Units 402 and 302: The strata manager reported she has still not heard back on the status of 402, as the owners have been out of the country. All repairs in unit 302 have been completed, and the strata manager did report that the insurance adjuster wishes to sign off on this project and is waiting for further confirmation regarding any additional repairs initiated by 402.
4. Insurance Claim – Garden Tower: The strata manager reported that the insurance adjuster has finalized payment for repairs to ThyssenKrupp Elevator. Cheques have been received for the deposit from the strata in the amount of \$20,000, which was paid to ThyssenKrupp to begin elevator repairs. All other payment will be made directly to ThyssenKrupp. Once that has been completed, the insurance adjuster will proceed with subrogation against Westrim Plumbing.
5. Security Cameras: Work has completed by JRV Secure Systems.
6. Window Washing: Due to necessary anchor repairs, the window washing for Ocean Tower in the townhouses had been deferred. That work will now be completed the week of August 18th to 22nd. Notices will be posted and owners will be advised.
7. Anchor Testing: Pro-Bel has completed the additional anchor repairs.
8. Beach Tower Water Ingress May 2014 Update: Repairs to most of the units affected by the water incident from unit 806 have been completed. Final repairs to common areas are still underway and should be completed by the end of August. It was also noted that a \$25,000 deductible was charged back to the owner of unit 806.
9. Parkade Cleaning: Quotes were received for the cleaning of the parkade for P4 only. After review and discussion, council agreed to accept the quote from Black Tie Cleaning for \$1,495 plus applicable taxes. However after further discussion, it was agreed before proceeding with the parkade cleaning to request a second quote to include levels P2 and P3. The strata manager will request this quote and advise council, and then a decision will be made on whether to clean all three levels or just P4 as originally budgeted for. Subsequent to this meeting, council approved the budget for cleaning levels P2, P3 and P4. Parkade cleaning is scheduled for:
 - **P2 – Monday, September 22nd**
 - **P3 – Tuesday, September 23rd**
 - **P4 – Wednesday, September 24th**

from 8:00 a.m. to 6:00 p.m. Owners may park their vehicles in visitor spaces on P1, P2, P3 or P4 when their level is being cleaned.

Notices will be posted.

10. Piping Repair – Beach Tower: The ¾ entry circulation pipe that runs vertically in the stairway pipe chase of Beach Tower required repair due to ongoing pinhole leaks. A third quote was received, and after review and discussion, it was agreed to have Trotter and Morton proceed with this repair at a cost of \$16,997 plus applicable taxes. That work has been completed. However, the drywall must now be replaced in the stairwells, and as this is a firewall, requires triple thickness of drywall to be installed on all 32 floors. Six inspection hatches will also be installed. Work includes painting and materials for a total cost of \$8,800 plus applicable taxes. After review and discussion, the strata manager was instructed to have Cross Carpentry proceed with this final repair.

CORRESPONDENCE

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

1. Renovation Requests: There were no renovation requests that required approval.
2. Correspondence:
 - (a) A letter was received from an owner regarding smoke entering from their doors and windows from an 8th floor unit. However, the owners did not specify where they think the smoke may be coming from. It was agreed that notices will be sent to all owners of all towers reminding them that when smoking in their units, they should ensure that proper ventilation is used. In the summer months smoking on balconies is frowned upon, as the smoke enters into other units through windows and open patio doors, and is considered a nuisance. If it is determined which unit is the cause of the smoking ingress, owners will be sent bylaw violation letters, and if it continues, owners will be fined accordingly.
 - (b) A letter was received from an owner reporting that it appears that a number of owners have more than one dog, and that they have reported several residents leaving the elevator with two dogs. Owners are reminded of bylaw 5.3, which states:

5.3 *A resident must not keep a pet on a strata lot other than one or more of the following:*

 - (a) *a reasonable number of fish or other small aquarium animals;*
 - (b) *up to 2 small caged mammals;*
 - (c) *up to 2 caged birds;*
 - (d) *one dog or two cats.*
 - (c) A letter was received from an owner regarding a water damage incident and requested that council instruct the owner of the unit above them to have all their plumbing and overflows fixed, updated or repaired. It was noted that this water ingress was due to the tub tap being left on and forgotten, and was not due to faulty plumbing or pipes. They also had concerns about their windows not being cleaned, and as noted earlier in the minutes, the window cleaning is scheduled for Ocean Tower for the week of August 18th.
 - (d) A letter was received from an owner regarding owners smoking on the patio in the unit below them. Again, council discussed this and a notice will be sent to all residents advising on smoking concerns.

- (e) A letter was received from a townhouse owner regarding caulking work that was done several years ago. The owner thought that the pink caulking was to be replaced; however, this has not been completed. The strata manager was instructed to follow up with RDH on this matter.

3. Bylaw Violations:

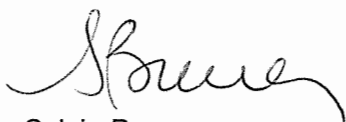
- (a) A reply was received regarding a smoking complaint in Beach Tower, and after review and discussion, council agreed not to fine the owner in question.
- (b) A bylaw violation letter had been sent to an owner regarding complaints of the use of the gym and the use of a hired trainer. To date, no response has been received from the owner, and after review and discussion, council instructed the strata manager to fine the owner \$200 to be levied against their account.
- (c) A bylaw violation letter was sent to an owner regarding their dog being seen off leash on common property. As no response has been received from the owner, the strata manager was instructed to fine the owner \$200 to be levied against their account.

NEW BUSINESS

1. DVAC Monitoring System: The strata manager presented a new contract for Fire Pro Fire Protection for monitoring of the fire alarm system, and advised that there is no increase in the monthly fee of \$105 per month per tower. Fire Pro also noted that as of September 2014, the DVAC monitoring system will become obsolete, and both Bell and Telus will be increasing their cost to service these systems and manufacturers will no longer be providing support or replacement parts. They are obliged to inform us that the current DVAC monitoring account will be required to upgrade to a new wireless, state of the art monitoring technology. There will be a significant cost savings in the long run on the monitoring system. Fire Pro have agreed to do this upgrade at no additional charge to the strata. The strata manager was instructed to sign the monitoring contract on their behalf.
2. HVAC Cooling System: There was an issue with the HVAC cooling system, and it has since been determined that as Trotter and Morton is responsible for the maintenance of the cooling unit as part of our annual contract, all repairs will be completed at no cost to the strata. These repairs have since been completed.
3. Parkade Pipe Damage: It was noted that an owner had bikes on their vehicle, and as they left the parkade, the bikes on the rack collided with the overhead sprinkler piping, causing the pipe to bend and partially tear down the caution clearance warning sign that was in place under the piping. It was determined which unit was responsible. Repairs will take place and all costs will be charged back to the owner. Owners are reminded to take due care when putting bikes on their vehicles and driving through the parkade.
4. Security System Repairs: During a renovation of a commercial unit, the contractor cored into the concrete wall and severed some of the cables to the security monitoring system for the building. Quotes have been received, and the strata manager is also confirming whether this would be an insurance claim with the deductible being charged back to the owner of the unit.
5. Concierge Coverage: Due to illness of staff, temporary coverage has been required more often than usual, and council, the building manager and strata manager are trying to rectify this problem as soon as possible.

6. Annual Fire Alarm Testing: The annual fire alarm testing took place between July 21st and 24th with Vanco Fire Protection Ltd. The strata manager has not yet received the final report advising on any deficiencies or repairs that may be required.
7. Janitorial:
 - (a) There have been some concerns regarding the staff from Just George who do the daily cleaning of the building. A change of staff was warranted and the new cleaning person, Jean, is doing a good job with no issues or concerns.
 - (b) In light of the issues with the janitorial contractor, the strata manager did request a second quote from another company, but at this time Just George will remain as a contractor for cleaning.
8. Signage: A commercial unit has requested approval for signage and met with several council members. However, after review and discussion, it was agreed that this owner must submit a more modest and subdued plan for signage. A letter will be sent to advise the owner accordingly.
9. Beach Tower Elevator Overload: There had been a reported elevator failure during the renovation of a unit, and ThyssenKrupp was called in to make the repair. After review and discussion, although the strata manager thought the owner should be responsible in paying for this repair, it was determined that the weight that was put in the elevator was half of the maximum capacity, and council agreed that the owner will not have to pay for this repair.
10. Renovations: An owner was reported to be doing a renovation without permission, and the building manager has since talked to them. A letter will be sent to advise them of the procedures. All owners are reminded that any time you wish to make a renovation, you must request permission from council before proceeding by completing a Renovation Request Form. Please review the bylaws if you have any concerns.
11. Treadmill Purchase: The budget that was approved at the February 2014 AGM included replacement of a treadmill. However, this purchase has not yet been made and council will review options for consideration.

There being no further business, the meeting was adjourned at 6:50 p.m. The next meeting is scheduled for Wednesday, September 24, 2014 at 4:30 p.m.



Sylvia Brewer
FirstService Residential BC Ltd.
200 Granville Street, Suite 700
Vancouver, B.C.
V6C 1S4

Telephone: 604.683.8900 (24 Hour Emergency Services)
Toll free: 1.855.683.8900
Fax: 604.689.4829

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FSRConnect™

FirstService Residential provides a complimentary website for each of its strata clients. The website gives residents and Owners secured log-in and access to:

✓ Account balance & history	✓ Owner's profile update
✓ Meeting minutes	✓ Bylaws and rules
✓ Building notices & announcements	✓ Insurance summary of coverage
✓ Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.)	✓ Event calendars

It also allows your Strata Manager to send you emergency alerts via the contact numbers as indicated in your registered profile.

To sign up, please visit <http://fsresidential.com/British-Columbia/Homeowners/Forms> and complete our online "FSRConnect Registration" form.

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