

**MINUTES
STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN LMS-712
888 BEACH**

*Held on Wednesday, September 24, 2014 at 4:30 p.m.
Within the Meeting Room
1501 Howe Street, Vancouver, BC*

COUNCIL IN ATTENDANCE:	Mike Gallagher	President <i>(left at 6:50 p.m.)</i>
	Bev Andrews	Treasurer
	Pat Dairon	Secretary
	Kitty Morgan	
	Marilou Appleby	
	Craig Dailly	
REGRETS:	Jeff Sodowsky	Vice-President
BUILDING MANAGER:	Shannon Brown	
STRATA MANAGER:	Sylvia Brewer	FirstService Residential

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

BUILDING MANAGER REPORT

Council reviewed the Building Manager's report for September 2014. A number of items to note:

- The chairs in the pool area have been removed and Council will consider options for their replacement.
- Several concerns have been brought up regarding the enterphone and some of the security camera. Council has instructed quotes be requested from JVR Security Systems to review and present a scope of repairs as well as costs for these repairs.
- Black Tie was on site, September 22nd, 23rd and 24th to power wash P2, P3 and P4. It was reported that approximately 20% to 30% of vehicles were not removed from levels P2 and P3. Owners are reminded that if cars are not removed, parking stalls on either side of this vehicle cannot be cleaned, as Black Ties does not want to be responsible for any damage that might occur. It was also noted that P4 does not have a membrane on top of the concrete surface, so the final cleaning will not look as impressive as those on levels P2 and P3. Council thanks all of those owners for their cooperation in moving their vehicles.
- There have been several concerns from townhouse residents complaining of mice in their units. Canadian Pest Control has increased their service and is doing everything possible with additional bait stations. Townhouse residents are advised that patio doors should be kept closed if they do not have screens. Investigation will be made into types of screens that will fit the townhouse patio doors and this information will be provided to the owners.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held August 13 2014 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month. The Council thanks all owners who have made their monthly strata fee payments in full and on time each month.

It was noted that there are still five owners who still owe approximately \$1,600 for the Phase III special levy. These owners will be receiving a statement and a note advising that payment is due.

2. **Invoices:** There were no invoices for Council's review.
3. **Report on Unapproved Expenditures:** There were no unapproved expenditures to report. The *Strata Property Act* requires that all owners be notified as soon as possible of unapproved expenditures.
4. **Monthly Statements:** It was moved and seconded to approve the financial statements for July and August 2014. **CARRIED**

Owners wishing to view the most recent financial statement are encouraged to log onto *FSRConnect*. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

5. **Express Council Consent – Auto-Fines:** The Strata Manager advised that FirstService Residential is moving towards being more automated when it comes to processing fines and/or interest on overdue strata fees and/or special levies. The Strata Manager and the Council Treasurer will review the options and advise Council at the next meeting.
6. **Audit:** The Strata Manager confirmed that Council wishes to proceed with an audit for the December 31, 2014 year-end and will request a letter of engagement from Reid Hurst Nagy.

REPORT ON LITIGATION

The *Strata Property Act* requires that all owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge there is no litigation to report.

COMMITTEES

1. **Landscaping:** No report from the committee; however, the Building Manager reported that Good Earth will power rake and over-seed the courtyard area and that Monkey Tree, an arborist firm, will be on site to prepare a report on the health of the trees at 888 Beach.

2. **Elevator:** The elevator committee met with Filip from ThyssenKrupp Elevator and Chris from Vibrasonic. They, along with several Council members, inspected a unit in Beach Tower, where the owner has had on-going issues with noise coming from the elevator. Several suggestions were made to the owners to help reduce the noise. Filip and Chris reported that the noise coming from the elevator that this owner can hear is not unusual.

Several ideas will also be explored to attempt to reduce noise in the actual elevator itself and other options will be reviewed when refurbishment is undertaken. Council will set up another meeting to meet with ThyssenKrupp Elevator to begin the planning of the necessary upgrades to the mechanical systems and the interior refurbishment of the elevators.

3. **Water Piping:** Several Council members met with McCuaig & Associates Engineering to review the process of the assessment of the piping of our domestic water system. The Strata Manager reported that Xpert Mechanical and McCuaig will be on site October 3rd to review plans and determine areas where pipe testing will be conducted. There will be water shutdowns on three consecutive days and once these dates are confirmed, owners will be advised.
4. **Interior Lobby Refurbishment:** The committee met on August 24th to review options and considerations for lobby refurbishment. A review was done of what has been completed as well as what areas of the lobbies that are yet to be updated. It was also noted that several areas of the lobbies in Beach Tower will be updated through the insurance claim of the water ingress incident that happened in the summer of 2014. The Strata Manager will scan a copy of the August 24th minutes and email to each member of the committee.
5. **Bike Room:** The bike room committee has done a count of bikes locked in rooms, in personal lockers, in personal parking spaces and on P2. They suggest a complete audit of all bikes be completed to determine which bikes have been abandoned. Consideration is being given to assigning spaces, having a special room for owners who have expensive bikes (there would be a service charge for this room) as well as to having a commuter bike room on P1 for those residents that use their bikes on a daily basis for work.

BUSINESS ARISING

1. **Structural Maintenance:**
- (a) **2014 Project Update:** RDH reports that the work is on time. There have been a few setbacks due to weather over the last week or so and all work is scheduled to be completed by mid-October.
 - (b) **Reported Leak Between Townhouse 18 and Unit 516:** RDH and TEK Roofing are working on the final repairs.
 - (c) **Townhouse 3 Caulking:** As noted in the previous minutes, Townhouse 3 had an issue with the colour of the caulking used during previous repairs. RDH is to review with TEK Roofing and advise Council on a suggested fix.

2. **Townhouse 2 Mould Review:** The Strata Manager reported that the contract has been sent to DTS Consulting. A message was left with the owners to advise them to expect a call from DTS and has not yet had confirmation if the testing has been completed so will follow up with DTS Consulting.

3. **Insurance Claims:**

(a) **Ocean Tower – Units 402 and 302:** The Strata Manager has not had final confirmation on the status of Unit 402 and will continue to follow up.

(b) **Garden Tower:** The Strata Manager reported that final repairs to the elevators are underway and has not yet received confirmation if the insurance adjuster will proceed with subrogation against Westrim Plumbing.

(c) **Beach Tower Water Ingress – May 2014:** Repairs to all units are completed with several deficiencies yet to be dealt with, however, the upper lobby in Beach Tower has not been finished with a number of items such as the upper and lower level carpets still under review. The Strata Manager is awaiting a final report from the insurance adjuster on these items.

It was determined that the fireplace was not damaged due to the water ingress; however, it does require to be cleaned and this will be arranged.

(d) **Security System Repairs:** Due to a coring incident that took place during construction in a commercial unit in the summer, an insurance claim has been filed. The insurance adjuster has reviewed the quotes and to accept the quote from JRV for a total cost of \$23,159.68; however, several of the items on the quote are considered improvements, so 75% of this amount will be covered by insurance, less the \$5,000 deductible, which will be charged back to the owner of the unit, as the damage was caused by their contractor.

4. **Annual Fire Alarm Inspections:**

(a) A second visit was conducted on September 22nd to inspect those units that Vanco Fire Protection could not gain access to in July. It has been reported that three units in Beach Tower and one unit in Ocean Tower have not provided access for this second visit. Letters will be sent to the owners, advising that a fine will be levied against their account for not allowing access.

(b) **Deficiencies:** A number of deficiencies were reported by Vanco Fire Protection after completion of their inspection and Council has approved repairs at the cost of \$5,243.45 plus applicable taxes.

(c) **Fire Panel:** During the initial inspection by Vanco Fire, they reported a number of issues with the fire panel and Council has agreed that Vanco Fire should contact SimplexGrinnell to review the issues. Any costs will be borne by the Strata Corporation and a report will be forwarded to Council advising of required repairs and/or deficiencies.

5. **Commercial Signage:** As previously reported in the last minutes, a commercial unit had requested approval for signage and had submitted a second plan. Council is, however, still not happy with the second option and have made a number of suggestions for improvement. The Strata Manager will advise the owner. Signage cannot be installed unless Council has first approved it.
6. **Treadmill Purchase:** Council has received a quote from Life Fitness to purchase a treadmill in the amount of \$4,867.93 plus applicable taxes. It should be noted that the treadmill is several inches shorter, as suggested at the last AGM, to accommodate taller residents.

Approval was given by Council to the Strata Manager to proceed with the order and issue a cheque for full payment.

After further review and discussion, Council will consider replacing the bike in the gym and has suggested that quotes be requested.

CORRESPONDENCE

1. **Renovation Requests:** There were no renovation requests that required approval.
2. **Bylaw Violations:**
 - (a) A bylaw violation letter was sent to an owner advising that a complaint had been received that they had been seen with two dogs. This owner responded to advise that they do not have two dogs residing at the residence and that the second dog in question belongs to a family friend and who often visits and then they walk their dogs together. The Strata Manager advised that she has replied to the resident thanking them for their response.
 - (b) A bylaw violation letter was sent to an owner having reportedly been seen with two dogs. The Strata Manager reported a response has not been received and Council instructed the Strata Manager to levy a \$200 fine against the owner.
 - (c) A bylaw violation letter was sent to an owner requesting a Form K as it was noted that tenants were living in their unit. To date, a response has not been received. A second letter will be sent, requesting a Form K. The Strata Manager was instructed to levy a \$200 fine against the owner.
 - (d) A bylaw violation letter was sent to an owner regarding complaints of smoke ingress into other units. A reply was received from the owner that they are non-smokers. The Strata Manager reported that she has spoken to the owner and has thanked them for their response.
3. **Correspondence:**
 - (a) A letter was received from an owner regarding a cigarette smoke complaint. The Strata Manager reported that a letter had been sent to the unit below this owner and it was determined they are non-smokers. It was also reported that the

Building Manager confirmed with the unit above the owner making the complaint, and they, too, are non-smokers. The owners of the unit the complaint were advised that the next time they smell smoke to call the concierge and have them come into the unit and stand on the balcony to possibly determine where the cigarette smoke is coming from.

- (b) A letter was received from an owner with concern over the grass in the common courtyard. The Strata Manager reported that Good Earth has since been on site and will power rake and over-seed this area.
- (c) A letter was received from an owner reporting that a number of windows were not washed properly by Black Tie during the window cleaning in the spring of 2014. It has been reported that Black Tie did return to the unit in question and has cleaned all the windows.
- (d) A letter was received from an owner with a number of noise complaints:
- They complained of a dog that barks endlessly at certain times of the day, however, were uncertain of which unit it was coming from.
 - They also had concerns regarding a townhouse unit that barbeques on several nights a week and fills up their unit with smoke or food odours. Unfortunately, townhouse owners are permitted to barbeque and this owner will need to close their windows during these times.
 - They also reported noise (yelling and shrieking) coming from the courtyard area as a number of children now use the courtyard.
 - Their biggest concern was the use of the fitness centre until 11:00 p.m. at night and although signs have been posted requesting that weights should not be dropped, they find that this is an on-going issue and suggest that most users do not even realize they are making noise as they are wearing earphones. After review and discussion, it was agreed that a test period of 90 days will be made of having the gym and pool area open from 6:00 a.m. to 10:00 p.m.
- (e) A letter was received from an owner advising that during the last 18 months there have been numerous moves on their floor that have resulted in paint damage to the elevator entries as well as on common walls and suggests that touch-up painting be scheduled. The Strata Manager reported that owners may notice little green bits of tape on the walls that will indicate areas will be painted within the next few weeks.
- (f) A letter was received from an owner suggesting that Council consider removing the garbage bins on each level of the parkade as they feel they are unnecessary and that food and coffee stains can be seen around them. They also said that some people have discarded dirty kitty litter in them. They felt that as there is a garbage chute on each floor and other garbage and recycle areas to meet our needs, that these garbage bins should be removed.

Council thanks this owner for their suggestions, however, the consensus of Council was that these containers will stay and owners are reminded that these garbage bins are for dry garbage only.

- (g) A letter was received from an owner reporting on-going second-hand smoke from another unit. A previous letter had been received and a bylaw violation had been sent to the owner in question and they reported that they only smoked a few cigarettes per day.

It was brought to the attention of Council that the air handling units are currently under review and, when necessary, are repaired by Trotter & Morton. Improperly functioning air handling units would affect common hallways from the 14th floor down to the main floor and could be part of the reason why this owner continues to smell smoke. It is suggested when they do smell smoke again that they call the concierge to investigate.

- (h) A letter was received from an owner reporting several short-term rentals. The Strata Manager reported that a voice message has been left for the management company of one of the units to remind them of the three-month minimum rental limit. The Strata Manager also reported that she had spoken with the owner of the second unit in question and this owner confirmed they are renting out their unit and had neglected to forward a Form K, and would send one ASAP.

All owners are reminded that should they choose to rent out their units, there is a minimum rental requirement of three months and a Form K must be completed and forwarded to the Strata Manager.

NEW BUSINESS

1. **Parkade Exhaust Fan Repairs:** Trotter & Morton presented a quote of \$7,576 for the parkade exhaust fan repair. This was approved and repairs are underway.
2. **Window Cleaning:** A quote was received from Black Tie in the amount of \$11,595 to clean all the inaccessible exterior windows including the cleaning of the commercial awning glass and entrance glass awnings. This cleaning will take place starting the week of October 14th, weather permitting.

If owners wish to have Black Tie clean exterior accessible windows, they should contact Black Tie directly at 604.629.9055.

Any owner that has a deficiency once the window cleaning has been completed should contact the building manager.

3. **Mailing of Minutes:** The Strata Manager reported that FirstService Residential will begin to email minutes to owners that have signed up through *FSRConnect*. Further information will be provided, once this service is launched. Owners are reminded that they should sign up for *FSRConnect* as this also gives them access to notices, account information, etc.

4. **Vehicles/Storage Insurance:** Owners are reminded that parking an unlicensed or uninsured vehicle in the parkade contravenes the bylaws of the Strata Corporation as per bylaws 38.2 and 38.3, which state:

38.2 *A resident must not store unlicensed or uninsured vehicles on the common property, limited common property or on land that is a common asset.*

38.3 *A resident storing a vehicle must:*

(a) *provide, to the strata corporation, proof of insurance effective on the commencement date of the storage; and*

(b) *display a valid parking permit on the vehicle at all times.*

A number of owners have been sent letters reminding them that their vehicles appear to be uninsured and that they must forward a copy of their insurance and/or storage insurance to the Strata Manager.

The Strata Manager will send out a second request to those owners who have not forwarded copies of insurance and advise that if a copy is not received, that Council may impose a fine of \$200.

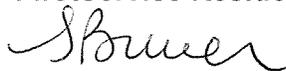
5. **Digitizing of Blueprints:** Council has instructed the Strata Manager to investigate the costs of digitizing all the plans for the building, such as mechanical drawings, landscaping, etc.
6. **Composting/Wet Garbage:** Many owners may not be aware that the City of Vancouver plans to implement a composting program for townhouses and apartments in 2015. The Strata Manager will contact the City to arrange an information session for all owners as to how implementation of this requirement will take place.
7. **Dryer Vent Cleaning:** The Strata Manager has suggested that Council consider cleaning the dryer vents for all units on an annual basis as up until now the cleaning alternated between Beach Tower one year and then Ocean Tower and Garden Tower the following year. As a number of owners are reporting issues and/or condensation along the vent, the Strata Manager was instructed to request quotes for annual cleaning of all dryer vents.
8. **Insurance Presentation:** Due to the number of insurance claims this past 18 months, the Strata Manager has arranged for BFL to meet with Council to discuss the impact of the number of claims on increased deductibles for 2015.
9. **Owner Information:** It was reported by the Building Manager and the Strata Manager that they do not have contact information for several owners. It was agreed a form will be sent to all owners requesting this information.

ADJOURNMENT OF MEETING

There being no further business, the meeting was adjourned at 7:10 p.m.

Next meeting: Wednesday, October 23, 2014 at 4:30 p.m.

FirstService Residential BC Ltd.



Sylvia Brewer
Strata Manager
Per the Owners
Strata Plan LMS-712

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Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

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 <https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form> and complete the FSRConnect Registration form.