

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

*Held on Wednesday, January 28, 2015  
Within the Meeting Room  
1501 Howe Street, Vancouver, BC*

<b>COUNCIL IN ATTENDANCE:</b>	Mike Gallagher	President
	Bev Andrews	Treasurer
	Pat Dairon	Secretary
	Kitty Morgan	
	Marilou Appleby	
	Craig Dailly	(arrived at 4:55 p.m.)
<b>REGRETS:</b>	Jeff Sodowsky	Vice-President
<b>BUILDING MANAGER:</b>	Shannon Brown	
<b>STRATA MANAGER:</b>	Mark Lilliman	FirstService Residential

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

**BUILDING MANAGER REPORT**

Council reviewed the Building Manager's Report for December 2014 and January 2015. A number of items to note:

- RDH continue to work with Procan to sort out an electrical issue with TH07 and TH08's exterior electrical outlets. A Procan quote is forthcoming. RDH has inspected and reported an issue with water ingress through the patio door of TH01.
- Nikls have completed door related repairs for suite #1902, TH01, TH17, the Beach Tower front doors, and an Ocean Tower P1 entry door.
- Columbia Seal are expected to be returning to clean up leftover debris in P1. Columbia Seal are furthermore to provide a recommendation as to the suitability of the new fireplace vent that was installed for suite #302. RDH is also reviewing this issue.
- Beach Tower, elevator #3 was out of order for two weeks whilst ThyssenKrupp waited for parts to arrive.
- Good Earth Landscaping continues with their winter bi-monthly clean-up program.
- Pro Can Electrical has replaced 10 pond waterproof light lenses, light bulbs and several worn sockets.
- Overhead Door repaired the sensor to the door opening mechanisms on gate 3 and 4.

- Rob Cross Carpentry commenced paint touch ups in the Beach Tower; drywall repairs from pipe-sampling and painting of the gym are to follow.
- MacRae completed the yearly clean out of the P4 sump basins.
- Enterphone/Keyscan Technology – troubleshooting and repairs continue with further recommendations and quotations to follow.
- The new floor cleaning and carpet extractor and vacuum has arrived.
- It was recommended that a new policy be considered for contractor vehicle parking and the addition of new signage to support same. Council asked the Building Manager to prepare sample signage for the aforementioned, as well as for parkade safety with special concern with the importance of children having to walk and not ride their bicycles down the ramp.

Council expressed their appreciation to Shannon for the quality and content of her report.

### **APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved and seconded to approve the Minutes of the Strata Council Meeting held November 26, 2014 as circulated. **CARRIED.**

### **FINANCIAL REPORT**

1. **Review of Accounts Receivable:** Council reviewed the accounts receivable as of December 31, 2014. The amounts due to the Strata from 28 owners total \$15,833.00 and are for the Phase 3 levy, strata fees, fines, parking and chargebacks to owners for repairs.

Council instructed the Strata Manager to add interest charges on overdue payments for the Phase 3 levy at a rate of 10% per annum compounded annually.

Monthly reminders are sent to owners with balances due. Council requests that owners who receive statements make arrangements for immediate payment in full of overdue accounts.

Owners are furthermore reminded that strata fees are due on the 1<sup>st</sup> of each month. The Council thanks all owners who have made their monthly strata fee payments in full and on time each month.

2. **Invoices:** The following invoices were reviewed for payment:

<b>COMPANY</b>	<b>GL CODE</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
Cross Country	7000	\$2,960.00	December quarterly paint touch-ups

Columbia Seal	3778	\$840.00	#1702 flashing repair
McCuaig & Assoc. Eng.	3778	\$4,725.00	Piping assessment/final
RDH	3778	\$786.19	2014 Maint. & Renewals wrap up
RDH	5730	\$3,496.50	Misc. site visits/inspections Dec. 2014

3. **Report on Unapproved Expenditures:** There are 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 November and December 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.

Alternatively, owners can visit the Strata's website: [www.888beachvancouver.com](http://www.888beachvancouver.com) .

The owners' only section of the website can be accessed as follows:

User I.D. - owner  
Password - 888

5. **Audit - For December 31, 2014 Year End:** A signed letter of engagement has been provided to Reid Hurst Nagy. It was noted that the December 31, 2014 current year net surplus of \$74,490.00 will be reduced by the auditors as invoices for 2014 are received from suppliers in January and February. The audited financial statement will be made available to owners when it is completed.
6. **2015 Budget:** Strata Council reviewed the operating budget for 2015, which will be distributed to owners with their Annual General Meeting packages. A budget commentary with a detailed explanation of increases and decreases in budgeted amounts will be included as part of the package. Strata Council is recommending no increase in strata fees for 2015. Strata Council is recommending a special levy in the amount of \$650,000.00 to cover the costs of elevator and interior refurbishment projects. These projects were outlined in the Depreciation Report prepared by Halsall in 2013. Information on these projects was provided to owners at an information meeting held earlier this year. Owners were also advised at the information meeting that there is no need to re-pipe any of the buildings at this time.

## 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

There weren't any Committee Reports presented; however, Council agreed that a new selection of Committees, including a new Organic Waste Committee should be agreed for in 2015.

## BUSINESS ARISING

### 1. **Structural Maintenance - RDH Reports:**

- (a) **2014 Project Update:** RDH provided their December 2014 Budget Forecast and noted that the budget total comes in well within the 2014 project unused contingency. The 2014 project works were completed on time and lower than budgeted due to a \$10,000.00 lowering of fees for engineering and project management.
- (b) **2015 Repairs/Maintenance – Project:** RDH have advised that tendering for the 2015 project works will commence in late February with the expectation of recommendations being ready for Council's review at the March Council Meeting. It is furthermore expected to see a construction start date of late April or early May.
- (c) **Repairs:**
  - (i) **TH 17: Report of Rusty Balcony Support:** RDH advised that they have previously reviewed the rusty steel beams observed on the exterior balcony of TH17. They believe the issue to be cosmetic and not structural and they have agreed to add the treatment of the beams to the "to do" list for the next year's roofing work.
  - (ii) **TH 18: Report re: Water Ingress:** RDH have investigated the staining on the living room and bedroom ceilings of TH18. Initial investigations concluded that the stains are not as a result of water ingress from the deck above. RDH has subsequently recommended additional investigations and repairs be completed. Council reviewed and approved the presented recommendations.
  - (iii) **TH 7: Exterior Electrical Box Shorts/Repairs:** RDH advised that 3-4 bricks will need to be temporarily removed around the failed electrical box to allow for further investigation. Procan, who have been part of the investigation, are to provide an estimate for repair once the investigation has been concluded. Procan are furthermore to audit and review similar lights to determine if the problem has affected any of the other fixtures.

- (iv) **1707: Interior Water Ingress:** RDH advised that an initial review of the water ingress did not pinpoint the source of the problem. RDH subsequently recommended that the next step would be to arrange for the sealant joints at and above 1707 to be reviewed and repaired as needed. Council approved the recommended works.
2. **Insurance Claims:**
    - (a) **Garden Tower. re: December 2013 Water Damage:** It was reported that the Strata is awaiting confirmation from ThyssenKrupp that the final elevator repairs have been completed.
    - (b) **Beach Tower:** Council asked the Strata Manager to follow up with the Claims Adjuster on the pending insurance settlement payout for the lobby rug replacement.
    - (c) **C2 Coring Damage to Security System:** Repairs necessary as a result of the coring incident in the commercial unit C2 are ongoing and are expected to be near completion.
  3. **Digitizing of Blueprints:** Council directed the Building Manager and the Strata Manager to proceed with securing arrangements for the digitizing of all key Strata blueprints that remain to be in hard copy format.
  4. **Annual Dryer Vent Cleaning:** Council reviewed Michael A. Smith's post dryer duct cleaning report and asked that the Building Manager provide a condensed recommendation/action list, including pricing, for Council's further consideration.
  5. **Annual General Meeting:** Council looks forward to hosting the Strata's upcoming Annual General Meeting that has been scheduled for Tuesday, February 17, 2015. Official meeting notices were sent out to owners on the 27<sup>th</sup> of January, 2015.

## CORRESPONDENCE

1. **Renovation Requests:**
  - (a) **506:** The owner of Unit #506 requested permission to replace their gas fireplace. As the request met the renovation criteria, this has been approved.
  - (b) **302:** The owner of Unit #302 requested permission to replace the flooring, tiling and fixtures in both of their bathrooms. As the request met the renovation criteria, this has been approved.
  - (c) **2704:** The owner of Unit #2704 requested permission to complete suite renovations including replacement of the kitchen floor and cabinets; the gas fireplace; the baseboard heaters; and the addition of window blinds. As the request met the renovation criteria, this has been approved.

- (d) **1606:** The owner of Unit #1606 requested permission to replace their kitchen cabinets and countertops. As the request met the renovation criteria, this has been approved.

**2. Correspondence:**

- (a) A letter was received from a unit owner requesting Council's thoughts regarding the potential financing restrictions that may apply to a purchaser. Council has asked that the Strata Manager respond to the owner and will provide current market specific information to be included within the response.
- (b) A letter was received from a unit owner requesting that a fine that was levied for failure for making arrangements to allow suite access for the purpose of the annual fire inspection be reversed. The owner advised that they were out of town for an extended period and were unaware of the need for access. The owner furthermore advised that upon their return they have given the Building Manager their contact details and permission to enter their suite for any such future occasions. After review and discussion, the Strata Manager was instructed to reverse the fine and advise the owner accordingly.
- (c) Two letters were received from a unit owner; the first, with concern that a neighbour had allegedly and inappropriately placed a towel in front of their door to cover an apparent gap under the door; and the second, with concern of second-hand smoke, and smoke ingress allegations that were previously asserted by a neighbour. Council reviewed the concerns and asked the Strata Manager to respond, thanking the owner for their communications and advising that there is no current action that can be taken by Council; and ask the owner to please keep Council informed of any future related concern.
- (d) A letter was received from a unit owner noting their concern with the transfer of noise from a neighbouring unit for which they attribute to the hardwood flooring that was installed in the unit. Council asked the Strata Manager to respond to the owner thanking them for their letter and asking that they be certain to immediately contact the Concierge when noise disturbances are actually occurring; and furthermore, that they document and track disturbances for future reference and follow up.
- (e) A letter was received from a unit owner detailing their grievance with late night, unreasonable noise generated by a neighbour. The letter included reference to two previous complaint letters regarding similar occurrences; a documented history of dates and times of said occurrences; and reference to the owner's previous attempts to ask the Concierge to assist. Upon Council's review, it was agreed to have the Strata Manager issue a fine based on a breach of Bylaw 4.1 (b) "unreasonable noise" between the hours of 11:00 p.m. and 8:00 a.m.
- (f) A letter was received from a unit owner relating to their tenant who rents a parking space from the Strata Corporation. Council has acknowledged receipt of the owner's previous rental payments for the period up to and including December 31, 2014.

The Council; however, reminds the owner that payment for all related rental fees for said parking space are the sole responsibility of the owner who as an owner, retains full liability for same.

- (g) A letter was received from a unit owner regarding their concern with a commercial owner's guest and non-resident using the gym; as well as their concern with the behaviour of the person in question.

Council would like to remind all owners, both Residential and Commercial, that they must at all times accompany their guests if they are to allow their guests the use the gym and pool facilities.

- (h) A letter and product brochure was received from a unit owner with reference to a variety of smart sensors that can be purchased and installed by homeowners. The sensors are part of leak detection technologies that are said to take action on a homeowner's behalf by alerting an owner of water leaks in real time.

Council wishes to thank the owner for sharing the information and the links provided by the owner have been detailed below should you wish to further explore:

<http://www.notimpossible.com/the-latest/wally-smart-sensor>

<https://www.wallyhome.com/>

<http://www.springwise.com/leak-detection-technology-takes-action-homeowners-behalf/>

<http://www.waterhero.us/>

## **NEW BUSINESS**

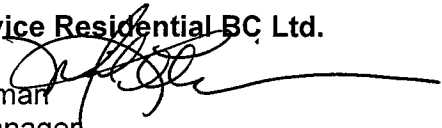
1. **2015 Insurance Premium:** It was noted that the renewal premium for the Strata Corporation's 2015 insurance policy with BFL Canada for the period of December 31, 2014 to December 31, 2015 has been agreed at \$146,240.00.
2. **Fountain/Pond Repairs:** It was noted that a new pump was recently installed in the pond, and as aforementioned, repairs to the pond lighting were recently completed by Procan Electrical.
3. **Information Meeting:** Council held an information meeting in the Ocean Tower Lobby on *January 15, 2015* during which Council addressed attending owners on the following topics: elevator upgrades; the lobby refurbishment; the new mandatory organic waste program; and an update was shared by the Piping Committee.
4. **Clothing Bin Request from Diabetes Association:** Tabled for March Council Meeting.

**TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 6:10 p.m.

**Next meetings:** Annual General Meeting, Tuesday, February 17, 2015 – sign in starts at 6:15 p.m. Meeting commences at 7:00 p.m.  
Council Meeting: Wednesday, March 25, 2015 at 4:30 p.m.

**FirstService Residential BC Ltd.**

  
Mark Lilliman  
Strata Manager  
Per the Owners  
Strata Plan LMS-712

**Email:** mark.lilliman@fsresidential.com  
**Direct Line:** 604.648.4442  
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ML/cm

**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*
- ✓ *Meeting minutes*
- ✓ *Building notices & announcements*
- ✓ *Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.*
- ✓ *Owner's profile update*
- ✓ *Bylaws and rules*
- ✓ *Insurance summary of coverage*
- ✓ *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 the following site to complete the **FSRConnect** Registration form:

<https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form>