

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

*Held on Wednesday, April 29, 2015 at 4:30 p.m.
Within the Meeting Room, 1501 Howe Street
Vancouver, BC*

COUNCIL IN ATTENDANCE:	Mike Gallagher	President
	Jeff Sodowsky	Vice-President
	Bev Andrews	Treasurer
	Pat Dairon	Secretary
	Kitty Morgan	
	Marilou Appleby	
	Craig Dailly	
GUEST:	James Vogt	JRV Secure Systems
BUILDING MANAGER:	Shannon Brown	
STRATA MANAGER:	Carolina Ibarra	FirstService Residential
REGIONAL DIRECTOR:	Peter Chan	FirstService Residential

The meeting was called to order at 4:32 p.m.

NEW STRATA MANAGER

Peter Chan, Regional Director for FirstService Residential, introduced Carolina Ibarra as the new Strata Manager for LMS 712, and spoke to the transition process. Carolina is looking forward to working with Council, the Building Manager and the Owners over the coming months.

GUEST BUSINESS

1. JRV Secure Systems Ltd: James Vogt, representative of JRV Secure Systems Ltd., spoke to Council regarding security system maintenance and repairs undertaken recently, as well as upcoming work that will be required. Council requested that the contractor provide a report outlining items that require attention in order of priority.

Council thanked James, and he departed at 5:08 p.m.

BUILDING MANAGER REPORT

Council reviewed the Building Manager's Report for March 2015. There were a number of items noted to require further action as follows:

- RDH investigated the ceiling stain in Suite 710-1500 and their report is forthcoming.

- Window washing has been delayed due to weather and will be rescheduled. When the window washers are onsite, the Building Manager will direct them to the address where one vent requires stain removal.
- Quotes are pending from Trotter and Morton and Xpert Mechanical for repairs to the leaking pump in Ocean Tower.
- As Procan was unable to complete repairs to the pool light fixtures, Council reviewed and approved a quote from Westcoast Pools in the amount of \$1,693.25, plus tax to install new LED lights.
- The Building Manager presented correspondence received regarding a noise complaint, and damaged locker contents due to an oil leak from a neighbouring locker. Council directed the Strata Manager to issue letters as required.
- The Building Manager presented two quotes from Nikls "One Call" Property Services in the total amount of \$8,712.00, plus taxes to perform work related to townhouse fixture and receptacle replacements. Council reviewed and approved the quotes.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held April 8, 2015 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.
 - (a) Council directed the Strata Manager to engage the services of Access Law to assist in collections of a unit in significant and recurring arrears.
 - (b) Council requested the Strata Manager provide an Accounts Receivable report that outlines arrears of monthly levy installments.

Owners are reminded that the Strata Council has authorized the management company to automatically fine units in arrears of strata fees. Council further authorized the management company to automatically place liens on units in arrears of more than 90 days, after providing due notification to the Owners. Should Owners fail to respond to the noted actions, legal counsel may be engaged to assist with further collections. The Strata Council reserves the right to pursue the arrears of Owners through foreclosure, if warranted.

If you have any questions regarding your account, you may view your statement on ***FSRConnect***, or you may contact the Accounts Receivable department at 604.684.5329.

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

April 2015

**INVOICE LIST
STRATA PLAN LMS 712**

COMPANY	GL CODE	AMOUNT	DESCRIPTION
XPERT MECHANICAL	7240	\$603.50	Boiler gas valve
XPERT MECHANICAL	7240	\$599.77	Repairs to control on boiler #3
XPERT MECHANICAL	7240	\$178.50	Pinhole leak near pool entrance
XPERT MECHANICAL	7240	\$2,157.12	Leak in Lobby – Beach Tower
FORTRESS ONE	7240	\$933.71	Lock installation at P3 storage
FORTRESS ONE	7240	\$331.61	TH1 Back door
AMBIUS	6534	\$400.09	April service – Interior landscaping
LANDSCAPE REFLECTIONS	6517	\$204.86	Irrigation system activation
LANDSCAPE REFLECTIONS	6517	\$932.46	WF pump and irrigation repairs
GOOD EARTH LANDSCAPING	6533	\$3,430.35	April service
TROTTER AND MORTON	5204	\$4395.46	April service
TROTTER AND MORTON	6722	\$299.25	2602 No hot water
PRO WEST SECURITY	7405	\$970.20	Security guard March 22 – Apr 4
PRO WEST SECURITY	7405	\$1058.40	Security guard April 5 - 18
PRO WEST SECURITY	7405	\$1036.00	Security guard March 8-21
INNOVATIVE REPAIR SERVICES	7240	\$383.25	1902,1905 Patio handle repairs
CANADIAN PEST CONTROL	7240	\$1364.58	Service January to June
MICHAEL A. SMITH	7240	\$189.00	TH26 In/Out dryer duct cleaning
MICHAEL A. SMITH	7240	\$189.00	404 Ocean Tower in/out duct cleaning
BFI	6027	\$4597.38	April
GRAVENTA LTD.	5715	\$820.00	June to May Maintenance

EXER-TECH	7274	\$525.95	Feb service and repairs to gym hoist
JRV SECURE	7240	\$1,605.58	Reprogram enterphone, fob delivery and Misc.
JRV SECURE	7240	\$1,645.50	New PC
JRV SECURE	7240	\$1,331.08	Panel battery replacement; troubleshoot P1 enterphone, Beach Tower door access repairs.
JRV SECURE	7240	\$734.85	Enterphone programming and battery replacements.
JRV SECURE	7240	\$3,144.30	Replace intercom program
JUST GEORGE MAINTENANCE	6402	\$3439.80	March service and wall & door cleaning

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 Statement:** It was moved and seconded to approve the financial statement for March 2015. **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. **Year End December 31, 2014 Audit:** The Strata Manager reported that Reid Hurst Nagy has received the pending documentation required, and will forward the draft audit in the coming weeks.

6. **2015 Budget:**

(a) **MSP, Salary Increases, Employee Reviews Update:** The employee reviews have been completed, and the relevant increases will become effective immediately and retroactive to January 2015. MSP coverage will become effective immediately.

COMMITTEES

1. **Landscaping:** Council approved a quote from Good Earth in the amount of \$2,507.00, plus tax to replace the top 12 inches of soil in the 7th floor planters.

This work includes removal of 12 inches of soil, delivery and installation of new garden mix soil to a depth of 9 inches, delivery and installation of landscaping fabric to reduce weed growth, and delivery and installation of new bark mulch to a depth of 3-4 inches to substitute with river rock. Council directed the Strata Manager to inform the Owners of Units 708-1500 and 711-888, which are located near the planters.

2. **Elevator Project:** Council reviewed colours and designs related to the elevator cab's interior colour scheme. Further discussion will take place in the coming weeks.
3. **Interior Lobby Refurbishment:** There was nothing new to report.
4. **Bike Racks for Parkade:** There was nothing new to report at this time.
5. **Fitness Centre:** There was nothing new to report at this time.
6. **Roofing/Decks:** Details included under Business Arising.
7. **Organic Waste:** The Committee Chair presented a draft information document for Council's review. Upon approval, the document will be provided to Owners. The Chair also directed the Strata Manager to obtain quotes on a specific type of paper bag that can be used to dispose of organic waste, as the translucent bags for which the Strata Manager obtained a quote are no longer accepted at the dump site.

Furthermore, it has been determined that organic waste cannot be placed in the garbage chutes, and therefore will have to be transported by Owners to a designated area. Further details will be provided in the coming weeks.

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.

BUSINESS ARISING

1. **Structural Maintenance:**
 - (a) **2015 Repairs/Maintenance Project:** TEK Roofing Ltd. continues to work on the roof decks at Units 710-1500 and 711-888. Upon completion of that phase, they will move on to the roof decks at Units 2602-1500, 2603-1500 and 1901-1500. Work on TH2, as well as the IGU replacements is scheduled to begin in May.
 - (b) **Repairs:**
 - (i) **TH17 – Report of Rusty Balcony Support:** RDH inspected the balcony and determined the issue was cosmetic. RDH will forward a quote to address the matter.

- (ii) **TH18 – Report re: Water Ingress:** Further investigation of the matter revealed that the leak was a result of a section of pipe that needs to be replaced between TH17 and TH18. Council reviewed and approved a quote from Xpert Mechanical to undertake the repairs in the amount of \$1,275.00, plus tax. As a water shut down will be required, notices will be posted once the work has been scheduled.
- (iii) **1707 – 1500 Water Ingress:** RDH investigated the matter and recommended that sealants be applied on the affected area to prevent further water ingress. The work will take place between the end of May and beginning of June.
- (iv) **TH1:** TEK Roofing Ltd. reported that initial repairs to TH1 are nearly complete. However, RDH has instructed them to conduct further investigation.

2. **Insurance Claims:**

- (a) **Garden Tower December 2013 Water Damage:** The claim has been finalized and the Strata expects to receive a cheque from the insurer shortly.
- (b) **Beach Tower Payout for Upper Lobby Rug Insurance Claim:** The proof of loss form has been submitted and therefore the claim should be closed shortly.
- (c) **C2 Coring Damage to Security System:** The Strata Manager submitted the final invoice from JRV Secure Systems Ltd. to Claims Pro, the adjuster. The file is currently under review.

3. **Annual Dryer Vent Cleaning:** Council reviewed a report provided by Michael A. Smith regarding their findings following the recent cleaning of dryer vents at Beach Tower, as well as an estimate to complete repairs where required. Council directed the Strata Manager to forward the estimate to Owners that require booster fan replacements and request they forward the Strata Manager proof that the work has been completed by July 1, 2015. Furthermore, Council directed the Strata Manager to send recommendations for dryer vent use to other units affected by condensation and moisture accumulation in their vents.

4. **Diabetes Association Clothing Bin Request:** Council reviewed a proposal from the Canadian Diabetes Association inviting 888 Beach to participate in their Clothing Donation Box Program by placing three donation bins within Strata property. Council noted they are not interested in participating at this time.

5. **Building Entrance and Fire Doors Threshold Modification:** Following correspondence from an Owner requesting that Council consider taking steps to improve accessibility within the complex, the Strata Manager has requested a quote from Nikls “One Call” to modify thresholds and undertake door maintenance as required. The quote will be reviewed by Council upon receipt.

6. **Balcony Ceiling Repairs:** Council awaits receipt of a bulk pricing quote from Nikls and Rob Cross to undertake various balcony ceiling repairs requested by several Owners. However, the Owners of Unit 802-1501 requested authorization to proceed with repairs to their balcony ceiling in accordance to a quote provided by Rob Cross. Council approved the request subject to the work being coordinated through the Building Manager so she can ensure the building's specifications and requirements are followed, and that the work is done under the Owner's responsibility.
7. **711 – 888 Window Replacement:** Council awaits receipt of a quote from RDH to replace failed windows as reported by the Owner.
8. **1303 – 1501 Balcony Repairs:** As noted above, Council awaits receipt of quotes to complete balcony repairs at several units.
9. **Parkade Signage:** The installation of new parkade signage has been completed.
10. **Beach Tower and Ocean Tower Entrances/Granite Care:** Council directed the Building Manager to proceed with this maintenance after the end of May when deemed appropriate.
11. **Beach Tower Lobby Water Leak:** RDH has found a failed membrane that is causing the Beach Tower lobby leak. A quote for repairs will be provided shortly.

CORRESPONDENCE

1. **Various:** Council reviewed correspondence from an Owner expressing concern about the Canadian Diabetes Association's Clothing Donation Box Program; proposing a limit be placed on the number of renovations that are authorized each year; and proposing that various security measures be taken.

Council directed the Strata Manager to advise the Owner of the following:

- The clothing bin donation initiative will not be pursued at this time.
 - A limit cannot be placed on the number of renovations, as Council must not unreasonably withhold approval of renovations in accordance to Bylaw 7.5 provided Owners comply with applicable conditions and restrictions. However, the Building Manager will instruct the Concierge staff to patrol the towers and ensure Owners follow the renovation guidelines in place.
 - Council takes note of the suggestions regarding security.
2. **405 – 1501 Balcony Ceiling Repairs:** As noted previously, Council awaits receipt of quotes to complete balcony repairs at several units.
 3. **Incident Report:** Council reviewed correspondence from an Owner reporting an incident regarding children playing in the parkade, which escalated into a dispute between a complainant and the resident subject of the complaint.

Council directed the Strata Manager to inform the resident subject of the complaint that children are not authorized to use the parkade as a playground, as it is unsafe. Furthermore, Council would like to request that residents with children ensure the minors walk their bicycles down the parkade ramp to prevent accidents.

Council further directed the Strata Manager to inform the complainant that in the future, they must report such incidents to the Concierge staff rather than confronting other residents directly, in order to prevent escalated disputes.

NEW BUSINESS

1. **Annual Roof Anchor Inspection:** Council reviewed and approved a quote from Probel in the amount of \$1,545.00, plus tax to complete the annual roof anchor inspection.
2. **RDH Performance Bond:** The Strata Manager informed Council she has received a copy of the Performance Bond and Labour and Material Payment Bond for TEL Roofing Ltd. and Columbia Seal, as provided by RDH.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6:32 p.m.

Next meeting: Wednesday, May 27, 2015 at 4:37 p.m. within the Meeting Room,
1501 Howe Street

FirstService Residential BC Ltd.



Carolina Ibarra
Strata Manager
Per the Owners
Strata Plan LMS 712

Direct Line: 604.601.6359
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www.fsresidential.com

Cl/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>