

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

*Held on Wednesday, May 27, 2015
Within the Meeting Room
1501 Howe Street, Vancouver, BC*

COUNCIL IN ATTENDANCE:	Mike Gallagher	President
	Bev Andrews	Treasurer
	Pat Dairon	Secretary
	Kitty Morgan	
	Marilou Appleby	
REGRETS:	Craig Dailly	
	Jeff Sodowsky	Vice-President
STRATA MANAGER:	Carolina Ibarra	FirstService Residential

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

BUILDING MANAGER REPORT – APRIL 2015

Council reviewed the Building Manager's Report for March 2015. We include a number of highlights for your reference:

- Window cleaning was completed and reported deficiencies are in the process of being resolved.
- The Owner of Unit 2101 was found to have drilled holes through their patio doors. Nikls provided a quote for repairs, and the Owner will be advised of the repairs that must be undertaken at their expense immediately.
- The light fixture receptacle replacement for townhouses has been completed.
- Michael A. Smith Duct Cleaning must return to inspect the ducts at Units 1108 and 2304.
- Valve replacement work has been completed by Xpert Mechanical at TH17 and TH18.
- IGU measurements have been scheduled for May 27th to June 1st. Owners who must provide access have been notified.
- Rob Cross Carpentry completed balcony ceiling repairs at unit 1303, as well as balcony repairs at Unit 802.
- Concierge staff is issuing violation notices to residents and visitors parking in contravention of rules and bylaws.

- The Building Manager proposed to have the lunch/staff room cleaned out, as it is currently not suitable for use.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The Council noted that the previous Minutes stated the incorrect May 2015 meeting date. The correct date was May 27th, rather than May 20th.

It was moved and seconded to approve the Minutes of the Strata Council Meeting held April 29, 2015 as amended. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** The 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) The Treasurer requested an itemized report outlining the accounts receivable related to the Exterior Maintenance 3 fund. Although the outstanding amount is not large, the Strata Manager will request that any Owners in arrears of the related levy submit payment forthwith so the fund may be closed.
 - (b) Owners are advised that fines and interest charges will be levied automatically on accounts that remain in arrears after the 1st of each month. Please ensure post-dated cheques are mailed to FirstService Residential in advance or preferably, that you register for pre-authorized payment.

Please note that cheques must not be delivered to the Strata office located in Ocean Tower, as cheques may not be received by FirstService Residential in time. Effective June 1st, penalties related to late payments received from Owners who delivered their cheques to the Strata office instead of FirstService Residential will not be reversed.

2. **Invoices:** The Council approved the following invoices for payment:

COMPANY	GL CODE	AMOUNT	DESCRIPTION
XPERT MECHANICAL	7240	\$178.50	1606 Crossover repair – Chargeback to Unit 1606
NIKLS ONE CALL	7240	\$304.07	TH1 Patio door repairs
TROTTER & MORTON	5204	\$4395.46	May service
JRV SECURE	7240	\$603.12	Router and Intercom
JRV SECURE	7240	\$866.50	PC – Manager's office
BLACK TIE	7855	\$12,253.50	Window washing

SIGNS BC	7240	\$1,720.25	Fitness and small vehicle signage
ALSCO	7423	\$49.50	Rags
ALSCO	7423	\$53.38	Rags
ALSCO	7423	\$49.50	Rags
PRO WEST SECURITY	7405	\$815.85	January 11 th to 24 th
PRO WEST SECURITY	7405	\$683.55	January 25 th to February 7 th
PRO WEST SECURITY	7405	\$496.13	February 8 th to February 21 st
PRO WEST SECURITY	7405	\$496.13	February 22 nd to March 7 th
PRO WEST SECURITY	7405	\$1593.11	April 19 th to May 2 nd
INNOVATIVE REPAIR SERVICES	7240	\$439.79	708 Patio door
INNOVATIVE REPAIR SERVICES	7240	\$486.20	711 door rollers and locks
WEST COAST POOL SERVICE	7242	\$1,877.02	Pool LED Fixtures
VANCO FIRE PROTECTION	5909	\$591.57	Fire Inspection Deficiency Repairs
RDH ENGINEERING LTD.	CRF	\$12,899.25	TH1 Certificate of payment #2
RDH ENGINEERING LTD.	3778	\$101,601.68	Main & Renewals Certificate of Payment #2

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 April 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. **Audit for December 31, 2014 Year End:** The Council reviewed and approved the draft audit that was prepared by Reid Hurst Nagy. The final audit will be made available in the upcoming weeks.

6. **2015 Budget:**

- (a) The Strata Manager requested clarification regarding the Concierge clothing reimbursement amount adopted in the budget. The Council confirmed the amount is \$300.00 per person.
- (b) The Council reviewed the Manulife Benefits Renewal and premium increase notice for LMS 712 employees. The premium will increase by \$0.76 per month from \$1,647.88 to \$1,648.64, effective June 1st.

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:** The Council reviewed various inquiries regarding rooftop planters. The Strata Manager will advise Good Earth Landscaping to address the planters that need replanting, and inspect a hedge that was reported to be overgrown. Owners are reminded that rooftop planters are common property and therefore no planting or modifications should be undertaken without Council approval.
- 2. **Elevator Project:** The Committee reviewed various options for cab interiors and voted in favour of following the recommendations made by Mitchell Freedland Design. The Committee now awaits a revised contract from ThyssenKrupp Elevator reflecting the chosen options in order to move forward with the project.
- 3. **Interior Lobby Refurbishment:** Mitchell Freedland Design advised they will receive the ordered lobby furniture prior to receiving the feature carpet that will tie in the design concept. They advised that the Council can store the furniture until the carpet is ready, or have the furniture delivered upon arrival and save on storage costs. The Council will make the decision upon learning the next steps for the Beach Tower lobby for the water ingress repairs from RDH.
- 4. **Bike Racks for Parkade:** There is nothing to report at this time.
- 5. **Fitness Centre:** The Committee will investigate options for purchasing a new stationary bike.
- 6. **Organic Waste:**
 - (a) The organic waste kitchen catchers ordered from progressive waste have been delivered.
 - (b) The Council is in the process of confirming the location for the organics waste bin, and will inform the Owners shortly.

- (c) The Council reviewed a quote from JRV Secure Systems in the amount of \$7,276.40 including tax to install fob access at the recycling room where the organic waste bin will be located. Considering the expense, the Council will not proceed with the installation at this time. Rather, the compliance will be monitored for the first months. Should organics disposal compliance issues be identified, the Council will reconsider installing a fob reader to verify use of the area.

BUSINESS ARISING

1. ***Structural Maintenance:***

- (a) ***2015 Repairs/Maintenance:*** The project continues to move forward on the schedule, per the details noted in the previous set of Minutes.
- (b) ***Miscellaneous Repairs:*** The Strata Manager is in the process of reconciling the status of various investigations undertaken by RDH. We include a summary below for reference:
- ***Beach Tower Lobby Water Ingress:*** RDH has investigated the matter and will forward a proposal for repairs shortly.
 - ***TH1 Emergency Repair:*** This work has been completed by TEK Roofing.
 - ***TH1 Deck and Balcony:*** Repairs nearly complete by TEK Roofing.
 - ***Beams above TH17:*** Repainting required. The Building Manager will request that Rob Cross or Nikls address the matter.
 - ***TH17 Ceiling Stain:*** Investigation and repairs have been completed.
 - ***TH18 Water Ingress:*** Investigation and repairs have been completed.
 - ***Unit 1707 Water Ingress:*** RDH investigated and recommended sealants be applied to the affected area. The work will take place between the end of May and the beginning of June.
 - ***711 Solarium IGUs:*** RDH has inspected the unit and added 5 IGUs in the unit to the replacement schedule.

2. ***Insurance Claims:***

- (a) ***Garden Tower – 2013 Water Damage:*** The Council awaits receipt of payment from the insurer.
- (b) ***Beach Tower – Upper Lobby Rug Insurance Claim:*** Payment has been received from the insurer. This matter is now closed.

- (c) **C2 Coring Damage to Security System:** The Council awaits receipt of payment from the insurer.
3. **Annual Dryer Vent Cleaning:** The Council reviewed and approved a quote from Michael A. Smith to undertake the dryer vent cleaning at Ocean and Garden Towers this fall. The work will be performed at a rate of \$45.00, plus tax, per unit.
 4. **Building Entrance and Fire Doors – Threshold Modification:** The Council awaits a quote from Nikls for review.
 5. **Balcony Ceiling Repairs:** The Council directed the Strata Manager to request that RDH investigate whether the repairs required should be part of a wider project, or if Council should move forward with cosmetic repairs. Should RDH confirm repairs are cosmetic, Rob Cross will be directed to address units on a priority basis at a time and materials rate.
 6. **Window Cleaning:** Window Cleaning, has been completed.
 7. **Beach and Ocean Tower Entrances – Granite Care:** The Council directed the Strata Manager to ensure the Building Manager does not proceed with Granite Care in Beach Tower until water ingress repairs are completed.
 8. **Annual Roof Anchor Inspection:** Pro-Bel has completed the roof anchor inspection. The Council awaits receipt of the report.
 9. **Airbnb Rental:** Following a violation letter sent to an Owner whose primary Tenant has listed the unit on Airbnb, the Tenant responded that they had Owner authorization to sub-let the unit. They advised they will refrain from doing so in violation of the bylaws in the future. Since the letter was received, it has been brought to the Council's attention that there is a new occupant in the unit, but a Form K has not been received. The Council directed the Strata Manager to issue a violation and fines to the Owner of the unit for failing to provide Form Ks on the 14 confirmed short-term Tenants, and to advise the current occupant that their tenancy may be in violation of the Strata Corporation Bylaws.
 10. **Renovations:** Prior to the Council Meeting, renovations were authorized in Units 1606 and 3001.
 11. **JRV Report:** The Council awaits receipt of a report outlining items that require attention at the complex in order of priority, as well as the corresponding quotes.

CORRESPONDENCE

1. **Pet Letter Response:** The Council reviewed correspondence from an Owner refuting a pet complaint received. The Strata Manager will inform the Owner that the Council must act upon every complaint by notifying the Owner subject of the complaint. However, as the Owner only received a friendly reminder, no fines will be levied.

2. **Unit 2903 – 1500 Balcony Ceiling:** The Council reviewed correspondence from an Owner requesting repairs to their balcony ceiling. The Building Manager will inspect the area and report her findings thereafter.
3. **Bicycle Transportation:** The Council reviewed correspondence from a resident responding to a Bylaw violation complaint regarding transporting bicycles in an elevator. The resident noted they were not comfortable leaving their bicycles in bike storage due to possible theft. The Council directed the Strata Manager to inform the residents that The Council does not have the authority to make exceptions to the bylaws, but that a committee has been formed to investigate solutions to improve the long term bicycle storage.
4. **Reimbursement Request:** The Council reviewed correspondence from an Owner requesting reimbursement of their move fee. The Owner claims to have renovated the unit but to have never moved in. The Council denied the request as the Bylaw does not provide for exceptions. Furthermore, the fee is meant to address wear and tear related to change in ownership, which did take place in this case due to the renovation.
5. **Deductible Reimbursement Request:** The Council reviewed correspondence from an Owner requesting reimbursement of their insurance deductible. The deductible was related to a claim to restore their unit's contents following a 2013 flood that originated in the mechanical room. The Council denied the request, as the Strata Corporation is not responsible for unit contents or betterments.
6. **Request for Repairs:** The Council reviewed correspondence from an Owner requesting repairs to their balcony ceiling, and the ceiling surface in their den. RDH will be asked to inspect the area.
7. **Dryer Duct:** The Council reviewed correspondence from an Owner advising that they have installed a condensing type dryer that does not require a dryer vent. Therefore, their vent does not require yearly cleaning. The Strata Manager will thank the Owner for the information and work with the Building Manager to create a list of units with condensing dryers that will not require future vent cleaning.
8. **Odours:** The Council reviewed correspondence from an Owner reporting excessive odours emanating from a neighbouring unit. Rob Cross will inspect the area and verify if there are other points of odour entry. However, Council suggested that this matter may have been caused by a renovation. In that case, any time spent on the investigation will be charged back to the Owner.
9. **Noise Dispute:** The Council reviewed correspondence from an Owner disputing a noise complaint. The Strata Manager will confirm whether the unit was inspected to verify if the flooring meets the standards for dampening of noise transmission.

NEW BUSINESS

1. **Clearwater Introduction:** The Council reviewed correspondence from 1Clearwater Technology Ltd. inquiring if the Strata Corporation would be interested in

installing their preventative maintenance system for eliminating soft water corrosion. The Council is not interested at this time.

2. ***Xpert Booster Pump Valve Replacement:*** The Council reviewed and approved a quote from Xpert Mechanical in the amount of \$925, plus tax to replace for booster pump valves.
3. ***ICBC Renewal:*** The Council reviewed and approved a renewal notice from ICBC related to the insurance of the Strata's John Deere Gator.
4. ***Communications Update:***
 - (a) The Strata Manager reported she has updated the Renovation Request package for Owners. The Owners may download this package from **FSRConnect** or obtain a copy from the Building Manager.
 - (b) A notice will be circulated to the Owners outlining the appropriate contact information for the Strata Manager, Building Manager and after hours emergency service.
 - (c) The Owners who have not yet signed up for **FSRConnect** will be encouraged to do so in order to facilitate communication via email and document access. The system will also be set up for Building Manager and Concierge use.
5. ***Maintenance Schedule:*** The Strata Manager is working on a maintenance schedule. A draft will be presented to the Council at the next Meeting.
6. ***Area Rugs:*** The Council directed the Strata Manager to obtain a quote for the regular area rug cleaning for the rugs at the entrance to Beach Tower.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6:30 p.m.

Next meeting: Wednesday, June 24, 2015, 4:30 p.m.

FirstService Residential BC Ltd.



Carolina Ibarra
Strata Manager
Per the Owners
Strata Plan LMS 712

Cl/sc

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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*
- ✓ *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>