

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

*Held on Wednesday, July 29, 2015
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
Marilou Appleby
Kitty Morgan

REGRETS: Craig Dailly

BUILDING MANAGER: Shannon Brown

STRATA MANAGER: Carolina Ibarra FirstService Residential

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

BUILDING MANAGER REPORT

Council reviewed the Building Manager report for work performed up to July 29, 2015. We include a number of highlights for your reference:

- RDH inspected several units, and their report is forthcoming. They were not granted access to Unit 2101 to inspect the holes drilled in the patio door frames. The Owner will be given 48 hour notice of entry in the coming weeks, to ensure RDH is able to inspect the area.
- Nikls quoted LED tubes for P1. The tubes will be replaced when TEK and Columbia Seal are finished their projects.
- Nikls is in the process of replacing fixtures in all three building lobbies.
- TEK Roofing has completed their project. The only outstanding item is a roof anchor repair. Probel has been contacted, and repairs will take place in the coming weeks.
- Columbia Seal has completed IGU replacements in the following units: 301, 405, 708, 709, 802, 901, 908, 1108, 1109, 1203, 1208, 1209, 1409, 1709, TH03, TH05, TH08, TH17, and TH 24.
- Trotter and Morton repaired the boiler in Ocean Tower
- Good Earth Landscaping has provided labour to hand water the entire facility 2 to 3 times per week, as a result of water restrictions.
- New plantings outside Beach Tower have been installed.
- Landscape Reflections repaired a sprinkler leak in front of TH23.
- Entire irrigation zone in courtyard near TH26 not functioning and site staff is hand watering the area.

- Irrigation was re-installed in the planters on the 7th floor.
- Several renovations were stopped as a result of various actions that constitute bylaw violations. The matters have been resolved and the renovations continue. **Owners are reminded that you must obtain authorization prior to undertaking renovations. You can obtain a renovation package from the Building Manager, FSR Connect or the www.888beachvancouver.com website.**
- Bi-annual generator testing is complete.
- The fountain has been shut down in compliance with current water restrictions. The re-circulation pump is still running in order to avoid stagnant water.
- A one month free trial of odour controlling nebulizer will be installed this week in the Ocean Tower garbage room to assist with the odour control.
- Council commends Concierge Suki Jhutti for his outstanding efforts to assist an Owner who collapsed outside a Townhouse.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

The minutes of the June Council meeting incorrectly noted council members Jeff Sodowsky and Craig Dailly as regrets, when in fact both Council Members were present. The minutes also omitted the Building Manager's attendance.

It was therefore moved and seconded to approve the Minutes of the Strata Council Meeting held June 24, 2015 as amended. **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 apply liens to several units in arrears, and directed the Strata Manager to correspond with another that has disputed the arrears.
- b) Please ensure post-dated cheques are mailed to FirstService Residential in advance or, preferably, that you register for pre-authorized payment.
- c) Strata Fee, Special Levy and chargeback payment **cheques must not be delivered to the Strata Office located in Ocean Tower**, as cheques may not be received by FirstService Residential in time. Penalties related to late payments received from owners who delivered their cheques to the Strata Office instead of FirstService Residential will not be reversed.
- d) Please ensure all payments note the Strata Plan and unit number.

2. **Invoices and Invoice Payment Procedures:**

- (a) Council reviewed and approved the amended invoice payment procedure that authorizes the Strata Manager and the Building Manager to purchase goods and services up to \$500 each when necessary without prior approval from the Strata Council.
- (b) Council approved the following invoices for payment:

COMPANY	GL CODE	AMOUNT	DESCRIPTION
ROB CROSS	7000	\$3,070.00	Painting
ROB CROSS	7240	\$1,417.50	1108 Dryer vent leak repair
ROB CROSS	7240	\$1,596.00	1409 Leak restoration
LANDSCAPE REFLECTIONS	6517	\$897.19	Re-installation of irrigation
WESCLEAN	7423	\$516.66	Various supplies
FORTRESS ONE SECURITY	7240	\$395.94	Garbage door rekey
RHN	5015	\$671.03	2014 audit
JRV	7240	\$2,962.85	Replacement of failed mainboard.
GRAND & TOY	7423	\$230.85	Ink cartridges
SIGNS BC ILLUMINATED	7240	\$162.05	Small vehicle only sign
MICHAEL A. SMITH	7240	\$273.00	1007 duct cleaning
RDH BUILDING ENGINEERING	5730	\$1,200.94	June consulting
RDH BUILDING ENGINEERING	3778	\$13,624.57	June consulting

- 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 June 2015. **CARRIED.**

The June statement now includes auditor entries. Furthermore, a mid-term review has been undertaken and the resulting adjustments will be made.

5. **Cashable GICs:** Council approved investing excess fund cash in short term cashable GICs. A minimum amount will remain in the funds at all times, and excess amounts will be automatically invested.

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 .

The Owners’ Only section of the website can be accessed as follows:

User I.D. - owner
Password - 888

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 Committee Chair noted that a new pot is leaching soil when watered. However, the soil will settle and the matter will be resolved in time.
2. **Elevator Project:** The order process has begun. The fixture cab drawings will be ready for approval shortly. Manufacturing will begin upon approval, and delivery will take 6 to 8 weeks thereafter. Each elevator will take approximately 5 weeks to complete.

ThyssenKrupp will be asked to install security system wiring that will allow for a fob system to activate all call buttons for future activation. This installation will take place at no additional cost.

3. **Interior Lobby Refurbishment:** Installations will take place on August 5th. Council awaits a pending invoice from Mitchell Freedland in order to confirm whether a new concierge desk can also be purchased.
4. **Bicycle Storage and Parking:** Council approved the preliminary bicycle storage and parking proposal. The first phase will entail a bicycle audit, whereby Owners must register and tag their bicycles. Any bicycles that are not tagged by the given deadline will be disposed of or donated to charity. Further information is forthcoming.
5. **Organic Waste:** The program is now in place and operating smoothly. Council directed the Strata Manager to increase pick-up to twice per week. The non-organic waste bins will be monitored over the following months to determine if a decrease in waste merits a reduction in pick-ups.

Owners are reminded to refrain from disposing of plastic bags in recycling and organics bins. Furthermore, batteries should not be disposed of in the landfill waste bin. A box for battery disposal will be placed in the garbage room to assist with proper disposal.

BUSINESS ARISING

1. ***Structural Maintenance:***

(a) ***2015 Repairs/Maintenance:*** TEK has completed the 7TH floor decks project, and Columbia Seal has begun IGU installations. RDH presented a quote in the amount of \$13,155.91 for additional IGU replacements. Council awaits clarification of the quote.

(b) ***Miscellaneous Repairs:***

(i) RDH has inspected various units to undertake investigations on different matters. Council awaits the respective reports.

(ii) RDH provided an estimate of \$3,000 to \$5,000 to apply electrostatic paint to the railings of Units 708 and 711. Alternatively, they advised conventional paint would cost approximately \$1,500. The Strata Manager will further investigate the differences and report to Council at the next meeting.

(iii) Following an Owner inquiry about replacement of the cap flashing over the parapet at a north deck, RDH noted the area is not significantly corroded, and suggested leaving it as is. As the matter is an aesthetic concern, Council will not pursue the replacement at this time, as funds have been committed to other projects.

2. ***Insurance Claims:*** Payment has been received from the insurer in relation to a Garden Tower water damage claim from 2013. This matter is now closed.

3. ***Dryer Vent Cleaning:*** The Strata Manager will follow up on the inspection of Units 706 and 1108.

4. ***Building Entrance and Fire Doors:*** Council reviewed quotes from Nikls for activating an existing automatic door operator, and installing a heavy duty operator in the amounts of \$1,794 plus tax and \$2,998 plus tax respectively. Council directed the Strata Manager and Building Manager to further investigate options that would apply to the entire Strata Corporation, rather than approving work that would only benefit a small area.

5. ***Balcony Ceiling Repairs:*** This work is underway.

6. ***Beach Tower Lobby:*** Council awaits receipt of an estimate from RDH.

7. ***Security System:*** Council reviewed a summary of repairs and upgrades presented by JRV, and approved the following:

- (a) Replacing faulty access control components in Ocean Tower level P3 in the amount of \$3,500, plus tax.
- (b) Installation of additional pinhole cameras to enterphone cabinets at Ocean Tower and Garden Tower main doors in the amount of \$3,000, plus tax.
- (c) Installation of an additional dome camera at the P1 Beach Avenue vehicle gate in the amount of \$1,933.40, plus tax.
- (d) In principle, Council approved an estimate of \$18,000 plus tax to install CCTV cameras in all elevators. Prior to issuing a contract, Council requires confirmation of the final amount, and that it includes an additional DVR and monitors if required.

In addition, a fire door decal will be ordered for the P1 parkade door to Beach Tower.

Council also reviewed a proposal from Blue Mountain to upgrade the entire security system in the amount of \$129,980, plus tax; and also provided lease options. Council will keep this information on file for future reference, if required.

- 8. **2101 Unauthorized Renovation:** As the Owner did not allow access to RDH during a recent scheduled inspection, the Owner will be given 48 hours' notice that the unit will be accessed to inspect the holes the Owner drilled in the exterior of the unit.
- 9. **Maintenance Schedule:** The Strata Manager advised she has requested a secondary quote for window and building washing, as well as a quote for garbage chute cleaning.
- 10. **Communications Update:** The Strata Manager is working on amending a contact notice to be delivered to Owners for reference. In addition the Building Manager will provide the Management Company with Owner emails on file, to ensure the same contact information is available on **FSRConnect**, which will be used to email minutes, correspondence and notices. Owners who do not wish their emails to be added to **FSRConnect** should inform the Building Manager.
- 11. **Bylaw Violations:** Council reviewed various bylaw violation disputes and directed the Strata Manager to apply or waive fines accordingly.
- 12. **Parking Stall Dispute:** The Strata Manager reported she received proof from two units that were designated the same parking stall. Further investigation is required in order to resolve the matter.

CORRESPONDENCE

- 1. **809 Dryer Vent and Ventless Dryer:** Council reviewed correspondence from an Owner stating they do not wish to install a booster fan as recommended by Michael A. Smith. They requested that the Strata Corporation cover the cost if they are required to do so. The Owner also inquired whether ventless dryers are permitted.

- Council noted booster fans are Owners' responsibility and if the Owner refuses to install one, they will be responsible for any moisture damage caused by the dryer vent. Council also noted that ventless dryers are permitted.
2. **2002 Unit Railing:** Council reviewed correspondence from an Owner following-up on pending railing repairs. RDH was unable to complete repairs as the Owner had not provided access. An additional visit will be scheduled in order to complete repairs.
 3. **Fine Reversal Request:** Council reviewed correspondence from an Owner requesting a late payment fine be reversed. Council approved the reversal, as late payment was a result of the death of one of the Owners.
 4. **TH 23 Patio Door:** Council reviewed correspondence from an Owner reporting that the wood frames on the fixed windows on either side of their patio doors are rotting at the bottom. The matter has been referred to RDH.
 5. **Reimbursement Request:** Council reviewed correspondence from an Owner requesting reimbursement for balcony ceiling repairs undertaken. Council approved reimbursing the Owner up to \$500 including tax.
 6. **Traffic Concerns:** Council reviewed correspondence from an Owner expressing concern about increased traffic along Howe Street and Beach Avenue. Council directed the Strata Manager to inform the Owner that a task force involving the Presidents of a number of neighbouring Stratas including 888 Beach have engaged the City to discuss traffic issues.
 7. **Fine Reversal Request:** Council reviewed correspondence from an Owner's agent requesting reversal of a late payment fine. The late payment was caused by technical issues in their accounting software. Council approved the reversal of fines, but interest charges will remain on the account.
 8. **Parking Stall Dispute:** Council reviewed correspondence from an Owner claiming a second stall which is not reflected in Strata Corporation documents. The Strata Manager is in the process of investigating the matter.
 9. **Ventless Dryer:** Council reviewed correspondence requesting information regarding the installation of a ventless dryer. Council noted the Owner is free to install a ventless dryer at their expense.
 10. **Fine Reversal Request:** Council reviewed correspondence from an Owner requesting the reversal of late payment fines. The Owner claims the cheques were delivered to the Building Manager's office between January and May. Council directed the Strata Manager to inform the Owner that there continue to be outstanding amounts on their account. The fines for the period between January and May will be reversed if payment is received within the following two weeks. Fines will not be reversed for cheques delivered to the Building Manager's office, as payments must be sent directly to the Management Company and received on or before the 1st of each month.
 11. **Various:** Council reviewed correspondence from a Townhouse Owner disputing a move fee. The Owners claim the move fee should not apply to them because the elevator was

not required. Council noted that a move fee will not be charged, but a \$200 fine will remain on their account as a result of move bylaw violations.

12. ***Fine Reversal Request:*** Council reviewed correspondence from an Owner requesting reversal of a late payment fine. Council denied the request.
13. ***Various:*** Council reviewed correspondence from an Owner reporting a maintenance issue with their glass sliding door, and requesting a location to store bicycles. Nikls has been asked to address the maintenance issue, and the Owner will be directed to speak with the Building Manager regarding a bicycle storage space.
14. ***811 Hosebib Installation Request:*** An Owner requested authorization to install a hosebib on their east-side patio. Council noted that if the Owner choses to proceed, RDH would need to inspect the area and provide guidelines for the installation at the Owner's cost. Furthermore, the installation would be done at the Owner's cost and they would be responsible for any leaks or damage caused by any incidents related to the hosebib.

NEW BUSINESS

1. ***Annual Fire Inspection:*** The Annual Fire Inspection has been scheduled for August 10th to the 14th.
2. ***Unit Water Incident:*** Water dripping in the lobby from a light fixture was identified. The water originated from a spill in Unit 506. Any damage will be the Owner's responsibility.
3. ***Staff Vacations:*** The Building Manager will remind Concierge Staff that vacations must be taken before the end of the year. Furthermore, Taylor Wang's 17th Anniversary was in May. He is entitled to a bonus vacation week.
4. ***Rental Parking:*** A rental parking audit is currently underway. A new procedure has been put in place whereby Concierge Staff will manage rental parking stalls.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6:46 p.m.

Next meeting: Wednesday, August 26, 2015 at 4:30 p.m.

FirstService Residential BC Ltd.



Carolina Ibarra
Strata Manager
Per the Owners
Strata Plan LMS 712

Cl/cr

Email: carolina.ibarra@fsresidential.com
Direct Line: 604.601.6359
General: 604.683.8900 (24 hours emergencies)
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

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>