

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

***Held on Wednesday, September 30, 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	
	Craig Dailly	
	Kitty Morgan	
REGRETS:	Shannon Brown	Building Manager
GUESTS:	An Owner	
	Filip Kolobara	ThyssenKrupp Elevator
STRATA MANAGER:	Carolina Ibarra	FirstService Residential

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

GUEST BUSINESS

1. ***Fine Dispute:*** An Owner attended a hearing to dispute a late levy payment fine. The Owner had previously requested approval from Council to make payments every two months. The Owner had made one late payment and one advance payment, and when his request was denied he made all additional payments on time. Council thanked the Owner and he departed at 4:32 p.m.

As the Owner complied with Council's direction after requesting authorization to differ from the established payment schedule, Council voted in favour of waiving the fine.

2. ***Elevator Project:*** Filip Kolobara of ThyssenKrupp Elevator met with Council to discuss the elevator project. The contractor was directed to make changes to the cab drawings and provide a quote for the installation of wiring that will allow for future installation of cameras, security equipment, and screens. Council thanked Mr. Kolobara and he departed at 5:31 p.m.

BUILDING MANAGER REPORT

Council reviewed the Building Manager report for work performed up to September 30, 2015. We include a number of highlights for your reference:

RDH Building Engineering Ltd.

- RDH Building Engineering Ltd. inspected the patio door frames at Unit 2101, the rusted balcony screws at Unit 1902, a ceiling stain at Unit 803 and unauthorized coring undertaken at TH07.

Nikls "One Call" Property Services

- Completed bulb replacement in all lobbies.
- Completed painting of disabled symbols in parking stalls on all levels.
- Inspected roof top planters at Units 708/711.

Michael A. Smith Duct Cleaning Ltd.

- Cleaned duct for Unit 706 and returned to re-attach vent tubing.
- Dryer vent cleaning has been scheduled for October.

TEK Roofing Ltd.

- Roofing work is completed.

Xpert Mechanical

- Attended a leak in Unit 1502.

Columbia Seal

- Completed IGU replacements in Units 2702, 1307, 2701, 1510, 1209, 1702, 1104, 1402, 3202, 711, 615, 3102, 3001, 3003, TH28, 1207, 3201, 1509, 2801, TH05, 205, 2105, 1810, 1402, 2106, 2502, 807. The only scheduled IGU replacements pending are the Beach Tower upper lobby and one unit for TH23. Columbia Seal is now finalizing the sealing of all IGU's.

ThyssenKrupp

- The elevator project has begun in Beach Tower.

JRV Secure Systems

- Installed permanent keyscan board in Ocean Tower.

Landscape Reflections

- Several irrigation leaks were repaired.

By Law Issues

- Several unauthorized moves took place. Penalties will be assessed as required.

Parkade Levels

- A one week notice was issued to an Owner requesting they remove items stored in a parking stall.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

An Owner reported an error in the August 26th meeting minutes, related to a reference made to Unit 1909 under RDH section of the Building Manager's report. The Strata Corporation does not have a Unit 1909. The correct unit number is 1808.

It was moved and seconded to approve the Minutes of the Strata Council Meeting held August 26, 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.

As of September 28th, 2015, 32 Owners owe approximately \$25,200. Accounts receivable statements are sent to Owners with overdue accounts. Any Owner who receives a statement should pay the balance due or contact the Accounts Receivable department at 604.684.5329 if there are any questions related to the balance due.

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

COMPANY	GL CODE	AMOUNT	DESCRIPTION
MICHAEL A. SMITH	7240	\$189.00	706 Cleaning
VANCO FIRE	5909	\$1,545.34	Damaged Accelerator Repair
VANCO FIRE	5909	\$195.83	Fire Panel Repairs
VANCO FIRE	5909	\$9,765.93	Fire Alarm Panel and Other Repairs
VANCO FIRE	5909	\$287.18	Fire Pump Trouble
WETDOWN WATER SERVICES INC.	6517	\$498.75	Water Delivery
CROSS CARPENTRY	7240	\$135.00	Plywood Mount in Garbage Room and Toilet Repair

CROSS CARPENTRY	7240	\$460.00	405 Patio Ceiling Paint
CROSS CARPENTRY	7240	\$1,575.00	T-18 Drywall Repairs
ON SIDE RESTORATION	7240	\$2,430.56	1801 Leak Restoration ER Repairs
ON SIDE RESTORATION	7240	\$2947.88	1801 Leak Restoration Final Repairs
XPERT MECHANICAL	7240	\$135.92	Leak in Bike Room
PRAIRIE COAST EQUIPMENT	7240	\$1,544.29	Tractor Inspection and Repairs
GOOD EARTH LANDSCAPING	6533	\$2,235.19	Hand Watering
GOOD EARTH LANDSCAPING	6517	\$2,002.35	Flower Delivery and Installation
GOOD EARTH LANDSCAPING	3778	\$8,469.30	Soil and Mulch
GOOD EARTH LANDSCAPING	6517	\$2,167.20	Pots, Grass Repl. And Yew Repl.
MITCHELL FREEDLAND DESIGN	3677	\$1,785.00	August Design Services
LANDSCAPE REFLECTIONS	6517	\$158.55	Restart Water Filter Pump
TROTTER AND MORTON	6722	\$239.27	Roof Top Filters – Electrical Vault
JRV SECURE SYSTEMS	7240	\$3,620.37	Install New Access Panel
JRV SECURE SYSTEMS	7240	\$370.83	Garden Tower P1 Entry – Phone Repair
JRV SECURE SYSTEMS	7240	\$926.47	Fobs
INNOVATIVE REPAIR SERVICES	7240	\$282.71	1801 Patio Door Repair
PRO WORKS PAINTING	7240	\$210.00	2304 Interior Ceiling Repair – Dryer Vent Damage
CANSTAR RESTORATIONS	2200	\$25,000.00	303 Flood Deductible (Chargeback)

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 August 2015. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSR Connect™**. 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

5. **Transfer of Balance to CRF:** Council directed the Strata Manager to transfer the insurance fund balance of \$12.00 to the CRF. The account will then be closed.
6. **Draft Budget:** The Treasurer will commence work on the 2016 draft budget in the coming weeks. The Annual General Meeting has been scheduled for Tuesday, February 16, 2016.
7. **Audit:** Council directed the Strata Manager to engage the services of Reid Hurst Nagy to conduct the annual financial audit.

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:** In order to repair a leak in of one of the main lines to the irrigation system, an azalea hedge closest to the townhouse patios will need to be removed. Council authorized the removal of the plants in order to complete the repairs, and will consider alternatives for replanting once the project is complete.
2. **Elevator Project:** The first phase of the project has commenced.
3. **Interior Lobby Refurbishment:** Council awaits receipt of an itemized list of expenses from Mitchell Freedland in order to make a decision on how to proceed with the concierge desk replacement.
4. **Bicycle Storage and Parking:** Council authorized the Committee to purchase adhesive bike tags. The bicycle audit will take place in the coming months.
5. **Organic Waste:** Following several complaints related to the leaking garbage left by Progressive Waste, the Strata Manager began to document each incident in order to make an official complaint and demand for correction if a lack of response to the Building Manager became a recurring issue. The Building Manager reported an improvement in the service, but will continue to inform the Strata Manager of any future incidents.

In addition, quotes were obtained from Waste Control Services and Smithrite for waste removal services, and they will be kept on file for future reference.

BUSINESS ARISING

1. **Structural Maintenance:**
 - (a) **2015 Repairs/Maintenance:** The related projects are nearly completed. Prior to the meeting, Council approved a quote from Columbia Seal in the amount of \$6,000, plus tax to drill weep holes at the bottom of several IGUs, as recommended by RDH.
 - (b) **Miscellaneous Repairs:** The Strata Manager provided Council with an update regarding various inspections undertaken by RDH and resulting quotes. Action will be taken as directed by Council.
 - (c) **711/708 Railing Paint:** Council awaits a quote from Rob Cross to undertake repairs.
 - (d) **TH23 Patio Doors:** Council approved a budget of up to \$2,000 to repair the patio doors at TH23 and inject epoxy or urethane into the P2 bulkhead where moisture was observed.
2. **Insurance Claims:** Restoration to units affected by the flood which originated in Unit 303 have commenced. The cost of the insurance deductible has been charged back to the Owner of Unit 303.
3. **Annual Dryer Vent Cleaning:** Michael A. Smith will undertake dryer vent cleaning at Ocean Towers, Garden Towers and Townhomes from October 5th to 7th. Dryer vent cleaning at Beach Tower units will take place on November 23rd, 24th, 25th and 26th. Access to units will be required.
4. **Building Entrance and Fire Doors:** Council reviewed a quote from Nikls in the amount of \$7,790, plus tax to activate existing automatic closers at main entrances throughout the Strata. Council will consider this quote in planning for the next budget. The Strata Manager will inquire if the quote includes Garden and Beach Tower entrances.
5. **Beach Tower Lobby:** Council awaits a quote from RDH to address the Beach Tower Lobby leak.
6. **JRV Update:** Approved repairs and upgrades are underway.
7. **2101 Unauthorized Renovation:** Council awaits receipt of the RDH inspection report related to the holes drilled at the exterior of the unit.
8. **Maintenance Schedule:**
 - (a) **Window/Building Washing:** Council approved a quote from City View Systems Inc. in the amount of \$13,440, including tax to undertake window washing. The approval is subject to including a specification that the second level townhouse windows will be addressed, as well as inaccessible first floor areas that are blocked by shrubs and walls.

Council will work with the Strata Manager over the coming weeks to develop specifications for building washing.

- (b) **Garbage Chute Cleaning:** Council approved a quote from Grease Ducks in the amount of \$925, plus tax to undertake garbage chute cleaning.
 - (c) **Irrigation System Shutdown:** Landscape Reflections will shut down and winterize the irrigation system in the coming weeks.
 - (d) **Sprinkler System Winterization:** Vanco Fire will be asked to winterize the sprinkler system in the coming weeks.
 - (e) **Electrical Vault Maintenance:** Council reviewed quotes from Nikls and Houle Electric in the amount of \$4,968, plus tax and \$5,245, plus tax respectively to undertake electrical vault maintenance. Council directed the Strata Manager to obtain further information about this work, for further consideration.
9. **Communications Updates:** Council reviewed and approved a contact information notice that will be provided to Owners, so they may retain it for future reference, and have accurate contact information for the Building Operations and Management team.
10. **Bylaw Violations:** Council reviewed various disputes and bylaw violations sent, and directed the Strata Manager to apply or waive fines accordingly.
11. **Parking Stall Dispute and Audit:** The parking stall assignment audit is nearly complete. In addition, documentation provided by two Owners related to a parking stall dispute was reviewed. It was determined that documentation shows the stall was officially assigned to only one unit.
12. **Annual Fire Inspection:** Council reviewed and approved a quote from Vanco Fire Protection in the amount of \$6,926, including tax to address deficiencies found during the recent annual fire inspection. Council also approved the contractor to investigate a Garden Tower panel failure at an hourly rate.
13. **Renovations:**
- (a) Vanco Fire reported they have encountered resistance from Owners conducting renovations, who have been directed to the Strata's contractor for alterations that affect the fire safety system. The contractor has inquired whether the Strata will maintain the policy of requesting that Owners use Vanco Fire as the designated contractor. Council will discuss the matter at the next meeting.
 - (b) Council discussed the request for approval to install a cooling system submitted by the Owner of TH7. Council denied the request, due to the invasive requirements of the installation, which entails common property alterations.

In addition, as the Owner proceeded with coring through common property without prior Council approval, repairs will take place and be charged back to the Owner.

- (c) Prior to the meeting, cosmetic renovations at Unit 1707 were authorized. However, the Owner will be contacted to verify that no plumbing or electrical work will take place.

14. **Rental Parking:**

- (a) Council reviewed and approved the use of a rental parking agreement.
- (b) There are currently two available parking stalls, so Owners wishing to rent an additional stall are encouraged to contact the Building Manager.
- (c) Council directed the Strata Manager to obtain a quote for the design and printing of a rental parking decal, which will identify vehicles authorized to park in rental stalls.

CORRESPONDENCE

1. **Reversal Request:** Council reviewed correspondence from an Owner requesting a bylaw violation fine issued for lack of access during a fire inspection be reversed. Council denied the request.
2. **Unauthorized Access:** Council reviewed correspondence from an Owner reporting that they believed someone, other than the construction crew working in their unit, may have accessed their unit without authorization. The Building Manager has informed the Owner that the security system was checked during the time period described by the Owner, and no activity was identified related to their concern.
3. **506 Failed Windows:** Council reviewed correspondence from the Owner requesting replacement of failed IGUs. As all scheduled IGUs have been addressed for the current fiscal year, the Owner will be reminded to report the IGUs in the questionnaire that is circulated each January, so that they can be inspected by RDH, and a course of action can be determined.
4. **508 Ceiling Restoration:** Council reviewed correspondence from the Owner reporting that their soffit was not properly restored when improvements were completed. RDH will be asked to inspect the area.
5. **Water Shutoffs:** Council reviewed correspondence from the Owner, suggesting that the Strata provide each Owner with a description of the location for their water shut off valves. Council directed the Strata Manager to work with the Building Manager on a notice that provides guidelines on how to locate water and gas shut offs. Owners who cannot identify them based on the notice will be encouraged to contact the Building Manager for assistance.
6. **Fountain:** Council reviewed correspondence from an Owner making a noise complaint related to the nighttime operation of the courtyard fountain. Council thanks the Owner for their comments, but noted that opinions differ regarding this matter, and therefore the fountain will remain on at night for the time being.

7. **1208 Drywall Crack:** Council reviewed correspondence from the Owner, reporting a crack in their drywall, which appeared after an IGU was installed in their unit. The matter has been reported to RDH and Columbia Seal.
8. **1901 Window:** Council reviewed correspondence from the unit reporting a failed window seal. As all scheduled IGUs have been addressed for the current fiscal year, the Owner will be reminded to report the IGUs in the questionnaire that is circulated each January, so that they can be inspected by RDH and a course of action can be determined.
9. **Elevator Security:** Council reviewed correspondence from an Owner proposing various security enhancements. Council thanks the Owner for their suggestions, and takes note for their long term planning of Strata projects.
10. **Noise Complaint:** Council reviewed correspondence relating to a noise dispute between units. As the Strata Corporation was only copied in the correspondence between the two units, no further action will be taken at this time. The correspondence was sent to the Strata's legal representative for their reference.
11. **Fine Reversal:** Council reviewed correspondence from an Owner requesting a fine reversal, as a payment was sent on time to FirstService Residential Alberta, rather than BC, by mistake. The fine will be reversed.
12. **Door and Access to Units:** Council reviewed correspondence from an Owner, requesting that their front door be replaced and that action be taken to ensure all Owners provide keys to the Concierge staff so they may access units in case of emergency. Council noted that the replacement of townhouse doors is currently being considered as a possible project for 2016. As for access, Owners cannot be obligated to provide keys to Concierge staff, but are highly encouraged to do so. Lack of access during emergencies often results in increased damages, which result in expensive chargebacks to responsible Owners. Concierge staff have a clear protocol for the use of keys, secure all keys and only gain access during an emergency or upon obtaining Owner authorization.
13. **Fine Reversal:** Council reviewed correspondence from an Owner requesting a late fine reversal. Council denied the request.
14. **Bylaw Violation Dispute:** Council reviewed correspondence from an Owner requesting Council waive a bylaw violation fine resulting from an unauthorized renovation that altered common property. Council denied the request.
15. **Fine Dispute:** Council reviewed correspondence from an Owner requesting a late payment fine be reversed, as they claim the payments were late as a result of financial hardship. Council agreed to waive half the fine, but noted that in the future, hardship cases should be brought to Council prior to payment due dates, in order to negotiate a payment plan and avoid penalties.

16. **Minutes Amendment.** Council reviewed correspondence from an Owner requesting that the August meeting minutes be amended to correct an erroneous reference to a Unit 1909, which does not exist. Please note the amendment under the Approval of Strata Council Meeting Minutes section of this document.

NEW BUSINESS

1. **1502 Leak.** A leak occurred which originated from the shower cartridge of Unit 1502. As the cost of repairs will be under the Strata Corporation deductible, the Owner will be responsible for restoration to their unit as well as any other damaged areas.
2. **Parking P1:** Following completion of the parking stall assignment audit, an audit of the P1 parking area will take place in order to ensure uniform use of stalls and bylaw compliance.
3. **Mechanical Maintenance Quotes:** Council reviewed quotes from Trotter and Morton in the amounts of \$6,995, plus tax to undertake repairs to the backflow preventer system, and \$10,936, plus tax to replace a section of piping on the townhouse's supply line which has been clamped. Council directed the Strata Manager to verify whether Xpert Mechanical will undertake backflow repairs under warranty, and obtain a second opinion on the piping section, as it is not certain the work is required.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 7:28 p.m.

Next meeting: Wednesday, October 28, 2015 at 4:30 p.m.

FirstService Residential BC Ltd.



Carolina Ibarra
Strata Manager
Per the Owners
Strata Plan LMS 712

CI/ac

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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>