

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

*Held on Tuesday, November 24, 2015 at 4:30 p.m.  
Within the Meeting Room  
1501 Howe Street, Vancouver, BC*

<b>COUNCIL IN ATTENDANCE:</b>	Mike Gallagher	President
	Jeff Sodowsky	Vice-President ( <i>departed at 5:30 p.m.</i> )
	Bev Andrews	Treasurer
	Pat Dairon	Secretary
	Marilou Appleby	( <i>Departed at 6:05 p.m.</i> )
	Craig Dailly	
	Kitty Morgan	
<b>STRATA MANAGER:</b>	Bunny Porteous	FirstService Residential

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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 November 2015. We include a number of highlights for your reference:

1. ***RDH Building Engineering Ltd.***: RDH Building Engineering Ltd. water tested windows in suites 1901, 1807, 1707 and 404.
2. ***Nikls "One Call" Property Services***: LED tube replacement and ballast repair with new sockets on P1 almost completed.
3. ***Michael A. Smith Duct Cleaning Ltd.***: Beach Tower dryer vent cleaning begins Monday, November 23<sup>rd</sup>.
4. ***Trotter & Morton***: Mechanical maintenance work for November completed.
5. ***ThyssenKrupp Elevators***: Completed bi-annual maintenance of Garden Tower elevator.
6. ***Bylaw Issues***: 17 friendly reminders sent to Owners regarding expired license plate tags/no storage insurance.
7. ***Parkade Levels***: Pressure washing of P1 is scheduled for Monday, November 23<sup>rd</sup>.
8. ***Pool/Gym Areas***:
  - New mats in place for weight equipment to assist with preventing noise vibrations.

- Pool pump bearings failed. West Coast pools inspected and since pump is just barely out of warranty they are looking into repairing it at no cost.
- New scupper for pool intake installed as per Vancouver Coastal Health.

9. ***Miscellaneous Building Issues:***

- Probel completed roof anchor repairs from roofing project.
- City View Systems has completed Ocean, Garden and Townhouse window cleaning. Beach will be completed by the end of this week.
- Sarah from Mitchell Freedland was in to measure and design concierge desk.
- Houle Electric completed infrared scan of all electrical rooms.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved, seconded and carried to adopt the minutes of the October 28, 2015 Council Meeting as circulated.

**FINANCIAL REPORT**

1. ***Treasurer's Report:***

**2016 Budget:** Strata council is reviewing the operating budget and the special projects to be undertaken in 2016. Meetings have been held with RDH Engineering and with Trotter Morton to determine the projects to be budgeted for 2016 and future years.

At present, there is no plan to present a special levy to owners at the February 29, 2016 Annual General Meeting. In 2015, we have successfully completed the ongoing Renewals and Maintenance work through an allocation to the Structural Fund from the operating budget and we will plan to continue this approach for 2016. This allocation is included in the monthly strata fees.

Strata council anticipates some additional operating costs in 2016 that will result in an increase in the strata fees: washing the buildings, providing additional storage and security for bicycles, replacing four domestic cold water pressure reducing valves and landscaping in the courtyard. We have also been advised that the cost of the insurance coverage will likely increase by as much as 7%.

Council understands that some owners prefer to pay all costs through monthly strata fees while others prefer to have a combination of monthly strata fees with special levies. Since there was a special levy in 2015 for the interior refurbishment project, council will likely not propose a special levy for 2016.

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

<b>COMPANY</b>	<b>GL CODE</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
AMBIUS	6027	\$106.40	Scenting rental
CROSS CARPENTRY	7000	\$3,018.75	Quarterly maintenance
CROSS CARPENTRY	7000	\$1,260.00	Scrape, sand, prep a paint the stanchions and railings on units #708 & #711 balconies
FORTRESS ONE 24/7 COMPLETE SECURITY	7240	\$296.91	Repair/Replace lever handle
LANDSCAPE REFLECTIONS	6533	\$403.20	Irrigation system winterization
NIKLS "ONE CALL" PROPERTY SERVICES	7240	\$2,356.20	Retrofit lighting to LED and repairs to existing ceiling lighting
TROTTER & MORTON FACILITY SERVICES INC.	5204	\$4,527.32	Heating and air conditioning maintenance
TROTTER & MORTON FACILITY SERVICES INC.	7240	\$769.43	Water leak repairs on P2 level
XPERT MECHANICAL & JK LILLIE	7240	\$133.88	Water leak repairs in unit #1707
XPERT MECHANICAL & JK LILLIE	2200	\$424.37	Repair shower faucet in unit #1402
MITCHELL FREEDLAND DESIGN	3677-0005 7240	\$40,000 \$4,541.95	Lobby improvements
VANCOUVER FIRE PROTECTION LTD.	5909	\$1,622.05	Remove and replace accelerator (quote)
VANCOUVER FIRE PROTECTION LTD.	5909	\$424.20	Investigate tripped dry system in P3

FORTRESS ONE 24.7 COMPLETE SECURITY	7240	\$323.64	Supply and install new storeroom function knob lock on garbage room door
RDH BUILDING ENGINEERING LTD.	3778	\$4,675.80	2015 maintenance and renewals
RDH BUILDING ENGINEERING LTD.	3778	\$1,782.38	2016 maintenance
RDH BUILDING ENGINEERING LTD.	5730	\$1,023.75	Miscellaneous extra work
FORTRESS ONE 24.7 COMPLETE SECURITY	7240	\$327.86	Door repairs
GREASE DUCKS	7240	\$341.25	Floors and walls pressure cleaned
JRC SECURITY	7240	\$2,079.17	Ramp security camera

3. **Monthly Statements:** Following discussion, it was moved, seconded and carried to adopt the October 2015 financial statement as circulated.

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.

4. **AGM:** The Annual General Meeting:

- Date: Monday, February 29, 2016 at 7:00 p.m.
- Budget: The Treasurer is preparing the draft budget to be presented to the Owners at the Annual General Meeting.
- Agenda: To date, the following 3/4 vote resolutions will be presented to the Owners for their consideration:
  - Waiver to Update Depreciation Report
  - Short-term Rental Bylaw

5. **Draft Audit:** Reid Hurst Nagy will proceed with the draft audit for the fiscal year ending December 31, 2015. A copy of the draft audit will be attached to the AGM Notice.

6. **Fine Reversal Request:** Council reviewed several Owners’ requests for fine reversals and payment plans. The Strata Manager will follow up with the Owners with the Council’s responses.

7. Owner Account Inquiries: Owners with any accounting questions, concerns, etc. should contact 604.684.5324 or email [ar.bc@fsresidential.com](mailto:ar.bc@fsresidential.com).

### **COMMITTEE REPORTS**

1. ***Landscaping:***

- (a) ***Landscape Renewal Contract:*** Following review, the Council approved the landscape maintenance renewal contract with Good Earth for the term January 1, 2016 to December 31, 2016 with an monthly premium of \$3,316.
- (b) ***Improvement Proposal:*** As part of the landscaping budget for 2016, Council is looking at the likelihood of having to replace the azalea hedge that surrounds the courtyard pond. Good Earth has submitted a proposal for Council's review.

2. ***Elevator Project Update:***

- (a) Phase I has been completed with the installation of the door operators. A few minor deficiencies to be completed by ThyssenKrupp.
- (b) The cab refurbishment including new interiors, controls and security cameras will be completed in 2016.

3. ***Interior Lobby Refurbishment:***

- The new carpets in the Garden and Ocean Towers will be installed this week.
- The new carpet will be temporarily installed in the Beach Tower lobby and once the tiling is completed, the carpet will be properly installed.

4. ***Bicycle Storage Parking:*** The Council would like to thank all Residents who have submitted their bicycle registration. Bike tags will be delivered to the Owners who have completed the registration with directions on how to install the tags on their bikes.

A reminder to all Owners, the deadline to register your bike is February 5, 2016. Bikes not tagged may be considered abandoned and will be removed.

#### **When and Where to Register:**

**On line:** Go to <http://goo.gl/forms/Eq40jJVA7b>  
(tear-off strips available in mailroom)  
or scan the QR code on the notice posted in the mailroom.

- Bike make, model and colour
- Location where bike is parked
- Owner name, suite, phone number and email address

5. ***Composting:*** Residents are requested to read the posters in the garbage room as to what is acceptable to toss into the compost bins and what are the acceptable biodegradable bags. The garbage contractors will fine the Strata Corporation for unauthorized bags tossed into the composting bin.

**BUSINESS ARISING**

1. **Structural Maintenance/RDH:**

(a) **Miscellaneous Repairs:** Following review, the Council approved the following proposals from RDH Engineering:

- **TH23:** Patio door, miscellaneous sealant work at door perimeter and metal panel including new white door sweeps along threshold - \$1,050;
- **P2 Cracks in Parkade Slab:** Urethane injection at cracks (temporary car relocation is required and residents will be notified) - \$1,250;
- **Ocean Tower Glass Block Assemblies (3) East Elevation:** Remove and replace perimeter sealant between glass block frame and blocks, include backer rod, remove any corrosion on steel frame where new sealant will be applied, touch up zinc enriched paint - \$2,557;
- **TH2 to TH11 New Electrical Lights, Courtyard Elevation:** Seal around new electrical lights (approximately 25 lights) with Dow silicone. Colour to be confirmed by RDH - \$580.

The Strata Manager will follow up with RDH Engineering on the Council's approval of the work.

(b) **Unauthorized Renovation:** A quote was received in the amount of \$31,370 plus taxes from Columbia Seal to replace the three sliding glass doors which were compromised from holes drilled through the frames of the sliding doors.

The Strata Manager was requested to follow up with the Owner regarding the cost of the three sliding glass door replacements. The Owner is required to provide payment to the Strata for 50% of the door replacement cost prior to the purchase of the doors. The Owner will be charged back for the balance as well as the engineering consulting fees once the work is completed.

(c) **Roof and IGU Replacement Proposal:** Council reviewed a proposal from RDH Engineering for engineering and construction project management services for replacing the Beach Tower roof including EIFS in glass block.

Work to be tendered	Preliminary estimated construction cost	Including GST
Beach Tower roof including EIFS and glass block	\$423,000	\$444,150
2016 IGU replacements	\$80,000	\$84,000

The Council approved RDH Engineering to proceed with the pre-construction stage of preparing the roof repair construction documents at a cost of \$28,000.

2. **Maintenance:**

- (a) **Garbage Chute Cleaning:** The Council approved a quote in the amount of \$2,572.50 to clean the individual garbage chutes in 888 Beach Avenue, 1501 Howe Street and 1500 Hornby Street.
- (b) **Electrical Vault Maintenance:** Electrical vault maintenance is required every three years. Houle Electric will be turning off the main power to the entire complex in order to complete this maintenance. The power shutdowns will occur as follows:

**1<sup>st</sup> shutdown: Friday, January 22, 2016 at 11:00 p.m. to  
Saturday, January 23, 2016 at 5:00 a.m.**

**2<sup>nd</sup> shutdown: Friday, February 5, 2016 at 11:00 p.m. to  
Saturday, February 6, 2016 at 5:00 a.m.**

**There will be “NO POWER” in your suite during this time.**

The emergency generator will only operate some common hallway lights, access system for doors, the garage gate and one elevator. Please ensure that the following has been checked prior to the power being turned off:

- Computers are shut down – ensure you have a back-up system
- Batteries in your security system are operational
- Notify your security monitoring company in the event you do not have a backup battery system

3. **Parking Stall Dispute:** The Strata Manager was directed to send a Bylaw violation letter to an Owner who continues to park in the Strata’s parking stalls on P1 instead of the Resident’s assigned parking stall.

4. **Annual Fire Inspection Deficiencies:** Following review, the Council approved the quotes from Vanco Fire Protection for the deficiencies identified following the annual fire inspection.

- New accelerator - \$1,622.05
- Replace the two faulty 8-zone adder cards and the amp for the Garden Tower panel – \$3,181.88.

5. **Water Shutoff Notice:**

### Hot/Cold Water Unit Shut Off Location

It is extremely important that residents are aware of where the main water shutoffs are located in their unit in the case of an emergency. If you are unsure or unaware of where they are, please contact the Building Manager at 604.681.4852 and she will schedule a time to come and assist you.

If you observe a leak at your water shutoffs, that are the Owners' responsibility to maintain (sinks, toilet, washing machine, shower cartridge, etc.), please contact a plumber or the Building Manager or Concierge immediately as leaks can become very costly to the Owner and an inconvenience to neighbouring units that are affected.

6. **Parkade Towing Rules:** When a vehicle is parked in the wrong space on P2, P3 or P4 and provided that the vehicle does not impede or interfere with access to and from the parkade, the Strata Manager or the Strata staff will take the following action:

- Attempt to locate the Owner of the incorrectly parked vehicle and ask that it be moved.
- If the Owner cannot be located, place a notice on the vehicle stating that the vehicle will be towed in 72 hours.
- After the 72 hour period, the vehicle should be towed to a visitor space..
- The cost of the towing will be charged back to the resident who parked in the incorrect space.
- The resident who cannot access his/her assigned space will be asked to park in a visitor space and be advised that the concierge will contact him/her when the problem has been resolved.

7. **Mechanical Maintenance Quotes/Trotter & Morton:** The Council approved a quote in the amount of \$13,690.95 to re-build two backflows and install a new strainer. A building water shutdown will be required. The Building Manager will post the required notice with the dates of the shutdown. Apologies for the inconvenience.

### CORRESPONDENCE

1. A letter was received from an Owner regarding concerns with residents parking on the P1 level and elevator maintenance. The Council is reviewing the P1 parking issues and ThyssenKrupp is following up on the elevator maintenance concerns.
2. A resident provided a recommendation to assist with preventing noise in the gym being heard in the neighbour units. The Building Manager is researching isolators to install on the equipment which should cushion the noise.
3. Following receipt of the required details, the Owner of Unit 2403 – 1500 Hornby was approved to install a door partition between the master bedroom and master bathroom.



4. The Strata Manager was requested to follow up with an Owner's request to install lighting on the ceiling to obtain details on the installation process and recommend a drop ceiling may facilitate the installation. The Owner was approved to install engineered hardwood flooring.

### **NEW BUSINESS**

1. **Survey:** A survey will be sent to all Owners in January to obtain opinions on the double garage opening/closing hours and Bylaw proposal to prevent smoking on limited common property and/or Strata suites.
2. **Employee Names:** As per several residents' request, attached is a notice with employees' names if they wish to give a gift for Christmas.
3. **FirstService Residential Connect Program:** Residents are encouraged to register with "[www.fsresidential.com](http://www.fsresidential.com)" to view minutes, reports and Owner's account statements. For assistance, please contact the Connect co-ordinator at 604.689.6920.

### **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 6:45 p.m.

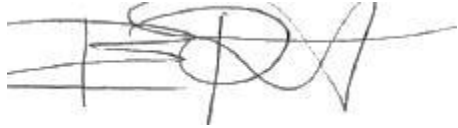
**Next meeting:** Tuesday, January 26, 2016 at 4:30 p.m.

**The Council and the Strata Manager would like to wish the residents:**

**Happy Holiday  
Merry Christmas  
Happy New Year**



**FirstService Residential BC Ltd.**



**Email:** info.bc@fsresidential.com  
**General:** 604.683.8900 (24 hours emergencies)  
**Customer Care Centre:** 1.855.273.1967 (24 hours non-emergency)

[www.fsresidential.com](http://www.fsresidential.com)

BP/ys

**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*
- ✓ *Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.*
- ✓ *Owner's profile update*
- ✓ *Bylaws and rules*
- ✓ *Insurance summary of coverage*

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>



*HO HO HO!!*  
*Merry Christmas!*

Traditionally, this time of year provides a wonderful opportunity to show appreciation to our staff in acknowledgment of their service over the year.

To assist you in the event you wish to give a gift, we offer the following information:

Our employees are:

- Taylor Wang - Concierge
- Suki Jhutti - Concierge
- Danny Silverio – Bldg. Maintenance
- Narendra Chandra – Concierge
- Mike Foort – Concierge (on leave)
- Deo Quirimit - Concierge (part-time)
- Shannon Brown – Bldg. Manager
- Jean Mathiesen – Janitorial/Maintenance

*On behalf of the Strata Council, we wish all residents and their families a safe and happy holiday season!*