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

Held on Wednesday, October 28, 2015
Within the Meeting Room
1501 Howe Street, Vancouver, BC

COUNCIL IN ATTENDANCE:	Bev Andrews	
	Kitty Morgan	
	Craig Dailly	
	Mike Gallagher	
	Jeff Sodowsky	
	Marilou Appleby	
	Pat Dairon	
BUILDING MANAGER:	Shannon Brown	
STRATA MANAGERS:	Carolina Ibarra	FirstService Residential
	Bunny Porteous	FirstService Residential

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

NEW STRATA MANAGER

Carolina Ibarra introduced Bunny Porteous as the new Strata Manager for LMS 712, effective November 1, 2015.

BUILDING MANAGER REPORT

RDH

- Wrap up meeting and final inspections at Units 2602, 708/711, TH02 took place on Wednesday, October 28th.

Nikls

- Undertook lock repairs for Howe Street gate and the P2 electrical room lock.

Michael Smith Duct Cleaning

- Completed duct cleaning at Ocean and Garden Tower, as well as TH05 through 26.
- Beach Tower duct cleaning has been scheduled for November 23rd to 26th.

TEK Roofing

- Railing work was completed at TH02.
- Probel has been scheduled to repair affected roof anchors.

Xpert Mechanical

- A technician attended a slow leak into 1707 from a hot supply line in the hallway. A water shut down for completion of repairs was scheduled for October 30th.
- The contractor replaced a toilet seal in Unit 1710 that leaked into Unit 1610. The invoice will be charged back to Unit 1710.
- The contractor attended a service call at Unit 703. A report is pending.

Columbia Seal

- IGU replacements at TH23, the 7th floor common area of Garden Tower, Unit 809 and Unit 1810 have been completed.
- A broken IGU in the Beach Tower lobby has been replaced.
- The contractor repaired broken hinges in Suite 809.

Trotter Morton

- The contractor addressed a boiler leak on P2 in Beach Tower.

ThyssenKrupp

- The elevator refurbishment is in progress and is going very smoothly. The second phase has begun.
- Multiple issues related to burnt out signal lights, call button lights and indicator bells have been reported to ThyssenKrupp.
- Regular maintenance at Garden Tower has been completed.
- Fire system testing in the elevator shafts is complete.

JRV Secure Systems

- The Beach Tower overhead gate camera has been installed.

Good Earth Landscaping

- Regular maintenance continues.
- Replacement of dead plant material (in planters) has been scheduled.
- The contractor has removed the courtyard azaleas in order to proceed with irrigation repairs.

Landscape Reflections

- Winterization of the irrigation system is complete.
- The contractor repaired the broken riser for TH05.
- The contractor repaired a broken main supply in the courtyard.

Rob Cross Carpentry (Handyman)

- The contractor completed touch up painting at the gym and of all P level elevator lobbies.

Canadian Pest Control

- Regular maintenance was completed.

Parkade Levels

- There are 5 stalls on P1 that have installed reserved signs. Each sign is a different size and has a different appearance. The residents assigned these stalls will be identified and asked to remove the signs.

Pool/Gym Areas

- New floor mats for exercising are needed in the gym. Quotes will be obtained.

Miscellaneous Building Issues

- A theft occurred on P1. Columbia Seal tools were stolen, and the matter has been reported to the police.
- Progressive Waste attended the site to service several waste bins that need repair, and to assess the organic waste pickup situation. Issues with leaking trucks have greatly improved.
- Four planters have garden lights and receptacles that are not working. Landscape Reflections has quoted $300 for new fixtures and to install a transformer in each planter at a cost of approximately $1,200.00.
- Window washing has been scheduled for November 2nd through the 20th. Notices have been posted.

Vanco Fire

- Annual testing and repairs have been completed.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held September 30, 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.

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

COMPANY	GL CODE	AMOUNT	DESCRIPTION
THYSSENKRUPP	6722	$39,621.50	25% Cab Modernization
XPERT MECHANICAL	2200	$133.88	1501 Leak
COLUMBIA SEAL	7240	$778.26	IGU Replacement
CANSTAR	2200	$6,870.10	1502 Leak Restoration

LANDSCAPE REFLECTIONS	6517	$106.58	TH5 Broken Riser
GRAND AND TOY	7423	$146.37	Ink Cartridges
COLUMBIA SEAL	3778	$757.48	711 & TH23 IGUs
LANDSCAPE REFLECTIONS	6517	$421.85	Courtyard Irrigation Pipe
CLARK WILSON	6504	$100.80	Letter Review Re 2502
NIKLS	7423	$490.86	Trailer Tires
SIGNS BC ILLUMINATED	7240	$446.25	Line Painting
MICHAEL A. SMITH	7240	$3,984.75	OT & GT Dryer Vent Cleaning
NIKLS	7240	$273.26	Lobby Timer Replacement
NIKLS	7240	$180.60	Investigation re lighting and receptacles

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 September 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.

5. ***Annual General Meeting***:

   (a) The proposed date for the Annual General Meeting has been changed to March 1, 2016.

   (b) The Council Treasurer is in the process of preparing the 2016 draft budget.

   (c) The Strata Corporation is required to obtain or waive obtaining a depreciation report every three years. The first depreciation report was prepared for the strata in 2013. A full copy of the report is on the strata's website.

   The next depreciation report is due in 2016. The Owners will be asked to vote at the Annual General Meeting on March 1, 2016 to either approve the preparation of a depreciation report at an estimated cost of $15,000 or to defer the report. The Strata Council will likely recommend that the next depreciation report be deferred by the Owners. We reviewed the projects and the suggested schedules outlined in the 2013 depreciation report and either completed the projects or

conducted research to provide a more appropriate timeframe for completion of the projects.

Through a combination of increased strata fees in 2014 and 2015 and a special levy in 2015 we have undertaken the proposed roofing and terraces work, IGU replacements, lobby refurbishment, elevator maintenance, cab refurbishment and other small projects. Through research and study outlined in a report prepared by McCuaig & Associates Engineering Ltd. we have determined that the proposed piping and valves replacement project at an estimated cost of $1,800,000 was not recommended for any of the buildings in 2015 and 2016.

ThyssenKrupp Elevator (Canada) Limited recommended that some mechanical work was required for the five elevators in Beach Tower and Ocean Tower in 2015 but additional mechanical work could be deferred for a few years. The required mechanical work in five elevators and elevator cab refurbishment of all elevators is underway and will be completed in 2016. The cost will be approximately one-half of the estimated $1,230,000 that was originally projected for 2016 in the depreciation report.

6. ***Audit***: Reid Hurst Nagy has been instructed to undertake the annual audit following the Strata Corporations financial year end.

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***: There is nothing to report at this time.

2. ***Elevator Project***: The elevator refurbishment project is underway. The Strata Council has obtained quotes from ThyssenKrupp Elevator to provide and install the travel cable required to enable the installation of camera equipment in the elevators and activate future security upgrades in the amount of $62,662.51. JRV provided a quote in the amount of $10,641 to install the camera equipment. The actual cost of this installation is higher than originally expected because the existing elevators did not have the wiring capacity to support cameras. However, Council voted in favour of moving forward with the installation at this time because it is an issue Owners requested at the last Annual General Meeting; the work can be done within the existing budgets without causing a deficit; and undertaking the work while the elevator refurbishment is underway will save the Strata Corporation money in the long run.

3. ***Interior Lobby Refurbishment***: Following a review of the expenses incurred thus far, Council noted there was room in the budget to replace the concierge desk. A decision on the design is pending.

4. ***Bicycle Storage/Parking***: The bicycle tags have arrived. The committee is working on implementing an electronic registration system. Further information will be forthcoming.

5. ***Organic Waste***: Owners are encouraged to wrap organic waste in newspaper or "bag to earth" compostable bags to minimize soiling and smell of the organic totes.

BUSINESS ARISING

1. ***Structural Maintenance:***

   (a) 2015 Repairs and Maintenance: The final details of the projects are in the process of being completed.

   (b) Miscellaneous Repairs: The Strata Manager presented Council with an update of miscellaneous repairs forwarded to RDH for review.

   (c) Units 708/711 Railing Paint: Rob Cross has completed painting the railings.

   (d) Unit 2101 Unauthorized Alteration: RDH inspected the holes drilled through the frames of the existing sliding doors. RDH noted the holes have compromised the water resistance and structural rigidity of the doors, but the IGUs have not been damaged. RDH noted that the only option that would address the structural rigidity of the doors, and mitigate risk of potential water ingress was to replace the existing doors. Council directed the Strata Manager to obtain a quote for the replacement.

   (e) Broken IGU Quote: Prior to the meeting, Council approved quotes from Columbia Seal in the amounts of $1,042 and $721.41, plus tax to replace broken IGUs at Units 3102, 711 and TH23, respectively.

   (f) TH 23 Patio Door: RDH recommended the door be replaced as it presents a risk for water ingress. A quote was requested from Nikls One Call. An additional quote will be requested from Columbia Seal.

   (g) Columbia Seal Change Order: Council signed a change order in the amount of $187 in order to replace a broken hinge in Unit 809.

2. ***Insurance Claims:***

   (a) The Strata's insurers have forwarded a cheque to the Strata Corporation in the amount of $22,883 related to the flood at Unit 1801.

3. ***Building Entrance and Fire Doors***: The Strata Manager confirmed that the quote previously received from Nikls One Call in the amount of $7,790 plus tax included all buildings. The amount will be considered in the draft budget.

4. ***Beach Tower Lobby***: RDH continues to investigate options to address the Beach Tower lobby water ingress. The Engineers suggested this be considered as a project for 2017.

5. ***Maintenance Schedule***:

   (a) Window Washing: Window washing has been scheduled per the Building Manager's report.

   (b) Garbage Chute Cleaning: Garbage chute cleaning is scheduled for November 3rd.

   (c) Irrigation System: The system has been winterized.

   (d) Sprinkler System: Vanco Fire has been authorized to proceed with winterization.

   (e) Electrical Vault Maintenance: Following review of additional information, Council approved the Houle quote in the amount of $7,945 plus tax to undertake electrical vault maintenance with infrared thermographic imaging.

6. ***Bylaw Violations***: There were no new bylaw violations to report.

7. ***Parking***:

   (a) Stall Dispute: Council reviewed further documentation from a unit claiming a parking stall. A final review will take place, but if the Strata Council is unable to determine the validity of the documentation, the Owner will be directed to submit the documentation to their legal counsel for review.

   (b) P1 Audit: The Strata Corporation is currently undertaking a review of P1.

   (c) Visitor Decal Quote: Council reviewed and approved a quote from Nikls in the amount of $150 plus tax for 5 visitor parking stall decals. All residents renting visitor parking stalls must use the decals to verify authorization to use designated rental stalls. A $50 refundable deposit for the decal will be required.

8. ***Fire System***: Council reviewed the requirement for Owners to engage Vanco Fire for any authorized renovations that require changes to sprinkler heads. Council voted in favour of allowing Owners to choose the contractor, provided it is a certified specialist approved by Council.

9. ***Renovations***:

   (a) TH7: At the previous meeting, Council denied the Owner's request to install a cooling system due to the invasive requirements for the installation. The Owner's contractor has requested the Strata Council meet with them to discuss other options. Council will not meet with the contractor, but has suggested the Owner submit a plan to install air conditioning that does not involve any alterations to the structure of the townhouse or its external appearance in accordance with Bylaw 42.24, for review.

   (b) Unit 1707: Following the approval of cosmetic upgrades, it was brought to Council's attention that the Owner moved forward with additional unauthorized alterations. Furthermore, the Owner's contractors left a drywall mess through the

elevators, lobby and parkade. A violation letter has been sent, and fines will be applied accordingly.

10. ***Rental Parking***: The new rental system with use of a rental agreement has been implemented successfully. All rental stalls are now rented.

11. ***Mechanical Quotes***: Further to the Trotter and Morton quotes for backflow repairs and pipe replacements reviewed at the previous meeting, Council reviewed a quote from Xpert Mechanical in the amount of $4,210 plus tax to replace a section of heavily clamped piping in level P1 of the parkade and noted they would need to test the backflows to determine what repairs are required. The Strata Manager will verify whether the pipe replacement is required at this time, and will request that the contractor consider repairing the backflows under warranty.

CORRESPONDENCE

1. An Owner requested the Strata Corporation keep record of a noise complaint made to the Concierge. Although the Concierge did not identify any noise when approaching the unit subject of the complaint, a note has been made of the incident for the Strata's files.

2. Unit 508: Council reviewed correspondence from an Owner expressing concern with the quality of the dryer vent cleaning service provided by Michael A. Smith. Council directed the Strata Manager to arrange for Air Vac (the contractor hired directly by the Owner) to randomly check several vents cleaned by Michael A. Smith and provide a report on their findings. Council will make a decision on changing contractors following this inspection.

   The Owner also noted excessive noise generated from Owners dropping weights in the gym. The Building Manager will obtain a quote for the installation of rubber mats that will minimize noise transmission.

3. Further to correspondence reviewed at the previous meeting, Council reviewed further proof provided by an Owner related to a decision to waive a bylaw violation fine. Council directed the Strata Manager to reverse the fine as stated in the January 2015 minutes.

4. Council reviewed correspondence from an Owner expressing disappointment with Council's decision to consider the replacement of townhouse doors as a possible project for 2016, when funds have been spent on improving the appearance of building lobbies. Council noted that discussions take place each year regarding the projects that will take place in order to raise funds for the proposed work. The replacement of townhouse doors was not included in the current budget. Therefore, Council continues to consider the matter as a possible project for the 2016 budget, which is not yet finalized.

NEW BUSINESS

1. ***Christmas Bonuses***: The Treasurer will confirm the Christmas bonus amounts to be assigned to contractors and employees.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6:35 p.m.

Next meeting: Wednesday, November 25, 2015, 4:30 p.m.

FirstService Residential BC Ltd.

Carolina Ibarra
Strata Manager
Per the Owners
Strata Plan LMS 712

CI/cr

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- ✓ ***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.

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