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INFORMATION IMPORTANTE Buzapue aigulien que le traduzca	중요정보 이 정보를 이해 하십시오
RENSEIGNEMENTS IMPORTANTS Priez de les faire traduire	これは重要な情報です。ご理解ください。
IMPORTANT INFORMATION Please have this translated	重要資料 請入對翻譯

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

*Held on Tuesday, January 22, 2019 at 4:30 p.m.
in the Meeting Room 1501 Howe Street, Vancouver, BC*

COUNCIL IN ATTENDANCE:	Bev Andrews	Treasurer
	Pat Dairon	Secretary
	Kitty Morgan	
	Daniel Wang	
	Andrew DeBenedictis	
	Deborah Austin	
REGRETS:	Mike Gallagher	President
BUILDING MANAGER:	Narendra Chandra	Absent
TRANSITIONS TEAM:	Xantha Radley	FirstService Residential
STRATA MANAGER:	John Boschert	FirstService Residential

The meeting was called to order at 4:38 p.m.

IMPORTANT INFORMATION TO OWNERS

RE: PAYMENT OF STRATA FEES / FSRConnect™ REGISTRATION / FORM K

1. Owners are reminded to submit updated PAD forms for convenient automatic withdrawal of strata fees. **If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604-684-5329.**
2. The Strata Council would like to encourage all Owners to register themselves as users of **FSRConnect™** in order to have online access to the Council Meeting Minutes, Strata Corporation financial records, the Strata's Bylaws and Rules, Engineering Reports, Building Notices, Owners' individual accounts and other general interest public information. To register, please follow the instructions on the last page of these minutes.
3. **Assistance and Access for Residents with No Current Form K:** Owners are advised that the front desk will be limited in their ability to assist occupants not included in the unit information or tenants that do not have a current Form K on file identifying them as associated with a particular strata lot. Owners not in compliance with the Form K bylaws are subject to bylaw infraction notification, which may result in applicable fines.

Owners are advised of the importance of ensuring that a current Form K is on file with the Strata Corporation and is updated at any time there is a change in tenancy and occupants are listed in the unit information.

This includes ensuring that information is updated at any time the unit is no longer tenanted, as current mailing and contact information on file will require updating if changed to being Owner occupied.

GUEST BUSINESS

1. **Hearing Request SL0177 Re: Noise Complaints:** At the request of the strata lot Owner, a hearing was conducted with the Strata Council, related to ongoing alleged noise and bylaw infractions from a neighbouring strata lot. The hearing was completed and information provided to Council related to the Owner's concerns. Council thanked the Owner for attending and was excused from the meeting.

It was moved and seconded by Council to further investigate the complaints, attend to potential bylaw infractions, review potential steps to be taken to mitigate continued disturbances and document the events as occurring, to determine the extend of noise levels. **CARRIED.**

BUILDING MANAGER REPORT

Council has reviewed the monthly report provided by the Building Manager and the content and details provided at this time. Specific items to be discussed and actioned, as contained in the report, will be directed to the Building Manger and Strata management by Council for completion by the appropriate service provider or follow up by onsite building services.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

1. It was moved and seconded to approve the Minutes of the Strata Council Meeting held November 27, 2018 as circulated. **CARRIED.**
2. It was moved and seconded to amend the Council Meeting Minutes of July 31, 2018 to include the noted as summarized below. **CARRIED.**

Hearing Request SL0177 Re: Noise Complaints: At the request of the strata lot Owner, a hearing was conducted with the Strata Council, related to an ongoing alleged noise and bylaw infractions from a neighbouring strata lot. The hearing was completed and information provided to Council related to the Owner's concerns. Council thanked the Owner for attending and was excused from the meeting.

Council notes that the discussion at that time was to be monitor while a review of additional information and nature of the complaints is warranted.

TREASURER'S REPORT

- I. **Monthly Statements:** The December 31, 2018 Current Year Net Surplus of \$9,688 will be adjusted by the auditors as invoices for 2018 are received from suppliers in January 2019 and the accruals for utilities are adjusted. The most significant cost overrun in 2018 was in account 6722 Mechanical System Upgrade due to numerous required, but unplanned repairs. The audited financial statements will be made available to the owners when they are completed.

Owners may go to the Strata's website www.888beachvancouver.com to view the financial statements. The **Owners' Only** section of the website can be accessed as follows:

User I.D.: owners

Password: \$B15Sea8

- II. **Account Balances:** The current balances for the period ending December 31, 2018 in the appropriate funds are as follows:
 - Total Cash Balance \$1,474,647 (Including CRF Balance)

- CRF Balance \$ 558,320 (Contingency Reserve Fund)
- III. **Arrears:** Council reviewed the accounts receivable as of December 31, 2018. There are very few Owners who currently owe amounts to the Strata. Monthly statements are sent to all Owners who have balances due. Council requests that Owners who receive statements contact the Strata Manager to arrange for immediate payment in full of overdue amounts. An Owner must be paid up in all arrears of strata fees and special levies in order to vote at the Annual General Meeting.
- IV. **Contingency Reserve Fund (“CRF”):** The activity in the CRF during 2018 was reported in the monthly financial statements that are posted on the strata’s website. The CRF is used for emergency expenditures and for insurance claims and recoveries. The December 2018 financial statement reports expenditures totaling \$54,030 for some re-piping, an AC vault replacement and insurance claims, net of some recoveries. The 2019 budget will include an allocation to the CRF to reimburse these expenses and to bring the CRF balance to the amount required by law.
- V. **Structural Fund:** Approximately \$335,000 of the Structural Fund was utilized in 2018 to cover work on renewal of the tiles at the front entrances of the townhouses on the three sides of the complex that were not completed in 2017, replacement of irrigation and re-planting in the planters on the decks of Ocean Tower after the renewal project, major repairs and re-planting of most of the townhouse planters on the south side of the courtyard and IGU replacements. The remainder of the 2018 allocation to the Structural fund is earmarked for projects that were budgeted in 2018 but will be completed in early 2019 including replacement of townhouse front doors, replacement of a patio door, various projects on townhouses 1-4 related to water ingress and replacement of roof top lights. The yearend balance of the Structural Fund will be carried forward to 2019 and further funds will be allocated to it in the 2019 budget. The renewal work at the lobby entrance to Ocean Tower is currently underway and the cost of the project will be covered by the Structural Fund. The Structural Fund was established many years ago to handle the required major repairs and renewals that occur annually in the complex. Without this fund, it would be necessary to have a special levy every year to cover this required maintenance.
- VI. **Interior Refurbishment Fund:** The Interior Refurbishment Fund was established in 2015 to provide funding for the refurbishment of the elevators and the lobbies. The work was completed in 2017 and the remaining balance of approximately \$5,300 will be used for lobby repairs and refurbishment as required.
- VII. **2019 Operating Budget:** Strata Council is recommending an increase of approximately 3% in strata fees for 2019. The operating fund budget for 2019 and budget commentary will be distributed to owners with the Annual General Meeting packages in February.
As mentioned above, the budget will include a repayment to the Contingency Reserve Fund. It will also reflect increases in expenses for insurance, utilities, exterior landscaping and mechanical systems upgrades.
There is no special levy proposed for 2019.

VIII. **Depreciation Report:** The Owners approved an expenditure for the preparation of a Depreciation Report in 2018. The first draft of the report will be sent to Strata Council for review in February 2019. The final report will be made available to Owners.

1. ***Review of Accounts Receivable:*** Council reviewed the Accounts Receivable Report and are satisfied at this time. Those strata lots with outstanding payments to the Strata Corporation have been notified accordingly for the reporting period. Owners who may be in arrears to the Strata Corporation are advised to make payment arrangements in order to avoid penalties and further collection action.

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.

Owners are required to submit a PAD form, post-dated cheques or arrange for direct deposit through their financial institution for payment of strata fees.

If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604-684-5329.

2. ***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.
3. ***Monthly Statements:*** It was moved and seconded to approve the financial statements for November - December 2018. **CARRIED.**

Owners may also view the most recent financial statement and 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. ***AVID Invoice Procedures:*** Further review and procedures for **AVID** invoice approvals and reporting are ongoing with the Treasurer and Building Manager for efficiency and coding verification in payment processing.

It was moved and seconded for the Strata Manager to process monthly payments related to contracted maintenance and services. **CARRIED.**

5. ***Audit 2018:*** The 2018 audit is in progress.
6. ***Year-End/Budget & AGM Planning:*** The upcoming budget and additional Annual General Meeting preparation items were discussed. The AGM has been set for March 5, 2019.

COMMITTEES

1. ***Fitness Centre:*** Building Manager to verify the rowing machine has been repaired satisfactorily and there are no further concerns.
2. ***Landscaping:*** No report this month.
3. ***Elevators:*** A review was conducted of the regular maintenance deficiencies identified in the Elevator Maintenance Inspection Report produced by KJA Consultants Inc. and responses from the service provider.

Council has requested that concerns be escalated to management at ThyssenKrupp and a meeting be coordinated with representatives from the service provider and the Committee.

The status of the mandatory BC Safety Authority fire key upgrade, that has not been completed, will be addressed at this meeting.

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.

BUSINESS ARISING

1. ***Exterior Maintenance:*** The scope of work related to the exterior planter waterproofing has been completed with no deficiencies to report.
2. ***Townhouse Steps and Door Replacement:*** The door replacements required are in progress for completion.
3. ***Elevator – Firefighter Key Switch Replacement:*** See “Elevator Committee” report.
4. ***Vanco Life & Fire System Repair Work:*** The scope of work has been completed with no deficiencies to report.
5. ***CO Sensor and Gas Detector Repairs:*** The scope of work has been completed with no deficiencies to report.
6. ***Bylaw Review:*** Council reviewed estimates provided for a full bylaw review. As there will be considerable time involved for legal and council review of the potential amendments this matter will be discussed further after the AGM and brought forward by the new council.
7. ***Air-Condition Installation Request:*** The Strata Manager has provided RDH Building Science with a sample of an existing A/C installation guideline. Once RDH has reviewed and a response provided, Council will review as to next steps.

Owners are advised that any renovation(s) that involves the building envelope and potentially compromising such are not likely to be approved at present pending further professional review of specifications and installation protocol.
8. ***Insurance Renewal:*** It is confirmed that the annual insurance renewal has been completed and required coverage is in place.

Owners are advised to ensure they provide a copy of the updated Insurance Summary from to their insurer when obtaining personal coverage. A copy of this document is available to all owners on **FSR Connect™**
9. ***Townhouse Water Ingress:*** RDH Building Science has completed their investigation and sourced the origins and scope of work to repair leaks. The scope of work required to the entrance exterior stairway area and planters is in progress. There is no further in-suite restoration required at this time.
10. ***Invoice Reimbursement Request:*** The invoice submitted requires further review for clarification and an itemized scope of work of services provided in order to proceed with payment processing.

CORRESPONDENCE

1. ***Bylaw Violation Summary Report:*** Owners are advised that they are requested to complete a bylaw complaint form, which is available on **FSRConnect™** or at the front desk and submit to the Property Manager for Council's review and consideration.
2. ***Correspondence Received Re: Noise Complaints:*** Council has reviewed correspondence and complaints received from neighbouring strata lots related to noise disturbances. Council will be investigating further, taking appropriate action in accordance with the bylaws, including recommending hearings with Council individually with the parties involved.
3. ***Correspondence Received Re: Water Ingress to Strata Lot from Common Property:*** Council has reviewed the correspondence and the water ingress matter was addressed on a temporary basis and restoration services provided. The final repairs are in progress by RDH as part of the Ocean Tower entrance project, which was assessed as the source of the water ingress.
4. ***Correspondence Received Re: Various Communication/General Repairs and Feedback:*** Strata Council does very much appreciate the Owners' feedback, ideas, and constructive comments which are communicated regularly.
5. ***Correspondence Received Re: Water Ingress to Commercial Unit from Common Property:*** Council has reviewed the communications provided and require further details on the invoice presented and scope of work invoiced for payment processing of emergency restoration services.
6. ***Correspondence Received Re: General Repairs and Feedback:*** Council has reviewed the communications provided and noted the areas which are required for further general repair and maintenance.
7. ***Correspondence Received Re: General Repairs and Feedback:*** Council has reviewed the communications provided, will consider suggestions provided and noted the areas which are required for further general repair and maintenance.
8. ***Correspondence Received Re: Ceiling Leak to Bike Storage:*** Council has reviewed the communications provided, will request RDH to investigate further the potential source and recommended action required to mitigate continued ingress.
9. ***Correspondence Received Re: Chargeback Dispute:*** Council has reviewed the communications provided and will request additional reporting from the service provider in order to investigate further.
10. ***Correspondence Received Re: Reconsider A/C Installation for Approval:*** Council has reviewed the communications provided. See Item #7 under "Business Arising".

NEW BUSINESS

1. ***Telus Fibre Optic Installation:*** It was moved and seconded that the proposal will not be considered at this time. **CARRIED.**
2. ***Houle Electrical Vault Maintenance:*** It was moved and seconded to proceed with the required vault preventative maintenance and infrared scanning. **CARRIED.**

Note: There will be electrical power service interruptions during the maintenance activities and residents will be notified accordingly for service interruption dates and times once confirmed.
3. ***RDH Update:*** Current projects ongoing or under investigation:
 - a) Ocean Tower: The project scope to address water ingress to a number of strata lots is in process for completion
 - b) SL0004: Reported skylight leak is under investigation for recommended scope of work to mitigate future water ingress.
4. ***Depreciation Report Update:*** See "Treasurers Report" Item VIII.
5. ***P2 Beach Tower A/C Unit:*** The out of service A/C unit located on the P2 parkade level will be decommissioned and removed as it is no longer required or functional.
6. ***Electric Vehicle Charging:*** Council will be reviewing information provided related to the installation of electrical vehicle charging stations and seek legal clarification to the current bylaw/rules for governance and change of use considerations.
7. ***Indemnity Agreements / Renovation Requests for Approval:***
 - a) ***Renovation / Indemnity Agreement Approval SL0163:*** It was moved and seconded to approve the scope of work as submitted. **CARRIED.**
 - b) ***Renovation / Indemnity Agreement Approval SL0114:*** It was moved and seconded to approve the scope of work as submitted. **CARRIED.**
8. ***Automatic Door Openers for Installation:*** Council has requested for budget quotes and scope of work for review to install automatic door openers at various locations throughout the building.

TERMINATION OF MEETING

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

Next meeting: Thursday, February 28, 2019 at 4:30 p.m.

FirstService Residential BC Ltd.



John H. Boschert
Strata Manager
Per the Owners
Strata Plan LMS 712

JB/db

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

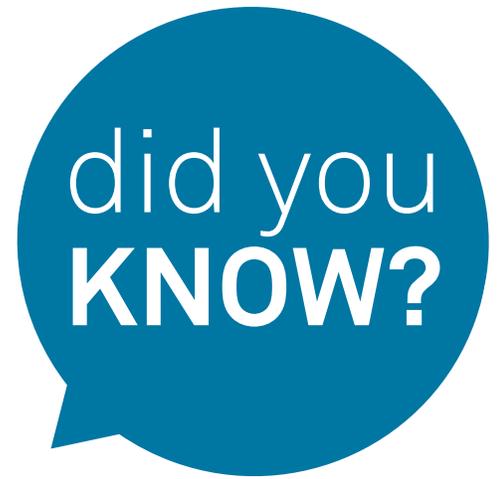
Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

FSRConnect™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.



**FS Insurance
Brokers**



Condo Owners' Coverage

Imagine returning home from the month-long vacation of your dreams to an onslaught of voice-mails and letters. You soon discover that a leak originated in your unit while you were away, and even though you'd thought about getting insurance, you never did. Now, you are legally (and personally) responsible for damages and repairs. The Strata Council is seeking payment of the building's insurance deductible and your neighbors are suing for damages. *Did you know* that Condo Owners' Coverage is available to help in situations exactly like this? Don't wait until it's too late!

Condo Owners' Coverage provides protection for:

- Deductible Assessment Insurance
- Loss Assessment Coverage
- Additional living expenses
- Upgrades inside the unit
- Personal contents
- Personal liability
- Leak originating in your unit causing damage to:
 - Your unit
 - Neighboring units
 - Common property



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