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RENSEIGNEMENTS IMPORTANTS	Prière de les faire traduire	これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE	Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG	Xin nhờ người dịch hộ	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

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

*Held on Tuesday, May 26, 2020
Via Zoom Video Conferencing*

COUNCIL IN ATTENDANCE:	Daniel Wang	President
	Andrew DeBenedictis	Vice-President
	Bev Andrews	Treasurer
	Pat Dairon	Secretary
	Mike Gallagher	Member
	Doug McDougall	Member
	Kitty Morgan	Member
GUESTS:	Kim O'Pray	FirstService Residential
	Sue Matthews	FirstService Residential
BUILDING MANAGER:	Narendra Chandra	
SENIOR STRATA MANAGER:	Cam Carruthers	FirstService Residential

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

IMPORTANT INFORMATION TO OWNERS

RE: PAYMENT OF STRATA FEES / FSRCONNECT REGISTRATION / FORM K

- 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.***
- 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.
- ***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.

BUILDING MANAGER REPORT

Council has reviewed the monthly report provided by the Building Manager. Specific items to be discussed and actioned, as contained in the report, will be directed to the Building Manager and Strata Manager by Council for completion by the appropriate service provider or follow-up by onsite building services. Items to note include:

- As units have been renovated, a few units have relocated their water shut off valve. Council has decided that an inventory be completed by the Concierge staff to determine the location of the shut-off valves within each unit as not only an updating exercise but also as an education exercise as likely a number of residents are not aware of the location of the water shut off valve in the event of an emergency. The Building Manager will provide a schedule and notice to be sent to all residents advising of details once confirmed.
- Concierge staff are overwhelmed with the number of complaints that are received by phone or text. A significant number of complaints continue to originate from only two units.

NOTICE TO RESIDENTS: Council would like to remind all Residents that complaints are to be submitted in writing on the approved complaint form available from concierge. The Concierge is not always available at the front desk as they require time to fulfil other duties on behalf of the Strata Corporation. Residents cooperation is appreciated.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held April 28, 2020 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Strata Council reviewed the accounts receivable as of May 21, 2020. All Owners are reminded of the Special Levy approved at the Annual General Meeting is now past due and statement of accounts were sent to all owners with an arrears balance.

NOTICE TO OWNERS: All Owners are reminded that the Special Levy approved at the Annual General Meeting is now past due. Statement of accounts were sent to all owners with an arrears balance. ***Any units with unpaid Special Levies must arrange payment by July 1, 2020 to avoid late payment fines of \$200.00.***

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.

It was moved and seconded to commence legal action against Strata Lot #251 for the collection of unpaid arrears. **CARRIED.**

It was moved and seconded to issue a final warning letter to Strata Lot 201 and proceed to issue a lien if payment is not received. **CARRIED.**

2. **Report on Unapproved Expenditures:** The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

It was moved and seconded to pay Milani Plumbing in the amount of \$1,545.75 from the Contingency Reserve Fund for a 4th floor emergency leak investigation. **CARRIED.**

3. **Monthly Statement:** It was moved and seconded to approve the financial statement for April 2020. **CARRIED.**

Any Owner wishing a copy of the Strata Corporation's monthly financial statement should contact FirstService Residential during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday or go to the Strata's website www.888beachvancouver.com.

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

User I.D.: owners

Password: \$B15Sea8

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.

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.

COMMITTEE REPORTS

1. **Landscaping:** The Committee met to review current landscaping issues. There will be no changes in landscaping until after the podium project is complete.
2. **Fitness Centre:** A discussion took place regarding possible re-opening the pool and gym facilities. Council agreed they should revisit this at a later date in the interest of the safety of all residents.
3. **Elevator:** The Committee met with a ThyssenKrupp Elevator representative who will prepare a revised proposal and maintenance contract. The Committee is seeking the assistance of an elevator project manager to oversee the elevator refurbishment project.
4. **Renovation:** The Committee will not be approving any renovation requests during the COVID-19 pandemic.
5. **Personnel:** The Building Manager was asked to provide Council with a date to complete a three month review for a new staff member.

6. **Neighbourhood Issues:** There have been some changes in traffic due to COVID-19. Bicycles are not allowed on the seawall. Portions of Beach Avenue have been closed to traffic to accommodate bicycles and there is no proposed end date at this stage.
7. **Bike:** The Committee will be undertaking a bike audit in the near future. Notices will be provided to all residents once a date is confirmed. Urban-Racks has been awarded the contract to install new bike racks and the Committee is awaiting the arrival of the new racks. The Committee noted that those listed on the waiting list for bike space should have priority for space on the new racks and this can be accomplished in conjunction with the bike audit.
8. **Security:** A fob audit will be a priority once Covid-19 restrictions are lifted. Follow-up notice to be prepared and sent to residents as a reminder to ensure that residents surrender their fobs to the Building Manager once they vacate their unit.
9. **EV Charging:** Nothing to report at this time. Committee will meet with Power Pros.

BUSINESS ARISING

1. **Directives:** The directives from the previous Council meeting have been reviewed with Council. Council is satisfied that they are being attended to at the present time. All items currently in progress are contained in these minutes.
 - (a) **Drain cleaning:** Advance notice will be sent to all units requiring access to complete kitchen drain cleaning. Once a date has been scheduled, further notification to be sent to these units.
2. **Bylaw Review:** This has been tabled to a later date.
3. **Podium Renewal:**
 - (a) **RDH Proposal for Design Services:** RDH Building Science have been provided with a signed agreement to proceed with the design phase and Council is awaiting further updates.
 - (b) **Landscaping Proposal:** Nancy Paul, Landscape Architect, has been provided with a signed agreement to proceed with Stage 1 – Schematic Plan and Stage 2 – Detailed Planting Plan. Council is awaiting further updates.
4. **Deck Repairs:** Deck repairs are in progress following approval submitted to Final Restoration Ltd.
5. **Spring Preventative Maintenance:**
 - (a) **Window Cleaning:** Non-accessible window cleaning is currently in progress.
 - (b) **Courtyard Pavers:** This item is now complete.
 - (c) **Rooftop Lighting:** The Building Manager previously received a quote in the amount of \$11,450 plus taxes for 12, 40W LED fixtures. Further discussion tabled to a later meeting.

- (d) **IGU Window Replacements:** Many of the IGU (windows) units have been delivered to the site. However, installation has been delayed due to COVID-19 pandemic. Columbia Seal have suggested a tentative start date of July 6, 2020 to commence this project subject to health officer guidelines. Building Manager to provide a list of units that will be affected by this work so that a notice can be issued to prepare them for this as well as to inform units that a confirmed schedule will be provided thereafter.
- (e) **Seismic Gas Shut-off / Fireplace Inspection Quote:** Strata Council has received the revised quote to inspect / re-start fireplaces after the seismic gas shut-off valve has been replaced. This work has been delayed due to COVID-19 pandemic.
6. **Milani In-Suite Servicing:** This has been deferred to a later date.
7. **Covid 19 Requirements & Compliance:** Residents of a unit returned from another country but did not quarantine within their unit for 14 days following their arrival. The Police were contacted to report the incident.

NOTICE TO RESIDENTS: Residents are reminded that they must comply with the applicable Covid-19 requirements and Quarantine Act including but not limited to, staying home; not entering common areas; and self-isolating if you are returning from another country.

8. **Proposal to Lock off Penthouse:** A quote of \$4,451.43 was received from Thyssen Krupp Elevators to install lock keys for the three elevators in Beach Tower to provide elevator access to the 33rd floor for only the Owners of two penthouse units in Beach Tower. The cost of this work will be charged to the two units on that floor. Council agreed that once the final costs had been determined, both units would be contacted in writing with a breakdown of the expenses. Council will then require their signed approval for the expense quoted for this work. In addition, Council would require that full payment for the project be made prior to the commencement of the work.

CORRESPONDENCE

1. **Reports from FSRConnect™:** The Strata Council reviewed a summary of letters and violations that were issued since the last meeting. Strata Council reviewed the complaint process and have agreed to the following:

All complaints must be in writing. A copy of the complaint form is included with these minutes. Copies are also available from concierge. It is the responsibility of the person submitting the complaint to identify which Bylaw or Rule is being violated. Copies of Bylaws and Rules can be found on *FSRConnect™*. All complaints that are submitted will result in an “alleged” infraction letter which gives the Resident 14 days to respond in writing or request a hearing. Strata Council will then review all ‘open’ alleged infractions at their next meeting and make their decision on a case-by-case basis, depending on the information that they have available to them.

- (a) **Bylaw Infraction: Unscheduled Move – SL 247:** It was moved and seconded to impose a fine of \$200.00 as the move was not scheduled with the Concierge.
CARRIED.

- (b) **Bylaw Infraction: Other – SL 177:** Strata Council received complaints and noted that infraction letters are that due to be sent to the unit Owner after 14 days will be reviewed during the next meeting.
- (c) **Bylaw Infraction: Other – SL 185:** Strata Council received complaints and noted that infraction letters are that due to be sent to the unit Owner after 14 days will be reviewed during the next meeting.

2. **Correspondence Received:**

- (a) **Gate Concern:** Strata Council reviewed a concern from an owner regarding the behaviour of some drivers in the parkade. The Strata Council acknowledged the incident and agreed that there should only be one vehicle going through the gate a time.

NOTICE TO RESIDENTS: Residents are reminded that only one vehicle should enter or exit the parkade gate at a time. Residents should not tailgate other vehicles in accordance with the following Bylaw.

38.15 A resident must ensure that only one vehicle traverses the P1/P2 vehicle gates during each gate opening.

- (b) **Charge Back Dispute:** Strata Council reviewed a request to reverse a charge back relating to the second cleaning of soot from the exterior of the building. Council denied this request as it was noted the soot appeared again after the first cleaning of the exterior of the building.
- (c) **Plumbing Charge Back Dispute:** Strata Council reviewed a request for a charge back relating to a Milani call out to clear a blockage from a washing machine drain which took half a days' labour. Council confirmed that the washer drains and storm drains are not related and therefore the cost is applicable to the Owner, and the request for reversal is denied.
- (d) **Podium Project Office:** Strata Council reviewed a request for an update on the location of the office and base camp for this project. Strata Council noted that it is likely too soon to determine this, however, it is likely to be set up on the P1 level.
- (e) **Bicycle Fine Dispute:** Strata Council reviewed request for the reversal of a fine issued for carrying a bicycle into the elevator. Council noted that there were extenuating circumstances and based upon the Owner's explanation, it was agreed to reverse the fine. Strata Council requested that resident ensure it does not happen again and in future the Owner should contact Concierge for access, if it is needed
- (f) **33rd Floor Condition:** Strata Council reviewed correspondence relating to the condition of the 33rd floor. The building manager is to inspect and will be recommending some general maintenance and repairs.
- (g) **Covid-19 Use of Walkways:** Strata Council reviewed correspondence advising that residents are using the 5th floor of Beach Tower to access the California walkway to exit the building near Howe St. shops. Owners are advised to exit Beach Tower only via the lobby or parkade exits at this time.

NOTICE TO RESIDENTS: Residents are politely reminder to refrain from using the walkways and entering and exiting through the parkade during Covid-19.

- (h) **LED Light Charge Back:** Strata Council reviewed correspondence requesting a reversal of charge back relating to a replacement LED light. Council noted that the cost was significant and agreed to reverse the charge. Building Manager is continuing to source alternative lighting.
- (i) **Soffit Maintenance:** Strata Council reviewed correspondence reporting a soffit maintenance issue. Building Manager to follow up for contractor to inspect.
- (j) **Damaged Cushions:** Strata Council were advised by an Owner of damage to their patio furniture caused by a deck restoration company. Building Manager to follow up to confirm dollar amount being requested as compensation.
- (k) **Air Conditioning/Cooling Device:** Strata Council reviewed correspondence relating to fines being applied for an unapproved air conditioning unit/cooling device installed on the units' balcony. The owners advised that City Approval had been obtained, however, Strata Council confirmed that the installation is a violation of the Strata Corporation Bylaws and City approval is not relevant. Only self-contained units are permitted.
- (l) **Leak Follow Up:** Strata Council reviewed correspondence requesting Strata Council's assistance in obtaining contact information for the Owner of the unit that was the source of a leak where water leaked into several units below.

NEW BUSINESS

1. **Sump Cleaning Quote:** It was moved and seconded to approve a quote from Milani Plumbing in the sum of \$2,500 + GST to clean out the sumps. **CARRIED.**
2. **Water Leak:** Report provided to Council from Barclay Restoration for emergency attendance to a leak from Strata Lot #98. The source of the leak was a water filter within the unit causing subsequent damage to four other units. The damage is below the Strata Insurance deductible, therefore, no claim to the Strata's policy is required.
3. **RDH Report:** Report received from RDH in relation to a leak investigation. Strata Council confirmed that authorization has been provided to RDH to proceed with the next step to completing exterior window repairs. It was also noted that condensation was also a source of the water/dampness and a copy of the report will be sent to the unit Owners for information.
4. **Courtyard Noise:**

NOTICE TO RESIDENTS: Residents are politely reminded that the courtyard is for the quiet enjoyment of residents and, therefore, any noise should be kept to a minimum to avoid disturbance to other residents.

The Strata Council is reviewing signage for this location.

5. **Strata Corporation Insurance:** The Strata Council are having ongoing communication with FSR Insurance Manager to continue to seek full insurance coverage for the building.

GUEST BUSINESS/CHANGE OF STRATA MANAGER

The Strata Council welcomed the new Strata Manager, Kim O'Pray to the building and thanked Cam Carruthers for the service he has provided on behalf of the Strata Corporation and Council.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6:32 p.m.

Next Meeting: Tuesday, June 30, 2020, 4:30 p.m. via video conference.

FirstService Residential BC Ltd.



Kim O'Pray
Strata Manager
Per the Owners
Strata Plan LMS 712

KO/ac

Email: info.bc@fsresidential.com
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**

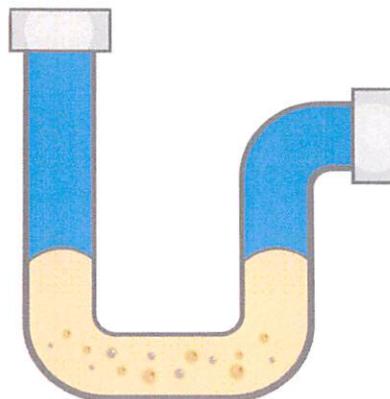
did you
KNOW?

Think Before Dumping it in the Sink

Did you know pouring grease down your kitchen sink may lead to clogs in the drainage lines, which may ultimately lead to flooding of units and the building itself? **As a unit owner, you may be responsible for the cost of repair and clean-up if the clog is sourced to your unit.**

Keep the following away from sink drains:
(and tub drains, shower drains, and toilets, too!)

- Grease, fats, oils
- Coffee grounds
- Egg shells
- Produce stickers
- Flushable cat litter
- Paper towels
- Cotton balls



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