

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

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 ਉਲੱਥਾ ਕਰਵਾਓ

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

***Held on Tuesday, June 30, 2020
via Zoom***

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
BUILDING MANAGER:	Narendra Chandra	
STRATA MANAGER:	Kim O'Pray	FirstService Residential

The meeting was called to order at 4.33 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:

- RDH completed deck work for Th 2, Th 3, Th 4, Th 15, Th 16, and 401.
- Columbia Seal have completed installing new membranes in the BT, OT, and GT mechanical rooms.
- Milani to clean kitchen sink drains – July 6 and 7
- Water Shut off Valve inventory to be carried out from July 13 to July 27
- Columbia Seal – IGU Replacement from July 06 - yet to be confirmed by Columbia Seal.
- It is noted that a number of sliding door wheels are failing.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

A typo was noted in the previous minutes under 'New Business – Page 6. The number of gates should read '4' and not '9'. It was moved and seconded to approve the amended Minutes of the Strata Council Meeting held May 26, 2020. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Strata Council reviewed the accounts receivable as of June 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.

As of June 25, 2020, four Owners have outstanding balances on their monthly Strata fees. One of these accounts has been sent to a lawyer for collection.

\$27,852 has not been collected on the \$200,000 Special Levy. Any amounts not paid by Monday, July 6, 2020 will be subject to a fine of \$200 for late payment.

Payment of monthly Strata fees by automatic debit did not cover the payment of the special levy. Owners were required to complete a new authorization form for the special levy payments or to issue a cheque.

Statements of account from FirstService Residential are only sent to Owners who have overdue balances. If you receive a statement, it means that you owe money to the Strata. Please make arrangements to pay your account immediately.

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. **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 \$5,397.00 from the Contingency Reserve Fund for 50% down payment of sumps. **CARRIED.**

It was moved and seconded to pay Cross Carpentry in the amount of \$7,875.00 from the Contingency Reserve Fund for emergency restoration work to commercial units following kitchen drain flood. **CARRIED.**

3. **Monthly Statements:** It was moved and seconded to approve the financial statements for May 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 **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. **Contingency Reserve Fund ("CRF")**

The CRF is used during the year to cover emergency expenditures that are not part of the Operating Fund budget. The CRF will be used to cover the emergency expenditures related to the flood resulting from the back up of kitchen drains in Beach Tower. These costs are being tabulated and will likely be in excess of \$85,000.

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:** There will be no changes in landscaping until after the podium project is complete. RDH provided a report that included a recommendation to remove the tree out of the TH5 deck planter. RDH will provide suggestions for a non-invasive replacement planting.
2. **Fitness Centre:** Correspondence received from several Owners requested an update for re-opening of the amenity facilities. They also provided suggestions as to how this might be done.

The Strata Council reviewed several factors including an article provided by Clark Wilson and agreed that the facilities should remain closed at this time for the reasons that follow. This decision will be reviewed once again at a later date depending upon BC health authority announcements.

- (a) The City of Vancouver has reopened outdoor pools only. Private gyms have also re-opened. Both types of facility require the hiring of staff to facilitate and oversee the opening, cleaning and management of the facilities. The Strata Corporation is non-profit and does not have a budget item to hire individuals to regulate and ensure COVID-19 compliance and to provide additional cleaning.
 - (b) The Concierge & Building Management staff cannot facilitate the individual booking system that would be required to limit occupancy and possible 'per household' access.
 - (c) The Strata Corporation would be required to hire an additional cleaning person to accommodate the usage which is not included within the annual budget.
 - (d) Compliance with WorkSafe BC is required and this process involves significant work and review.
3. **Elevator:** The Committee is seeking the assistance of an elevator project manager to oversee the mechanical upgrades that are required for the elevators.
 4. **Renovation:** The Committee has agreed to permit renovations once again providing that all contractors and unit Owners comply with Covid-19 safety requirements.
 5. **Personnel:** Council is scheduling a date to complete a three month review for a new staff Member.

6. **Neighbourhood Issues:** Portions of Beach Avenue have been closed to traffic to accommodate bicycles. This has been extended until the end of summer. Vancouver Park Board announced that it will begin opening concession stands on July 7, 2020.
7. **Bike:** Notices have been issued to all residents relating to the bike audit. The committee has purchased the tags that will be necessary to complete audit. Bike racks are starting to arrive from Urban-Racks. Residents will be contacted again to make arrangements if vehicles need to be moved for the installation.
8. **Security:** Nothing further to report at this time.
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.
2. **Bylaw Review:** Nothing to report at this time.

NOTICE TO RESIDENTS: Residents are politely reminded to ensure that they keep their dogs on a leash at all times within all common areas in accordance with the following Bylaw:

- 5.2 *A resident or visitor must ensure that all animals are leashed or carried when on the common property or on land that is a common asset. A pet found loose on common property or land that is a common asset may be delivered to the municipal pound at the cost of the strata lot owner.*
3. **Podium Renewal – Update:** RDH Building Science will issue a design report in July 2020. It will include a summary of the work that needs to be done on the exterior and interior podiums including estimated costs. RDH will meet with the Strata Council to review the report and to determine a schedule for the next phase which will include a presentation to the Owners. Currently RDH is holding online meetings with Owner groups and this may also be necessary for our Strata.
4. **Deck Repairs – Update:** RDH completed deck work for Th 2, Th 3, Th 4, Th 15, Th 16, and 401.
5. **Spring Preventative Maintenance:**
 - (a) **Window Cleaning:** This is now complete.
 - (b) **Rooftop Lighting:** The Building Manager previously received a quote in the amount of \$11,450 plus taxes for 12, 40W LED fixtures. Further discussion will continue at a later meeting.
 - (c) **IGU Replacements:** Notices have been issued to units advising of tentative date provided by Columbia Seal to commence IGU Replacement from July 6, 2020.

- (d) **Seismic Gas Shut-off / Fireplace Inspection Quote:** Strata Council has previously approved a quote to inspect / re-start fireplaces after the seismic gas shut-off valve has been replaced. A date has now been scheduled for July 21, 2020 between 9 a.m. and 5 p.m. for the installation of the seismic gas shut off valve. A notice will be sent to residents in due course with details of the relighting of the fireplaces.

6. **Milani In-Suite Servicing:** This has been deferred to a later date.

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: Pets – SL 40:** Strata Council reviewed details of the alleged infraction and will not impose a fine but request future compliance from the owner.
- (b) **Bylaw Infraction: Unapproved Renovation – SL 65:** It was moved and seconded to impose a fine of \$200.00 as the renovation began before the Owner had submitted an application to do a renovation. **CARRIED.**
- (c) **Bylaw Infraction x11: Noise – SL 185:** Strata Council could not verify the disturbance and agreed not to issue fines. Council is reviewing alternative resolution options.
- (d) **Bylaw Infractions x2: Noise – SL 234:** Section 135 Hearing held with Council to review these. It was moved and seconded to impose one fine of \$200.00 as the noise complaints were received by two different units. **CARRIED.**
- (e) **Bylaw Infraction: Noise & Smoking – SL 131:** Strata Council reviewed details of the alleged infraction and will not impose a fine but request future compliance from the Owner.
- (f) **Bylaw Infraction: Oil Stain to Parking Stall – SL 157:** Strata Council reviewed details of the alleged infraction and noted that the oil stain has been cleaned and agreed not to fine.
- (g) **Bylaw Infraction: Safety – SL 247:** It was moved and seconded to impose a fine of \$200.00 as the residents did not self-isolate for 14 days. **CARRIED.**

- (h) **Bylaw Infraction x3: Noise – SL 177:** Strata Council could not verify the disturbance and agreed not to issue fines. Council is reviewing alternative resolution options.

2. **Correspondence Received**

- (a) Strata Council reviewed correspondence requesting that the resident be permitted to install a bike stand within their parking stall. The resident also requested a reversal of move-in charges. Council noted that as there was no security required for the move, it was agreed to reverse the move charge. Council has, however, requested more details of the proposed bike stand for further review.
- (b) Strata Council reviewed correspondence requesting a charge back be reversed for wear and tear damage repairs to an Owner's unit door. Council noted that the contractor was requested to provide a quote but proceeded with the repairs without providing a quote. Given that the Owner was not provided with advance notice, this charge back will be reversed. The Council noted that any future damage will be charged back to the unit Owner.
- (c) The Strata Council reviewed correspondence requesting that renovations commence once again. Council discussed this earlier in the meeting and agreed to permit renovations providing Covid-19 safety requirements are followed and complied with. Owners that wish to renovate must complete a Renovation Request Form that can be obtained from the Building Manager as well as sign an Indemnity Agreement prior to the start of a renovation.
- (d) The Strata Council reviewed correspondence providing details and observations of an ongoing matter involving two units. Council noted the details and decided that no further action is required.
- (e) The Strata Council reviewed correspondence reporting an issue with soffit repairs. It is noted that RDH will be further investigating this.
- (f) The Strata Council reviewed several requests for the amenity facilities to be re-opened. Council considered these requests earlier in the meeting under 'Fitness Centre'.
- (g) The Strata Council reviewed correspondence expressing appreciation for the help and assistance of our Building Manager, Narendra Chandra. Council appreciated the feedback, acknowledged the comments, and passed them along to the Building Manager.
- (h) The Strata Council reviewed a complaint from an Owner that they had requested that the Concierge to collect a violation form but the Concierge refused to do so. Council noted that it is not within the Building Manager's scope of work to collect violation forms but rather it is the responsibility of an owner/resident to collect and submit the form themselves.
- (i) The Strata Council reviewed correspondence advising that the newspaper delivery person has not been changed as requested. Council noted that the Building

Manager requested a change, but as the delivery person is not a contractor hired by the Strata Corporation, no further action is possible. It was noted that should a fob be cancelled this would mean that the papers would be left outside and, therefore, would not be delivered to individual suites. Council agreed that no further action can be taken.

- (j) The Strata Council reviewed correspondence from an Owner requesting the reversal of a charge back that was applied prior to the Bylaws being updated. Council agreed to reverse the charges as this was before the updated wording was approved and implemented.

NEW BUSINESS

1. ***Renovation/ Indemnity Agreement Approval SL 65:*** It was moved and seconded to approve the scope of work as per the Indemnity Agreement. **CARRIED.**
2. ***Milani Quote:*** It was moved and seconded to approve the quote from Milani to complete remedial work to both pumps in the sum of \$10,280 plus tax. **CARRIED.**
3. ***Renewal of ICBC Coverage for Tractor:*** Council have noted that this has now been renewed.
4. ***Use of Courtyard***

NOTICE TO RESIDENTS: Residents may have noticed the signs that have been installed in and around the courtyard and pond area. The signs alert residents to the following bylaw: 47.24 "A resident must not permit any person to play or loiter in the garden areas, on common property or on land that is a common asset, if doing so affects the quiet enjoyment of any other resident".

"Quiet enjoyment": In consideration of others, voices used by adults and children in the courtyard should be no louder than conversational level.

In terms of safety, no one should walk along the edge/rim of the pond, except for maintenance staff.

4. ***Strata Insurance Update & Funding:*** The Strata has secured insurance coverage for 100% of replacement cost. The new policy provides coverage for the period June 9, 2020 to June 9, 2021.

The Strata has received a credit for the unused portion of the premium paid on the February 2020 to February 2021 policy. The additional premium payable after the credit is \$151,256. The Strata will finance the premium until funds can be raised through a special levy to cover the amount.

A copy of the policy is on the Strata's website. Owners should review the policy and contact their own insurance agents to obtain coverage for the increased deductibles.

5. **Special Levy:** – Strata council is recommending a special levy to cover the additional premium and financing costs related to the new insurance policy obtained in June. The details of the special levy and the Special General Meeting are being worked out and will be communicated to owners.
6. The Strata Council received correspondence prior to the meeting from an Owners' lawyer relating to Bylaw infraction letters and fines issued to the unit. The Strata Council is liaising with the Strata Corporation legal counsel to provide an appropriate response.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6.21 p.m.

Next Meeting: Tuesday, July 28, 2020 at 4:30 p.m. by video conference call.

FirstService Residential BC Ltd.



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

KO/dl

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.