

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

***Held on Tuesday, October 27, 2020
Via Video Conference***

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 4:30 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 public information of general interest. 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 a 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. Form K must be updated at any time there is a change in tenancy to ensure that the occupants are listed as part of the unit information.

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

their email address to the Building Manager and sign up for **FSRConnect™**. If there were an emergency, Owners would receive an email from both the Building Manager and **FSRConnect™**.

BUILDING MANAGER REPORT

Council has reviewed the monthly report provided by the Building Manager. Specific items to be discussed and acted upon, 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:

1. Reports received of gurgling noises and foul smell in some 02 units. The roof vents were cleaned and one was found to be sealed. The Building Manager contacting an engineer to further investigate this.
2. Report received from a unit advising of toilet gurgling. Milani have augered the drain and will be further investigating the drain issue.
3. Para Space removed a tree from TH 10 front entrance so that scaffold could be installed for TH 10 leak repair work.
4. Final Restoration continued with work on TH 05 roof and began leak repair work for TH 10.
5. Columbia Seal continued with window sealing and repaired few window and door issues.
6. Carpet Dyeing has been completed in Beach Tower. Council noted that the spots that have been dyed are not as dark as when the dying was first completed, however, it is still an improvement from the bleached spots that existed before. A quote has been obtained to continue in the Ocean and Garden Towers.
7. Window washing in progress.
8. Dryer vent cleaning is scheduled between November 16 to November 20 as per notice issued.
9. An extra overnight security guard was arranged on a temporary basis after the recent break-in. Council agreed to maintain the extra guard at this time until the security of the gate entrances is improved.
10. The Concierge staff reported a unit Owner was rude towards them. The Strata Council agreed that a letter should be issued to the individual Owner asking that they treat all staff with respect.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held September 29, 2020 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.

We continue to have seven owners who have not paid their share of the \$200,000 special levy and eight who are delinquent on their monthly strata fees. **If you receive a monthly statement from FirstService Residential, please follow up with them because you have an overdue account.**

2. ***Monthly Statements:*** It was moved and seconded to approve the financial statements for September 2020. **CARRIED.**

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.

Account 3790 Reserve-Membrane Repairs

The Reserve-Membrane Repairs account was set up for the \$200,000 special levy that was approved by a 75% majority vote at the February 2020 Annual General Meeting to proceed with the membrane renewal project as recommended by RDH Engineering.

Based on the approval given by the owners, the strata council has worked for the past seven months with RDH, an arborist and a landscape architect in order to submit a permit application to the City of Vancouver. RDH has also prepared the tender documents for the Phase 1- Exterior Podium project to provide to the contractors who will bid on the various aspects of the project. Currently these documents are being held until the owners approve the \$2.4 million funding by special levy for the Phase 1- Exterior Podium project.

Although the balance remaining of the Reserve-Membrane Repairs is reported in the September 30, 2020 financial statements as \$166,605, this only represents the payment of invoices for work done up to August 31, 2020. There have been payments totalling \$86,265 in October to RDH, the arborist and the landscape architect for work completed in September and it is anticipated that invoices for the work done in October could total approximately \$46,000. This will leave approximately \$34,000 in the Reserve account to cover future work to be done by RDH in putting the project out to tender, reviewing and summarizing the bids from contractors, reviewing the bids with the strata council and notifying the contractors with the winning bids.

The \$200,000 special levy was approved to take the Phase 1- Exterior Podium project to tender and to award the contracts to the successful bidders. This segment of the project is 80-85% complete.

Account 4700-Miscellaneous Income

The strata received a government grant related to one of the COVID-19 relief programs to offset some of our payroll costs. The amounts are reported as Miscellaneous Income.

Account 6504-Legal Fees

The Legal expense account will be significantly over budget in 2020. We continue to deal with the strata's lawyers when responding to some owners who are only communicating through their lawyers. These extra costs were not anticipated when the 2020 budget was set up.

Account 6722-Mechanical System Upgrade

Additional air conditioning was required for the electrical room on P1.

The September 30, 2020 ending surplus is reported as \$147,050 but it will not continue through to the end of the year due to the timing of repairs and other expenses in the last three months of the year.

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

The Strata Council will later review quotes for security enhancements and mechanical room water damage prevention measures.

4. **2021 Budget:** The Strata Council are working on the next fiscal year budget.

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 REPORT

1. **Landscaping:** Nothing further to report at this time.
2. **Fitness Centre:** Council to continue to review the amenity facilities during each Council Meeting. In accordance with previous reviews, Council agree to keep the facilities closed based upon a number of factors, including extra cleaning (not budgeted), staffing requirements, booking systems, compliance issues and more. Council requested for feedback from other Strata Corporations that have opened their pools. It was noted that some that did open are now closing due to resident compliance issues and additional cleaning costs that have not been previously approved by Owners in the operating budget.
3. **Elevator:** Nothing to report at this time.

4. **Renovation:** It was moved and seconded to approve a renovation for Strata Lot 73. **CARRIED.**
5. **Personnel:** Nothing further to report at this time.
6. **Neighbourhood Issues:** The Committee had solicited security commentary from neighbouring buildings which will be useful information for the future.
7. **Bike:**

NOTICE TO RESIDENTS: Residents are politely reminded to register their bikes by October 31, 2020. If you are out of town, please arrange for a neighbour or friend to register your bike. Information was sent out to residents regarding the registration procedure via email. Registration information is also posted in the mailrooms.
8. **Security:** The Committee has completed a review of the security of the complex and presented quotes to Council to provide security enhancements to the courtyard gates/fence and door improvements. Council requested further clarification be provided on the quote detail, but agreed to proceed with Nikls One Call to complete the enhancements. Nikls will also complete TH door repairs to 1 & 26 at no extra cost. It was moved and seconded to proceed with the quote in the region of \$27,000 + GST. **CARRIED.**
9. **EV Charging:** Power Pros have provided a proposal for the possible installation of charging stations on P2 or P3. Final estimate and details are to be determined in preparation for the next AGM.

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) **Make-Up Air Unit – Ocean Tower:** Milani have ordered parts for the installation of the Make-Up Air Unit that will be installed using a crane. Commencement date yet to be determined.
 - (b) **Rooftop Lights:** Electrician is due to come to the site in the coming days to complete this installation.
 - (c) **Bylaw Review:** Council are currently reviewing Bylaw amendments/additions to be proposed during the next Annual General Meeting.
 - (d) **Podium Projects:** Following the recent SGM, Council are currently reviewing this project further with RDH. In the meantime, given the challenges presented due to COVID-19 that resulted in not being possible to meet in person, FSR are currently reviewing alternative meeting formats in which to hold a further formal meeting with Owners. This is likely to take some time to review and implement and it is possible that the AGM may also be delayed.

2. **Milani In-Suite Servicing:** This has been deferred to a later date.
3. **Mechanical Room Beach Tower Leak Into Unit Below:** Council have completed a review of the mechanical rooms and received a quote provided by Milani to install drip pans to catch any excess water and re-seal floors in the mechanical rooms in the following locations: Beach Tower Roof, Beach Tower P2, Garden Tower & Ocean Tower. The drip pans will be installed under all the boilers and holding tanks in each of the four mechanical rooms. In addition, water-detecting sensors will be installed. In a pro-active effort to prevent possible water damage and potential future water damage claims, Council agreed that this work should proceed without delay. It was moved and seconded to instruct the Milani to proceed as quote in the sum of \$27,800 + GST.
CARRIED.

BYLAW VIOLATION REPORT

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 the 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 that 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. It should be noted that if there is an emergency that Owners need to be made aware of, an email will be sent to all Owners by **FSRConnect™** and/or the Building Manager.

- (a) **Bylaw Infraction: Noise – SL 211:** Strata Council reviewed the correspondence response from the unit and agreed not to issue a fine.
- (b) **Bylaw Infraction: Pets – SL 233 x3:** Strata Council reviewed complaints and agreed not to issue a fine, however requested that the Owner be contacted asking that they do not leave their pet unattended on the balcony.
- (c) **Bylaw Infraction: Noise – SL 170 x3:** Strata Council postponed making a decision on this matter and agreed that Strata Council should attend the alleged unit and complainants unit at the same time to complete a sound test in order to make a determination. Both Owners to be contacted directly.
- (d) **Bylaw Infraction: Smoking – SL 211:** Strata Council reviewed the correspondence response from the unit and agreed not to issue a fine.
- (e) **Bylaw Infraction: Smoking, Parkade & Common Area – SL 199 x3:** Strata Council reviewed the correspondence response from the unit and agreed not to issue a fine.

- (f) **Bylaw Infraction: Common Area – SL 225:** Strata Council reviewed the complaint and agreed that a request for a response will be made including asking for details of a possible AC unit. Council to defer making a decision until the next Council Meeting.
- (g) **Bylaw Infraction: Common Area – SL 120:** Strata Council reviewed infraction and noted this had since been remedied and agreed not to issue a fine.

CORRESPONDENCE

Please be aware that in order to maintain the most effective and efficient manner in which to review and respond to Owners correspondence intended for Council, Owners are politely reminded of the following procedures and information.

All correspondence that Owners would like Council to consider should be sent in writing to the Building Manager or the Strata Management Agent directly. Owners are politely reminded not to issue emails directly to Council individually.

Correspondence (if doesn't require immediate action in accordance with the *Strata Property Act*) will be added to the next Council Meeting agenda for Council review and a response (if required) will be provided within the minutes of the meeting.

The Strata Council very much appreciate Owners input/feedback and will do their utmost to review correspondence from Owners. However, it should be noted that the Strata Council are volunteers and dedicate their own time to fulfilling the obligations of the Strata Corporation and this time is limited. As such, it may not always be possible to review all correspondence at each meeting. Please also note that the Strata Council are not obliged to respond to all correspondence received unless there is a specific requirement under the *Strata Property Act*.

1. Correspondence received from an Owner requesting that they meet with Council to discuss the Podium Membrane Project. Council thanked the Owner for their offer and will consider this request once Council have had the opportunity to review further.
2. Correspondence received regarding a concern of exposed concrete within a unit following a renovation. Council noted that several units have this from development and agreed this was not a concern.
3. Correspondence received relating to rental procedures. Council thanked the Owner for their suggestions and will look to draft a possible welcome package for new residents to the Building.
4. Correspondence received relating to common area walls/wallpaper. Council noted that any refurbishment will form part of a bigger project and will be reviewed at a later date.
5. Correspondence received from unit regarding alleged smoking violation. Council to review further prior to making a decision.
6. Correspondence received from an Owner offering their assistance with the elevator project. Council noted that they are not working on this project at the moment but will certainly keep this in mind when they do and appreciate the volunteer coming forward.

7. Correspondence received from a unit Owner regarding residents being aggressive to individuals waiting for the gate to close behind them.

NOTICE TO RESIDENTS - PARKADE: Residents are politely reminded to comply with the following Bylaws and are kindly asked that they are not confrontational towards individuals waiting for the gates to close and obeying the applicable Bylaws:

38. Parking

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

38.9 *A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 10 km/hour.*

8. Correspondence requesting for Council to re-visit discussing air conditioning central units. Council to review further at a future meeting.
9. Correspondence received from a resident regarding the behavior of their dog. Council noted that a decision has previously been made during a previous meeting, therefore no further follow up required.
10. Correspondence received from a unit providing feedback relating to the Special General Meeting. Council would like to express their thanks for the Owner's feedback and this project/meeting is being reviewed further with FSR.
11. Correspondence received from a unit relating to improving security by enhancing the elevator to restrict access to floors. Council will review this suggestion further when the elevators are upgraded in the future.
12. Correspondence received from a unit expressing their appreciation to Council for all of the work involved preparing and hosting the SGM. Council thank the Owner for their feedback and appreciate their positive comments.
13. Correspondence received from a unit regarding the condition of their common area. Council noted that any refurbishment will form part of a bigger project and will be reviewed at a later date.
14. Correspondence received from an Owner relating to an overgrown tree scratching their window, gate closing noise and garbage collection noises. Council noted that Para Space is inspecting the tree, however, if this tree belongs to the City of Vancouver, the Owner will need to contact the City directly. It is also noted that the gate closing and garbage collection noises cannot be avoided unfortunately.
15. Correspondence received a request that Council consider changing flower display companies. Council requests that the Owner obtain a quote and provide pictures for Council to further review.

NEW BUSINESS


1. **Annual Fire Inspection - Deficiencies:** Quote obtained from Vanco Fire for outstanding fire alarm deficiencies. Council agreed to proceed as quoted in the sum of \$1,562.00.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6:52 p.m.

Next Meeting: Tuesday, November 24, 2020 at 4.30 p.m.

FirstService Residential BC Ltd.



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

KO/jh

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

Sign up for the Resident Portal today to get access to the latest essential documents and information for your community. To register, search for your community website here: <http://www.fsresidential.com/connect/find-my-community> and click on the 'Register' button. Having trouble? For assistance call our Care Center which is open 24/7 365 days a year with translation services available in 31 different languages. The Care Centre team can be reached at 833-710-6869.