

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

*Held on Tuesday, November 24, 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 **FSR Connect™** 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 **FSR Connect™**. If there were an emergency, Owners would receive an email from both the Building Manager and **FSR Connect™**.

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:

- Roof LED lights on the three towers have been installed
- Dryer Duct cleaning by Michael Smith Duct Inc. - from November 16 to November 20.
- Carpet Dyeing for OT and GT – November 19/2020
- Completed the fall window washing
- Completed TH 05 roof membrane replacement
- Columbia Seal continued sealing windows that have been replaced
- Building Manager has received a request to purchase a Christmas tree for GT. Council approved this request.
- Reports previously received of gurgling noises and a foul smell in some 02 units. The roof vents were cleaned and one vent was found to be sealed. Williams Engineering attended and investigated. A report will follow.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held October 27, 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 are down to three owners who have not paid their share of the \$200,000 special levy and seven owners 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 October 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 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. No one is suing the strata. Some owners prefer to deal with strata bylaw issues through their lawyers rather than communicating directly with the Strata Manager. There were more invoices for legal expenses received in November that are not recorded in the October financial statements.

Account 7850- Water & Sewer

This account will be over budget in 2020. The amounts billed by the City of Vancouver have been steadily increasing in recent years but the 2020 increase is 18.7% over the total for 2019. Some of the increase would be related to rates, but there is also an increase in the meter reading for the units consumed.

Water consumption for the complex includes both domestic use and the irrigation of the grounds and gardens. If there is a leak in the irrigation system, it cannot always be repaired on the same day. Turning off the irrigation system is sometimes not practical because it may affect a large area. When the podium project is undertaken, the replacement of the irrigation system will be set up in zones so that a small area with a leak can be turned off until repaired.

Council would like to thank an Owner who analyzed the billings for 2019 and 2020 and has made some suggestions regarding significant meter reading increases that should be investigated as well as ways to conserve water in future.

Account 6722-Mechanical System Upgrade

In the September minutes, it was reported that there was a significant expenditure for a 50% deposit on the Make Up Air Unit ("MUA") that will be installed at Ocean Tower. This expenditure is included in the 2020 budget. The delivery of the MUA has been delayed until 2021 due to COVID-19. The 50% deposit will be reclassified as a Prepaid Expense and the full cost of the MUA will have to be included in the 2021 budget.

This account will have a positive budget variance for 2020.

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. **2021 Budget & AGM Preparation:**

AGM Preparation

COVID-19 has presented many challenges to Strata Corporations and the industry over the last 9 months. FSR have been continuously working on an AGM/SGM electronic meeting format/platform which is still within the trial/testing phase. In accordance with the government changes, effective May 29, 2020, strata corporations have an additional two months to hold a general meeting in a provincial or local state of emergency. Effective April 15, 2020, all strata corporations can also now hold electronic meetings including Annual General Meetings (AGMs).

Council will continue to review with FSR and determine when the electronic meeting platform is finalized and may be implemented. Council note that the government has provided their authority to delay an AGM by a further two months if necessary. A further update will be provided in the January Council Meeting minutes once Council have more information to determine the date of the forthcoming AGM. Council appreciate Owners patience during these unprecedented times.

2021 Budget

We are in contact with suppliers and contractors regarding their rates for 2021.

Pacific Heights (window washing) and ThyssenKrupp (monthly elevator maintenance) have indicated there will be no rate increases for 2021. A few suppliers have indicated nominal increases of up to 3%. The significant budget increases for 2021 will be for insurance, legal and water & sewer.

Depreciation Report

All Owners are urged to review the 2013 and 2019 Depreciation Reports on the strata's website to remind themselves of the future projects for the Strata.

At the February 2020 Annual General Meeting, the Owners approved a \$200,000 special levy to proceed with the membrane renewal project as recommended by RDH Engineering. Based on this approval, RDH has prepared the tender documents for the Phase 1 – Exterior Podium Project. Also, a permit application including reports from a landscape architect and an arborist has been submitted to the City of Vancouver for the podium projects.

There have been no significant special levies to fund the projects outlined in the Depreciation Reports since 2017 but there are some major projects currently being planned or investigated. These include:

- Phase 1 – Exterior Podium Project – details outlined above, estimated cost \$2.4 million; currently delayed. Possible start date is spring of 2022. Please see the attached diagram that shows the roof membranes that have been replaced up until November, 2020.
- Phase 2 – Interior Podium Project – currently delayed by one year; estimated cost \$4 million. Possible start date 2023 or 2024.
- Elevator Modernization – the 2013 Depreciation Report indicated that this was an urgent project. After review by ThyssenKrupp, it was determined that a full modernization was not necessary at that time. Some mechanical work was done and the elevator cabs were refurbished in 2015. Strata council has received a proposal from ThyssenKrupp for the remainder of the project that will be reviewed by a committee of strata council and owners next year. Please note that Council had this project reviewed independently by the engineering consulting firm, KJA. Their report confirmed that all the upgrades were found to be necessary.
- Repiping – the 2013 Depreciation Report advised that this was an urgent project. Council engaged McCuaig & Associates to review the piping in the complex. McCuaig' report "Analysis of Domestic Water System" indicated that repiping was not necessary at that time. The McCuaig report advised that this should be investigated further in 4-5 years. A copy of the report is on the Strata's website. Council will provide funds in the 2021 budget to prepare a review of the domestic water system.

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:** Council have approved the renewal contract with Para Space Landscaping.
2. **Fitness Centre:** Council to continue to review the amenity facilities during each Council Meeting. Council agreed that the facilities are to remain closed. Correspondence was also received from a resident asking if the water can be drained from the pool. Council confirmed that the temperature has been turned down and that the maintenance has been reduced to 3 days per week, however, the pool cannot be drained as the seals will dry out and that can cause subsequent leaks.
3. **Elevator:** Proposal received from ThyssenKrupp Elevators, however, Council noted that they have already received the proposal and had additional queries that were not answered. The Elevator Committee will review once again.
4. **Renovation:** The Committee and Council would like to politely remind Owners that they must obtain approval of the Strata Corporation (approval letter and signed Indemnity Agreement) prior to commencing any renovations to the unit in accordance with Bylaw 7.
5. **Personnel:** The committee are discussing staff increases for 2021.
6. **Neighbourhood Issues:** The committee and Council would like to politely remind residents of the new mandatory mask requirements detailed as follows.

NOTICE TO RESIDENTS: As per the updated Provincial Health Order, it is now mandatory that masks be worn in all common areas in Condominium and Apartment Buildings.

All residents and visitors please wear a mask in all common areas. These areas include lobbies, hallways, elevators, parkades and amenities.

Social gatherings are also not permitted.

7. **Bike:** The committee would like to remind residents that bicycles that do not have the 2020 4-digit tags on them will be removed in late December. Please refer to the notice attached to these minutes for further information.
8. **Security:** The committee advised that security enhancements to the courtyard gates/fence and building entry door improvements are underway. Council requested the committee request more details relating to the design.
9. **EV Charging:** Power Pros have provided a proposal for the possible installation of charging stations on P2 or P3. In order to install charging stations, Owners will need to approve a change of use for two parking stalls at 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) **Bylaw Review:** Council are currently reviewing Bylaw amendments/additions made to our current bylaws by a lawyer at Clark Wilson LLP to ensure that our existing bylaws are in line with the Strata Property Act and that they are enforceable. Once the review is complete, the bylaw package will be presented to the Owners at a Special General Meeting for approval.
- (b) **Podium Projects:** This item was discussed earlier in the meeting under AGM preparation and Deprecation Report.

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

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 Chargeback: Engineer – SL 190:** Strata Council agreed to charge back the engineering costs but not to issue a fine.
- (b) **Bylaw Infraction: Smoking – SL 55 x8 complaints:** Strata Council reviewed the correspondence response from the unit and agreed not to issue a fine.
- (c) **Bylaw Infraction: Smoking – SL 192:** Strata Council reviewed the correspondence response from the unit and agreed not to issue a fine.
- (d) **Bylaw Infraction: Parking – SL 150:** Strata Council reviewed the correspondence response from the unit and noted a query had been raised. Council agreed to respond to the unit owner with a response to their request and provide an extended period for the infraction to be resolved.
- (e) **Bylaw Infraction: Unapproved Alteration – SL 29:** Strata Council did not receive any correspondence from the unit and noted that required documents that have been requested have not been provided to authorize the work. It was moved and seconded to issue a fine. **CARRIED.**
- (f) **Bylaw Infraction: Form K – SL 185:** Strata Council noted that this has since been provided and agreed not to issue a fine.
- (g) **Bylaw Infraction: Form K – SL 170 x4:** Strata Council offered to complete a sound testing with access to both units. Council noted that the unit making the complaints has not responded, therefore agreed that no fines would be issued.

- (h) **Bylaw Chargeback: Gas Line – SL 43 x2:** Strata Council agreed to charge back the costs only and not to issue a fine.
- (i) **Bylaw Chargeback: Blockage – SL 180:** Strata Council agreed to charge back the costs only and not to issue a fine.
- (j) **Bylaw Infraction: Common Area – SL 225:** Strata Council unable to determine the source 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 a unit raising queries relating to fines, accountability of owners/tenants, restricting elevator access and clarification of legal items.

Council confirmed that alleged violations are reviewed on a case-by-case basis and Council determines if a fine is appropriate in those particular circumstances. With respect to owner/tenant accountability, Council has updated the welcome package to assist in educating tenants and advising them of their responsibilities from the outset (please see the "Information for Residents" attachment). An Owner & Tenant both agree when signing Form K that the Bylaws/Rules have been provided. The "Information for Residents/Welcome Package", however, does assist in highlighting the significant Bylaws and protocols of the building. The Strata Corporation cannot amend the standard Form K, however can provide additional documents to provide education and in turn improve accountability.

Council noted that restricting the elevator access to floors was discussed a few years ago during an AGM and Owners were not in favour at the time. As there is no precise budget for this item and many complexities are involved to install such a system, this will further be considered during the elevator project. This, however, will need to be pushed back further as the podium projects have been delayed.

Clarification relating to legal costs has been provided earlier in the meeting under financial statements.

2. Correspondence received from a unit requesting Council to re-visit discussing the installation of air conditioning units. Council have set up a separate meeting for this item as this will take a significant amount of time and resources to review.
3. Correspondence received from a unit requesting that masks be mandatory. Notices have been issued to all residents and posted in the building confirming these are now mandatory.
4. Correspondence received from a unit requesting Council to review various items including pet policy, security, Concierge duties and flower arrangements. Council noted that the requests do not contain any specific details and are unable to follow up further unless provided. With respect to the flower display, Council requests that the Owner obtain a quote and provide pictures for Council to further review.
5. Correspondence received from a unit requesting the reversal of a move fee that has automatically been applied. Council agreed this should be reversed.
6. Correspondence received from an Owner asking for the reversal of a fine applied for a common area violation involving the elevators. Council determined that the appropriate protocol for the Owner to follow would be to notify the building staff of their concern rather than removing/damaging any items within the common areas. The request to reverse the fine was denied. The Owner also complained about a member of the building staff. Despite disagreeing with a Council directive that was carried out by our building staff, an Owner must always treat the staff with respect. Council always reviews any concerns that have been raised about a staff member. It should be noted that Council reviews the performance of staff on a regular basis and takes any action that is deemed necessary.
7. Correspondence received from an Owner asking why the pool cannot be drained. This item was discussed earlier in the meeting under 'Fitness Centre'.
8. Correspondence received from a unit requesting common hallway repairs and suggesting that these should be completed as the unit pays higher strata fees. The Strata Council have previously noted that refurbishment will form part of a bigger project and will be reviewed at a later date. The Strata Fees are paid in direct proportion to the unit entitlement and therefore, strata fees are not a basis for Council to prioritise repairs/work to a common area floor.
9. The Owner also reported that residents are exercising by walking or running up the stairs and exiting on floors other than their own.

NOTICE TO RESIDENTS: Residents are politely reminded that should you choose to exercise using the staircases, please ensure you do not exit on any floor other than the floor of your unit.

NEW BUSINESS

1. **NOTICE TO OWNERS:** Owners are kindly reminded to ensure that any invoices that are payable by the Strata Corporation/reimbursement due to the Owner, these must be submitted in a timely basis.

2. **Ceiling Stains:** Council reviewed reports from RDH relating to ceiling stains that were a result of older leaks. RDH suggests repainting the ceiling and applying stain sealant products. Council noted that in suite repairs are an owner responsibility in accordance with the Bylaws and therefore no further follow up is required from the Strata.
3. **TH#5 Rooftop Plantings:** It was moved and seconded to approve TH#5 Rooftop Plantings quote for \$2,482 + GST. **CARRIED.**
4. **Digital Residential Network:** There was a proposal received from Pattison Advertising to install screens in the elevators would provide information to owners. Council will review at a later date.

TERMINATION OF MEETING

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

Next Meeting: Tuesday, January 26, 2020

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.

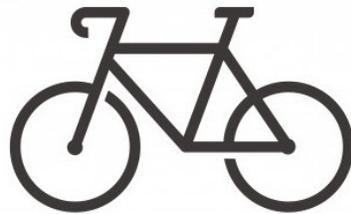
Information for Residents

All residents, owners, and tenants must abide by the same bylaws. It is important that all residents review the bylaws. Some key bylaws are highlighted below.

1. Residents who have a hard surface floor must wear soft-soled shoes, install felt pads on furniture legs, and use carpets on high traffic areas to eliminate sound transmission to other suites (bylaw 4).
2. Pets are restricted to one dog or two cats. Dogs must be leashed and under control when in common areas. Pet owners are responsible for the immediate removal of any pet waste on common property. Dogs must leave and enter the complex via the ground floor. Dogs are not permitted to be in the main lobbies (bylaw 5). Cat litter must be bagged and carried down to the large garbage bins on P1.
3. Bicycles must be stored in approved storage areas. No bicycles are allowed in elevators, hallways or lobbies. Bicycles must be registered and display an official tag (bylaw 37).
4. Only one car at a time is allowed to move through the P1/P2 gates. No boats, trailers and campers are allowed in a resident's assigned parking space (bylaw 38).
5. Garage remotes and access fobs are not to be loaned to others. Lost remotes or fobs must be reported to the building manager immediately (bylaw 38).
6. Residents and visitors cannot park overnight on P1. Overnight visitors must obtain a parking pass from the concierge to display on the dashboard of their car. Overnight parking is allowed in visitor parking spaces on P2, P3 and P4 (bylaw 38).
7. All move-ins and move-outs must be booked with the concierge. Also residents must give the concierge notice of the delivery of furniture so the elevators can be padded and elevator time booked (bylaw 39).
8. Organics, recyclables and garbage must be separated and deposited in the appropriate room/cage on P1 (bylaw 40).
9. There is no smoking or any kind of vaping allowed in any area of the complex including in-suite and on balconies. Smoking is also not allowed within 6 meters of any entrance (bylaw 42).
10. There is no storage allowed on balconies. Mops, dusters, rugs or carpets must not be shaken over balconies. Care must be taken when watering plants or cleaning a balcony that no water escapes over the edge of the balcony. Patio umbrellas must be collapsed and secured during high winds (bylaw 42).
11. Natural, cut Christmas trees are not allowed in a strata lot (bylaw 42).
12. Barbecues are only permitted on the following: patios of townhouses 1-13, 15, 16, 18 – 26, and the decks of 503, 516, 708, 711, 811, 1601, 1602, 1801, 1802, 3101, 3102, 3301, and 3302 (bylaw 42).
13. The minimum rental period is 3 months. Airbnb is not permitted (bylaw 47).
14. Rules that are posted in the gym and pool must be strictly adhered to. You must accompany guests to the gym or pool (bylaw 49).



Please make sure your bike is registered



Dear Residents,

We are now well underway with our 2020 bicycle registration program. Bicycles that do not have the 2020 4-digit tags on them will be removed in late December so please make sure your bikes are registered. (That is, anyone who has registered their bicycle before September 11th 2020, or has never registered, **will need to register.**) Also, please make sure that the new 2020 4-digit tag is on your bicycle. We do this once every few years so that the many abandoned bikes that accumulate over the years can be removed to make space for claimed bikes.

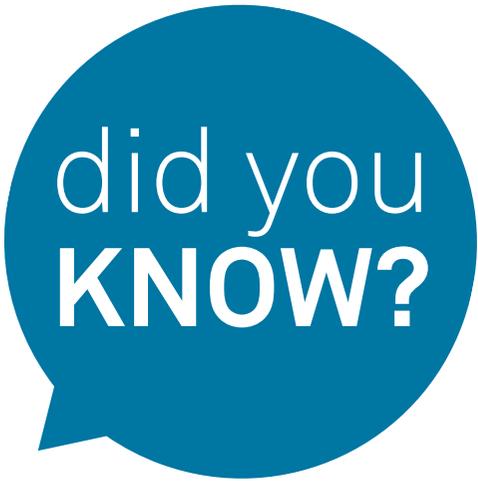
If you have not received email instructions regarding the bicycle registration please see the notice in the mailroom for who to contact in order to get the (easy) instructions on how to register your bicycle(s) or contact the concierge.

Thank you in advance for your patience and cooperation,

Your strata council



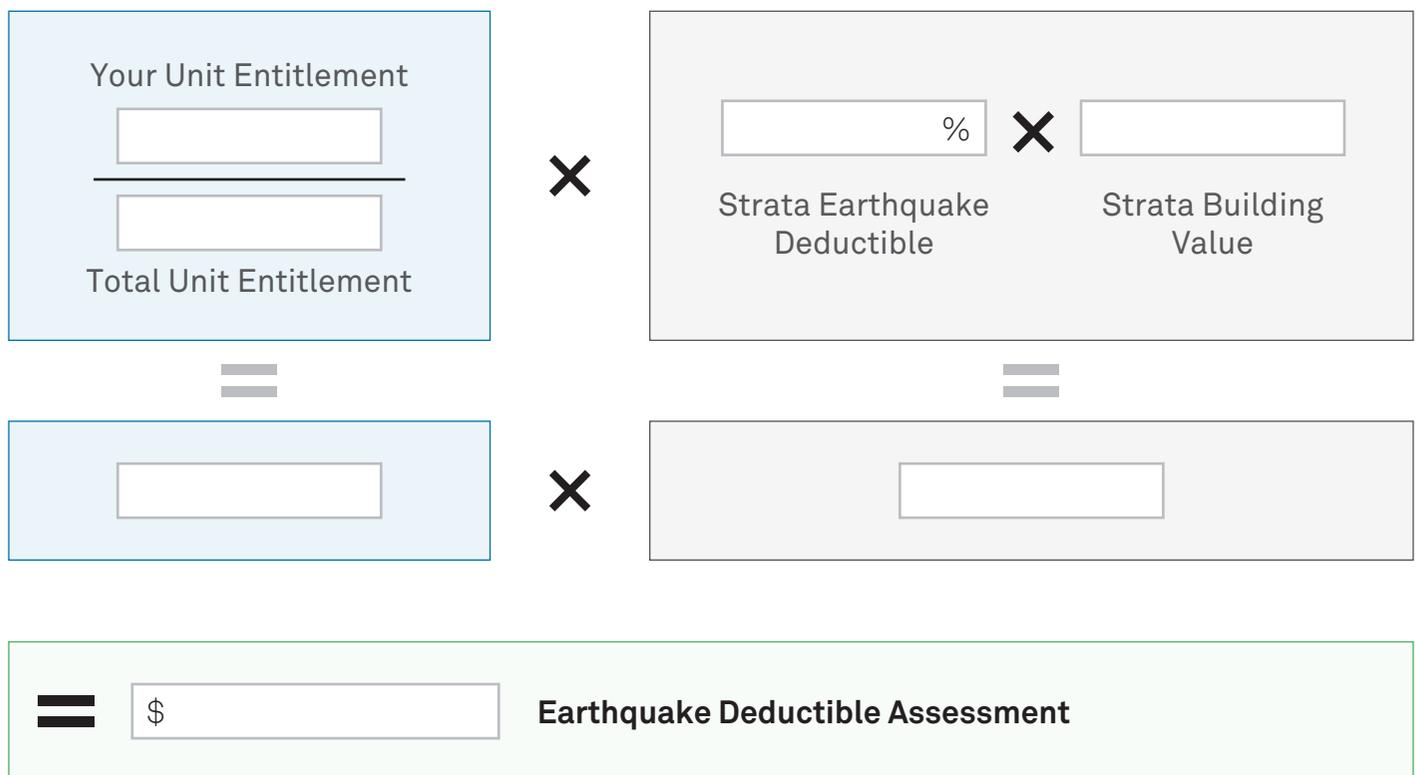
**FS Insurance
Brokers**



Strata Earthquake Deductibles

Did you know, even though your building has earthquake coverage, you still need earthquake insurance under your own personal policy? This will protect your unit and contents, *and* provide funds to cover your special assessment toward the building’s earthquake deductible.

How much Earthquake Deductible Assessment do I need?



DISCLAIMER: All information provided by FS Insurance Brokers is advisory in nature. Any such information may not identify or contemplate all unsafe conditions; others may exist. FS Insurance Brokers does not imply, guarantee or warrant the safety of any of the client's properties or operations or that the client or any such properties or operations are in compliance with all federal, provincial, or local laws, codes, statutes, ordinances, standards or recommendations. All decisions in connection with the implementation, if any, of any of FS Insurance Brokers' advice or recommendations shall be the sole responsibility of, and made by, the client or other recipient of the information.