

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

***Held on Tuesday, January 26, 2021  
Via Video Conference***

<b>COUNCIL IN ATTENDANCE:</b>	Daniel Wang	President
	Andrew DeBenedictis	Vice President
	Bev Andrews	Treasurer
	Pat Dairon	Secretary
	Mike Gallagher	Member
	Doug McDougall	Member
	Kitty Morgan	Member
<b>BUILDING MANAGER</b>	Narendra Chandra	
<b>STRATA MANAGER:</b>	Kim O'Pray	FirstService Residential

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The meeting was called to order at 4:30p.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](mailto: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:

- Nikl's completed installing security features on all the doors. Gate work is still pending.
- Follow up required with Thyssen Krupp elevators to replace light bulb to floor display.
- Dryer Vent cleaning missed suites to be followed up.
- Roof Vent issue has been investigated and report provided by Williams Engineering. Further follow up required.

### **APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved and seconded to approve the Minutes of the Strata Council Meeting held November 24, 2020 as circulated. **CARRIED.**

### **FINANCIAL REPORT**

1. **Monthly Statements:** After review and discussion, it was moved, seconded and carried to adopt the November 2020 unaudited financial statements, as presented. The December 2020 unaudited financial statements are not yet available. They are being held open to record the 2020 invoices from suppliers and contractors that are still being submitted for payment.

The November financial statements report that the following expenses will exceed the amounts budgeted for 2020:

- Insurance- higher premium for 2020 to 2021 coverage; discussed in previous minutes
- Legal fees- some owners choose to communicate through their lawyers and the strata engages Clark Wilson to respond to these owners; discussed in previous minutes
- Water and sewer – increased usage
- Security services – an additional security guard was hired for the overnight shift due to a break in last fall; the entry doors to the towers from the courtyard have been re-designed and the fence and gate between townhouses 4 and 5 will be replaced to provide better security
- Supplies – purchase of dispensers and product for hand sanitizing stations

The Mechanical System Upgrade expense will be lower than the budget amount because the Make Up Air unit for Ocean Tower could not be delivered in 2020. The delay was due to Covid. This expense will be included in the 2021 budget.

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](http://www.888beachvancouver.com) . The Owners' Only section of the website can be accessed as follows:

User I.D.      owners  
Password      \$B15Sea8

2. **Review of Accounts Receivable:** Council reviewed the accounts receivable as of January 12, 2021. Owners owe a total of \$28,963 to the strata for monthly strata fees, fines, interest and other amounts. The strata fees receivable of \$15,098 are related to seven units. The strata follows the appropriate procedures to issue warning letters in order to place liens on these units.

***It was moved and seconded to issue a Lien to Strata Lot 198 for non payment of Strata Fees/Special Levies. CARRIED.***

Monthly statements are sent to all owners who have balances due. Council requests that owners who receive statements contact the strata manager to arrange for immediate payment in full of overdue amounts. An owner must be paid up in all arrears of strata fees and special levies in order to vote at the annual general meeting.

3. **Contingency Reserve Fund ("CRF")**

The activity in the CRF during 2020 was reported in the monthly financial statements that are posted on the strata's website. The CRF is used for emergency expenditures and for insurance claims and recoveries. The November 2020 financial statement reports expenditures net of insurance recoveries totaling \$48,984. A further \$54,000 was paid in December relating to a flood earlier in the year. The 2020 net expenditure details are as follows:

- Costs relating to a kitchen drain flood in Beach Tower      \$94,000
- Purchase of sump pumps      \$10,800
- Two insurance recoveries      (\$1,990)

4. **Structural Fund**

Approximately \$500,000 of the Structural Fund was utilized up to November 30, 2020 to cover projects that commenced in 2019 and new work that was identified in 2020. There will be additional invoices recorded in December. The projects included:

- Projects on townhouses and the towers related to water ingress and the replacement of membranes      \$302,000
- Replacement of the davit arms      \$23,300
- Roof top lighting      \$10,000
- Installation of mesh covers on drains      \$ 6,400
- IGU replacements-completion of 2019      \$26,000
- IGU replacements-2020 project      \$153,000

The Structural Fund was established many years ago to handle the required major repairs and renewals that occur annually in the complex. Without this fund, it would be necessary to have a special levy every year to cover this required maintenance.

#### **5. *2021 Operating Budget and Special Levy***

Strata council is working on the 2021 budget to be presented at the Annual General Meeting. Due to Covid, the provincial government is allowing a 60-day deferral of AGM meeting dates. It is likely that the 2021 AGM will be scheduled in April to comply with the current government guidelines. It is unlikely that owners will be able to meet in person by that time. The strata council is reviewing information received from FirstService Residential regarding improvements to their virtual meeting process.

Strata council will provide more information to the owners in the February council minutes regarding the 2021 budget and a special levy.

The strata president contacted three owners who were opposed to the October 2020 special levy for the exterior podium project in order to document their concerns about the project with a view to providing more information to them and to set up a Zoom meeting with the strata council, other owners and RDH Building Science. None of the owners provided a summary of their concerns. Also, the strata council recommended to two owners that Marcus Dell of RDH could be available to discuss the project with each of them. These offers of communication with Marcus Dell were not accepted. Council will continue to work with the owners who are interested in being proactive and continue with the projects identified in the Depreciation Report.

#### **6. *Depreciation Report and Future Projects***

The 2013 and 2019 Depreciation Reports prepared by Halsall Engineering and RDH Building Science respectively outlined projects to be undertaken during the 30-year period covered by the two reports. Since 2013, the strata has completed a number of the projects and has reviewed others to determine when they should be scheduled. The projects that should be undertaken over the next 1-4 years include:

- Exterior podium project                      Estimated cost \$2.4 million
  - Based on the \$200,000 special levy approved by the owners in February 2020, RDH has completed the planning and submitted the documents to the City of Vancouver; this project is ready to go to tender when the funds are available
- Interior podium project                      Estimated cost \$4 million
- Elevator renewal project                      Estimated cost \$1.5 to \$2 million

In addition to the above projects, the strata council will review the domestic water system ("piping") in 2021.

An owner has suggested that the strata consider increasing the annual strata fees in order to raise funds for future projects. The Depreciation Reports identify that as one of the three methods that can be used to fund projects:

1. Special levy for each project which is our current system. The owners are required to approve the special levy by a 75% majority vote.
2. Increase the strata fees to fund the projects. The additional strata fees would be contributed to the Contingency Reserve Fund each year. The owners would be required

to approve the projects that would be funded by the Contingency Reserve Fund. Approval of the expenditures would require a 75% majority vote.

3. A combination of methods 1 and 2. A special levy may be required in some years to fund a significant project if the costs exceed the funds in the Contingency Reserve Fund.

### **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:** Proposal received from Para Space Landscaping to replace heads with rotating heads. Council agreed that although this is a good idea, it should be completed once the podium project is underway.
2. **Fitness Centre:** Council has received further correspondence from an owner who has concerns about the closure of the pool. Council will reach out to this owner to see if she would be willing to set up a booking system for the use of the pool in addition to monitoring the pool usage to ensure compliance with the schedule. It should be noted that due to the requirement for ongoing Covid sanitization procedures, the washrooms and showers would be locked and would not be available to owners during use of the pool.
3. **Elevators:** Some time ago ThessenKrup (TK) provided Council with a proposal for the necessary upgrade of the mechanical systems of our elevators. As part of the proposal TK indicated that there would be additional costs related to the mechanical upgrade that were not included in their proposal. The committee has been waiting for a considerable time to get a response from TK clarifying these additional items and their associated costs. The committee is now investigating the use of an elevator consultant to review TK's proposal.
4. **Renovation:** It was moved and seconded to approve a renovation for Strata Lots 100 & **CARRIED.**
5. **Personnel:** Nothing to report.
6. **Neighbourhood Issues:** The committee reported that concrete medians have been installed along Beach & Pacific for the safety of cyclists using this route.
7. **Bike:** The bike audit is complete, and any unclaimed bikes will now be removed.
8. **Security:** An update was noted in the Building Manager report.
9. **EV Charging:** The committee noted that if a proposal is to be put forward at the next Annual General Meeting, the proposal needs to be prepared in time for the next Council Meeting together with any required Resolutions and Bylaw changes.

10. **AC Committee:** The AC Committee is reviewing the size and position of decks in the building to determine whether an owner would be able to install a mini-split ductless air conditioner (ductless heat pump) as part of a renovation of their suite. It should be noted that the City of Vancouver has very specific requirements about deck size that must be met before they will issue a permit for the installation of the external component of a mini-split ductless air conditioner. The committee will continue to determine the next steps that need to be taken prior to taking this to owners for consideration and approval. The committee also plans to provide advice for those owners/tenants who are using or want to use a portable in-suite air conditioner that requires using a warm air exhaust tube through an opening window.

Thanks to the Air Conditioning Committee members: Pat Dairon, Kerry Isbister, Greg Turner and Simon Venner.

### **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 under financial report.
- (c) **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 Infraction: Noise – SL 131:** Strata Council received correspondence from the unit apologizing for the disturbance, although noted that this is not the first occasion this has occurred. It was moved and seconded to issue a fine.  
**CARRIED.**

- (b) **Bylaw Infraction: No Access to Unit – SL 46, 119, 185, 177:** Strata Council to provide 15 days for the Owner to provide access to the unit. Failing to do so will result in fines being issued for not providing access to complete critical fire safety inspections.
- (c) **Bylaw Infraction: Noise – SL 175 & 170:** The Strata Council completed a visit to both units to try to determine the noise levels that may be heard. Council agreed to obtain a quote for an acoustic engineer for the owners and will further review the matter once received.
- (d) **Bylaw Infraction: Parking – SL 139:** The Strata Council agreed not to issue a fine.
- (e) **Bylaw Infraction: Unauthorized Renovation – SL 29:** The Strata Council noted that the Building Manager had to stop the owners contractor from proceeding with demolition on two occasions prior to the renovation being approved. Following the renovation approval the contractor had to be stopped from coring into the parkade concrete. It was moved and seconded to issue a fine. **CARRIED.**
- (f) **Bylaw Chargeback: SL 190:** Council agreed to charge back the costs of the engineering report and not issue a fine. **CARRIED.**
- (g) **Bylaw Infraction: Parking – SL 139:** The Strata Council agreed not to issue a fine as the infraction has been remedied.
- (h) **Bylaw Chargeback: SL 43:** Council agreed to charge back the costs of the damage to common property and not issue a fine. **CARRIED.**
- (i) **Bylaw Chargeback: SL 180:** Council agreed to charge back the costs for plumbing invoice and not issue a fine. **CARRIED.**

### **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 requesting the reversal of a fine. Council reviewed and agreed in the circumstances to reverse the fine applied.

Due to the limited time available, Council were not able to review any other correspondence received and these items will be added to the next Council Meeting agenda for review.

### **NEW BUSINESS**

1. **Dryer Ducting:** Council noted that a unit inspected by RDH has a possible collapsed dryer ducting within the concrete slab. Council reviewing possible options.

2. **Unauthorized Renovations:**

Some owners in Ocean Tower complained of foul odours. Upon investigation, it was determined that one of the plumbing ventilation pipes which is common property had been removed and capped off on the roof. Further review and investigations were carried out by RDH Building Science and by mechanical engineers, Williams Engineering. It was determined that an owner had also removed sections of the pipe that ran through their suite and to the roof. The report prepared by Williams Engineering was forwarded to the lawyer for one of the owners by the strata's lawyers, Clark Wilson. The owner has made repairs to rectify the problem and the work was subject to inspection by the City of Vancouver which has now been done. The strata also repaired the damaged area of the roof. The legal fees, engineering fees and roofing costs related to this unauthorized renovation will be billed back to the owner.

Council reminds owners that they must seek approval before making changes to their strata lot and must not remove, destroy or modify property belonging to the strata corporation. Per bylaw 7.7, owners will be required to restore, at their own cost, or will be charged back by the strata corporation, all damage caused to strata property. Non-compliance may also result in fines - bylaw 7.8.

- 7.7 An owner who, subsequent to the passage of bylaws 7.1 to 7.3 inclusive, alters a strata lot, common property or limited common property without adhering strictly to these bylaws, must restore, on the council's request and at the owner's sole expense, the strata lot, the common property, limited common property or common assets, as the case may be, to its condition prior to the alteration. If the owner refuses or neglects to restore the alteration to its original condition, the strata corporation may conduct the restoration, at the expense of the owner who altered the strata lot, the common property or limited common property. The cost of such alteration shall be added to and become part of the strata fees of that owner for the month next following the date on which the cost was incurred and will become due and payable on the due date of payment of monthly strata fees.
- 7.8 After a request by the strata corporation, an owner who refuses or neglects to restore all or part of an alteration to its original condition in accordance with bylaw 7.7, shall be subject to a fine of up to \$200, and where a contravention continues without interruption for more than 14 consecutive days, a fine may be imposed every 7 days.

3. **IGU Replacement Quote from Columbia Seal Approved:** It was moved and seconded to approve the following IGU replacement quote from Columbia Seal.

Beach Tower (129 IGUs) \$76,400.00

Ocean Tower (84 IGUs) \$45,800.00

Garden Tower (10 IGUs) \$4,930.00

Townhomes (43 IGUs) \$22,320.00

**CARRIED.**

4. **Other Business:** All other business was postponed until the next Council Meeting.

**TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 6.45p.m.

**Next Meeting:** Tuesday February 23, 2021 at 4.30pm.

**FirstService Residential BC Ltd.**



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

KO/ko

**Email:** info.bc@fsresidential.com  
**Customer Care Centre:** 1.855.273.1967 (24 hours non-emergency)

[www.fsresidential.com](http://www.fsresidential.com)

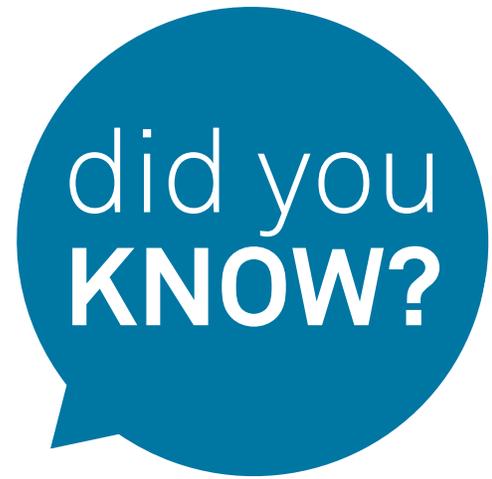
**Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.**

**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.



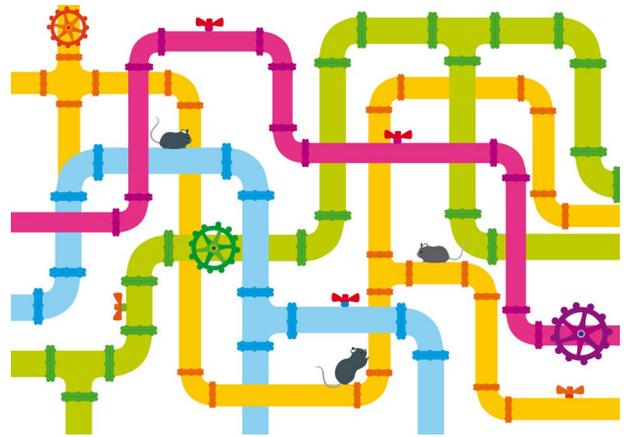
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## Sewer Line Clogs

Did you know that flushing foreign objects down toilets can cause major backups and losses by preventing the passage of material through the piping system? **Don't flush the following down the toilets:**

- disposable cleaning cloths
- wash cloths
- diapers
- kitty litter
- food
- hair
- trash



If a foreign object was flushed down your toilet, you can try snaking it from the drain, but be careful not to push the object further along. If snaking doesn't work, it is advised that you contact a plumber. It is better to spend money to unclog the toilet instead of paying for the repairs of an entire plumbing system that has backed up! Remember, the larger your building, the more extensive the plumbing system and the more extensive potential damages can be. Fast action is necessary!

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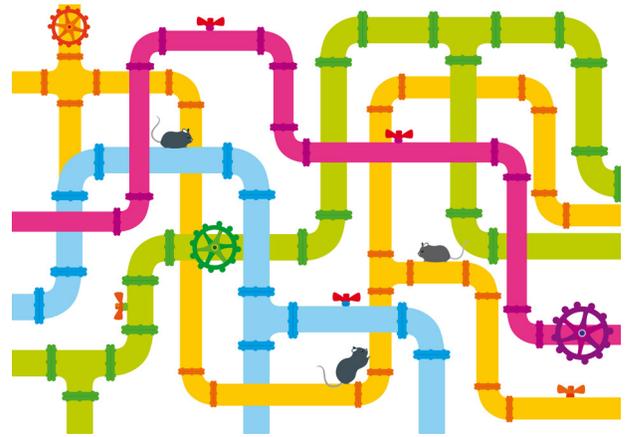
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你知道吗？

## 污水管道堵塞

您知道吗？将异物冲入抽水马桶可能导致管道系统不通，从而造成严重堵塞和损失。切勿将以下物品冲入抽水马桶：

- 一次性清洁布
- 毛巾
- 尿布
- 猫砂
- 食物
- 毛发
- 垃圾



如果将异物冲入了抽水马桶，您可以尝试使用螺旋除污器从排水管拉出异物，注意不要将异物推至更深的地方。如果螺旋除污器不起作用，建议您联系水管工。花钱疏通抽水马桶总比花钱修理整个被堵塞的管道系统要好！记住，您的建筑物越大，管道系统的覆盖面积就越广，潜在的损失也就越大。必须要尽快采取措施！

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