

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

Held on Tuesday, March 30, 2021

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:	Mikhail Ratchkovski	FirstService Residential

The Council 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™**.

THE YEAR IN REVIEW – ALL MEETINGS WERE HELD BY VIDEO CONFERENCING

Due to the Covid-19 pandemic, all Strata Council and Committee meetings during the past year were held via video conference. The Strata Council met with all Owners who requested meetings or hearings and all of these were held via video conference.

There was one request for a meeting over coffee, but the Owner was advised that due to Covid-19 and provincial health restrictions, there would be no in-person meetings. There was no follow up by the Owner to arrange a video conference.

One exception was made in order to deal with an urgent matter in Ocean Tower when a number of Owners complained of sewer odours. It was necessary for two Council members, the Building Manager and an Owner to meet with representatives of RDH and Williams Engineering to deal with this urgent matter caused by the removal of a ventilation pipe by an Owner during his renovations.

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.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held February 23, 2021 as distributed.

CARRIED.

FINANCIAL REPORT

1. **Monthly Statements:** After review and discussion, it was moved, seconded and carried to adopt the February 2021 financial statements, as presented. The amounts reported in the "YTD Budget" and the "Total Budget" columns are the 2020 budget amounts. The Owners will be asked to approve the 2021 operating budget at the April 28, 2021 Annual General Meeting.

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

2. **Review of Accounts Receivable:** The Council reviewed the accounts receivable as of March 29, 2021. Owners owe a total of \$25,800 to the strata for monthly strata fees, fines, interest and other amounts. The strata fees receivable of approximately \$13,000 are related to four units. The strata follows the appropriate procedures to issue warning letters in order to place liens on these units.

Monthly statements are sent to all owners who have balances due. Council requests that owners who receive monthly statements contact FirstService Residential 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. **2020 Audit:** The draft audited financial statements for the year ended December 31, 2020 were received on March 29, 2021. Council will review the audit and complete the subsequent events process with the auditors. The final audit should be available in April and copies will be made available to the owners.

2021 Operating Budget and A Special Levy For Funds To Be Added To The Contingency Reserve Fund

PLEASE NOTE THE REDUCTION IN THE PROPOSED 2021 OPERATING BUDGET AND RELATED STRATA FEES WITH A SEPARATE SPECIAL LEVY IN THE AMOUNT OF \$1.2 MILLION.

Some owners presented positive feedback and recommendations to the Council regarding the information that was reported in the February 23, 2021 minutes related to the 2021 budget which included \$1.2 million to be added to the Contingency Reserve Fund for future projects as outlined in the Depreciation Report. Council would like to thank these owners for their input.

The updated budget and special levy recommendations are as follows:

Strata council is recommending an Operating Budget for 2021 with a strata fee increase of approximately 9.6%. The specific details of the increases have already been reported in the February 23, 2021 minutes.

Strata Council is also recommending that the Owners approve a Special Levy in the amount of \$1.2 million for funds to be added to the Contingency Reserve Fund for future projects as outlined in the Depreciation Report. For Owners' convenience, the special levy will be payable over a period of six months from June 1, 2021 to November 1, 2021. The payments can be made by automatic debit but each Owner will have to submit an authorization form to have the special levy amount withdrawn from his account. Copies of the form will be made available by FirstService Residential and must be submitted to them by May 15, 2021.

4. **Depreciation Reports:** As mentioned in the February 23, 2021 minutes, \$20,000 has been added to the 2021 Engineering budget line to allow for a review of the podium projects by another engineering firm. The Strata Council has approached Jim Neill & Associates to conduct the review. Jim Neill was the original engineer for the complex and is familiar with the site.

REPORT ON LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of our knowledge, there is no litigation to report.

COMMITTEE REPORTS

1. **Landscaping:** The landscaping committee noted that planting of the perennials will be done this spring as per the proposal from Para Space Landscaping.
2. **Fitness Centre:** Council has received further correspondence from an Owner who has concerns about the closure of the pool. While the Council was preparing to initiate the opening of the pool, in light of the latest Covid-19 developments the issue was tabled to ensure that the safety of residents will not be compromised. This matter will be further acted upon by the Council after the government issues updates on the pandemic.
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 using KJA Consultants to review quotes regarding the elevator project and then eventually to oversee and monitor the project when it is underway.
4. **Renovation:** The Council reviewed and approved renovation requests from the TH25 and unit 1501.
5. **Personnel:** Nothing to report.
6. **Neighbourhood Issues:** No special projects or events to report.
7. **Bike:** A resolution to spend up to \$28,000 to build a bike cage around the newly installed racks on P2 will be proposed at the AGM. With Owner approval, this project would be funded from the CRF.
8. **Security:** All newly installed security gates are working properly and look great.
9. **EV Charging:** A proposal will be put forward at the AGM to install two EV charging stations on P2 at a cost of approximately \$25,000. With Owner approval, this project that would require a change of use resolution, would be funded from the CRF. The Council noted that a new government rebate is expected to be available in May and will greatly help to offset the costs.
10. **AC Committee:** The Air Conditioning Committee has developed a protocol for the installation of ductless air conditioning systems. A new bylaw that will allow Owners to apply to install a ductless air conditioner will be put forward for approval at the April 28, 2021 AGM. A set of requirements that must be met to install a ductless air conditioner will be included in the "Renovation Request Procedures" document following the AGM if the bylaw is passed. That set of requirements is attached to these minutes. In addition, a "Frequently Asked Questions" chart is attached to these minutes to assist Owners with the many questions that they may have about ductless air conditioning systems. Thanks to the following Owners who spent considerable time developing the protocol, the new bylaw, and the FAQ chart: Kerry Isbister, Simon Venner, Greg Turner and Pat Dairon.

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:** 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.
3. **Podium Projects:** This item was discussed under #5 of the financial report.
4. **Unauthorized Renovation Unit 1802:** This Council discussed multiple expenses that continued to be incurred due to the unauthorized renovation in the suite, noting that to date the Strata has paid \$14,255.06 to the engineer and different vendors hired to bring the common property to its original state. It was moved and seconded to chargeback \$14,255.06 and all others yet to be incurred expenses derived from this renovation to unit 1802. **CARRIED.**
5. **TH6/TH7 Water Leak:** This Council noted that repairs resulting from a water leak related to the deck drain and repairs to the balcony are nearing completion.
6. **1602 Water Leak:** The Council noted that a proposal from Brighter Mechanical for the replacement of the 02 riser and horizontal lines at 1502-1802 units has been requested and upon receipt, the Council will consider the next action. The Council also tabled a proposal from Hytec for a water treatment that adds minerals and pH balancing to the water entering the property that can potentially help with prolonging the life expectancy of all copper pipes in the building.
7. **Pool Closure:** This item was discussed under the committee report.

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.

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 appreciates 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 unit 1608 requesting that the Concierge not to knock on their door if a complaint is received but there is no noise heard from the hallway. The Council decided that it would not be in the best interest of the Strata to change this procedure as the noise may not be audible from the hallway at the time of the inspection. The Concierge will continue to respond to the complaint with a knock on the door of the unit in question to inform the owner of the complaint.

2. Correspondence received from unit 2903 with several inquiries:

Who will be permitted to use the proposed EV charging stations and is there a plan in place to recoup the funds that will be spent on this project? The use of the EV stalls will be available for use by all residents. Some of the cost of the proposed infrastructure is expected to be recovered from the upcoming EV infrastructure rebate program.

The Owner also had questions about the installation of video monitors to increase security of the bikes in newly installed bike racks and about having a user charge for bike storage in the cage to help offset the cost of the cage. Video monitors and user fees are not being considered at this time.

The Owner also inquired about the plans for the podium membrane replacement. A second opinion is being pursued by Council. Please see #5 of the financial report for more information.

3. An Owner who is also an experienced realtor wrote Council expressing professional concern about the recently defeated resolution. She cites evidence that the delay in approving necessary maintenance has caused legitimate buyers to reject buying into the complex, or to expect much lower selling prices. She cited one specific example where the potential buyer pointed to the defeat of the recent levy as the reason they declined to proceed with a purchase. She feels that the reputation of the strata as being proactive with maintenance has until now been one of the strongest selling points of the complex.

4. An Owner who is selling his unit prepared a list of major projects that have been completed at 888 Beach to give to his real estate agent to share with prospective buyers. He has made his list available to Owners who are considering selling their unit. This document, "888 Beach Complex, Building Maintenance and Renewal", is attached to the end of these minutes.

NEW BUSINESS

1. **Spring Junk Removal:** The Council noted that the spring junk removal days have been scheduled for Friday, April 9th to Sunday, April 11th. Notices with the details have been posted on site and distributed via email to all registered Owners.
2. **Water Leak 1204-1104:** The Council noted that a water leak due to a toilet overflow from unit 1204 caused damage to unit 1104. The total amount of the damage is below the Strata's insurance deductible and all resulting damage is the responsibility of the respective unit Owners to resolve.
3. **HT21 Dryer Vent Repairs:** The Council noted that the malfunctioning dryer duct in the unit has partially collapsed; Council has approved the installation of a booster fan and a secondary lint box that is expected to address the issue of the limited airflow.
4. **Unit 909 Kitchen Duct Investigation:** Acting on the complaint from the Owner, the Council attended to a concern of a noisy kitchen vent and dispatched a specialist from Michel A. Smith Duct Cleaning. The contractor determined that the kitchen duct is in good condition and functioning as designed, yet the kitchen fan installed by the Owner was found to be too powerful for the in-slab duct, causing it to whistle. In light of this finding, the Council decided to chargeback the cost of this investigation to the Owner of the unit.
5. **Term Deposit:** The Council discussed funds in the account "3778 Reserve – Structural" and after the review of the preferred term deposit investment rates from several financial institutions, it was moved and seconded to invest in a term deposit GIC with VanCity \$150,000 for a 1 year, 30-day redeemable at a rate of 0.50% and \$150,000 for a 1 year, 90-day redeemable at a rate of 0.65%.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6:15 p.m.

Next Meeting: Annual General Meeting - Wednesday, April 28, 2021.

FirstService Residential BC Ltd.



Mikhail Ratchkovski
Senior Strata Manager
Per the Owners
Strata Plan LMS 712

MR/ac

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

www.fsresidential.com

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

FSRConnect™ REGISTRATION

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.

888 Beach Complex
Building Maintenance and Renewal
February 27, 2021

888 Beach was completed in 1992. It was one of the first residential complexes in Vancouver that combined three high rise towers surrounded by a podium of 26 townhouses. The complex won awards for building design and outstanding landscaping.

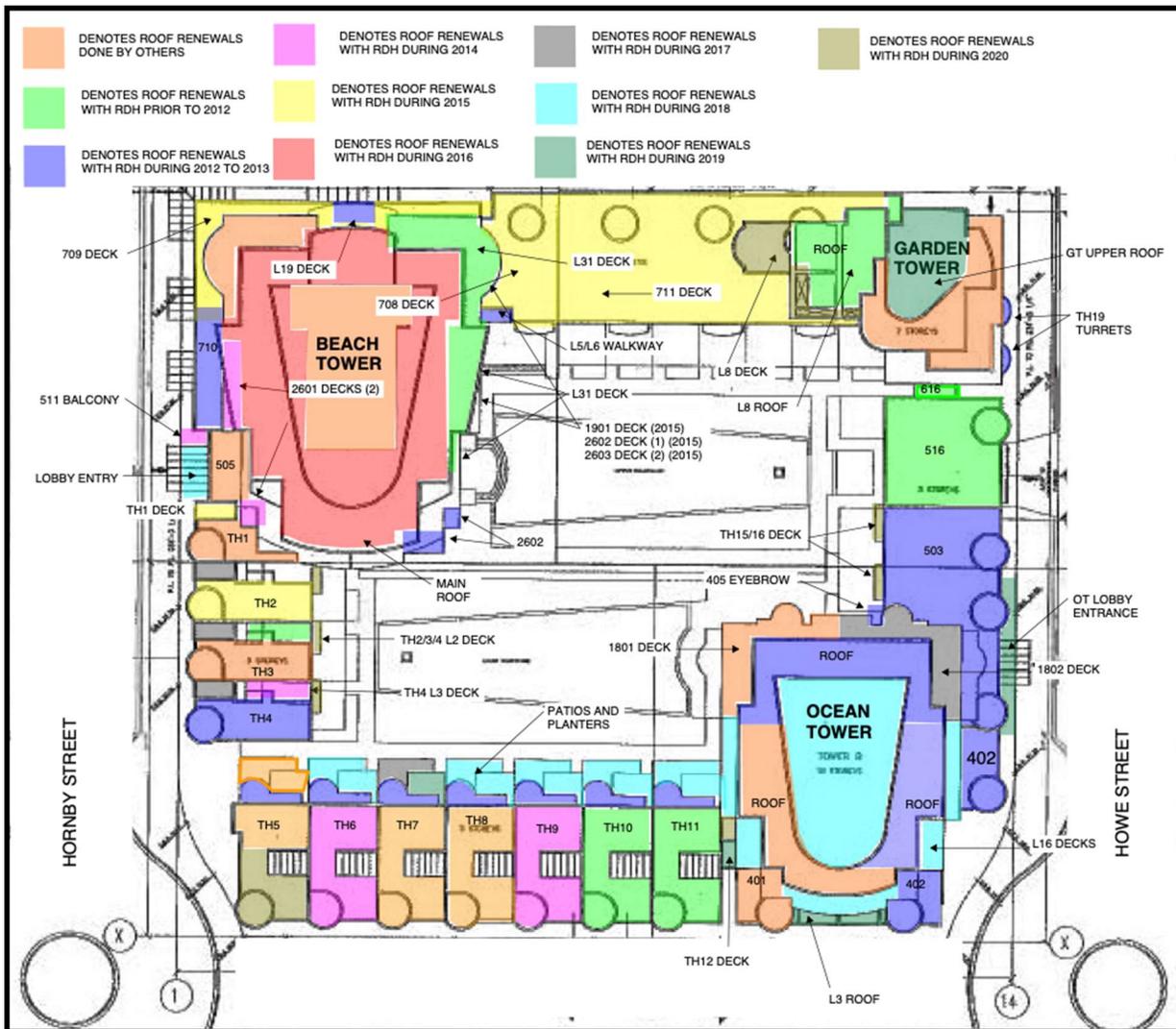
The complex has a 24/7 concierge service with an in-house building manager, full-and part-time cleaning staff and a full-time maintenance manager. On-site security includes fob access for entries and elevators, double gates in the parking garage and security cameras in common spaces. Gardens are maintained weekly. The swimming pool is maintained daily.

Like any single family home or multi-family residential building, the 888 Beach complex requires ongoing maintenance. Accordingly, the Strata Council for 888 Beach has been and remains committed to proactive maintenance and ongoing renewal of the entire complex. Over the past 10 years, the Strata has proactively completed multiple projects to maintain the complex and modernize equipment; these include:

- New roof membranes on the Beach, Ocean and Garden towers (see figure next page; new roof and podium membranes have an expected life of 25-30 years)
- Renewal of the building envelope on the Beach, Ocean and Garden towers; this involved cleaning of the external panels, recaulking of the building structure, new membranes and surfaces on balconies, new flashing, updated venting for bathrooms and kitchens, updated fireplace vents, replacement of some external door and window units, and sealing of door and window assemblies
- New roof membranes for all of the townhouse units and replacement of some rooftop patio surfaces
- Envelope renewal for all townhouses (as noted above for the towers)
- Elevator renewal in the Beach, Ocean and Garden towers
- Renovation of the elevator lobbies and common spaces including new furniture, carpets and concierge desks
- Upgrading of gym equipment
- Resealing of swimming pool
- Repair of the podium membranes by the entrances to Beach Tower and Ocean Tower
- Repainting and some wallpaper replacement in common areas, lobbies and hallways

Routine maintenance in the complex includes:

- Annual program to replace failed sealed window units in suites and common areas
- Annual cleaning of dryer ducts inside suites and from the outside of the building
- Servicing of fireplaces by the strata, not the owner, every 18 months
- Auguring of roof drains and kitchen drains
- Replacement of sealant/caulking on brick surfaces



Frequently Asked Questions About Ductless Air Conditioners

1	What are condo AC options?	In condos/apartments that do not have forced air ducting furnaces / AC systems, the main solutions are "portable" air conditioners or "ductless" air conditioners.
2	What is Portable Air Conditioning (at LMS712)?	Portable air conditioning solutions at LMS712 are limited to "roll-around" units. These are not permanently affixed to any part of the strata unit, nor penetrating the building envelope. They are designed to exhaust hot air out of an open window, or through a customized plexiglass insert placed in an open window. Condensation disposal is the suite owner's responsibility.
3	What is Ductless air conditioning?	A ductless air conditioner is a cooling/heating system comprised of two components: (i) an outdoor heat pump / compressor and (ii) one or more indoor air handlers. The air handlers and compressor are connected via lines carrying refrigerant gases. Depending on the options implemented, the ductless air conditioner may be configured to deliver just cooling, or both heating and cooling.
4	What are the ductless AC options?	Ductless air conditioning systems are either "multi-split" or "mini-split". A multi-split system allows different temperatures for different rooms, while a mini-split system maintains the same temperature in all rooms.
5	Can a ductless AC unit provide heating and cooling?	If heating is also required, heat pump technology is commonly implemented in the outdoor unit. This enables it to provide air conditioning in summer and heat in winter. Heat pump technology supports year-round climate control (heat and cooling) via a single outdoor unit.
6	What are air conditioning implementation costs?	Both ductless and portable AC systems are viable solutions for Vancouver condo complexes. Ductless systems have a high (up to \$20K) equipment cost, and high installation costs (e.g., running refrigerant lines and electrical wiring within walls). Conversely, portable systems are less than \$1,000/unit.
7	What are the City of Vancouver's requirements?	For ductless AC systems, in addition to the required engineering documentation for the City of Vancouver's approval, the City of Vancouver also has strict guidelines for noise, penetrating the building envelope and safety.
8	Does LMS712 allow ductless AC implementations?	LMS712 Strata is considering a bylaw change to allow ductless AC systems, as long as the implementation meets the City of Vancouver guidelines and strata-specific protocols for installation and operation (e.g. noise limits/condensation disposal, etc.).
9	Are there balcony size limitations for outdoor units of ductless AC?	Not all balconies at LMS712 meet the requirements of the City of Vancouver AC guidelines with respect to minimum clearances, location, and cover. Please see " <i>AIR CONDITIONING UNITS AND/OR HEAT PUMPS ON BALCONIES</i> " Dated April 16, 2016 or later (https://bylaws.vancouver.ca/Bulletin/A012.pdf)
10	What membrane penetrations are required?	For a ductless AC system, the outdoor unit refrigerant lines require a "through the glass only" opening of up to 3" in diameter. The outdoor unit also requires power.
11	What size is an outdoor unit?	Size is dependent on the BTU capacity needed. As an example, a 34,000 BTU AC outdoor unit is typically 32" (h) x 13" (w) x 36" (l)
12	What is the size of an indoor air handler?	Size is dependent on the BTU capacity needed. A 12,000 BTU indoor head is typically 12" (h) x 9" (d) x 32" (w).
13	Does an outdoor unit require deck space?	Yes, because the outdoor unit needs unobstructed air flow, otherwise manufacturers will not warranty this equipment, and performance will be compromised.
14	Are condo sale prices higher for units with AC?	In the fall of 2020, AC equipped condos, and condos without AC, but in "AC friendly buildings" in Yaletown/Beach District sold for an average of \$226/square foot more than condos in buildings that did not allow air conditioning.

15	Is AC a competitive advantage when selling a condo?	AC appeals to all demographics and specifically to overseas buyers coming from hot climates (https://www.vancouverisawesome.com/real-estate/air-conditioning-developers-housing-vancouver-1938875). With 600,000 condos in the lower mainland (Feb, 2021) and another 104 new condo developments currently under construction in Vancouver, condo listings now tout AC as a "value-added feature".
16	What are the benefits of ductless AC?	They offer enhanced manageability of in-suite environmental conditions, such as allergens, humidity, pollutants, light and external noise. They are quieter, less intrusive, and more energy efficient than current "roll around" air conditioners. Heat pump based Ductless AC units can eliminate baseboard heaters.
17	Are there energy efficiencies in a ductless AC system?	Ductless systems have a reputation for energy efficiency, primarily due to: (i) Lack of ducting; (ii) Zoned operation (room by room temperature control); and (iii) Inverter Technology (which uses variable-speed compressors to maintain a consistent temperature, rather than the continuous on-and-off cycling of a traditional AC system).
18	What is an owner's liability during renovations?	The current LMS712 bylaws cover suite owner obligations and liabilities during a renovation.
19	Are AC installation companies recommended?	At this time LMS712 does not have a list of approved contractors, but all installers must be licensed and carry insurance.
20	Does the City of Vancouver have restrictions?	Please review the City of Vancouver websites for information (for example): https://vancouver.ca/home-property-development/heat-pump.aspx
21	Are there requirements for Ductless AC installations?	The "Renovation Request Procedures" package will include LMS712 and City of Vancouver requirements. All applications will be reviewed for compliance to requirements.
22	What is a Ductless A/C life span?	With regular maintenance, most systems last approximately 20 years.
23	Who can install a ductless AC system?	Installing ductless air conditioning systems is typically done during a renovation and requires professional HVAC installation.
24	What are the City of Vancouver noise level bylaws?	LMS712 is zoned as an intermediate noise level area (Comprehensive District #251/ByLaw 6676). Allowable noise levels (7:00 AM to 10:00 PM M-Sat) and 10:00 AM to 10:00 PM (Sunday) are 70 dB, and 65 dB at all other times.
25	What are the outdoor unit noise levels?	Outdoor units for condos typically operate below 55 dB. These levels decrease as distance increases. An outdoor unit makes about the same amount of noise as a quiet fan.
26	What are outdoor unit noise reduction strategies?	Most outdoor units now use inverter technology (variable speed motor) to reduce noise and power consumption, while maintaining a constant, comfortable indoor temperature.
27	Are ductless AC systems quiet?	Best practices implement models that have the lowest decibel rating, as well as the following features: (i) Variable speed fans and compressors; (ii) Soft start and stop functions; (iii) Nighttime/low sound modes; and (iv) Insulated compressors. Noise levels at LMS712 are mitigated by the extensive use of concrete decks.
28	What are the operational modes?	Ductless AC systems can have one or more of the following modes: Heat, Cool, Dehumidify, Fan-Only, Automatic and Sleep.
29	What are the ductless AC disadvantages?	They are expensive, require regular maintenance, and a building membrane penetration through glazing. They require an outdoor unit, and indoor units mounted in a drop ceiling or wall. They require condensation drainage. They require engineering certification, before obtaining a City of Vancouver permit.

Ductless Air Conditioner Installation Requirements

Owners who wish to install a ductless air conditioning system must review and comply with all LMS712 bylaws as well as the requirements that are listed below.

1. Owners who wish to install a ductless, air conditioning system must comply with City of Vancouver permitting requirements¹ which require obtaining written approval of the Strata Council prior to their application for a permit.
2. All window penetration or replacement shall be carried out by a qualified glass installation and repair professional.
3. Owners must submit evidence at the time of seeking approval that the outdoor condenser to be installed is rated by its manufacturer to produce no more than 60 dB of noise.
4. Ductless air conditioner system requirements:
 - a) The outdoor unit shall be installed in a location that provides either no or minimum possible observation from the street level.
 - b) The only acceptable penetration point into the building shall be through a glass pane that is close to the surface of the deck. The penetration point shall be sealed.
 - c) No condensate shall be allowed to run onto the balcony deck.
 - d) The outdoor unit must be installed at the furthest point from a neighbour's windows/patio doors.
 - e) The outdoor unit installation must incorporate rubber/noise dampening feet and cannot penetrate the existing deck. If the deck has had Kandy flooring installed over the surface of the deck, the outdoor condenser must be situated on the deck surface itself and not on top of the Kandy flooring.
 - f) The indoor unit head installations shall not be installed on walls shared with other strata lots.
 - g) The AC installation plan must be reviewed and approved by a qualified HVAC professional engineer, at the owner's expense.
 - h) After installation, the AC system must be reviewed and approved by a qualified HVAC professional engineer, at the owner's expense.
 - i) To minimize building membrane risk, installation of the outdoor units on uncovered patios or uncovered rooftop decks will not be approved.

¹ A partial listing of City guidelines and recommendations can be found at:
<https://vancouver.ca/files/cov/heat-pump-noise-guide.pdf>
<https://vancouver.ca/home-property-development/heat-pump.aspx>
<https://vancouver.ca/your-government/noise-control-bylaw.aspx>
<https://bylaws.vancouver.ca/Bulletin/A012.pdf>

- j) If the access window fails, it is the responsibility of the suite owner to replace the window. The colour and thermal properties of the replaced glass must match that of the existing windows.
- k) The owner must provide access to the unit as required by council or its designate to examine the installation of the ductless air conditioner units at any stage during the installation.
- l) The owner shall employ a licensed AC professional to provide routine manufacturer recommended service and maintenance on the air conditioning system.
- m) Air conditioning units are subject to removal at the discretion of the strata council for any reason that the strata council deems not to be in compliance with these guidelines (e.g., noise, condensate issues, size, etc.). Owners will be responsible for all costs associated with the removal of an air conditioner unit.
- n) It should be noted that portable in-suite AC air conditioners may be the only option for suites/townhouses that do not have appropriate outside space.



**FS Insurance
Brokers**

did you
KNOW?

Slips, Trips & Falls

Did you know slips, trips and falls are a major source of liability insurance claims, and can cause lasting injury to sufferers? Care must be taken to keep the building reasonably safe for residents and guests.

Remember to:

- Block off any wet floors and mark with signage
- Provides mats when needed
- Ensure proper lighting in areas which may be prone to slip and falls
- Ensure any cluttered, icy, hazardous or slippery surface be properly marked and managed
- Ensure flooring is leveled and tight-fitting



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