

**MINUTES OF COUNCIL MEETING**  
**STRATA PLAN LMS-712**  
**888 BEACH**

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**HELD** On Wednesday, January 26, 2011 at 4:30 p.m. in the Meeting Room,  
1501 Howe Street, Vancouver, B.C.

<b><u>PRESENT</u></b>	Colin McDougall	President	# 711 - 888
	Wenda Deane	Vice-President	# T26 - 888
	Bev Andrews	Treasurer	# 807 - 1505
	Nellie Lacusta	Secretary	# 811 - 888
	Pat Dairon		# 706 - 1500
	Rob Skene		# T2- 1500

**REGRETS** Mike Gallagher #1709 - 1500

**STRATA AGENT** Sylvia Brewer, Vancouver Condominium Services Ltd.

The meeting was called to order at 4:30 p.m.

**BUILDING OPERATIONS SUPERVISOR REPORT**

The report was received and will be reviewed.

**MINUTES**

It was moved, seconded and carried to adopt the minutes of the December 15, 2010 council meeting, as circulated.

**FINANCIAL REPORT**

1. **Monthly Statement:** Following discussion, it was moved, seconded and carried to adopt the December 2010 financial statement, as presented. Any owner wishing a copy of the strata corporation's financial statement should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Account Balances: The current balances for the 12<sup>th</sup> month as at December 31, 2010 in the appropriate funds are as follows:

- Total Cash Balance \$ 769,633.47 (Including CRF Balance)
- CRF Balance \$ 335,900.14 (Contingency Reserve Fund)

3. Arrears: Council reviewed the current accounts receivable listing. The agent was instructed to send letters to owners with overdue accounts.

**Owners are urged to ensure that any payments owing be sent directly to Vancouver Condominium Services. Owners are reminded that an automatic debit may be set up from their personal bank account to ensure that strata corporation fees are received on the first of each month. Please call the agent if you require further information.**

4. Invoice Approvals: Council approved the following invoices for payment:

RDH Building Engineering Ltd.	\$11,401.32	Period ending November 30, 2010.
Simson Maxwell	\$1,220.61	Semi-annual generator testing.
Michael A. Smith Duct Cleaning	\$8,572.53	Dryer duct cleaning – Beach Tower.
RDH Building Engineering Ltd.	\$9,340.94	Period ending December 31, 2010.
Extreme Glass	\$973.28	Window replacement in #1702.
Extreme Glass	\$1,702.65	Sliding door repair #2602.
West Coast Horticultural	\$691.35	Spring bulb planting.
TEK Roofing	\$14,270.12	Membrane replacement for #616.
TNC Restoration	\$7,171.92	Brick masonry work for TH 3.
Westrim Plumbing	\$1,117.16	Repairs to manifold in #513.

5. Draft Budget: Council met on January 6, 2011 to review and finalize the 2011 draft budget which will be proposed at the Annual General Meeting on Wednesday, February 2, 2011.

The preliminary surplus at December 31, 2010, reported in the unaudited financial statements is \$47,490. This surplus will be reduced if suppliers send in late invoices that exceed our estimated year end accruals in January.

Five categories account for most of the preliminary surplus:

Revenue – interest earned and fines not budgeted for:	\$10,000
Insurance deductible – no claims:	\$15,000
Miscellaneous – additional meetings and associated costs:	(\$7,000)
Changes in our strata management contract, hiring of a Building Operations Supervisor and cleaning, net:	\$19,000
Repairs and maintenance, net:	\$7,000
<b>TOTAL</b>	<b><u>\$46,000</u></b>

6. Audit: The agent advised Reid Hurst Nagy began the audit on January 20, 2011.

## **BUSINESS ARISING**

1. Structural Repairs: Final repairs to the units 616, 711, 811 and the 7<sup>th</sup> floor corridor in Garden Tower have been completed. Interior repairs to follow.
  - TH7: One quote has been presented and council is awaiting a second quote for the repairs due to water ingress.
  - Suite 405: Further monitoring is required and final scope of repairs have not yet been determined.
2. Landscaping: No report.
3. Enterphone Installation: The installation of the new enterphone system is complete. Concerns of the number of rings on a resident's telephone when being called from the enterphone panel at the entrance doors have not been resolved. The technician has been advised of these problems and will be on site in the next few days to try to rectify this problem. In the meantime, Vidtech has requested final payment. The agent was instructed to pay half of outstanding balance owed \$14,389 and to hold back the remainder until all the deficiencies have been remedied.

The agent reported Vidtech Services advised that when installing the vehicle gate entry receivers they did not require one of the Keyscan control boards, a part of the contract, as there were enough inputs from the existing installation. They offered to adjust the invoice, work out the credit of \$2,500 plus HST for future work, or apply the money to the future purchase of transmitters.

Council reviewed a quote for \$865 plus HST from Vidtech to install nine telephones in the P2 to P4 levels of all towers which will allow for emergency calls to the concierge in the event residents forget their keys, and a second quote from November 2010 for \$990 to cover plates for the old enterphone system to be done at the same time. The only additional cost is the installation of a separate Telus phone line which will cost approximately \$100 per month. After discussion, council agreed that the installation of the nine phones should proceed and that payment for this work should come from the credit of \$2,500 previously referred to. The agent will advise Vidtech and have them proceed with the installation of the nine telephones as soon as possible.

4. Window Replacement: There was further discussion regarding the replacement of windows with failed seals. After review of the site drawings and the elevations which will be under repair in the forthcoming months, council instructed the agent to request a second quote for replacement windows in Ocean Tower, the California Walkway and on Seabreeze. The agent was also instructed to confirm with Extreme Glass if the quotes received last year are still firm and/or request revisions if required.

5. Beach Tower Boiler Installation: The agent reported that Synergy Mechanical Ltd. has confirmed that boilers should be arriving in Vancouver on the February 17<sup>th</sup>. The agent will then work with Synergy to set up a schedule for the replacement and to advise owners of water shutdowns if required during the boiler installation.
6. Fire Panel Upgrade: The agent reported that Simplex-Grinnell has not completed the deficiencies. The agent spoke with a manager who provided four more dates over the next two weeks for testing and deficiency repairs. Notices have been posted and, hopefully, this will be the final repairs on deficiencies to the fire panel upgrade. Council instructed the agent not to pay the balance of their invoice until the project is completed.
7. 2011 Annual General Meeting Notice: The Notice for the AGM to be held on Wednesday, February 2, 2011 was mailed to all owners on January 12, 2011. The agent advised that one letter was received regarding the wording to the barbeque bylaw amendment pointing out that the word "balcony" was not included. The agent advised the owner that amendment of the wording to the bylaw could be dealt with at the AGM.
8. Interior Maintenance Update: Council vice-president Wenda Deane reported on the progress of the interior maintenance of the lobbies. The painting and floor refinishing has been completed, wallpaper on the lower level of Beach Tower needs to be installed, elevator cleaning and buffing and some wood repairs and minor painting and incidentals are yet to be completed. She noted that Forest Trade had provided a number of "freebies". For example, the agent had received a quote for \$1,200 from Allstar Window Cleaning for cleaning the interior windows of all three towers. Forest Trade provided two workers for one day free of charge for post-construction clean-up and quoted \$18 per hour for the same window washing and estimated 4 – 6 hours for the job. Overall, council is pleased with the results.
9. Water Ingress – TH15: The agent advised that she has not yet received a quote from Forest Trade for final repairs. The emergency repair costs have been sent to the owner with a request for reimbursement. The agent will follow up with Forest Trade and with the owners to determine how they would like to proceed.
10. Beach Tower Dryer Duct Cleaning: The dryer duct cleaning was completed in December. A number of owners did not provide access to their suites and several units were noted to have booster fans which were not working. The agent will advise these owners it is their responsibility to replace the dryer booster fan. The missed suites will be included in the Ocean Tower and Garden Tower dryer vent cleaning for scheduled for early spring.

## **CORRESPONDENCE**

*Owners are invited to write council via the management company regarding any strata matters.*

1. A letter was received from an owner requesting that council consider replacing the gym carpet with more suitable flooring as a matter of health and hygiene. This owner requested quotes from three different companies, has received two quotes and provided a sample of a suitable gym rubber flooring product. Council thanks the owner for her efforts in providing quotes and instructed the agent to request two more quotes for comparison.

The same owner also requested that owners be reminded of the following gym rules:

- Respecting time limits on equipment – 20 minutes when others are waiting.
- Wearing proper exercise shoes and attire – no street clothing or shoes.
- Opening windows for ventilation to keep the air free of bacteria.
- Wiping down all equipment including free weights, balls, mats, benches after usage.
- Ensuring that personal trainers follow the rules.
- Turning off the lights and heat when leaving.
- No pets are permitted.

The owner suggested that a large sign be installed for gym users to see upon entering the facility.

2. A letter was received on January 21<sup>st</sup> from an owner requesting information. The agent reported that some of the information requested has already been received by the owner and balance of requested items will be delivered to the owner by February 4<sup>th</sup> in accordance with the provisions of the *Strata Property Act*.
3. A letter was received on January 21<sup>st</sup> from an owner requesting information. The information will be forwarded to the owner as requested by February 4, 2011 in accordance with the provisions of the *Strata Property Act*.
4. A letter was received on January 21<sup>st</sup> from an owner requesting information regarding the new access system. The agent will provide available information by February 4, 2011 in accordance with the provisions of the *Strata Property Act*.
5. A renovation request was received from the owner of suite #504. After review and discussion, council approved the request in accordance with the terms of the request. The agent will advise the owner.
6. A renovation request was received from the owners of suite #3201. After review and discussion, council approved the request in accordance with the terms of the request. The agent will advise the owner.
7. A letter was received from an owner regarding cigarette smoke coming into her bedroom and master bathroom. She said she posted a letter in one of the mail rooms requesting that the smoker not smoke in the bathroom which was promptly removed. The agent will contact the owner and gather further information to see what can be done.

8. A letter was received from an owner advising of a failed window seal. The owner will be advised that the window will be added to the list of replacement windows and the building operations supervisor will confirm the window measurements.
9. A letter was received from an owner requesting reversal of a late levy fine. After review and discussion, council denied the request, as the reason given was not substantiated.
10. A letter was received from an owner with an enclosed invoice from Milani Plumbing for unclogging a drain below her kitchen sink. The plumber noted on the invoice that the problem was not in the unit but in the common stack under the unit. The owner also advised that the plumber suggested that the strata look into flushing out all the stacks in the towers. After review and discussion, council agreed to reimburse the owner in the amount of \$239.21 and will review flushing the plumbing stacks.
11. A letter was received from an owner regarding a faulty exterior electrical outlet and failed window seal. After review and discussion, the invoice amount of \$142 will be reimbursed to the owner. The windows with failed seals will be added to the failed seals window list.
12. A letter was received from an owner stating he did not agree that a fine should be levied against him for not providing access during the fire equipment testing as he had left a note with concierge advising who to contact for access. After discussion, council will reverse the fine.
13. A letter was received from an owner thanking council for arranging the Information Meeting on December 15<sup>th</sup>.
14. A letter was received from an owner expressing thanks to both the Building Renewal Committee and to the strata council for their efforts regarding the building envelope repairs.
15. A letter was received from an owner regarding a memo that was distributed asking if owners wished to have the barbeque bylaw amended. This owner does not agree that there should be barbeques on balconies and other residents be subjected to the smell of cooking food.
16. A letter was received from an owner regarding repairs to gutters outside the living room and master bedroom balconies. The owner advised that they wish to hire a contractor to do minor repairs and paint the gutters at their own cost and he was seeking approval from council. After review and discussion, council approved the request.
17. A letter was received from an owner regarding the availability of bike storage stating that he was concerned that after 13 months from his initial request, there were no bike storage stalls available. The agent advised council that she had a discussion with this owner pointing out that council had installed three bike storage racks (on P1 and two on P2) and

that residents had been notified that the bike racks were available on a first come/first served basis.

18. A letter was received from an owner requesting approval of a transfer of a parking stall from one unit to another. After review and discussion, council instructed the agent to advise the owner that council does not object to the transfer but expresses no opinion on the validity of the transfer and makes no representation regarding any prior assignment.
19. A letter was received from an owner requesting reversal of fines for late levy payments. After review and discussion, the request was denied.
20. A letter was received from an owner advising of: a failed window seal, a leak in glass blocks, the condition of the grass in front of his unit and a cracked paving stone. The failed window seal will be added to the window replacement list, the engineers will be advised of the leak in the glass block and the agent will arrange to have this inspected when the engineers are on site. The grass in front of his unit will be discussed further at another council meeting. The agent reported she had previously made arrangements with the landscaper to replace the paving stone and had assumed it had been done. The agent has instructed the building operations supervisor to look into this matter and see that it is replaced as soon as possible.
21. A letter was received from an owner regarding smoke ingress into her unit. A letter was forwarded to the owner of the offending suite advising that a second complaint has been received. The resident and the non-resident owner have been advised of the need to take the necessary steps to prevent ingress of smoke into other units.
22. A letter was received from an owner reporting two previously reported leaky windows and suggested the water ingress was due to humidity. The owner advised that after several days of heavy downpour there was further water collecting in the window tray. The agent was instructed to add this to the list of leaks to be further investigated and to advise the owner accordingly.
23. A letter was received from an owner requesting reimbursement for charges to re-position pots on their deck after repairs to a unit above them. (Workman had moved them). After review and discussion, council agreed to reimburse the owner for \$218.40. The owner also advised that her electrical outlet was used during these repairs and requested reimbursement for the costs for the power which will be on their hydro bill. The agent was instructed to call the owner to confirm how much extra hydro will be charged to her unit.
24. A letter was received from an owner reporting water ingress from the ceiling of three balconies and on the ceiling of an enclosed balcony. This area has been examined by Greg Turner and the building operations supervisor. The owner inquired how soon this issue would be dealt with. The agent will advise RDH Building Engineering Ltd. and request further investigation and advise the owner.

## **NEW BUSINESS**

1. Appraisal Report: The agent presented the appraisal report from Suncorp Valuations showing the total insurable cost for reproduction new 888 Beach is \$99,185,000. The agent advised that as the Certificate of Insurance premium for 2011 was based on the previous total insurable cost of reproduction new amount of \$95,079,000 there will be an increase in the insurance premium of approximately \$4,000 to \$5,000. The agent should know the exact amount by the beginning of February. Council instructed the agent to increase budget line item 7100 for insurance by \$5,000.
2. Suite 401 Water Damage Due to Toilet Overflow: The agent advised of an toilet overflow incident in Ocean Tower. The overflow was not due to anything the owner had done. Phoenix Restoration was called to deal with the emergency water clean-up. Their invoice in the amount of \$2,852.86 for the emergency water clean-up was approved for payment. Phoenix also presented a quote for final repairs of \$1,841 plus HST. As requested, the agent provided a second quote from Forest Trade for \$428 plus HST for the same work. The agent has instructed Forest Trade to proceed with the repairs. The agent also advised that the homeowner was not pleased with the service received from Phoenix Restoration. The agent was instructed to consider other companies for emergency water clean-up in the future.
3. Painting of Parkade Entrance Walls: During the recent lobby upgrade, council requested a quote to paint the walls of both the Howe Street and Beach Avenue parkade entrances. Forest Trade provided a quote of \$1,200 plus HST. Previous quotes received ranged from \$4,000 to \$5,000. Council had instructed the agent to have Forest Trade proceed with the painting as they felt it was too good a price to pass up. Painting of the entrances has been completed.
4. Miscellaneous Painting: At council's request, Forest Trade provided a quote for \$315 to paint several doors to the swimming pool, the exterior doors and other minor touch-ups. Forest Trade also provided a quote to sand and stain exterior townhouse doors for a cost of \$225 per unit, or to sand and paint at a cost of \$105 per unit. Council will consider this quote for future work.
5. Garage Gate Damage: On the weekend of the January 22<sup>nd</sup>, the concierge reported the upper double gate was broken and the wheels had come off. Upon checking the security cameras it was determined that a resident had hit the gate with a truck and left the building without reporting the damage. Overhead Doors have repaired the door and the invoice will be charged back to the owner.
6. Quote for PCV Curtain on Ocean Tower Garbage Room: This item is deferred.
7. Bike Lane: This item was deferred.

8. Car Co-op: This item was deferred.
9. 888 Beach Website: This item was deferred.
10. Road Closures: The agent advised that notice had been received of road closures on February 13, 2011 between 8:00 a.m. and 12:00 noon for the 22<sup>nd</sup> First Half – Half Marathon in support of the Variety Club Show of Hearts Telethon. Beach Avenue, Hornby Street and Howe Street will be closed. The agent will post the schedule in the mailrooms.
11. Parkade Signage: This item was deferred.
12. Annual CO<sub>2</sub> Gas Inspection: Global Gas was on site on January 12<sup>th</sup> for the annual CO<sub>2</sub> gas detection inspection. Global Gas noted that the level P4 fan at stall 80 did not appear to respond during testing and may need servicing. The agent will advise South Coast to further investigate.
13. Interior Repair Quotes: Two quotes were received from DeCaigny Construction for repairs to units. One repair will be deferred. The second quote was for interior unit repairs due to water ingress. The agent was instructed to discuss with RDH Building Engineering Ltd. whether these areas can be repaired or whether they need to be left open for further water ingress monitoring.
14. Elevator Button Replacements: ThyssenKrupp presented a quote of \$3,932 plus HST to replace the car panel buttons in the six elevators to read “L” for lobby and/or “P1”. After review and discussion, the agent was instructed to investigate the cost for placing small signs beside the current elevator buttons in lieu of these expensive buttons.
15. Pet Bylaws: Staff have reported a number of residents have been allowing their dogs off leash in common areas. All owners are reminded of the bylaw 5.2 and 5.11 which states:
  - 5.2 *A resident or visitor must ensure that all animals are leashed or carried when on the common property or on land that is a common asset. A pet found loose on common property or land that is a common asset may be delivered to the municipal pound at the cost of the strata lot owner.*
  - 5.11 *A pet owner must keep a pet only in a strata lot, except for ingress and egress to the street or parking areas. Pets are not permitted in the courtyard area, on level “2” lobby of Ocean Tower, Level “L” lobby of Beach Tower or the 5th and 6th floor of California Walkway except for pets belonging to residents of California Walkway.*

Council instructed the agent to direct the concierge staff to monitor and report infractions.

There being no further business, the meeting was adjourned at 6:30 p.m. The next meeting will be the Annual General Meeting held on Wednesday, February 2, 2011 at 7:00 p.m. and the next council meeting will be held on Wednesday, February 23, 2011 at 4:30 p.m.

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### **24-Hour Emergency Services**

Clients using Telus Anonymous Call Blocking feature must deactivate this service (\*87) to receive return calls from VCS after hours.

Please note that we will take no action on any emergency unless we have talked first to the person placing the call. If you have placed an emergency call, please keep the phone line clear so that VCS can return your call promptly.

**PLEASE NOTE THAT THIS SERVICE IS FOR BUILDING EMERGENCIES ONLY: IT IS NOT FOR PERSONAL EMERGENCIES.** Personal emergencies include lost building or suite access devices (i.e., keys, fobs, IRTs, garage remotes) access to relatives' apartments, inquiries about account balances, "someone parked in my stall", neighbours are having a loud party, and neighbours' security alarm is going off and similar situations. We are also unable to provide assistance on calls such as "I saw a strange person enter the garage..." Suspicious activity and loud parties should be reported to the police. Break and enter and/or vandalism to your automobiles or suites should be reported to the police department.

Please feel free to report floods, broken water lines, fires, fire alarms, stuck elevators, garage gates not working and other similar building/property issues requiring immediate attention.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which are regular administration items.