

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

---

**HELD** On Wednesday, March 26, 2014 at 4:30 p.m. in the Meeting Room,  
1501 Howe Street, Vancouver B.C.

**PRESENT**

Mike Gallagher	Unit #2701 – 1500
Jeff Sodowsky	Unit #2501 – 1500
Bev Andrews	Unit #1505 – 1500
Pat Dairon	Unit # 706 – 1500
Kitty Morgan	Unit #2703 – 1500

**REGRETS**

Marilou Appleby	Unit #1003 – 1501
Craig Dailly	Unit # 613 – 888

**BUILDING MANAGER** Shannon Brown

**STRATA MANAGER** Sylvia Brewer, FirstService Residential

The meeting was called to order at 4:35 p.m.

**ELECTION OF OFFICERS**

President	Mike Gallagher
Vice President	Jeff Sodowsky
Treasurer	Bev Andrews
Secretary	Pat Dairon

**MINUTES APPROVAL**

It was moved, seconded and carried to adopt the minutes of the January 29, 2014 council meeting with the following amendments:

- Website password was noted as 888beach, should be 888.
- Financial Report, item #8, “major impact on 2013 operating budget” should be “major impact on the 2014 budget”.

**FINANCIAL REPORT**

1. Monthly Statements: After review and discussion, it was moved, seconded and carried to approve the January and February 2014 financial statements, as presented.

The financial statements do not reflect any adjustments to the December 31, 2013 year-end. That will be provided by the auditor. The 2014 budget as approved at the February 26, 2014 Annual General Meeting is reflected only in the February statements.

Any owner wishing a copy of the strata corporation's financial statements should contact FirstService Residential during regular business hours, 8:30 a.m. to 4:30 p.m., Monday to Friday.

2. Account Balances: The current balances for the 2<sup>nd</sup> month as at February 28, 2014 in the appropriate funds are as follows:

- Total Cash Balance \$728,640 (including CRF Balance)
- CRF Balance \$285,053 (Contingency Reserve Fund)

3. Audited Financial Statements: The December 31, 2013 draft audited financial statements were reviewed. It was moved, seconded and carried to adopt the December 31, 2013 audited financial statements. The 2013 operating fund surplus of \$28,514 that was reported in the internal unaudited financial statements was adjusted by the auditors as invoices for 2013 were received from suppliers in January and February. The audited financial statements for 2013 will be made available to the owners on the strata's website when they are completed. A reconciliation of the internal financial statement surplus to the auditor's presentation is as follows:

December 31, 2013 unaudited surplus	\$28,514
Less reclassification of 2012 surplus budgeted as income	(\$22,000)
Less additional 2013 expense invoices	(\$7,258)
Auditors' excess of expenditures over revenues	(\$745)
Add fund balance at beginning of the year (includes the \$22,000)	\$31,216
Fund balance at the end of the year	<u>\$30,471</u>

Any owner wishing a copy of the strata corporation's financial statements should contact FirstService Residential during regular business hours, 8:30 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 ID: owner**  
**Password: 888**

4. Arrears: Council reviewed the accounts receivable and as of February 28, 2014:

- (a) One owner has not yet fully paid the December 13, 2011 levy for the 2012 Phase II project. As of February 28, 2014, \$227 remained unpaid.
- (b) Some owners have not yet paid their levy for the 2013 Phase III project. The final payment on this levy was due November 1, 2013. As of February 28, 2014 approximately \$26,200 remained unpaid. Liens have been put in place on some of the units.

In accordance with the wording of the levy resolutions, council instructed the strata manager to add interest charges on overdue payments for the two levies at the rate of 10% per annum compounded annually.

The strata fee adjustments for January and February 2014 catch-up amounts are due on April 1, 2014. **Owners who take advantage of the pre-authorized debit plan for payment of their monthly strata fees do not have to issue a separate cheque for the catch-up fee for this year. The catch-up amount will be automatically deducted from their bank accounts on April 1, 2014.** Owners who pay by cheque are requested to pay their catch-up fees by the April 1<sup>st</sup> due date.

After further review and discussion, the strata manager was instructed to have Jamie Bleay, from Access Law, send demand letters to three owners who are in significant arrears and although liens have been placed against their accounts, payment has not yet been received.

5. Invoices: The following invoices were reviewed and approved for payment:

• RDH	\$8,573.00	Phase III to January 31, 2014.
• RDH	\$779.63	Phase III wrap-up to February 28, 2014.
• RDH	\$3,933.38	Field Review – Phase III to January 31, 2014.
• Westrim Plumbing	\$11,724.30	Hot water storage tanks for Garden Tower.
• Reid Hurst Nagy	\$5,936.40	December 31, 2013 year-end audit.
• Overhead Door	\$1,154.54	Repairs to garage gates #3 and #4.
• Renewal Construction	\$2,121.00	Miscellaneous window repairs.
• Pro-Can Electric	\$1,162.70	Ballast/light repairs.
• Good Earth Landscaping	\$1,104.60	Townhouse #4 plants re: roof repair.
• Renewal Constructions	\$630.00	Exploratory roof work with RDH.
• Renewal Constructions	\$13,673.80	COP #8.
• TNC Restoration	\$62,406.37	COP #10
• West York Developments	\$1,837.50	COP #8.

\* COP = Certificate of Payment

6. Phase III Additional Projects: The invoices from suppliers for the project completed in 2013 continue to come in. A final report will be provided to owners when all the costs have been submitted. The audited financial statements reported balances at December 31, 2013 of \$264,752 and \$413,701 in the Exterior Renewal Phase III Fund and the Structural Fund, respectively. These fund balances will cover the costs of invoices submitted in 2014 for Phase III and the additional projects.

7. Staff Pay Increase: As the budget for the 2014 fiscal year was approved at the AGM, it was agreed to give a 2% pay increase to the currently employed janitorial and concierge staff retroactive to January 1, 2014.

## **COMMITTEES**

In addition to the landscaping committee, the following committees will be established:

1. Bike Room
3. Elevator
4. Water Piping
5. Interior Lobby Refurbishing

Council members will head the committees. A number of owners have volunteered to sit on these committees.

The Interior Lobby Refurbishing Committee requests that owners submit their thoughts and/or suggestions in writing to the attention of strata manager. Letters will be forwarded to the chair of the committee.

## **BUILDING MANAGER REPORT**

Council welcomed, Shannon Brown, the new building manager for 888 Beach. Shannon submitted her report for the month of March for council's review.

One item to note, Shannon's on-site hours will be changed to 8:00 a.m. to 4:00 p.m.

Her report listed a number of recommendations that will be taken into consideration over the next few months.

Three items that were discussed from Shannon's report:

- It was agreed to approve a \$350 clothing allowance for each of the concierge staff to purchase a jacket, shirts and slacks.
- Painting Program: The strata manager and building manager decided on a contractor and get this program in place.
- Carpet Cleaning: It was agreed that annual full clean of all carpets take place with the insets and lobby carpets being cleaned more often. Quotes will be requested.

## **BUSINESS ARISING**

1. RDH Summary of Completed Phases I, II and III: Council was in receipt of the summary report from RDH Building Engineering. The report has been posted on both the strata's website and on Connect, The FirstService Residential website.
2. Structural Maintenance:
  - (a) A proposal was received from RDH Building Engineering for their services for projects to take place during 2014. These are projects that were deemed necessary as outlined in the depreciation report.
    - (i) IGU replacements
    - (ii) Fireplace vents
    - (iii) Roof deck replacements

After further review and discussion, a meeting will be set up with RDH for further discussion.
  - (b) Unit C1 Drain Leak and Fire Stopping: During the renovation of C1, a water leak from a drain from a unit above was discovered. Xpert Mechanical has been instructed to make this repair. The renovation also exposed a number of coring holes in the ceiling of the unit that may need to be fire stopped. The strata manager reported that Xpert Mechanical has been asked to provide a quote for these repairs.
  - (c) Townhouse #14 Water Ingress: There was a report of water ingress in Townhouse 14. After investigation, it was determined that there was a pinhole leak in the pipe to the sprinkler and Vanco Fire Services will be called to make this repair.
3. Landscaping: No report.
4. Depreciation Report: Council will review items designated for attention in the depreciation report and will advise owners through the minutes as to what projects will be undertaken during 2014. Council will also report on the results of their investigations for potential projects for 2015.
5. Townhouse #2 Mould: The strata manager reported that she has instructed Eco Impact to proceed with suggested testing for mould and will follow up to confirm when this testing will be completed.

6. Dryer Vent Drips: As noted previously, two units will require installation of ventless dryers. The strata manager has begun some investigation into options and each owner will be advised of a type and brand of ventless dryer to purchase. They will have a budget of up to \$2,000 and will be required to have the ventless dryer installed and then submit paid bills to the strata manager for reimbursement.
7. Backflow Assemblies: Council has reviewed the quotes from both Trotter & Morton and Xpert Mechanical. After further review and discussion, it was agreed to have Xpert Mechanical proceed with the backflow preventer installation for both Ocean Tower and Beach Tower. The strata manager advised that she has received an extension to April 30<sup>th</sup> for the completion of this work from the City of Vancouver. The strata manager will confirm with Xpert that all items are covered in the quote and will advise council accordingly, but this work must be done as ordered by the City of Vancouver.

At the same time, Xpert Mechanical will be instructed to proceed with the repair to the backflow preventer for the garbage chutes rinse system to ensure that this it is working properly. The approximate budget for this work is \$5,000. Budget for the installation of backflow preventers for both towers is approximately \$25,000 to \$30,000 plus applicable taxes and permits.

8. Water Insurance Claim – Units #402 and #302: The strata manager reported that the repairs have been completed in #302 in Ocean Tower. However, the owner of #402 has asked Barclay Restoration to defer repairs as they wish to also undertake some renovations. They have not yet made application to the strata council for approval.

The strata manager reported that she has advised Barclay Restoration that they should issue the invoice for the water damage deductible in order for them to be paid for the work that has been done to date. Water damage deductible for this incident is \$25,000.

9. Insurance Claim – Garden Tower: The strata manager reported that the repairs to all the units affected by the water ingress after the installation of the expansion tanks and subsequent flood in Garden Tower have been completed. Temporary elevator repairs have also been completed and the final repairs have been approved by the insurance adjuster. ThyssenKrupp has been instructed to order parts. The insurance adjuster has requested that they provide a full accounting of all the repairs in order to have their invoices paid. The cause of the water ingress is still under investigation and therefore, the question of who is responsible for the \$25,000 deductible is still at issue.
10. Blind Installation: Further correspondence was sent to an owner regarding the replacement of damaged blinds due to water ingress but the owner has not responded whether they wish to be refunded for the number of blinds that council is willing to replace or have the strata replace them on their behalf. In the meantime, they have requested that the current blinds be re-installed now that all the repair work has been completed. The strata manager will have this installation done immediately.
11. Ocean Tower Garbage Room Floor Membrane Repair: After further review and discussion, it was agreed to have Columbia Seal proceed with sealing the garbage room floor at the quoted price of \$5,991 plus taxes. The strata manager will instruct Columbia Seal to proceed with this work as soon as possible.

## **CORRESPONDENCE**

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

1. Renovation Requests:

- (a) A renovation request to make a number of changes and alterations to Unit #2106 was received from the owners. After review and discussion, as the application met all the requirements, the request was approved.
- (b) A renovation request to install hard surface flooring and to replace bathroom faucets was requested by the owners of Unit #405. After review and discussion, as the application met all of the requirements, the request was approved.
- (c) The owners of Unit #1606 have submitted a request to make changes to their kitchen and solarium, which include changing pot lights and moving of sprinklers and adding cabinets. After review and discussion, as the application met all the requirements for alterations, the request was approved. The owners will be advised that they must use a strata-approved contractor for the sprinkler work and must pull permits for electrical.
- (d) The owner of commercial units C1 and C2 has submitted a proposal to move the corner grocery store into Unit C1 and to build a dental office in C2. After review and discussion, as the application met all the requirements for these alterations, the request was approved and the owner will be notified.

2. Correspondence:

- (a) A noise complaint was received from an owner regarding a loud party that took place at the end of January. A bylaw letter was sent to the residents and the non-resident owner advising of this complaint.
- (b) A letter was received from an owner advising that they would like to join the bike committee. The bike committee chairman has been advised.
- (c) A letter was received from an owner regarding a barking dog in a neighbouring unit and a bylaw violation letter has been sent to the owner.
- (d) A request was received from an owner requesting to be reimbursed for polishing and scratches made to their marble floor during strata-sanctioned repairs. After review and discussion, the strata manager was instructed to request more information as to the time and the circumstances of the strata repairs.
- (e) A letter was received from an owner regarding a number of issues.

The first issue is that they would like council to consider replacing the entrance door and threshold to their townhouse and reported that they have requested attention to this on previous occasions, but feel that waiting until all doors are in the same condition is not satisfactory. They feel that their door is more exposed to the elements than all but one other in the entire complex and as a result is in much worse condition at this age of the building.

Council did not budget for door replacements at this time and will further review the need to replace this door as approved projects near completion and, if funds are available, it will be considered.

The second request was to clean up their courtyard-level patio, as during construction, the space was used extensively while performing work on the townhouse next door and others adjacent to it. They would like to have use of their patio again; however, there is a lot of construction dust resulting from the project and felt they did not have the proper equipment to clean the panels, glass blocks and the concrete tiles of the patio.

After further review and discussion, it was agreed that the building manager will review the state of the patio concrete tiles and if necessary, will have Danny clean this area. It was agreed that as none of the building panels are to be cleaned this year, the cleaning of the panels will not be considered. The strata manager will also contact Black Tie to come back to clean the townhouse windows that were missed during the initial clean in December and/or have this included with the window cleaning that will be scheduled in May. The owner will be advised.

- (f) A letter was received from an owner regarding a noise complaint; they thought the noise may be coming from the unit directly above them. A letter was sent to this owner and they replied that they are very quiet owners and are not awake during the hours of the reported noise.

The strata manager advised that a notice has been sent to all owners on the 22<sup>nd</sup> and 23<sup>rd</sup> floor of Beach Tower reminding them that noise does travel and to be mindful when closing doors, etc. in the early hours of the day.

- (g) A letter was received from an owner regarding an electrical issue in their unit, concerning several light bulbs burning out with alarming frequency and one overhead fixture exploding.

The strata manager reported that an electrician was called immediately and has attended the unit to determine if there are any electrical issues. The electrician could find no fault with the wiring of the fixtures.

- (h) A letter was received regarding the difficulty a resident is having in opening some of the doors in Ocean Tower. The owner will be advised that should they require help, they should call the concierge for assistance. The strata manager was instructed to have the building manager further investigate which doors the owner is having difficulties with.

- (i) A noise complaint letter was received from an owner on the 17<sup>th</sup> floor and a bylaw violation letter has been sent to the owner in question.

### 3. Bylaw Violations:

- (a) A noise complaint letter was sent to a 4<sup>th</sup> floor unit. No reply has been received and the strata manager was instructed to levy a \$200 fine against the unit.
- (b) A dog complaint violation letter was sent to an owner and the owner has replied to advise that they are making all efforts to ensure that their young dog is trained. They have also purchased an anti-bark collar for the dog to wear when they are not at home and the dog is unsupervised.
- (c) A noise complaint was sent to a 17<sup>th</sup> floor unit owner and the owner has replied advising that the problem started when they bought a new TV with a sound bar and that even with the lower volume, the sound of the bass was coming through the wall into the bedroom of their neighbour. They have since been very sensitive to the volume and do not have the TV on after 11:00 p.m. They have spoken with the previous building manager and have given their neighbour their phone number to let him know if it is still disturbing them and have not heard back.

This owner has also checked with other adjoining neighbours, and they have stated that they have not heard anything from the unit. This owner wants to remain a good neighbour and hopefully this issue has been resolved.

- (d) A noise complaint letter was sent to an owner on the 23<sup>rd</sup> floor; however, they reported that they are not awake during the hours of the complaint. As noted earlier, a memo has been sent to all owners on the 22<sup>nd</sup> and 23<sup>rd</sup> floors that noise does travel and all residents are requested to be extra careful in the early mornings and late at night when closing doors, etc. and that carpets should be laid in heavy-traffic areas of one's unit.
- (e) A bylaw violation letter had been sent to an owner regarding the fact that it was noted that they had two dogs in their unit. The strata manager advised that the owner had called and was going to send a letter on this issue; however, after further review and discussion, the strata manager was instructed to advise the owner in question that having two dogs is in violation of the bylaws and only one dog will be permitted in the unit. The owner will have to make other arrangements for the second dog.

## **NEW BUSINESS**

1. IGU Replacements: Two quotes have been received for replacement of approximately 182 IGUs; however, replacement will be deferred until agreement is made with RDH to have them oversee this work in addition to several other projects as noted earlier in the minutes.
2. Tile and Grout Cleaning in the Pool Bathrooms: Quotes were received for cleaning of the floors and walls and showers in the men's and ladies' washrooms. After review and discussion, it was agreed to accept the quote from Citrus-O Carpet Care in the amount of \$931.95 plus applicable taxes to clean the tiles of both the floor and the showers in both the ladies' and men's washrooms.
3. Floor Cleaning Machine: This item was deferred.
4. Window Washing: The strata manager reported that Black Tie will honour the quote from 2013 for cleaning of the windows. It was agreed that a full cleaning, including hand washing of all balcony windows and exterior surface of the railing glass will take place in May at a total cost of \$17,300 plus applicable taxes. A second cleaning will be scheduled for October.

The strata manager is to confirm the cost for doing the missed townhouses during the December clean. Black Tie is also to proceed with cleaning the glass awnings over the Beach and Ocean Tower entrances every other month at a cost of \$300 per clean, as this was included in the budget for 2014.

Black Tie also noted that several additional tasks were done during the December window cleaning and it was agreed to submit payment for these items. Payment of \$1,200 will be made for cleaning blackened panels around several fireplace vents, relocation due to the construction work being done, and additional time spent removing construction debris from the glass.

5. Security Cameras: A quote was received from Vidtech Security Services for replacement of monitors and possible relocation of cameras. After further review and discussion, it was agreed to get a second quote that council will review at the next meeting.
6. Water Treatment Systems: The strata manager presented a water treatment quote from Hytec Water Management. After review and discussion, it was agreed that the committee for piping will review this quote and will look at other options before considering how to proceed.



7. Fireplace Cleaning: Sure Fire Gas will be on site April 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> for fireplace cleaning. Cost for the cleaning is \$55, which must be paid directly to Sure Fire Gas. Sign-up sheets are in the mailroom and owners must make payment at the time of inspection. It is strongly suggested that owners take advantage of this service.

It was also requested that notices be put in the elevator to remind owners of this fireplace cleaning, as currently the sign-up sheets and notices are in the mailroom only.

It was also noted that several units have very blackened areas around their fireplace vents and once it is determined which units these are, it will be strongly suggested that they sign up for fireplace cleaning as it is their responsibility to have a clean burning fireplace that will not produce soot.

There being no further business, the meeting was adjourned at 7:00 p.m. The next council meeting is scheduled for Wednesday, April 30, 2014 at 4:30 p.m.



Sylvia Brewer  
 FirstService Residential BC Ltd.  
 1281 West Georgia Street, Suite 400  
 Vancouver, B.C.  
 V6E 3J7

Telephone: 604.684.6291 (24 Hour Emergency Services)  
 Toll free: 1.877.684.6291  
 Fax: 604.684.1539

SyB/kh

**Is Your Address Changing?**

**NAME(S)**

---

**Strata Plan**

**Unit #**

**CHANGE TO:**

**NEW ADDRESS:**

---

**NEW CITY/PROVINCE:**

---

**NEW POSTAL CODE**

**EMAIL:**

---

**TELEPHONE #:**

**HOME:**

**WORK:**

**CELL:**

---