

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

*Held on Thursday, October 23, 2014 at 4:30 p.m.  
Within the Meeting Room  
1501 Howe Street, Vancouver, BC*

<b>COUNCIL IN ATTENDANCE:</b>	Bev Andrews Pat Dairon Kitty Morgan Marilou Appleby Craig Dailly	Treasurer Secretary
<b>REGRETS:</b>	Mike Gallagher Jeff Sodowsky	President Vice-President
<b>STRATA MANAGER:</b>	Sylvia Brewer	FirstService Residential

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The meeting was called to order at 5:35 p.m.

**BUILDING MANAGER REPORT**

Council reviewed the Building Manager's report for October 2014. A number of items to note:

- Tek Roofing has run into some delays due to the weather and now estimates the work will be completed by the end of October. All townhouse work is complete with the remainder of the work being on Beach Tower 26<sup>th</sup> and 5<sup>th</sup> floor balconies.
- Columbia Seal was scheduled to have the fireplace vents inspected. However, this has been delayed and owners will be advised of the date for final inspection.
- After many attempts, the air handling unit that services the 14<sup>th</sup> floor down to the main floor in Beach tower has been repaired by Trotter & Morton.
- ThyssenKrupp Elevator has shut down the Garden Tower elevator during the day for the past week to complete repairs due to the flood that took place in December of 2013.

Owners please be advised that until further notice, the Building Manager, Shannon Brown, will be away. Please call the concierge or the Strata Manager.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved and seconded to approve the Minutes of the Strata Council Meeting held September 24, 2014 as circulated. **CARRIED.**

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**FINANCIAL REPORT**

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1<sup>st</sup> of each month. The Council thanks all owners who have made their monthly strata fee payments in full and on time each month.

It was noted that there still are several owners owing monies for the Phase 3 special levy, and the Strata Manager is working on delinquent accounts.

2. **Invoices:** The following invoices were reviewed for payment:

• Black Tie	\$5,034.75	Parkade Cleaning
• Cross Carpentry	\$997.00	Miscellaneous Repairs
• Pro-Can Electric	\$1,290.95	Electrical Repairs
• Trotter & Morton	\$7,954.80	CO Sensor Repairs
• JRV Secure Systems	\$2,419.20	Coring Damage Investigation*
• JRV Secure Systems	\$18,661.38	Coring Repair re: insurance Claim

\* This will be charged back to the owner of C2.

3. **Report on Unanticipated Expenditures:** There are no unapproved expenditures to report. The *Strata Property Act* requires that all owners be notified as soon as possible of unapproved expenditures.
4. **Monthly Statements:** It was moved and seconded to approve the financial statements for September 2014. **CARRIED.**

Owners wishing to view the most recent financial statement are encouraged to log onto **FSRConnect**. The financial statement can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Document", and then selecting the desired file.

5. **Express Council Consent – Auto-Fines:** The Strata Manager reviewed the Express Council Consent Automatic Fine procedure with the Council Treasurer, and it has been agreed that as of January 1, 2015, any owners who are in arrears or who have not made their strata fee payments by the 1<sup>st</sup> of the month will be charged 10% interest per annum, and any owners who have not paid their special levy on time will be also be charged 10% per annum.

**Owners are reminded that maintenance fees are due on the 1<sup>st</sup> of each month and FirstService Residential must be in receipt of payment by the 1<sup>st</sup> of each month to avoid interest charges.**

6. **Audit:** The Strata Manager advised that she has requested a letter of engagement from Reid Hurst Nagy.

## 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.

## COMMITTEES

1. **Landscaping:** No report.
2. **Elevator:** Several Council Members met with ThyssenKrupp Elevator regarding the elevator refurbishment plan. ThyssenKrupp Elevator will refine the refurbishment plan and supply samples of interior elevator panels for Council's review.
3. **Water Pipe Testing:** Most of the required samples of pipe have been obtained. There are, however, still several units where McCuaig & Associates Engineering has instructed Xpert Mechanical to get samples. The Strata Manager is working on gaining the required access.
4. **Interior Lobby:** No report.
5. **Bike Room:** No Report.

## BUSINESS ARISING

1. **RDH Engineering Report:**
  - (a) **2014 Project Update:** RDH Engineering reports that the project is on budget and expected to wrap up by the end of October.
  - (b) **Reported Leak between Townhouse 18 and Unit 516:** A further leak was reported, and a second report will be coming from RDH.
  - (c) **Townhouse 3 Caulking:** No update.
  - (d) **2015 Repairs & Maintenance:** RDH presented proposed repairs for 2015 for Council's review and consideration.
2. **Townhouse 2 Mould Review:** The Strata Manager presented a report from DTS Consulting. After review and discussion, it was agreed to forward the report to the owners of Townhouse 2 for their review.
3. **Insurance Claims:**
  - (a) **Garden Tower:** The Strata Manager reported that repairs to the elevator are near completion. She has not been advised, however, when the insurance adjuster will proceed with subrogation against Westrim Plumbing.

- (b) **Beach Tower Water Ingress May 2014:** The Strata Manager advised that final repairs and clean-up to the upper lobby of Beach Towers should be completed shortly.
  - (c) **C2 Security System Repairs:** The Strata Manager reported that the repairs regarding the coring incident in commercial unit C2 are underway and also advised Council that the insurance adjuster has requested that the insurance companies will cover the full cost of the repairs of \$21,059.68, less the \$5,000 deductible, which has already been charged back to the owner of the unit.
4. **Annual Fire Alarm Testing:** The Strata Manager reported that she has not had a final report from Vanco Fire Protection/SimplexGrinnell's investigation of the panels and will follow up.
  5. **Commercial Signage:** The Strata Manager has not heard back from the commercial resident regarding signage.
  6. **Window Cleaning:** The Strata Manager reported that the window cleaning has been delayed and should begin Monday, October 27<sup>th</sup>, weather permitting.
  7. **Digitizing of Blueprints:** The Strata Manager presented a quote from PacBlue. She advised that copies of our building plans will cost \$1.50 per sheet. There are approximately 320 sheets. After review and discussion, the Strata Manager was instructed to proceed with the digitizing of the building plans.
  8. **Composting Wet Garbage:** This item was deferred.
  9. **Annual Dryer Vent Cleaning:** The Strata Manager presented a quote for the dryer vent cleaning for Beach Tower at \$70 per unit to clean both from the interior and exterior of the vent. The Strata Manager was instructed to proceed. The Strata Manager also advised that Michael A. Smith presented a quote of \$45 per unit for cleaning both interior and exterior of the dryer vents if the entire building is done at the same time, and Council will consider this for next year's budget.
  10. **Insurance Presentation:** A number of Council Members met with Paul Duchaine and Paul Murcutt of BFL Insurance to review our claims and to inquire about our deductible and insurance premiums for next year.
  11. **Exercise Bike:** The Strata Manager reported she has requested a quote from Richard Zaal at Life Fitness to replace the exercise bike. A quote has not yet been received.

## CORRESPONDENCE

1. **Renovation Requests:**
  - (a) The owner of Unit 1203 requested permission to proceed with the bathroom renovation. As the request met all the criteria, the renovation was approved.

- (b) The owners of Unit 2205 requested permission to replace the fireplace insert. As the request met the criteria for replacement, this request has been approved.
- (c) The owners of Unit 705 requested permission to replace bathroom tile and the bathtub in their unit. As the request met the renovation criteria, this has been approved.
- (d) The owner of Unit 506 requested permission to replace the fireplace insert. As the request met the renovation criteria, this replacement has been approved.
- (e) The owner of Unit 804 requested a further amendment to their original renovation request to move several sprinklers. While the contractors were in the process of the renovations, they noted that several repairs were required to the sprinkler lines and provided a quote in the amount of \$1,900. As this is a Strata responsibility, the Strata will reimburse the owner for \$1,900 to repair the copper sprinkler pipes and approved the moving of several sprinklers in the unit.
- (f) The owner of Unit 1308 requested approval to replace hardwood flooring. As the request met the criteria for renovations, this has been approved.

**2. *Bylaw Violations***

- (a) A letter was received from an owner in response to a Bylaw violation for having two dogs. The owner has apologised in writing and advised that he had a family member staying with him over the summer months. That family member had two dogs and was not aware of the policy. The family member has now left, and Council has agreed to reverse the fine. The owner will be advised.

**3. *General Correspondence***

- (a) A letter was received from an owner regarding previously reported wall water damage and window seal repair. The owner thanked the Building Manager for making it a priority and organizing the repairs with Cross Carpentry, who did a very professional job.
- (b) A letter was received from a townhouse owner regarding mice inside their unit. The owner felt that the Strata had not taken steps to eliminate the rodents. Council thanked the owner for their concerns. A rodent notice was sent to all owners in September advising of measures that would be taken.
- (c) A letter was received from an owner regarding the ongoing construction noise, suggesting that Council try to stagger projects across areas of the building to minimize the impact and disturbance for owners. They reported that from April to the present time there were six projects in one area of the complex, generating significant noise and disturbance. The projects included several condo renovations, two townhouse roof repairs, two townhouse balcony repairs and adjacent building envelope repairs.

Although Council can understand this owner's concern, Council cannot prevent owners from making renovations to their units and unfortunately cannot always pick and choose where remediation repairs are required. These repairs must be done in order to protect the investment of the owners.

- (d) A letter was received from an owner regarding groups of people congregating in Lorne Brown Park across the street on Beach Avenue. The owner suggested more frequent security patrols by concierge staff, more cameras, the possibility of installing gates at the bottom of each townhouse stairwell and/or window bars and continued lobbying of the City of Vancouver. Council thanks this owner for their concerns, but cannot control what happens outside the Strata's walls. All owners are advised that they certainly can form a lobby group to advise the City of their concerns.
- (e) A letter was received from an owner regarding the homeless shelter going in on Howe Street. Council thanks this owner for their concerns. As this is not a Strata issue nor an issue that the Strata Manager can deal with, owners should approach the City with any concerns they have and/or form a lobby group to approach the City of Vancouver.
- (f) A letter was received from an owner regarding another resident found to be smoking a pipe in their vehicle in the parkade. After review and discussion, the Strata Manager was instructed to send the owner in question a reminder that smoking is not permitted on common property.
- (g) A letter was received from an owner regarding an incident where the owner was driving between gates on P1 to P2 and her vehicle was caught under the gate coming down, sustaining some damage to the vehicle. After review and discussion, it has been determined that the owner should not have been stopped directly under the gate, but rather should have waited for the car in front to clear the gate before moving through the gate. Council will not reimburse the owner for any damages to the vehicle.
- (h) A letter has been received regarding ongoing smoke ingress issues between their unit and a neighbouring unit. After review and discussion, several Council Members have agreed to attend to the unit when this owner smells smoke to determine nature of the ongoing smoke ingress complaints.

This owner is also suggesting that Council consider a no smoking Bylaw. This owner will be advised that should they wish, they may lobby the rest of the owners, and if 20% or more of owners agree that a non-smoking Bylaw should put in place, they can present this to Council for inclusion at the next Annual General Meeting. This proposal would have to be approved by a  $\frac{3}{4}$  vote to become a Bylaw.

- (i) A letter was received from an owner regarding renovation noise taking place on a Saturday. It was noted that renovations are permitted on Saturdays between 10:00 a.m. and 5:00 p.m. and at this time, no further action will be taken against the owner doing the renovations. However, this owner making the complaint is suggesting that the Bylaws be changed regarding renovations. Owners are

reminded if they wish, they may lobby other owners. If 20% or more of owners feel that the Bylaws should be changed regarding renovations, this can be presented to Council to add to the next Annual General Meeting agenda. Such a Bylaw change would have to be approved by a  $\frac{3}{4}$  vote to become a Bylaw.

### **NEW BUSINESS**

1. ***Increase in Management Fees:*** The Strata Manager advised that there will be an increase in management fees effective January 1, 2015 to \$3,990 plus GST per month. This represents an increase of 2.4% each month, or 37 cents per strata lot per month.
2. ***Interior Townhouse Mouse Program:*** A notice has been sent to all the townhouse owners advising that if they have concerns regarding mice in their units, especially now with the weather getting colder, they should call Canadian Pest Control to come and treat individual units. The technician will visit each townhouse individually and set up pest control suited to their specific environment regarding children, pets, etc.

It was also suggested that windows and doors need to be screened or kept closed, as at this time of year mice are looking for a warmer home and can squeeze through very small openings. Information for phantom screens was also included in the notice. To date, the Building Manager reported that only one unit had taken advantage of the mouse control offered.

Townhouse owners are reminded that may call Canadian Pest Control directly at 604.524.5511 to arrange for an inspection of their unit and installation of required bait traps, etc.

3. ***Glass Claims:*** The Strata Manager advised that two glass claims have been denied by Beck Glass, who had a contract with BFL Insurance for glass replacement. As the Strata Manager was in disagreement with the denied claim and BFL also had concerns, they instructed Access Law Group to follow up with Beck Glass to request more information regarding the denied claims.
4. ***Contractor/Staff Bonuses for 2015:*** Council reviewed the bonuses for the Building Manager, cleaning staff and concierge staff. Staff bonuses were agreed upon and will be distributed in December.
5. ***Gym Equipment:*** Exer-Tech advised that there will be an increase of \$12.50 per quarterly visit for the inspection of the fitness equipment. They also presented a quote for repairs to the treadmill, which Council will not proceed with as this treadmill is being replaced. They also reported that the pads on the multi-gym are cracked and need to be replaced. The cost to replace these pads is \$200 plus applicable taxes, and the Strata Manager was advised to proceed with this repair.
6. ***Employee Benefits:*** The Strata Manager presented a quote for additional employee benefits. Council will review for consideration to be included in the next budget.

There being no further business, the meeting was adjourned at 7:00 p.m.

**Next meeting:** Wednesday, November 26, 2014 at 4:30 p.m.

**FirstService Residential BC Ltd.**



Sylvia Brewer  
Senior Strata Manager  
Per the Owners  
Strata Plan LMS-712

**Email:** info.bc@fsresidential.com  
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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™

FirstService Residential provides a complimentary website for each of its strata clients. The website gives residents and owners secured log-in and access to:

- ✓ *Account balance & history*
- ✓ *Meeting minutes*
- ✓ *Building notices & announcements*
- ✓ *Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.)*
- ✓ *Owner's profile update*
- ✓ *Bylaws and rules*
- ✓ *Insurance summary of coverage*
- ✓ *Event calendars*

It also allows your Strata Manager to send you emergency alerts via the contact numbers as indicated in your registered profile.

To sign up, please visit the following site to complete the **FSRConnect** Registration form:

<https://www.fsresidential.com/british-columbia/homeowners/forms/fsrconnect-information-collection-form>