

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

*Held on Wednesday, August 26, 2015
Within the Meeting Room
1501 Howe Street, Vancouver, BC*

COUNCIL IN ATTENDANCE:	Bev Andrews Pat Dairon Craig Dailly Kitty Morgan	Treasurer Secretary
REGRETS:	Mike Gallagher Jeff Sodowsky Marilou Appleby	President Vice-President
BUILDING MANAGER:	Shannon Brown	
STRATA MANAGER:	Carolina Ibarra	FirstService Residential

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

BUILDING MANAGER REPORT

Council reviewed the Building Manager report for work performed up to August 26th, 2015. We include a number of highlights for your reference:

RDH

- RDH inspected the ceiling cracks in Unit 409 and TEK roofing work.
- No access has been gained yet to Unit 2101 to inspect the holes in patio door frames.
- Unit 1909 reported rusty/loose nuts and bolts on a railing that was replaced 2 years ago – RDH will inspect the area.
- Water test will be scheduled for Units 1707 and 404.

Nikls

- Repaired a broken handle on main entrance door to Ocean Tower.

TEK Roofing

- Work continues on schedule for TH02 and Unit 2602. Work at Unit 1901 was completed.

Xpert Mechanical

- Repaired a pinhole leak on the copper re-circulation line in the P1- bike room.
- Attended and repaired a leak that originated Unit 303.

Columbia Seal

- IGU installations are complete in Units 807, 1207, 1706, 705, 906, 1505, 1301, 1303, 1401, 1602, 901/902, 1702, 3202, 2006, 1807, 2201, 1606, 2101, 2302, 2502, 3003.
- Due to a mishap, several pieces of glass needed to be re-ordered. These IGUs will be installed mid-September.
- New glass has been ordered for the Beach Tower upper lobby.
- IGU replacements for Unit 2302 will be scheduled shortly.

By Law Issues

- Paperwork is forthcoming on an unauthorized renovation.

Misc. Building Issues

- There have been problems with the organics pick up. The Progressive Waste truck leaks and leaves a mess. The contractor cleans up each time and has acknowledged that they are working on the issue.
- The City of Vancouver has received the report of the broken irrigation line due to the bench installation along Beach Ave.
- Super Saver Fuel topped up the emergency generator with 450 litres of diesel.
- Fire Pro completed the annual monitoring system inspection.
- Prairie Coast Equipment completed maintenance on the John Deere.
- In order to mitigate damage caused by drying vegetation in the drained water feature, two truckloads of water will be delivered. This delivery complies with City of Vancouver requirements as it does not originate from the reservoir.
- A fragrance dispenser was installed in the Ocean Tower garbage room.

Vanco Fire

- Replaced an accelerator in the P1-Fire room
- Fire Alarm Testing – 45 suites were not inspected. The contractor will schedule a return visit.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held July 29, 2015 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Owners are reminded that strata fees are due on the 1st of each month.

The final payment on the Interior Refurbishment Levy was due August 1, 2015. As of August 20th, approximately 27 Owners had outstanding balances totalling over \$20,100 for late levy payments, fines and interest. Also, nine Owners are not up-to-date for payment of their monthly strata fees.

Council advised the Strata Manager to place liens in accordance to proper procedure and to assess fines on any overdue special levy payments or Strata fees as of August 28th, 2015.

The Council thanks all Owners who have made their monthly strata fee payments in full and on time each month.

2. Invoices:

Council approved the following invoices for payment:

COMPANY	GL CODE	AMOUNT	DESCRIPTION
NIKLS	7240	\$226.01	Ballast replacement and other
LANDSCAPE REFLECTIONS	6517	\$255.15	Water feature UV unit
JRV SECURE	7240	\$570.12	P1-1500 Door alarm and troubleshoot
XPERT MECHANICAL	7240	\$275.63	Interior Courtyard Back-up
NIKLS	3778	\$9, 147.60	LED Replacements
SIMSON MAXWELL	7240	\$1, 061.50	ER Generator testing
SUPER SAVE FUELS	7240	\$626.90	ER Generator refueling
XPERT MECHANICAL	7240	\$334.69	303 Leak (chargeback to insurance)
VANCO FIRE	5909	\$195.83	Panel trouble
FIRE-PRO	5909	\$270.90	Annual fire inspection
RDH	3778	\$49, 399.88	TEK Roofing
RDH	3778	\$44, 661.46	Columbia Seal

3. **Report on Unapproved 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 Statement:** It was moved and seconded to approve the financial statement for July 2015. **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.

Alternatively, Owners can visit the Strata’s website:
www.888beachvancouver.com .

The Owners' Only section of the website can be accessed as follows:

User I.D. - owner

Password - 888

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:*** The water feature was unexpectedly drained. The Building Manager and Strata Manager are investigating the cause of the incident. Prior to the meeting, Council authorized the Building Manager to arrange for the delivery of two water trucks in order to fill the water feature, as required to prevent membrane damage by the vegetation.
2. ***Elevator Project:*** The Strata Manager will follow up with ThyssenKrupp to confirm if the cab drawings are ready for approval. A schedule for the project will be requested thereafter.
3. ***Interior Lobby Refurbishment:*** Council awaits a pending invoice and cost breakdown from Mitchell Freedland in order to confirm whether a new concierge desk can also be purchased.
4. ***Bicycle Storage and Parking:*** A bicycle audit, whereby Owners must register and tag their bicycles, will commence in the coming weeks. Any bicycles that are not tagged by the given deadline will be disposed of or donated to charity. Further information is forthcoming.
5. ***Organic Waste:*** Pick-ups have been increased to twice per week. The service issues outlined in the Building Manager's report will be monitored over the coming weeks, and if an improvement is not apparent, a change in contractor will be considered. Alternate quotes will be obtained in advance.

Owners are reminded to refrain from disposing of plastic bags in recycling and organics bins. Furthermore, batteries should not be disposed of in the landfill waste bin.

BUSINESS ARISING

1. ***Structural Maintenance:***
 - (a) ***2015 Repairs/Maintenance:*** TEK Roofing continues to proceed with work on schedule. Columbia Seal has begun IGU installations. Please refer to the Building Manager's report above for further detail.

- (b) **Miscellaneous Repairs:**
- (i) RDH has inspected various units to undertake investigations on different matters. Council awaits the respective reports.
 - (ii) It has been challenging to obtain access to certain units that need to be inspected by RDH. Owners are reminded that RDH staff is not on site daily. Therefore, access must be provided when the Engineers are available and advance notice has been provided. Owners may leave a key with the Building Manager – otherwise reported issues may not be inspected in a timely manner.
 - (iii) Further to recommendations made by RDH, quotes will be obtained to apply conventional paint to the railings of units 708 and 711. In addition, a gap outside of the dining room of unit 709 will be caulked.
2. **Insurance Claims:** A leak originated in unit 303 as a result of an improperly crimped pipe, which was part of a renovation. The flood affected various areas including other suites. As the total cost of the damage is above the Strata's insurance deductible, an insurance claim has been made.
3. **Dryer Vent Cleaning:** The Strata Manager will follow up on the inspection of Units 706 and 1108.
4. **Building Entrance and Fire Doors:** The Strata Manager and Building Manager are in the process of investigating options for automatic doors throughout the Strata Corporation.
5. **Beach Tower Lobby:** Council awaits receipt of an estimate from RDH to repair water ingress near the front entrance.
6. **Security System:** JRV is in the process of implementing the approved repairs and upgrades. The contractor awaits further information from ThyssenKrupp so he can provide a final quote for the installation of cameras in the elevators.
7. **2101 Unauthorized Renovation:** As the Owner did not allow access to RDH during a recent scheduled inspection, the Owner will be given 48 hours' notice that the unit will be accessed to inspect the holes the Owner drilled in the exterior of the unit. The date will be set upon confirmation of an Engineer's availability.
8. **Maintenance Schedule:** Council reviewed the comparative quote provided by City View Systems for window and building washing. The contractor will be asked to provide further details in their quotes. In addition, a detailed scope of work will be developed for building washing, to ensure any work meets the needs of the Strata Corporation, as well as recommendations made by RDH.

9. **Communications Update:** Owners are advised that, as a cost saving measure, correspondence will be delivered by email only, to Owners who have provided their email addresses to the Strata Corporation. General Meeting notices and statements will continue to be delivered via regular mail to all Owners. Owners who have not provided an email address will continue to receive hardcopy correspondence.
- If you have not provided your email address but wish to receive correspondence via email:
- (a) Please register for FSRConnect (which will also allow you to view Strata documents and account information); or
 - (b) To only receive email correspondence without access to FSRConnect, you can simply provide your email address to the Strata Manager or Building Manager.
10. **Bylaw Violations:** Council reviewed various bylaw violations and disputes and directed the Strata Manager to apply or waive fines accordingly. In addition, Council directed the Strata Manager to issue a bylaw reminder notice to a unit generating noise after 8:00 p.m.
11. **Parking Stall Dispute:** The Strata Manager is in the process of undertaking a parking audit.
12. **Annual Fire Inspection:** The annual fire inspection took place from August 10th to 14th. Council awaits a quote for deficiency repairs.
13. **Renovations:**
- (a) There are multiple renovations underway at 888 Beach. In order to expedite the renovation approval process, Owners are reminded to submit a complete renovation package that includes all the required back up documentation. The package can be obtained from the Building Manager.
 - (b) TH7 was found to be undertaking an unauthorized renovation that included coring through common property. The Owner has been asked to stop further work and submit a detailed request for authorization to proceed with renovations. Council directed the Strata Manager to issue a bylaw violation letter related to the incident, as well as arrange for Vanco Fire and RDH to inspect the cored area. The inspection as well as any restoration required will take place at the Owner's cost.
 - (c) Owners of Beach Tower 04 Suites are advised that during a recent renovation in unit 2704, anomalies were identified in original plumbing installations. The City required the issue to be corrected prior to the renovation's completion. It is possible that other 04 units have the same type of installation, which would have to be corrected at the time of a renovation. You may contact the Building Manager for further information.
14. **Staff Vacations:** All staff has been reminded to take any remaining holidays prior to the end of the year.

15. **Rental Parking:** There is currently only one occupied rental stall. Owners who wish to rent a parking stall should contact the Building Manager or Concierge.

CORRESPONDENCE

1. **708 Flashing:** Council reviewed correspondence from an Owner disagreeing with an assessment made by RDH, which referred to a section of cap flashing outside of the unit as nothing more than an aesthetic concern.

The Owner considers the area to be significantly corroded. RDH will be asked to inspect the area once again, and provide a quote for replacing the cap flashing in question.

2. **1207 Window Replacement:** Council reviewed correspondence from an Owner reporting that one of their replaced windows has a large crack, and reporting damage caused by Columbia Seal while in their unit. The matter is currently being addressed.
3. **Air Conditioner for Concierge Desk:** Council reviewed correspondence from an Owner expressing concern about the warm temperature around the concierge desk. The Owner proposes the installation of an air conditioning unit near the desk for the staff's comfort. Council thanks the Owner for their suggestion and noted a fan has been purchased for the area.
4. **Parking:** Council reviewed correspondence from an Owner requesting a pass that would allow a guest to park overnight on P1 three nights per week, as well as authorization to park their motorcycle on the same level over the summer months. Council directed the Strata Manager to inform the Owner that parking is currently under review, and a decision will be made once the audit is completed.
5. **1101 Mold Concern:** Council reviewed correspondence from an Owner reporting mold growing along the outer edges of their deck ceiling, as well as bubbling paint. The matter will be referred to RDH.

NEW BUSINESS

1. **Garbage Room Scenting:** A contract was issued to Ambius in the amount of \$95 per month, plus tax for the rental of a wall mounted scenting unit.
2. **Sprinkler System:** Vanco Fire replaced a damaged accelerator that caused the P1 dry sprinkler to trip in July.
3. **Electrical Vault Maintenance:** The Building Manager will verify which contractor has previously undertaken electrical vault maintenance, so the work can be done in October.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6:33 p.m.

Next meeting: Wednesday, September 30, 2015 at 4:30 p.m.

FirstService Residential BC Ltd.



Carolina Ibarra
Strata Manager
Per the Owners
Strata Plan LMS 712

CI/cm

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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>