

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

*Held on Tuesday, August 30, 2016 at 4:30 P.M.  
in the Meeting Room  
1501 Howe Street, Vancouver, BC*

<b>COUNCIL IN ATTENDANCE:</b>	Mike Gallagher Bev Andrews Marilou Appleby Andrew De Benedictis Kitty Morgan	President Treasurer
<b>REGRETS:</b>	Jeff Sodowsky Patricia Dairon	Vice-President Secretary
<b>GUEST:</b>	Filip Kolobara	ThyssenKrupp
<b>BUILDING MANAGER:</b>	Shannon Brown	
<b>SENIOR STRATA MANAGER:</b>	Bunny Porteous	FirstService Residential

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

**GUEST BUSINESS**

Filip Kolobara from ThyssenKrupp attended the Council meeting to discuss the progress and scheduling with the installation and the new cab interiors for the elevators in Beach, Ocean and Garden Towers. Filip advised the Council the new cab interiors are projected to commence on September 26<sup>th</sup> with Beach Tower followed by Ocean Tower and Garden Tower. Each elevator will be shut down for one week to complete the installation. JRV Security will be installing the security cameras in the elevators once the new interiors have been installed.

ThyssenKrupp will coordinate with JRV Security to complete the coring of the new wiring for the elevators for their improvements before September 26<sup>th</sup> start date of the installation of the new cab interiors.

The Council would like to thank the Owners for their patience while the elevator improvements are completed.

**BUILDING MANAGER REPORT**

**RDH Engineering**

- Bi-weekly site/progress meetings continue.

**Columbia Seal**

- Completed IGU deficiencies for suites -1802, 1302, 303 and TH 5

#### **TEK Roofing**

- TEK Roofing has projected another 2 weeks until the Beach Tower roof is completed (weather permitting).
- ProBel has been contacted to replace and test the roof anchors and davit arms on Beach Tower.

#### **Milani Plumbing**

- Milani Plumbing was on site to take care of Ocean Tower - issued - drain 3 blocked above 1801 - they will arrange a plumber to come in, open ceiling of 1801 and replace connection within the next few days – drain 4 cleared – drain 5 blocked
- Investigated leak in unit 2901

#### **Trotter & Morton**

- Trotter & Morton on site to complete the quarterly maintenance on the mechanical equipment.

#### **ThyssenKrupp**

- Repaired car #2 in Beach Tower

#### **JRV Secure Systems**

- Repaired Beach Tower front door enterphone – parts are no longer being issued so it took a few days for James to locate the replacement parts
- JRV provided 2 electronic boards as 'spares' for our enterphone system

#### **Rob Cross Carpentry(Handyman)**

- Drywall repair in 1903 from drain cleaning project
- Drywall repair in 906 from replacement of piping and leaking sprinkler head
- Balcony ceiling repair suite 1101

#### **By Law Issues**

- A suite under renovation received a notice regarding the by-law prohibiting any contractor work on a stat holiday or Sunday.
- 3 vehicles have received a final notice for over night parking on P1. They will be towed at next occurrence.
- Notice posted and emailed to residents regarding the increased problem with cigarette butts and debris being thrown off balconies.

#### **Pool/Gym Areas**

- Repairs to the washroom ceiling has not yet begun as Milani plumbing requires access when they continue with the Beach Tower roof drain project.

#### **Misc. Building Issues**

- Overhead Door replaced loose cable on Beach Tower entrance gate

- Allstar completed window cleaning deficiencies – most turned out to be caulking from the IGU replacement – will follow up with Columbia Seal
- Strata rented out stall P4-137 to an owner
- Notice posted reminding residents to drive slowly and use caution in the parkade levels in response to a concern by an owner.
- Millwork for the Beach Tower upper lobby is currently being manufactured and should be ready to install within 3 weeks.
- Note to Ocean Tower residents: Having received many phone calls from Owners asking about the very ill Blue Heron that was rescued from a balcony on Ocean Tower, please note that the Heron spent 5 weeks in rehab with Wildlife Rescue and was brought back, healthy and well, to the marina on August 15<sup>th</sup>.

### **Concierge Staff**

- Extra security was hired to assist with the annual fire alarm testing

### **Vanco Fire**

- Replaced leaking sprinkler heads in suites 906, 1101, 1401, 516
- Completed annual fire alarm testing. Suites that provided no access this year are as follows:
  - Monday: 3102 - 3001 - 2902 - 2801 - 2602 - 2601 - 2505 - 2401 - 2302 - 2101 - 2005 - 2001 - 1906 - 1807 - 1710 - 1708
  - Tuesday: 1509 - 1506 - 1407 - 1305 - 810 - 610 - 510 - 508 - 407 - C2
  - Wednesday: 1404 - 1403 - 1102 - 1002 - 902 - 901 - 402 - Th15 - Th16
  - Thursday - All Completed

With the number of renovations increasing in all three buildings, the wear and tear on the hallway/lobby carpeting is also increasing. It is proposed that owners be responsible for having the hallway carpets on their respective floors professionally cleaned upon completion of their renovation. Please see New Business, Item #3 regarding renovation fees.

### **APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was moved, seconded and carried to approve the Minutes of the Strata Council Meeting held July 26, 2016 with the following amendments:

- **FINANCIAL REPORT**, Item #4 – Account Balances should read as of June 30, 2016.
- **COMMITTEE REPORT**, Item #2 – Elevator should read Beach Tower's new cab interiors.

- **BUSINESS ARISING**, Item #4 – Storm Drain Flood should read insurance deductible of \$30,000.

**FINANCIAL REPORT**

1. **Arrears:** Demand letters have been sent to several Owners with outstanding balances on their account requesting payment within 21 days or a lien will be filed against the Owner’s Strata lot with a \$450 lien admin charge assessed to the Owner’s account.

**STRATA PAYMENT BYLAWS**

- 2.1 *An owner must pay strata fees on or before the first day of the month to which the strata fees relate.*
- 2.2 *Where an owner fails to pay strata fees in accordance with bylaw 2.1, outstanding strata fees may be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date will result in a fine of up to \$200 for each contravention of bylaw 2.1.*

Owners are highly encouraged to register with FSRConnect website: [www.fsresidential.com](http://www.fsresidential.com) where you will be able to view minutes, reports and Owner statements which will allow Residents who are away for extended periods of time to ensure that their Strata fees and levy payments are up to date and prevent late fines, interest and liens filed on Owner’s Strata lots.

Owners with accounting inquiries should contact FirstService Residential at:

- 604.684.54329
- [ar.bc@fsresidential.com](mailto:ar.bc@fsresidential.com)

2. **Invoices:**

COMPANY	GL CODE	AMOUNT	DESCRIPTION
Allstar Window Cleaning	7855	\$ 3,298.31	Progress Bill 1 – Window cleaning
Nikls “One Call” Property Services	7240	787.50	Graffiti removal and paint over
Nikls “One Call” Property Services	7240	4,419.45	Living room repair and float
RDH Building Science	5730	1,454.25	Miscellaneous extra work and consulting services – May 31
PrecisionWerkz	3677-0005	12,070.00	Concierge Desk millwork and marble
Allstar Window Cleaning	6650	5,156.39	Progress Bill 3 – Building cleaning

3. **Monthly Statement:** It was moved, seconded and carried to approve the financial statement for July 2016 as presented.

Any owner wishing a copy of the strata corporation's 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](http://www.888beachvancouver.com). The Owners' Only section of the website can be accessed as follows:

User Name: Owners  
Password: 8B@15sea

4. **Account Balances:** The current balances for the period ending July 31, 2016 in the appropriate funds are as follows:

• Total Cash Balance	\$1,139,637.39	(Including CRF Balance)
• CRF Balance	\$ 520,908.54	(Contingency Reserve Fund)

5. **Monthly/Quarterly Contracts:** The Council is reviewing the Strata's monthly/quarterly contracts. The Strata Manager and Building Manager will obtain updated contract proposals for the fiscal year 2017.

### **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:** Regular weekly maintenance in progress.
2. **Elevator Project:** Please see Guest Business.
3. **Interior Lobby Refurbishment:** The interior lobby refurbishment is 99% complete with one further modification on the desk to be completed. Barclay Restoration is continuing with the restoration of the upper Beach Tower lobby. The Council would like to thank the Owners for their patience during the interior lobby refurbishment.
4. **Bike Storage & Security:** No updates to report at this time.

### **BUSINESS ARISING**

1. **Structural Maintenance/RDH:**
  - (a) **Roof and IGU Replacements:**
    - (i) TEK Roofing was on site to review the progress of the roof work at Beach Tower. The following was noted:

- The base of the EIFS has been cut and removed along the mechanical room and fin walls.
- The existing cap flashings have been removed at the upper parapet in preparation for the new sloped caps.
- Existing roof anchors were further reviewed. The new metal skirt flashing has been cut and hemmed around the embedded anchors. The diverter flashing above the anchors will be installed shortly.
- The existing glass block steel track has been removed around the base of the glass block assembly and the removal of all corrosion from the existing vertical support where the new PMMA waterproof is to be applied.

TEK Roofing has projected completion of the roofing project mid-September (weather permitting).

- (ii) **IGU Replacements/Columbia Seal:** Columbia Seal will be delivering the IGUs for Beach Tower and TH5 September 6<sup>th</sup>. The Building Manager will post a schedule for the installation of the IGUs.

- (b) RDH Engineering met with the Strata Council to discuss the planning phase for maintenance projects in 2017. The Council requested RDH provide a proposal by mid-October for the proposed work in 2017.

- Rehabilitation of Ocean Tower balconies.
- EIFS work on the roof of Beach Tower (this work was postponed in 2016 due to funding issues).
- Sealant work on the townhouses front and back sides.
- IGU replacements.
- Beach Tower lobby project.

We do not yet have an estimated cost for the identified maintenance projects in 2017. A special levy will be presented to the Owners at the next AGM.

- (c) **Balcony Review at Ocean Tower:** RDH Engineering reviewed balconies at units 803, 903 1003 and 1303 in Ocean Tower. During investigation, metal composite panels were removed at the balcony and exterior wall interfaces to review the condition of the underlying wall assembly. The investigative techniques were similar to those undertaken in 2012.

***Commentary and Recommendation by RDH Engineering:***

- Water damage to the exterior wall sheathing and steel frame components was found at several balcony slab edge to wall interfaces and within the parapets. Several Owners have reported water ingress and the recent washing of the building has resulted in additional reports of water ingress. The following deficiencies were identified during the recent review:
  - Balcony waterproof membrane tie-ins are poorly detailed at the exterior walls.
  - There is an original membrane pre-stripping between the wall and the balcony slab; however, the pre-stripping is not continuous at the edge of the balcony.
  - There is no membrane below the balcony tile beyond the exterior walls.
  - Several guard rail posts are split from water ingress, i.e. freeze/thaw into the post.

It has been apparent since the review in 2012 that it would only be a matter of time before the balconies at Ocean Tower would require a rehabilitation program similar to that completed at Beach Tower. It is clear that in the four years between the first and second review, the balconies have noticeably deteriorated based on the findings and the age in construction method of the balcony waterproofing, it is recommended that the balconies at Ocean Tower be rehabilitated in 2017 similar to the work completed at the balconies at Beach Tower.

RDH Engineering will be providing a proposal for the balcony rehabilitation as part of the 2017 maintenance work.

- (d) ***Concierge Desk Window:*** The Council approved a quote for Columbia Seal in the amount of \$8,420 to remove a section of the glass block behind the Concierge desk and install an openable window to increase air circulation for the Concierges during the summer months.

2. ***Maintenance Schedule:***

- (a) ***Exterior Building/Window Cleaning:*** Once TEK Roofing has completed the roofing project, Allstar Window & Pressure Cleaning will return to complete the exterior building and window cleaning of Beach Tower. Notices will be posted with the scheduled dates.

3. ***Mechanical:***

- (a) ***Drain Cleaning:*** Milani Plumbing was approved to proceed with the emergency storm drain augering on the rooftops of all three buildings. To date the following has been completed:

- 1500 Hornby Street – 2 of the 23 drains have been cleared to the transition.
- 1501 Howe Street – 7 of the 13 drains have been cleared to transition.

Milani Plumbing proposes that a more cost-effective approach for the remaining drains will be to water test the drains to gauge the amount of flow into the parkade. By doing this they will be able to identify the drains with the heaviest build-up of debris and prioritize the drain augering.

Milani Plumbing will be back on site starting September 9<sup>th</sup> to continue at 1501 Howe Street and then start at 888 Beach.

The cost of this emergency work is being funded by the Contingency Reserve Fund.

- (b) **Trotter & Morton Leak Detection System:** Trotter & Morton met with the Council to discuss a proposed leak detection controller automation system to be installed in mechanical rooms as a flood prevention system for the property.

To supply and install the controls water detection equipment, automatic shut off valves and drain valves, the cost is estimated to be \$25,333 per building to supply and install the equipment needed to view temperatures and receiver alarms so the domestic hot water system and make up air unit is \$10,560 per building. Should the Council decide to install the flood prevention and automation system in all three mechanical rooms, Trotter & Morton has provided a cost of \$79,740 plus GST.

Council deferred discussion on the leak detection system and will investigate leak detection systems that Owners may choose to install in their suites. The mechanical rooms currently have water detection (squealers), waterproof membrane and curbs.

- (c) **PRVs:** Milani Plumbing will be scheduling the replacement of four pressure reducing valves on the domestic cold water system in September.

4. **JRV Security:** The original keyscan system at 1500 Hornby Street has failed and requires replacement. As the parts are obsolete and not available, the keyscan system has been temporarily bandaged; however, Residents may experience difficulty accessing the building or buzzing guests in. The Council approved a quote in the amount of \$7,301.62 to replace the keyscan and wiring to be funded from the Contingency Reserve.

JRV has been requested to provide a quote to replace the enterphones of all buildings as they are original and parts are obsolete should they fail.

5. **Information Meeting:** An Owner information meeting has been scheduled for Monday, October 17<sup>th</sup> at 7:00 p.m. The Strata Corporation insurance provider, BFL Canada has been invited to provide a presentation on the Strata's insurance and Residents' responsibility in the case of a leak or flood and how much personal home insurance



Residents should carry on their unit and Strata's water damage deductible. A contractor will also be invited to provide a presentation on Leak Detection Systems (LDS) for Owner's units (Owner's cost). Should a water or gas leak occur the LDS would shut off the water or gas and alert the Owner and Concierge by email. This could prevent costly water damages to Owners and/or Strata and major inconveniences to neighbouring units which are affected by the leak.

### **CORRESPONDENCE**

1. The Council will review an Owner's concerns with visitor parking, vehicle oil spills and possible short-term rentals.
2. An Owner expressed concerns with the tossing of cigarette butts and the smell of cigarette smoke filtering into Resident's units.

### **IMPORTANT REMINDER**

***42.1 A resident or visitor must not smoke on limited common property (including balconies, patios and/or decks) or common property.***

3. The Strata Manager provided information to the Owner of unit 408 – 1500 Hornby's lawyer regarding the storm drain back-up in July during an excessive rain storm.

### **NEW BUSINESS**

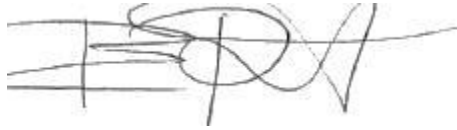
1. ***Pool:*** Additional quote being obtained to acid clean and/or re-plaster the pool which is showing cracks in the concrete.
2. ***Mobi Bikes:*** The Council President is in communication with the City of Vancouver following receipt of a letter from Mobi Bikes that a bike share stand is proposed to be installed outside 1500 Hornby. Several options to install the bike share program were provided. The Council would like to thank the Residents for their support with contacting Mobi Bikes and the City with their concerns of installing the bike share program outside the entrance of 1500 Hornby. The major concern is that installation of the bikes outside 1500 Hornby would remove the parking space for moving and delivery vans.
3. ***Renovation Fees:*** The Council will present a 3/4 vote resolution at the AGM to increase the renovation fee to \$200 to allow for carpet cleaning and damages, etc. following renovations.

### **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 6:30 p.m.

**Next meeting:** Tuesday, September 27, 2016 at 4:30 p.m.

**FirstService Residential BC Ltd.**



Bunny Porteous  
Senior Strata Manager  
*Per the Owners*  
Strata Plan LMS 712

BP/ys

**Email:** info.bc@fsresidential.com  
**General:** 604.683.8900 (24 hours emergencies)  
**Customer Care Centre:** 1.855.273.1967 (24 hours non-emergency)

[www.fsresidential.com](http://www.fsresidential.com)

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## 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*
- ✓ *Other strata documents such as engineering report, depreciation report, homeowner's manual, etc.*
- ✓ *Owner's profile update*
- ✓ *Bylaws and rules*
- ✓ *Insurance summary of coverage*

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>



**FS Insurance  
Brokers**



## Washing Machines

*Did you know* that malfunctioning supply hoses for your washing machine can result in some of the most common water damage claims filed by homeowners? Water can discharge at a rate of up to 500 gallons per hour, causing devastating losses to your home and any adjacent units.

### Tips for preventing washing machine related losses:

- Use steel-braided supply hoses and inspect them often for damage
- Know the location of your in-suite water shut off
- Use a water leak detection system
- Allow three to four inches between the hose connection and the wall
- Replace hoses every three to five years or sooner based on usage
- Maintain insurance to protect yourself and your contents



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