

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

*Held on Tuesday, March 28, 2017 at 4:30 p.m.
in the Meeting Room
1501 Howe Street, Vancouver, BC*

COUNCIL IN ATTENDANCE: Mike Gallagher
Bev Andrews
Kitty Morgan
Marilou Appleby
Andrew De Benedictis

REGRETS: Pat Dairon
Jeff Sodowsky

BUILDING MANAGER: Shannon Brown

STRATA MANAGER: Bunny Porteous FirstService Residential

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

ELECTION OF OFFICERS

The following Officers were appointed as follows:

Mike Gallagher	President
Bev Andrews	Treasurer
Pat Dairon	Secretary

The following Committees were formed as follows:

Landscaping	Jef Sodowsky
	Kitty Morgan
Bike Program	Kitty Morgan
Fitness	Andrew De Benedictis
Recycling	Kitty Morgan
Renovations	Pat Dairon

BUILDING MANAGER REPORT

RDH

- Water testing completed for 2603 and 2502
- Investigated ceiling cracks in 2505
- Investigated possible water ingress and ceiling stains in 2803
- Investigated window hinges and window seals in 1207

Nikls "One Call" Property Services

- Replaced blown fuse in elevator machine room for Beach Tower – car #2
- Repaired front door jam for suite 1902
- Repaired door mechanism for suite 508
- Repaired Ocean Tower mail room door lock
- Replaced marine fixture on California walkway
- Replaced faulty ballast for outdoor fixtures – Ocean Tower
- Replaced inaccessible lights at Beach and Ocean Tower parkade ramp
- Installed new notice boards on P4-P2 in all three towers

Columbia Seal

- Installed new windows behind concierge desk

Milani Plumbing

- Replaced burned out igniter on Beach Tower boiler
- Replaced faulty pump for one of Beach Tower boilers
- Investigated leak into 2704 – source determined to be fridge in 2804
- Investigated leak from 3004 that leaked into 2904 – faulty shower basin
- Replaced leaking toilet seal from 2006 that leaked into 1906
- Replaced leaking toilet seal from 1707 that leaked into 1607
- Replaced faulty shower mixing valve in 3301 that leaked into 3201
- Replaced leaking toilet seal from 2701 that leaked into 2601
- Investigated leak into 2502 – determined to be a loose supply line to washing machine in 2602
- Replaced leaking suite manifold in 1701
- Replaced leaking suite manifold in 1608
- Repaired leaking chlorine pump to pool
- Repaired air handling unit for Garden Tower
- Quotations for mechanical maintenance work and included in this report

JRV Secure Systems

- Replaced key scan computer in manager's office
- Repaired AMP plug in manager's office
- Completed cabling and camera installation in elevators - hook up is scheduled this week

Para Space Landscaping

- The crew is busy with spring pruning, turf maintenance and fertilization of plant material
- Spring flowers installed in planters at front entrances of all 3 towers

Landscape Reflections No Report available.

Cross Carpentry

- Drywall repair and access panel installed to roof drain in suite 301

Canadian Pest Control – Continued maintenance

Bylaw Issues

- 2 vehicles were towed for overnight parking on P1 – after receiving several notices and final notice to tow
- Reported violation to Bunny - property manager re: resident with 2 dogs
- 2 separate reports re: violation for reno work being carried out after 5:30 pm sent to the Strata Manager.

Misc. Building Issues

- Xertech repaired multi gym and assorted maintenance issue in gym
- Water leak reported and investigated on California walkway – heavy condensation build up on windows due to lack of heat in the unit. Advised resident to keep heat on and provide some air circulation during cold weather to avoid drywall and window damage
- Overhead Gate replaced broken cable on Howe St entrance parkade gate
- A resident reported a constant running water sound from suite above – non-resident owner could not be reached – concierge and building manager entered with emergency key, found toilet water supply line failed and had a small leak – water supply to the toilet was shut off before any damage occurred.
- Faulty toilet seal in 2302 leaked into 2202 – owner carried out repairs with their own certified plumber
- Allstar completed window washing deficiencies as reported by residents

Vanco Fire

- Repaired several maintenance issues
- Replaced 2 leaking sprinkler heads in suite 405
- Replaced damaged re-set plug on fire panel for Garden Tower

Staff

Jean Mattheson, Just George contract cleaner for the past two years has retired and been replaced with a new gal – Vania, who is doing a great job.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved, seconded and carried to approve the Minutes of the Strata Council Meeting held January 24, 2017 as circulated.

FINANCIAL REPORT

1. **Treasurer's Report:** The January and February 2017 financial statements do not include the auditor's year end adjustments for 2017. Both of these items will be in the March 2017 financials.
2. **Invoices:**

COMPANY	AMOUNT	DESCRIPTION
Barclay Restoration	\$1,534.76	Emergency.
Innovative Repair	\$661.97	Patio door repair. 2 sets of door rollers.
TEK Roofing	\$3,010.35	Drain covers.
Cross Carpentry	\$1,965.60	Painting Dec. 21 st – 30 th .
Cross Carpentry	\$7,612.50	Miscellaneous painting.
Milani Plumbing	\$31,440.11	4 domestic cold water PRVs in mech. Room and garden.

Vanco Fire protection	\$522.90	Re-pipe and unplug drain from fire pump.
RDH Building Science	\$3,625.13	Miscellaneous extra work. Period ending December 31, 2016.
RDH Building Science	\$6,017.21	Maintenance and renewals 2017.
RDH Building Science	\$528.06	Period ending December 31, 2016.
Barclay Restoration	\$1,059.60	Emergency.
Hub International	\$140,805.00	Strata insurance package.
Phoenix Restoration	\$2,346.38	Deductible balance lobby claim.
ThyssenKrupp	\$52,437.91	Elevator upgrades.
ThyssenKrupp	\$47,546.34	Elevator upgrades.
Reid Hurst Nagy	\$5,313.00	Audit.
Reid Hurst Nagy	\$621.00	Audit.

3. **Monthly Statements:** It was moved, seconded and carried to approve the January and February 2017 financial statement as presented.

Any owner wishing a copy of the strata corporation’s monthly financial statement should contact Vancouver Condominium Services Ltd. 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 The Owners’ Only section of the website can be accessed as follows:

User I.D. owners
Password \$B15Sea8

4. **Arrears:** **IMPORTANT**

SPECIAL LEVY: A special levy was passed at the March 2, 2017 AGM to proceed with the Exterior Maintenance Project. See attached levy schedule. Payment was due on March 2, 2017. This levy will NOT be added to PAD, pre-authorized debit, unless you complete the attached form. If you pay by cheque, please post-date the cheque made payable to Strata Plan LMS 712.

As a matter of financial convenience only, the owners may pay this special levy over a period of nine (9) months, such payments to be made in equal amounts on the first of each month, commencing on April 1, 2017 and ending on December 1, 2017. Notwithstanding the foregoing, this special levy is not considered as an “installment” levy as contemplated by Section 108(3)(e) of the *Strata Property Act*, and Section 109 of the *Strata Property Act* therefore does not apply.

If you are currently on our Pre-Authorized Debit (PAD) plan for strata fee payment and want to add your levy payment, you **MUST STILL** complete the attached Special Levy Payment PAD form and submit to our office **BEFORE** April 20th for payment to be withdrawn on the 1st of the following month.

If you have not provided the “Add Levy to PAD” form to FirstService Residential accounting department., please contact the accounting department at 604.684.5329 or email ar.bc@fsresidential.com to assist you with your outstanding payments.

Alternatively, you could issue a cheque to our office or go on-line to pay for your portion of the special levy to avoid the risk of being fined.

If you have any questions on your account, please contact the Accounts Receivable Department at 604.684.5329. Thank you for your immediate attention.

5. **Accounting:** Owners with account inquiries should contact FirstService Residential accounting department at 604.684.5329 or email ar.bc@fsresidential.com.
6. **FSRConnect™ Website:** Owners are highly encouraged to register with FirstService Residential *Connect* Program (www.fsresidential.com) where Owners are able to obtain minutes, reports, maintenance notices and Owner’s statements. This is beneficial for Owners who are away for extended periods of time to check their accounts and to prevent late fines, interest and liens against their Strata lot.

Owners on **FSRConnect™** will automatically receive monthly Council meeting minutes, AGM/SGM Notices, building notices.
7. **Audit:** Following review, Council has approved the draft audit prepared by Reid Hurst Nagy for the fiscal year ending December 31, 2016 to be finalized.

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:**
 - (a) **Update:** number of tasks have been completed plus a few soon to be wrapped up over the next 4 weeks:
 - A. Ongoing cleaning of hardscapes and planted beds as necessary.
 - B. Pruning of all applicable common area plant material. We will however, respectfully avoid various home owner plants in their patio pots/planters. Communicating with the building manager (Shannon) may occasionally be needed for clarity on owner requests or idiosyncrasies which we may encounter, or not be aware of.
 - Water feature plants - completed removal of seasonal dead foliage.
 - Recently completed - Taxus (yew) and Buxus (boxwood) hedging.

- Deciduous trees recently pruned - targeted dense growth pruning (thinning approx. 10% to 15% each year) of the two large Tilia hedges (linden trees); plus Prunus (flowering cherry trees).
 - Targeted conifer trees pruned - weak lower limbs removed from western pine trees.
- C. Ongoing care of seasonal displays.
- Primula flowers recently planted at the three main entry location pots. Additional primula and some soil top-ups recently completed for five concrete pots at Beach/Howe entry location.
- D. Plant fertilization recently completed.
- Regular blends for higher pH plant material.
 - Acid loving plants for lower pH plant material.
- E. Specialized Lawn Care tasks soon to be scheduled
- Full aeration and liming of all lawns.
 - Lime increases pH to allow lawn fertilizer to be more effective.
 - Moss control of all lawns (very safe iron based product which turns moss black).
 - **Targeted de-thatching (power-rake) and over-seeding of lawns.**
***Note lawns will look worse for a number of weeks before new grass seed germinates and spring weather conditions return.**
- (b) **Improvements:** A quote was approved in the amount of \$1,672 plus GST to:
- Supply and install 3 X 1 metre taxus near the entry at Howe & Beach.
 - Flowering cherry tree and linden tree care.
- (c) The Council is looking at options to improve the sidewalk grass coverings which becomes very muddy during the winter months.

2. **Elevator Project.**

- (a) **Security Cameras:** JRV Security is proceeding with the installation of the security cameras within the elevators.
- (b) **Lighting:** ThyssenKrupp has been contacted to rectify the lighting issues within some of the elevators.
- (c) **Outstanding Invoices:** The Council met with ThyssenKrupp who have agreed to provide two credits; one, approximately \$16,000 for the Ritz panels (which were not installed) and \$4,135 for incorrect wiring work that was re-done by JRV Security.
- (d) **Flooring:** New flooring will be installed in all elevators once the Beach Tower roof has been completed.

The Council would like to thank all the Owners for their co-operation and their patience while the Elevator Project was being completed.

3. ***Bike Storage and Security:*** No report.
4. ***Fitness Centre:*** With priority maintenance this year, there is no budget to complete upgrades within the fitness centre. Proposal to purchase some new equipment will be presented at the next AGM based on surveys of gym users.

BUSINESS ARISING

1. ***Structural Maintenance/RDH:***
 - (a) ***2017 Repairs and Projects:*** RDH has been provided approval to proceed with completing the specs and tendering the project as approved at the AGM with the following scope of work:
 - EIFS Beach Tower (to be completed in May or June)
 - Decks at THs 2, 3 and 4
 - Patio planter at TH 7
 - IGU replacements
 - Townhouse curved window sealant reviews
 - 1802 deck membrane
 - Units 2083, 2502 and TH18 miscellaneous repairs.Bids should be available for Council's review at the next meeting.
2. ***Mechanical:***
 - (a) ***Milani/Annual Drain Augering:*** The Building Manager will follow up with Milani Plumbing to camera one of the rooftop drains to determine if augering is required.
 - (b) ***Sink and Toilet Supply Lines:*** Please see the attached notice and form with respect to suite maintenance, specifically:
 - Leaking toilet seals
 - Water supply lines
 - Laundry hoses.
3. ***Security:***
 - (a) ***Keyscan Control System:*** The Council approved a quote from JRV Security in the amount of \$29,400 to replace seven keyscan control systems at the entrances.
4. ***Bylaw Violations:***
 - (a) A Bylaw reminder notice was sent to an Owner regarding the pet policy as the Owner's tenant appears to have two dogs. Please note, Strata Corporation Bylaws state:

- 5.3 *A resident must not keep a pet on a strata lot other than one or more of the following:*
- (d) *one dog or two cats*
- (b) Bylaw reminder letters have been sent to an Owner outlining the renovation hours.
5. **Renos:** Following receipt of the required details and signed Indemnity Agreement and trades renovation form, the Owner of Unit 1410 – 1500 Hornby was approved to complete the renovations.
6. **Unit Keys:** The Building Manager completed an audit on the Unit keys received from Owners to assess their units for emergency and annual maintenance. It appears the Building Manager has all but keys for 23 units.

The Strata Council highly encourages Residents to leave a copy of their Unit key with the Building Manager (will be kept in a secure lock box) in the case of an emergency, and for annual maintenance (fire safety equipment inspections, dryer vent cleaning, etc.). Residents will be left a note or be contacted if the Building Manager or Concierge required access in the case of an emergency. The Building Manager or Concierge will access the Unit for annual maintenance unless they hear otherwise from the Owner / Resident. Should a flood occur, it is important for the Building Manager, and / or Concierge to access Units in a timely manner to locate the leak, and attempt to mitigate water damages to the Unit and neighbouring Units. Waiting for a locksmith or an emergency contact to respond can increase the water damages in Units, which could affect the Strata Corporation's and the Owner's insurance water damage deductible and annual premiums costs.

Bylaw Reminders permit entry to a Strata Lot:

9. Permit entry to a strata lot

- 9.1 *A resident or visitor must allow a person authorized by the strata corporation to enter a strata lot, common property or limited common property:*
- (a) *in an emergency, without notice, to ensure safety or prevent significant loss or damage;*
 - (b) *at a reasonable time, upon 48 hours written notice:*
 - (i) *to inspect, repair, renew, replace or maintain common property, limited common property, common assets and any portion of a strata lot that is the responsibility of the strata corporation to repair, replace, renew and maintain under these bylaws or the Act or to insure under section 149 of the Act; or*
- 9.2 *For the purposes of bylaw 9.1(b) an owner or resident must grant entry to a person authorized by the strata corporation in one of the following ways:*
- (a) *by the owner or resident personally granting immediate access; or*

- (b) *by an authorized person designated by the owner or resident granting immediate access where the owner or resident has previously advised the strata corporation in writing of such designated person's name and contact information; or*
- (c) *by granting access where the owner or resident has previously delivered to the strata corporation a key to the strata lot and a properly executed Waiver of Claims Regarding Keys form, whether or not the owner or resident is present.*

For the purposes of bylaw 9.2(c), and as a convenience to an owner or resident, where an owner or resident has delivered to the strata corporation a key and a properly executed Waiver of Claims Regarding Keys form, the strata corporation agrees to hold and use the key of that owner or resident's strata lot on the date and time and for the purpose specified in the notice, and that owner or resident agrees to authorize and permit entry to the strata lot to a person authorized by the strata corporation on the date and time and for the purpose specified in that notice.

- 9.3 *Where a resident contravenes bylaw 9.1 the owner shall be subject to a fine of up to \$200 for each contravention, as well as being responsible for any costs to the strata corporation, including the cost of a separate visit, unless the owner establishes to the satisfaction of the strata council that such contravention was reasonable.*
- 9.4 *If forced entry to a strata lot is required due to an emergency and inability to contact the owner of the strata lot, the owner shall be responsible for the costs of the forced entry incurred by the strata corporation.*

Please contact the Building Office at **604.618.0453** with any questions, and to arrange dropping off a key.

- 7. **Window Cleaning:** The Council approved a quote from Allstar Window Cleaning to complete the window cleaning in the amount of \$14,918 to hand clean the exterior inaccessible windows including outside face of balcony railing glass, lobby, amenity room, pool areas and the top side of the canopies. The Strata Manager will follow up with Allstar to schedule the window cleaning of Beach Tower in April before TEK Roofing is on site to complete the EIFS repairs on the roof.

The Strata Manager will request that Allstar clean the entrance canopies three times annually.

CORRESPONDENCE

- 1. A letter was received from an Owner's legal counsel regarding the two drain back-ups in an Owner's unit. The Strata Council agreed to forward the letter to legal counsel to respond.
- 2. An Owner requested the Council take into consideration, including replacing the same railing components and balcony surface coverings for the townhomes and Garden Tower. The Strata Manager was requested to follow up with the Owner to advise that there is an ongoing program of replacing decks and railings and they are evaluated as they go and

replaced as required. There is no additional funding to complete railings within this fiscal year.

3. An Owner has requested Council obtain a solution for the slippery floor in the garbage/recycling room. The Building Manager will follow up with Global Tech Solutions to install an anti-slip solution on the floor.

NEW BUSINESS

1. **AGM:** The following new Strata Corporation Bylaws were approved at the AGM.

A copy of the updated Strata Corporation Bylaws is available on the Strata's website "888beachvancouver.com" or on the FSRConnect™ website www.fsresidential.com

Amended Bylaw 9.1c

9.1(c) Suites that do not provide access for the initial annual fire equipment safety inspection, dryer vent inspection, gas fireplace inspection and/or testing and other such requests for in-suite inspections shall be charged the cost for call backs for these inspections and may be assessed a Bylaw fine.

Amended Bylaw 8.6

8.6 Construction activities are not permitted on Sundays, Statutory Holidays or between December 24th and January 2nd except,

- (a) activities which do not generate noise which disturbs an occupant of another strata lot; or*
- (b) with prior permission of the strata council.*

Amended Bylaw 42.1

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

The Strata Corporation LMS 712 is a Non-Smoking Building

2. **Junk Removal:**

The Strata is holding Junk Removal Days on Saturday, May 27, 2017, and Sunday, May 28, 2017, where the Owners can complete cleaning of the cupboards, furniture, etc. Residents may dispose of the following "**ACCEPTABLE ITEMS ONLY**":

- General household items
- Small appliances
- Furniture
- Paint cans (max. 5 per unit)

Renovation/Construction debris i.e. drywall is not acceptable.

Residents are permitted to drop off their unwanted items (acceptable items only) in the area blocked off in P1 parking stalls 25 & 26, Howe St Gate Entrance, 1501 Howe

St building's interior visitor parking area on Saturday, May 27, 2017, and Sunday, May 28, 2017. Items will be removed on Monday, May 29, 2017.

This is a ONE TIME OFFER. Residents are reminded that the garbage room is for garbage and recycling only, not unwanted items.

Residents are required to dispose of their own unwanted items. Residents noted disposing unwanted items in the garbage room will be charged for the cost of removal.

3. **Pool Re-Plastering:** The quote was approved to re-plaster the pool with a maximum expenditure of \$14,980. Residents will be notified with the scheduled pool closure to complete the work

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6:00 p.m.

Next meeting: Tuesday, April 25, 2017 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

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*
- ✓ *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>

LMS 712 IMPORTANT NOTICE

Suite Maintenance **Leaking Toilet Seals, Water Supply Lines, Laundry Hoses**

Residents are beginning to experience several common sources of in-suite water leaks that are simple maintenance issues and are also the responsibility of the unit owner.

These leaks/water drip down through the floor and may cause considerable damage to ceiling/walls/flooring of the suite below you.

Milani Plumbing has provided the owners special pricing to replace aging toilet seals, water supply lines and laundry hoses before they fail and begin to leak.

****These prices are based on Milani servicing 16 suites per day.****

If you are interested in taking advantage of Milani's special pricing for these repairs, please return this form to the concierge and I will work with Milani at setting up a schedule to complete this work.

Yes, please contact me about scheduling the maintenance work.

Name: _____ **Unit#** _____

Contact # _____ **Email:** _____

Sinks & Toilets Supply Tubes: _____

Costs to replace supply tubes with new stainless steel braided connectors. To include: - 2 new SS connections for lavatory sink - 1 new SS connection for water closet (toilet) - 2 new SS connections for kitchen sink - Removal of old supply connectors - Test new connectors

Costs per suite with 1 washroom (5 connections): \$185.00

Costs per suite with 2 washrooms (8 connections): \$296.00

***Costs based on clear and easy access to area ie: items removed from under sinks *If shutoffs not functioning, piggyback shutoff is extra**

Wax Seals:

Costs to replace water closet (toilet) wax seals include: - new wax seal - new bolts if needed: - removal of old bolts and wax seal - Test new seal \$98.00

***If we lift up toilet and floor flange needs replacement this will be extra *If we lift up toilet and tank to bowl connection is loose and requires a new kit this is extra**

Laundry machine connections:

Costs to install new laundry hose - supply and install 2 new stainless steel laundry hoses

- will lift washing machine with floor safe air sled. \$114.00 - Test new laundry hoses

Price at the assumption that we can do all above items for 16 units per day Discounted rate will not be given if appointment is missed or the area is not cleared.

Price per suite \$397.00

All labour and material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Should Milani run into any unforeseen circumstances while this work takes place there will be an additional charge to this quotation for extra labour hours and materials. Milani will require a 50% deposit prior to work commencing. Milani then reserves the right to take an additional 40% as the job progresses and the remaining 10% once the job is completed. Milani is not responsible for damage or delays due to causes beyond our control. The quotation is valid for 30 days and does not include tax unless otherwise indicated.

Price \$397.00

Plus applicable taxes