

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

*Held on Tuesday, January 30, 2018 at 4:30 p.m.
in the Meeting Room
1501 Howe Street, Vancouver, BC*

| | | |
|-------------------------------|---|--|
| COUNCIL IN ATTENDANCE: | Jeff Sodowsky Bev Andrews Pat Dairon Marilou Appleby Andrew De Benedictis Katherine Morgan | Vice-President Treasurer Secretary |
| REGRETS: | Mike Gallagher | President |
| OBSERVER: | TH 14 | |
| STRATA MANAGER: | Bunny Porteous | FirstService Residential |

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

OBSERVER

An Owner from TH14 attended the Council meeting to observe; departed the meeting at 5:45 p.m.

BUILDING MANAGER REPORT

Nikls "One Call" Property Services

- Repaired deficiencies for townhouse door.
- Replaced sauna heater.
- Repaired lock on salt/storage room door.

Columbia Seal

- Replaced faulty window hinges – suite in Beach Tower.
- Replaced 2 outstanding IGU's.
- Sealant work done on townhouse rear windows is not complete due to the weather. The steps will be cleaned once the weather is better.

Milani Plumbing

- Replaced ignitor switch on Ocean Tower boiler.
- Replaced A/C unit for electrical room in Garden Tower.
- Replaced air handling unit in Garden Tower mechanical.
- Repaired leak in boiler water supply line in Ocean Tower.
- Investigated leak from bathtub into suite below-repairs are Owner's responsibility.
- Repaired pinhole leak in water supply line in Ocean Tower.
- Investigated pinhole leak in hot water recirc line in Ocean Tower – quote is forthcoming.

By Law Issues

- Several memos were delivered under different doors re: late night noise complaints.
- Memo delivered under door reminding resident of the Non-Smoking Bylaw.
- Memo to an Owner to remove items and clean up parking stall.
- Memo to an Owner re: oil stains in parkade.

Misc. Building Issues

- Pool re-surfacing and painting project completed.
- Pool light was replaced.
- Overhead Door repaired Howe Street entry gate.
- Overhead Door replaced Beach Avenue entry gate.
- JRV Security repaired several security cameras after power outage.
- Handle and door repaired in ladies' shower.
- ThyssenKrupp completed monthly elevator maintenance.
- Para Space Landscaping onsite for continued clean up.

Vanco Fire Protection

- Repaired problem with water bug in Beach Tower mechanical.
- Replaced out of date smoke alarms and testing in units.

The Building Manager received a request from an Owner to install speed bumps in the parkade to prevent Residents from speeding through the parkade. Quotes will be obtained.

Quotes are being obtained to install two new fans in the gym to rectify condensation issues.

Quotes are being obtained to install LED white and coloured lights on the rooftop interior glass.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved, seconded and carried to approve the minutes of the November 30, 2017 Council meeting as circulated.

FINANCIAL STATEMENTS

1. ***Treasurer's Report:***

- (a) ***Monthly Statements:*** After review and discussion, it was moved, seconded and carried to adopt the October 2017, November, 2017 and the December 2017 unaudited financial statements, as presented. The December 31, 2017 Current Year Net Surplus will be reduced by the auditors as invoices for 2017 are received from suppliers in January. The audited financial statement will be made available to the owners when it is completed.

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 |

- (b) **Arrears:** Council reviewed the accounts receivable as of December 31, 2017. The amounts due to the strata from owners total \$46,057 are for the 2017 Exterior Maintenance special levy, strata fees, fines and amounts charged back to owners for repairs. The strata agent has followed up in January with three owners who have significant arrears. Council would like to encourage all owners to use the Pre-Authorized Debit payment method for monthly strata fees.

Monthly statements are sent to all owners who have balances due. Council requests that owners who receive statements contact the strata manager to arrange for immediate payment in full of overdue amounts. An owner must be paid up in all arrears of strata fees and special levies in order to vote at the annual general meeting.

- (c) **Contingency Reserve Fund ("CRF"):** The activity in the CRF during 2017 was reported in the monthly financial statements that are posted on the strata's website. The 2017 draft audited financial statement reports expenditures totaling \$28,945 for water leak repairs and air makeup unit repairs. The 2018 budget will include an allocation to the CRF to reimburse these expenses and to bring the CRF balance to the amount required by law.
- (d) **Structural Fund:** The Structural Fund was utilized in 2017 to cover work on roof and deck replacements, IGU replacements, installation of the elevator cameras, renewal of the tiles at the front entrances of the townhouses on Seabreeze and replacement of a townhouse front door. The yearend balance of the Structural Fund will be carried forward to 2018. The Structural Fund was established many years ago to handle the required major repairs and renewals that occur annually in the complex. Without this fund, it would be necessary to have a special levy every year to cover this required maintenance.
- (e) **Interior Refurbishment Fund:** The Interior Refurbishment Fund was established in 2015 to provide funding for the refurbishment of the elevators and the lobbies. Installation of new cameras and replacement of older cameras are being considered.
- (f) **2018 Operating Budget:** Strata council is recommending an increase of 2.72% in strata fees for 2018. The operating fund budget for 2018 and budget commentary will be distributed to owners with the Annual General Meeting packages in February.

As mentioned above, the budget will include a repayment to the Contingency Reserve Fund. It will also reflect increases in expenses for insurance, utilities, exterior landscaping, gym equipment and mechanical systems upgrades as outlined in a projection from Milani Plumbing for equipment replacements required in 2018 and future years.

- (g) **Special Levy:** There is no special levy proposed for 2018.

The 2017 \$2.3 million special levy is being used to finance the 2017-2018 Exterior Maintenance project. The major components of the 2017-2018 project are:

- Completion of the Beach Tower roof project.

- Ocean Tower balcony renewal including the replacement of balcony surfaces and railings and the repair and painting of soffits (ceilings).
- Continued replacement of Ocean Tower roofs that are the original construction.
- Beach Tower front entry to mitigate water ingress.

(h) **Depreciation Report:** Strata council is recommending that the Depreciation Report be updated in 2018.

A copy of the 2013 Depreciation Report prepared by Halsall & Associates is on the strata's website. Halsall & Associates is no longer in business. The strata manager has obtained quotes from two engineering firms for the preparation of the 2018 Depreciation Report. Council has approved a quote from RDH Engineering in the amount of \$13,000 plus taxes to complete the 2018 Depreciation Report.

2. **Accounts Receivable:** The Strata Manager informed the Council on the three Owners' outstanding accounts.

3. **AGM:**

- **Date:** The Annual General Meeting is scheduled for Thursday, March 8, 2018 at 7:00 p.m. in the Ocean Tower Lobby. Registration starts at 6:30 p.m.
- **Budget:** Council approved the draft budget to be presented to the Owners at the AGM.
- **Agenda:** The following 3/4 resolutions will be presented to the Owners for their consideration.

(i) Ratify Emergency Expenditure - \$23,887.50 – MUA Garden Tower

(ii) Bylaw Amendments:

- **Renovation Alterations**

Construction debris must be removed through the parkade and not through the lobby areas on a daily basis.

- **Residential Rentals**

An Owner, tenant or occupant must not lease or sublet a residential strata lot for any portion of the strata lot for a period of less than six consecutive months. (previous Bylaw three months.)

4. **AGM/Council Members:** Owners who wish to put their name forward to stand for Council at the AGM may contact the Strata Manager at info.bc@fsresidential.com. Two Owners have submitted their names for election. Nominations are accepted at the AGM.

5. **Audit:** The Treasurer reviewed the draft audit completed by Reid Hurst Nagy for the December 31, 2017 fiscal year end and approved to finalize. A copy of the audit will be included in the AGM Notice.

6. **Invoices:** The Council approved the following invoices to be paid from the Contingency Reserve Fund and ratified at the AGM.

- Milani Plumbing – MUA, Garden Tower \$23,887.50
The following invoices were approved for payment:

| COMPANY | AMOUNT | DESCRIPTION |
|------------------------|---------------|---|
| Cross Carpentry | \$1,255.60 | Two major drywall repairs. |
| Cross Carpentry | \$1,050.00 | Six entry doors and vestibule. |
| Cross Carpentry | \$1,982.40 | Drywall repairs. |
| Cross Carpentry | \$1,575.00 | Maintenance repairs. |
| RDH Building Science | \$42,563.85 | 2018 construction management. |
| RDH Building Science | \$4,191.41 | Ocean Tower 2018 rehabilitation. |
| RDH Building Science | \$1,912.50 | Miscellaneous extra work. |
| RDH Building Science | \$36,367.92 | 2018 construction management ending November 30, 2017. |
| RDH Building Science | \$36,335.85 | 2018 construction management ending December 31, 2017 |
| JRV Secure-Systems | \$29,342.15 | Keyscan access control panels |
| JRV Secure-Systems | \$2,335.20 | Upgrade concierge computer. |
| Milani Plumbing | \$3,328.91 | Combustion fan. |
| Metro Carpeteer Ltd. | \$3,360.00 | Carpet cleaning. |
| Para Space | \$1,398.60 | Boulevard grass. |
| Urban Racks | \$5,399.31 | Bike racks. |
| Imperial Paddock Pools | \$14,673.75 | Re-plaster pool. |
| Sure Fire Gas Services | \$14,742.00 | Gas fireplace safety inspections. |
| Vosse Contracting | \$6,090.00 | 6 elevator cabs tiles. |
| Allstar Window | \$9,681.00 | 2017 window cleaning |
| Remdal Painting | \$15,603.00 | Repair interior pool room ceiling, metal rails and doors. |
| Burritt Bros. | \$5,867.52 | Office, two hallways and carpet inset. |
| Vanco Fire Protection | \$7,510.16 | Fire inspection deficiencies. |
| Milani Plumbing | \$23,887.50 | MUA – Garden Tower |
| Hamza Demolition | \$11,593.26 | Ext. Maintenance Project |
| Pro Can Electric | \$613.57 | Ext. Maintenance Project |
| Skyline Scaffold | \$36,790.33 | Ext. Maintenance Project |
| Columbia Seal | \$23,536.47 | Payment #4 |

7. **Insurance Renewal:** The Council approved the renewal of the Strata Corporation's insurance for the period December 31, 2017 until December 31, 2018 with an annual premium of \$149,826.

The important deductibles are as follows:

| | |
|--------------------|--|
| All Risk | \$25,000 |
| Water/Sewer Damage | \$25,000 |
| Earthquake | 10% of appraised value of the building \$122,590,000 |

Please provide a copy of the Strata Corporation's insurance to your personal home insurance provided to ensure you have adequate coverage should be held responsible for any flood and/or damage incurred to your unit or if the total water damages are under the Strata Corporation's deductible.

8. **Insurance Appraisal:** Updated insurable value effective December 31, 2017 for Reproduction New for the Strata Corporation was received from Normac Appraisers in the amount of \$122,590,000. A copy of the appraisal has been sent to the Strata Corporation's insurance provider to update the insurance policy.
9. **Interior Refurbishment Fund:** The Council approved the Interior Refurbishment Fund to be closed and the surplus funds to be transferred to the Contingency Reserve Fund.
10. **FirstService Residential Management Fee Increase:** The Council approved a 2% management fee increase for the fiscal year 2018.

COMMITTEES

1. **Landscaping:**

- The Council approved the renewal of the landscape maintenance contract in the amount of \$35,452 for the fiscal year 2018.
- The landscaping committee is in discussion with the landscapers for boulevard improvement recommendations.

2. **Bike Storage and Security:**

(a) **Recently Completed:**

- Reconfigured Room B with homogenous wall bike storage for greater efficiency and better access.
- Added six guest parking stalls on P1 near Beach Tower at bottom of visitor entrance ramp (visitors only).

(b) **In Progress:**

- Use a permanent sticker to assign a number to each bike parking spot in rooms and on P2.
- Assign registered bikes to define bike parking spots.

- Remove bikes from P2 open air into available spots in rooms according to Resident need and tenure.
- Reposition racks in P2 open air and add new racks for better accessibility.
- New signage.

3. ***Fitness Centre:***

- ***Pool Service:*** The Council approved Imperial Paddock to attend to the pool service maintenance Tuesday to Sunday.
- The Strata Manager will obtain an updated quote for Tuesday to Sunday and as needed on a daily basis when the Concierge who maintains the pool on Mondays is absent.

4. ***Refurbishment:***

- The Building Manager will review the current security cameras and provide a priority list of security cameras which should be replaced for improved resolution for the Concierges to view.

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.

BUSINESS ARISING

1. ***Structural Maintenance/RDH:***

(a) ***Ocean Tower Balconies:***

- Work is progressing counter-clockwise around Ocean Tower.
- The scaffolding will be removed from the east tower within three weeks.
- Concrete sloping will be completed on the north tower this week.
- Scarifying will be completed on the west tower this week.
- New railings will be installed according to current building code. The gap between the wall of the building and the railing post cannot exceed 4 inches which is narrower than the 4 1/2" to 5" gap allowed for the original railings. Due to this change in building code, some windows may not open as wide as they did previously.

- (b) **Courtyard Balconies (California Walkway):**
 - The scaffolding that will be taken down on the east side of Ocean Tower within three weeks will be used for the courtyard balconies.
 - Work on the balconies should commence by the end of February.
- (c) **Townhouse 6 - Planter Leak:**
 - Demolition work has commenced on the planter.
- (d) **Beach Tower Roof:**
 - Although the work has commenced there have been some delays due to weather.
- (e) **Beach Tower Front Entrance:**
 - Planning is underway and this project will likely commence in March or April.
 - There will be some testing at the BT entrance before the project gets underway.
 - RDH will coordinate with the Building Manager to communicate the timing of the project and the access issues to the residents of Beach Tower, Townhouses 1-4 and business owners in the commercial units. Meetings will be set up where necessary.

2. **RDH Engineering Update:**

- (a) **Townhouse Sealant Repairs 21 Townhouses):** As the work requires dry warm weather, the project has been delayed until the spring of 2018.
- (b) **Townhouse Doors and Steps/Seabreeze:** The front doors and steps replacement has been completed at TH6, TH7, TH8, TH9, TH10, TH11 and TH13.
- (c) **TH6 Planter Membrane:** The Council approved a quote from RDH Engineering in the amount of \$35,910 to replace the failed planter membrane of TH6. The work is underway.

3. **Mechanical:**

- **Depreciation Report:** The Depreciation Report was received from Milani Plumbing with recommendations and mechanical improvement for 2018. The proposed costs have been included in the 2018 Operating Budget.
- **Garden Tower:**
 - Two storage tanks in roof mechanical.
 - Two sump pumps in parkade.

- **Beach Tower:**
 - Five storage tanks in roof mechanical.
 - Four storage tanks in P2 mechanical
 - Two sump pumps in parkade.
 - One booster pump; consider upgrading for energy savings and reduced wear on aging pipes.
- **Ocean Tower:**
 - two storage tanks in roof mechanical.
 - Two storage tanks in P4.
 - One heat exchanger in P4.
 - One booster pump; consider upgrading for energy savings and reduced wear on aging pipes.

The Building Manager met with Milani Plumbing who highly recommended replacing the original storage tanks in Garden Tower, Beach Tower and Ocean Tower. Quotes will be obtained.

4. **Security/Lighting:** The Building Manager will obtain quotes to install white and coloured lighting on the rooftop interior glass.

CORRESPONDENCE

1. **Electric Car Charging Stations:** The sub-committee submitted information regarding the installation of electric car charging stations. Discussion will be held at the AGM on the options for electric vehicle charging stations.
2. **Noise Bylaw:** A Bylaw violation letter will be sent to an Owner following complaints of excessive noise from a neighbouring unit.
3. The Building Manager will follow up with an Owner's concerns with the windows and patio doors not closing properly in their unit.

NEW BUSINESS

1. **Defibrillator:** A defibrillator will be installed behind the Concierge desk which is available for all Owners to access when required. It is designed to be usable even without training but the Strata is looking into holding a training session for Residents in the future. This will be under consideration and Owners will be advised if the training session goes forward.
2. **Insurance Claim:** A Resident has filed an insurance claim with the Strata Corporation's insurance provider to replace a damaged carpet in the unit.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:00 p.m.

Next meeting: Annual General Meeting, Thursday, March 8, 2018 at 7:00 p.m.

FirstService Residential BC Ltd.



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

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™ REGISTRATION

To benefit from **FSRConnect™** and help your Strata save money, please contact Connect Customer Care at connect.bc@fsresidential.com to further assist you in your registration process.