

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

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

***Held on Tuesday, January 28, 2020
Within the Meeting Room of 1501 Howe Street
Vancouver, BC***

COUNCIL IN ATTENDANCE:	Daniel Wang	Vice-President
	Bev Andrews	Treasurer
	Andrew DeBenedictis	Member
	Doug Mcdougall	Member
	Kitty Morgan	Member
REGRETS:	Mike Gallagher	
	Patricia Dairon	
GUEST:	Maureen Evashkevich	Owner, SL 81
BUILDING MANAGER:	Narendra Chandra	
STRATA MANAGER:	Cam Carruthers	FirstService Residential

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

IMPORTANT INFORMATION TO OWNERS

RE: PAYMENT OF STRATA FEES / FSRCONNECT REGISTRATION / FORM K

- Owners are reminded to submit updated PAD Forms for convenient automatic withdrawal of Strata fees. ***If you require assistance in setting up payment arrangements or have any questions related to your account, please contact our Accounts Receivable directly at ar.bc@fsresidential.com or 604.684.5329.***
- Council would like to encourage all Owners to register themselves as users of **FSRConnect™** in order to have online access to the Council Meeting Minutes, Strata Corporation financial records, the Strata's Bylaws and Rules, Engineering Reports, Building Notices, Owners' individual accounts and other general interest public information. To register, please follow the instructions on the last page of these Minutes.
- ***Assistance and Access for Residents with No Current Form K:*** Owners are advised that the front desk will be limited in their ability to assist occupants not included in the unit information or Tenants that do not have a current Form K on file identifying them as associated with a particular Strata lot. Owners not in compliance with the Form K Bylaws are subject to Bylaw infraction notification, which may result in applicable fines.

Owners are advised of the importance of ensuring that a current Form K is on file with the Strata Corporation and is updated at any time there is a change in tenancy and occupants are listed in the unit information.

This includes ensuring that information is updated at any time the unit is no longer tenanted, as current mailing and contact information on file will require updating if changed to being Owner occupied.

GUEST BUSINESS

An Owner requested a hearing with Strata Council to discuss an alleged bylaw infraction. The Owner provided additional information and addressed questions from Strata Council. The Owner then left the meeting and Strata Council directed the Strata Manager to issue a response.

BUILDING MANAGER REPORT

Council has reviewed the monthly report provided by the Building Manager. Specific items to be discussed and actioned, as contained in the report, will be directed to the Building Manager and Strata Manager by Council for completion by the appropriate service provider or follow-up by onsite building services.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Strata Council Meeting held November 26, 2019 as circulated. **CARRIED.**

FINANCIAL REPORT

1. **Review of Accounts Receivable:** Strata Council reviewed the accounts receivable as of January 27, 2020. Owners owe a total of \$17,734 to the strata for monthly Strata fees, fines, interest and other amounts. The Strata fees receivable of \$5,869 are related to three units. The Strata will follow the appropriate procedures to issue warning letters in order to place liens on these units.

Monthly statements are sent to all Owners who have balances due. Strata 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.

Owners are reminded that Strata fees are due on the 1st of each month. Strata Council thanks all Owners who have made their monthly Strata fee payments in full and on time each month.

2. **Report on Unapproved Expenditures:** The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

It was moved and seconded to approve the following:

- (a) Barclay Restoration invoice #1910S152-EM in the amount of \$6,853.71 for emergency restoration work.

- (b) Milani invoice #1050269 in the amount of \$12,142.23 for emergency plumbing repairs.
- (c) Milani invoice #1053846 in the amount of \$1,465.75 for emergency plumbing repairs.
- (d) Milani invoice #1054230 in the amount of \$1,645.91 for emergency plumbing repairs.

CARRIED.

3. **Monthly Statement(s):** After review and discussion, it was moved, seconded to adopt the November 2019 and the December 2019 unaudited financial statements, as presented. **CARRIED.** The December 31, 2019 Current Year Net Surplus of \$6,849 will be adjusted by the auditors as invoices for 2019 are received from suppliers in January 2020 and the accruals for utilities are adjusted. The audited financial statements will be made available to the owners when they are completed.

Any Owner wishing a copy of the Strata Corporation's monthly 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.

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

User I.D.: owners

Password: \$B15Sea8

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.

4. **Account Balances:** The current balances for the period ending December 31, 2019 in the appropriate funds are as follows:
- Total Cash Balance \$1,275,427 (Including CRF Balance)
 - CRF Balance \$614,806 (Contingency Reserve Fund)
5. **Contingency Reserve Fund ("CRF"):** The activity in the CRF during 2019 was reported in the monthly financial statements that are posted on the Strata's website. The CRF is used for emergency expenditures and for insurance claims and recoveries. The December 2019 financial statement reports expenditures totaling \$28,243 for repairs related to the break ins in the Beach Tower mailroom and some locker rooms, special work required in units C3/C4 when the current renovations uncovered a building deficiency in the fireplace in the unit above, emergency drain cleaning and related drying costs related to water ingress in Ocean Tower. The 2020 budget will include an allocation to the CRF to bring the CRF balance to the amount required by law.
6. **Structural Fund:** Approximately \$844,000 of the Structural Fund was utilized in 2019 to cover projects that commenced in 2018 and new work that was identified in 2019. The projects included completion of the Ocean Tower entrance, replacement of townhouse

front doors, replacement of a patio door, renewal of the upper mechanical roof on Garden Tower, various projects on townhouses and the towers related to water ingress and replacement of IGU's.

The December 31, 2019 balance of the Structural Fund will be approximately \$330,000 of which \$60,000 is earmarked to complete projects started in 2019. The remaining \$270,000 plus the allocation to the Structural Fund in the 2020 operating budget will be available for projects in 2020. Projects totaling \$425,000 have already identified and we know from experience that this list will grow during the year as owners report problems to the Building Manager. 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.

7. **Operating Budget and Special Levy:** The Strata Council is recommending an increase of approximately 4.96% in Strata fees for 2020. The operating fund budget for 2020 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 a significant increase for the insurance premium and for repairs and maintenance.

The Strata Council is recommending that owners pass a resolution for a Special Levy of \$200,000 to plan the podium membrane renewal project.

8. **Future Projects and Future Special Levies:** The Strata Council has been working with Thyssen Krupp Elevators and Sasco Contractors Ltd. to obtain proposals for the upgrading of the components that control and drive the six elevators and the related electrical work. Some of the costs for this major project were received minutes before the January Strata Council meeting. The Strata Council will meet with representatives of both firms to review the proposals and will advise the owners on the project at a later date. There will not be a Special Levy proposed at the February 25, 2020 Annual General Meeting for the elevator renewal project.

There will be a Special General Meeting in 2020 to review bylaw revisions and to review future projects as outlined in the Depreciation Report including the elevator renewals as well as the exterior and interior podium membrane renewal projects. Owners should expect a Special Levy to be proposed in early 2020 to commence the funding required for these future projects.

The RDH report on the assessment of the podium membrane is on the Strata's website. The elevator project information will be put on the website when final proposals are received from the contractors.

9. **Management Contract Renewal:** It was moved and seconded to approve a 5.0% increase in management fees for the fiscal year starting January 1, 2020. **CARRIED.**
10. **Insurance Proceeds:** It was moved and seconded to deposit insurance proceeds in the amount of \$7,644.83 to the CRF. **CARRIED.**

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.

COMMITTEE REPORTS

1. **Landscaping:** The Committee has submitted their budget to the Treasurer for the 2020 fiscal year. Approved upgrades include the installation of a rain sensor, repairing upper courtyard settled pavers and upgrades to the 888 Beach entry planter centerpiece.
2. **Fitness Centre:** Nothing to report at this time.
3. **Elevator:** KJA (elevator consultant) has reviewed the ThyssenKrupp elevator modernization proposal and is assessing other regulatory requirements including mandatory upgrades to the building's fire alarm systems
4. **Renovation:** The Committee continues to review renovation requests as they are submitted.
 - (a) **Renovation / Indemnity Agreement Approval SL 38:** It was moved and seconded to approve the scope of work as per the Indemnity Agreement dated January 15, 2020. **CARRIED.**
 - (b) **Renovation / Indemnity Agreement Approval SL 175:** It was moved and seconded to approve the scope of work as per the Indemnity Agreement dated January 28, 2020. **CARRIED.**
5. **Personnel:** The Building Manager advised Strata Council that a new employee would be starting in February as concierge.
6. **Neighbourhood Issues:** Nothing to report at this time.
7. **Bike:** The Committee recommended that a change of use resolution be added to the Annual General Meeting Notice. They also reported a leak in bike room D which is a known issue and is under investigation.
8. **Security:** Nothing to report at this time.

BUSINESS ARISING

1. **Directives:** The directives from the previous Council meeting have been reviewed with Council, and Council is satisfied that they are being attended to at the present time. All items currently in progress are contained in these minutes.
2. **Risk Control:** The Strata Council has received and is reviewing the Risk Control Report and Recommendations prepared by BFL Canada.
3. **Bylaw Review:** The Strata Council continues their review of the proposed Bylaws. This Bylaw review is primarily a legal clean up to ensure all Bylaws are current and enforceable.

There will be a Town Hall Meeting for all Owners to review the proposed Bylaws before they are brought to a General Meeting for approval.

4. **Electric Vehicle Charging:** Representatives of Strata Council are arranging a meeting with Power-Pros Electrical to discuss options and associated costs.
5. **High Efficiency Boiler Rebate:** The Strata Manager is waiting on a final receipt from Milani before submitting the rebate.
6. **Seismic Gas Shut-Off:** This work has been deferred until warmer weather (spring 2020) as the installation of the shut-off will temporarily disrupt the gas to each unit and require that pilot lights be reset.
7. **Pool Maintenance:** The Strata Manager has reached out to a number of pool maintenance companies that have declined to quote on pool maintenance for the building. Until a quote is received, Strata Council will continue to work with Imperial Paddock.

CORRESPONDENCE

1. **Reports from FSRConnect™:** The Strata Council reviewed a summary of letters and violations that were issued since the last meeting.
 - (a) **Bylaw Infraction – Noise – SL 177:** It was moved and seconded to issue a fine in the amount of \$200.00. **CARRIED.**
 - (b) **Bylaw Infraction – Noise – SL 185:** It was moved and seconded to issue a fine in the amount of \$200.00. **CARRIED.**
 - (c) **Bylaw Infraction – Noise – SL 16:** It was moved and seconded to issue a fine in the amount of \$200.00. **CARRIED.**
 - (d) **Bylaw Infraction – Noise – SL 185:** It was moved and seconded to issue a fine in the amount of \$200.00. **CARRIED.**
 - (e) **Bylaw Infraction – Noise – SL 203:** It was moved and seconded to issue a fine in the amount of \$200.00. **CARRIED.**
 - (f) **Bylaw Infraction – Smoking – SL 114:** It was moved and seconded to issue a fine in the amount of \$200.00. **CARRIED**
2. **Correspondence Received:**
 - (a) **Response to Bylaw Infraction:** Strata Council reviewed correspondence from SL 114 and directed the Strata Manager to respond accordingly.
 - (b) **Request for Reimbursement:** Strata Council reviewed a request for reimbursement from SL 258 and after reviewing the matter, declined the request.
 - (c) **Paving Stone Repair Request:** Strata Council reviewed a request to have paving stones leveled. This work has been approved in the landscape budget for 2020.

- (d) **Request to Waive Interest:** Strata Council reviewed a request from SL 114 to waive an interest charge, and after reviewing the matter, declined the request.
- (e) **Owner Complaint about Window Washing:** Strata Council reviewed a complaint from an owner about the last round of window washing and directed the Strata Manager to follow-up with Pacific Heights to ensure that they follow-up on any reported deficiencies in a timely manner.
- (f) **Response to Bylaw Reminder:** Strata Council reviewed correspondence from SL 177 regarding a bylaw reminder about pets and directed the Strata Manager to obtain additional information, including a legal opinion.
- (g) **Response to Bylaw Infraction:** Strata Council reviewed correspondence from SL 177 regarding a bylaw infraction and directed the Strata Manager to proceed to fine.
- (h) **Owner Concern about Unit Access Notifications:** Strata Council reviewed correspondence from an Owner regarding unit access and will ask contractors for more notice in future.
- (i) **Owner Concern about Use of Equipment:** Strata Council reviewed correspondence from an Owner regarding the use of gym equipment. Owners and residents are reminded of the following Bylaw:

49. Exercise room and the swimming pool

49.6 *A resident must not use any piece of equipment for more than 20 minutes if another person is waiting.*

Strata Council will consider adding signage in the gym.

- (j) **Request for Strata Documents:** Strata Council reviewed an Owner request for documentation regarding the parkade garage gates and directed the Strata Manager and Building Manager to respond.
- (k) **Response to Maintenance Chargeback:** Strata Council reviewed an Owner response regarding a maintenance chargeback and directed the Strata Manager to obtain a legal opinion. Strata Council will also consider a Bylaw amendment regarding Owner responsibility for maintenance chargebacks.
- (l) **Request for Strata Documents:** Strata Council reviewed an Owner request for documentation pertaining to the recent storm drain cleaning done by Milani and directed the Strata Manager to reach out for details from Milani and to respond to the Owner.
- (m) **Maintenance Request:** Strata Council reviewed an Owner request to undertake maintenance on their unit door. As this is considered general wear and tear, the request was denied.

NEW BUSINESS

1. **Generator Repair:** It was moved and seconded to approve a quote from Simson Maxwell in the amount of \$984.57 to repair the emergency generator. **CARRIED.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 6:40 p.m.

Next Meeting: Tuesday February 25, 2020, 7:00 p.m. (registration at 6:00 p.m.)
Annual General Meeting in Ocean Tower Lobby

FirstService Residential BC Ltd.



Cam Carruthers
Senior Strata Manager
Per the Owners
Strata Plan LMS 712

CC/ef

Email: info.bc@fsresidential.com
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.



**FS Insurance
Brokers**

did you
KNOW?

Dishwashers

Did you know that a slow leak may go undetected for years, leading to huge water damage claims? Many leaks are visible, but a good majority are hidden and you should take appropriate action to properly inspect. Water pooling, mold, mildew, and damage to neighbouring units are common results of leaking dishwashers. Use the following tips to help prevent dishwasher related losses:

- Visually inspect the rubber gasket around the inside edge of the door and replace if cracked or worn
- Use steel-braided supply hoses and inspect them often for damage
- Consider installing a water leak detection system for hard-to-reach areas: pumps, valves, etc.
- Only use detergents specifically formulated for dishwashers; avoid detergents that create suds
- Keep the drain basket clean



Always maintain insurance to protect yourself and your contents.

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