

**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 LMS712  
888 BEACH**

***Held on Tuesday, January 28, 2025  
Via Video Conference***

<b>COUNCIL IN ATTENDANCE:</b>	Daniel Wang	President
	Bev Andrews	Treasurer
	Kitty Morgan	Secretary
	John Thomson	Member
	Marco Dehghani	Member
	Michael Assouline	Privacy Officer
	Andrew DeBenedictis	Vice-President
<b>SENIOR STRATA MANAGER:</b>	John Boschert	FirstService Residential
<b>BUILDING MANAGER:</b>	Narendra Chandra	Strata Plan LMS712

The meeting was called to order at 4:05 p.m.

**FIRSTSERVICE RESIDENTIAL - CONTACT INFORMATION**

- **24/7 Emergencies:** 604.683.8900
- **Customer Care Call Centre:** 1.855.273.1967 (24 hours non-emergency)
- **Online Resident Support Services:** <https://fsresidentialbcsupport.zendesk.com>

**HEARING**

SL 211 attended a virtual hearing meeting on January 16, 2025, and unfortunately there were technical difficulties which interrupted the hearing. The resident and Council President subsequently discussed their concerns further and agreed a rescheduled hearing was not necessary. It was agreed to have a decision letter issued after the council meeting scheduled for January 28, 2025.

**BUILDING MANAGER REPORT**

Council has reviewed the monthly report provided by the Building Manager. Specific items to be discussed and acted upon, 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 on November 26, 2024. **CARRIED.**

### **FINANCIAL REPORT**

1. ***Review of Accounts Receivable:*** Strata council reviewed a listing of accounts receivable as of January 20, 2025. The outstanding accounts total \$31,813 and are comprised of the following overdue amounts for:

(a) **Strata Fees:** \$ 5,620

(b) **Other amounts including fines, interest, chargebacks, move fees:** \$26,193

If you require payment assistance or have questions regarding your account, please contact our Resident Support Services department directly at: <https://fsresidentialbcsupport.zendesk.com>.

2. ***Monthly Statement:*** It was moved and seconded to approve the financial statements for November and December 2024. **CARRIED.**

There is a deficit of \$145,509 in the Operating Fund reported in the December 31, 2024 unaudited financial statements, and this amount may increase as 2024 invoices are received in January and February 2025. The auditors will include these 2024 invoices in the final audited financial statements. The 2024 budget provided for a deficit of \$200,000 to recognize major expenditures that were carried forward from 2023 for completion in 2024.

The significant positive and (negative) variances in the financial statements for the year ended December 31, 2024, include:

#### **Positive Variances**

- **Insurance** - \$57,000 - The 2024 premium was unknown at the time that the budget was approved; the actual premium negotiated in June 2024 for 18 months came in at a lower amount that anticipated.
- **Concierge** - \$29,000 – Some of the staff were on sick leave or unpaid leave of absence during the year. This positive variance is offset by the \$25,000 negative variance in Security Services paid for the security staff used to cover the shifts not worked by strata employees.
- **Gas** - \$30,000 – The 2024 budget was based on the prior year's amount. This account fluctuates from year to year based on consumption and rates charged.
- **Mechanical Repairs** - \$88,000 – The planned replacement of the hot water boiler for Beach Tower at a cost of \$140,000 is underway but the boiler will not be on site until 2025, and the cost of this item has been moved to the 2025 budget when the boiler will be installed. This saving was partially offset by the \$25,000 required to replace a transformer on level P1 near townhouse 5 and for some repairs done to piping.

### **Negative Variances**

- **Water & Sewer – (\$92,000)** – As disclosed in prior minutes there is a problem with the water services connected to the meter on Howe Street that includes service to townhouses 5-26, Ocean Tower, Garden Tower and some of the grounds of the strata. On January 28, 2025, the City of Vancouver will work with Milani to shut off water to various sections of the complex to determine the location of a possible leak. The sewer costs are a percentage of the water usage. Therefore, any problem with water due to leaks also affects the billing for sewer
- **Landscaping – Exterior – (\$26,000)** – This account included unanticipated expenses due to new City of Vancouver regulations. It was necessary to engage a contractor to service the pond monthly to ensure compliance with City regulations. Also, the City of Vancouver instituted a new permit fee for water features.
- **Fire Safety – (\$35,000)** – The actual repairs required have increased in recent years as the complex ages. The estimate for 2024 repairs simply fell short of what was required when the fire inspection was completed in the fall of 2024.

**Repairs & Maintenance – (\$105,000)** – Some of the unplanned expenses in 2024 included:

- Payments to Barclays and Phoenix for restoration services. Depending on the cost of restoration, it is sometimes better for the strata to pay these expenses rather than make an insurance claim that would result in increased insurance premiums in future.
- The panels in the Beach Tower lobby ceiling were removed and refurbished, and the adjacent lighting was updated because a couple of the panels were at risk of falling down. It was most efficient to all the work while the expensive scaffold was in place.
- Electrical outlets were installed in bike rooms and bike cages.

### **Structural Fund**

The financial statements reflect transactions in the strata's Structural Fund. This fund received an allocation of \$425,000 from the Operating Fund plus interest income in 2024. The expenditures totaling \$480,000 included:

- \$39,000 - Reports for Building Envelope Condition Assessment (BECA) and Mechanical
- \$210,000 – Replacement of IGU's (foggy windows) and a skylight on a townhouse
- \$76,000 – Replacement of a deck in Garden Tower
- \$70,000 – Replacement of doors at some townhouses and a door on California Walkway
- \$24,000 – Soffit repairs at Garden Tower

Many of the above projects resulted from reports received from owners during the year. The work was not known at the beginning of 2024. The strata can afford to respond to these projects on a timely basis due to the annual contribution to the Structural Fund.

There will be a recommendation at the Annual General Meeting to rename the Structural Fund to Capital Improvement Fund.

Owners wishing to view the most recent financial statements are encouraged to log onto **FSRConnect** using this link <https://lms712.connectresident.com/>. The financial statements can be viewed by logging into your account, clicking on "Forms and Documents", then "Financial Statements", and then selecting the desired file, or go to the strata's website at the **updated location** <https://www.888beachvancouver.com>

The secure *Owners' Only* section of the website can be accessed using the applicable username and password. If an Owner requires this information to be provided, please contact the Building Manager or Concierge for assistance.

3. **2025 Operating Fund Budget:** Strata council will present the 2025 budget to the owners at the Annual General Meeting scheduled for March 13, 2025, in the Ocean Tower Lobby at 7 p.m. The AGM packages will be sent out 3 weeks before the meeting. If you are not able to attend the AGM, please complete a proxy form.
4. **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. **Review of Water Consumption – Investigation:** See Financial Report "Negative Variances – Water & Sewer"
5. **Phase 2 Podium Project – Special Levy Surplus Refund:** There is a balance remaining in the Interior Podium Special Levy Fund. The surplus will be refunded to **owners of record as of January 28, 2025**, and will be paid out in February 2025. If your mailing address has changed, advise FirstService Residential immediately so that your cheque will be sent to the correct address.  
Cash the cheque when you receive it. We still have amounts due to a few owners for the refund of the Exterior Podium- Phase 1 surplus because they did not cash their cheques.

It was moved and seconded to approve the surplus special levy project refund. **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. The Owners are advised the Strata Corporation is party to the following Action(s):

1. **Civil Resolution Tribunal File #138092 Re-Strata Lot 185:** The Strata Council has initiated Civil Resolution Tribunal proceedings related to legal and professional expenses incurred by the Strata Corporation, which have been charged back in accordance with the Bylaws and remain outstanding, and to include continued investigation costs, rectification of the unapproved alteration, and other related expenses.

## **COMMITTEE REPORTS**

1. **Landscaping:** The committee updated that concerns with the boulevard landscaping are being reviewed further.

2. **Elevators:** The scope of work for the Elevator Modernization Project is as follows:

The six elevators in LMS712 Strata date back to before 1993 when the strata was originally occupied. As recommended in the strata's Depreciation Report and by KJA Elevator Consultants Inc., components of the elevators and related systems need to be upgraded and replaced as part of the Elevator Modernization Project. There are three main components of the project: Elevator Modernization, Fire Safety and Security.

- Elevator Modernization will include replacing the motors, electronics and cables associated with the six elevators and will require hiring electrical engineers and mechanical engineers to supplement the work of the elevator company selected for the project.
- Fire Safety system upgrades are required because the existing fire safety system is breaking down and is not up to current fire safety code. The required work is being done in conjunction with the Elevator Modernization to ensure that the new fire safety system integrates with the new elevators, and to eliminate any duplication of installation time and costs.
- Security System upgrades will be implemented to replace an ageing system and ensure the system is compatible with new security features in the elevators. All fob readers in the complex for elevators, front doors, swimming pool access and parkade gates will need to be replaced, and new fobs will be issued to residents. These new fobs will provide enhanced security (e.g., will be less susceptible to cloning). Residents will also be able to use Bluetooth on their phones to securely access the building. Intercoms will need to be upgraded and will be connected to the elevators to allow visitors to access only the floor of the resident buzzing them in.

There will be a **Special General Meeting on Thursday, January 30, 2025**, for the Owners to vote on the Special Levy of \$4.4 million required to fund the elevator modernization project. The information packages for the Special General Meeting were distributed in December. The package will include a Proxy form for Owners who are not able to attend the January 30<sup>th</sup> meeting in person.

3. **Personnel:** No significant matters to report.
4. **Renovations – Strata Lot 173:** It was moved and seconded to approve the scope of work as presented. **CARRIED.**

Note: Current floor plans for the non-residential units C1 and C2 are being obtained to reflect renovations completed to update the current configuration for the strata records.

5. **Bylaws and Rules:** No significant matters to report.

## **BUSINESS ARISING**

1. **Directives:** The directives from the previous Strata Council Meeting have been reviewed with the Strata Council and are being attended to at the present time. All relevant items currently in progress are contained in these minutes.
2. **Building Maintenance Plan:** The annual maintenance schedule was reviewed with the Strata Council, Building Manager, and Strata Management. The maintenance schedule is reviewed for regular updating as to current preventative and periodic maintenance,

frequency, and current service provider information. All relevant items currently in progress are contained in these minutes.

3. **1501 Howe Street Tower – 02 Drain Issues/Odors:** Offensive odours and pipe noise have been reported by Residents. It was suspected that unapproved alterations are contributing to these issues. Common and vent stack alterations to original construction have been identified in a particular Strata Lot. Williams Engineering completed their investigation on March 27, 2023, and the report has been provided to the Strata Council for review and to Clark Wilson, as the findings are related to the pending Civil Resolution Tribunal hearing.

The Strata Council instructed Clark Wilson to issue a settlement proposal letter, a response was received and is being reviewed by the Strata Council and legal counsel. Further investigation reporting and records required to respond are partially completed and pending engineering response to complete the submission.

4. **Columbia Seal - Common Property Maintenance – Doors/Windows:** The 2024 IGU replacement scope for residential units has been completed, lobby and non-residential units to be replaced are in progress.

The 2025 list of units identified for IGU replacement has been submitted to Columbia Seal.

5. **Community Fire – Fire System Review:** Tabled pending Special General Meeting.
6. **RDH Building Science – Mechanical & Electrical Review Proposal #3436.096:** To update further, the mechanical portion of this report has been completed, and the electrical system review is in progress.
7. **Hush City Soundproofing – Excer-Tech – Sound Abatement Gym:** The scope of work for sound mitigation was completed by Hush City. There are concerns with the proposed solution installed and the service provider has been requested to address and rectify. Discussion continues regarding the preferred flooring to be installed as per recommendations from the contractor.
8. **WorkSafe BC – Mandatory Asbestos Report - Pinchin:** The implementation of recommendations has been completed. The Strata Council was updated, the WorkSafe requirement that Phoenix Restoration conduct asbestos testing for each restoration service incident has been lifted as they are satisfied with the testing results submitted to date. This will enable for more efficient emergency restoration service completion.
9. **Milani Plumbing/Xpert/Woola Mechanical – Rainwater Leader Proposal Milani Quote #29325-1249123:** The Strata Council previously conducted a meeting with representatives from Milani Plumbing to discuss the proposed piping replacement recommendations. The revised scope of work proposal and recommendations have been submitted for further review by the Strata Council.

This has also been reviewed by Xpert Mechanical for recommendations and been submitted for further review by the Strata Council as to their proposed scope of work to address.

Additionally, Woola Mechanical has been requested to provide a proposal as to their recommendations and scope of work options and is in progress for a site review.

10. ***Pro Bel Safety Systems – Annual Anchor Testing:*** The scope of work has been completed satisfactorily.
11. ***Milani Plumbing Quote #29325-1242773 – Roof Drain Scope:*** The scope of work has been completed satisfactorily.
12. ***Annual Service - Global Gas Detection:*** The scope of work has been completed satisfactorily.
13. ***Community Fire – Quote 20241001-00054 Annual Inspection Deficiencies:*** The approved scope of work is in progress and has been partially completed.
14. ***Phoenix Restoration File #MV-24JY348 – Common Property Source/Multiple Units:*** The scope of work has been completed satisfactorily.
15. ***Security Gate Installation – Fortes One:*** Tabled pending Annual General Meeting.
16. ***Phoenix Restoration File #MV-24JY361 – Common Property Source/Multiple Units:*** The scope of work has been completed satisfactorily.
17. ***Annual General Meeting Planning:*** The Annual General Meeting is scheduled for March 13, 2025 (updated). Further notification will be issued in advance to Owners.

#### **BYLAW VIOLATION REPORT**

Council directed the Strata Manager to issue Bylaw violation letters with possible fine(s) to the applicable Owner/Tenant for any complaints received for alleged Bylaw violations. All materials related to such will be reviewed in depth by Strata Council at the upcoming Meeting. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of Strata Council.

Additionally, Council directed the Strata Manager to issue Bylaw violation letters to any Owner/Tenant who may be responsible or deemed responsible for a property damage loss where remedial costs have been incurred by the Strata Corporation. Any necessary investigations and/or decisions related to enforcement will be at the majority direction of Council.

Council may direct the Strata Manager to seek legal advice on the Strata Corporation's behalf under one of the applicable legal retainer programs for matters where the *Strata Property Act* and/or the Bylaws are unclear.

1. ***Bylaw Violation Report:*** Owners wishing to report an incident are advised that they should complete a Bylaw complaint form, which is available on **FSRConnect™**, through our Resident Support Services department directly at <https://fsresidentialbcsupport.zendesk.com> or at the on-site Building Manager's office to submit to the Strata Manager for Strata Council review and consideration.

The Strata Council has reviewed the alleged Bylaw notification summary report; any responses received for decisions on fines to be assessed or noted as resolved were directed to the Strata Manager with instructions to issue the applicable correspondence.

2. ***Chargeback Violation Report:*** The Strata Council has reviewed the chargeback notification summary report; any responses received for decisions on fines or noted chargebacks to be assessed and directed the Strata Manager with instructions to issue the applicable correspondence.

**CORRESPONDENCE**

1. ***Correspondence Received Strata Lot 104 Re: Report Alleged Bylaw Contravention:***  
The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.

It was moved and seconded to issue a bylaw infraction notification. **CARRIED.**

2. ***Correspondence Received Strata Lot 63 Re: Garden Tower Blocked Conduit - TELUS:*** The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.

It was clarified that the conduit access resolution to facilitate service is a matter TELUS is responsible to address and resolve. The Strata Council will be contacting TELUS to ensure the company is aware of the extent of the unresolved issues related to the shutdown of the copper service --and the switchover to fiber optic service-- in March. Further communication to residents will be issued to ask that they report for any difficulties they are having so that Council can offer assistance.

3. ***Correspondence Received Strata Lot 81 Re: Response to Alleged Bylaw Contravention Notification:*** The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.

4. ***Correspondence Received Strata Lot 42 Re: Report Alleged Bylaw Contravention:***  
The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.

It was moved and seconded to report that the matter has been resolved satisfactorily.  
**CARRIED.**

5. ***Correspondence Received Strata Lot 45 Re: Parkade Maintenance:*** The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.

Please refer to "New Business - As per Council".

6. ***Correspondence Received Strata Lot 62 Re: Report Alleged Bylaw Contravention:***  
The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.

It was moved and seconded to issue a bylaw infraction notification. **CARRIED.**

7. ***Correspondence Received Strata Lot 111 Re: Report Alleged Bylaw Contravention:***  
  
The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.

It was moved and seconded to issue a bylaw infraction notification. **CARRIED.**

8. ***Correspondence Received Strata Lot 134 Re: Report Alleged Bylaw Contravention:***  
The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.



It was moved and seconded to issue a bylaw infraction notification. **CARRIED.**

9. ***Correspondence Received Strata Lot 145 Re: Request for Reimbursement:*** The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.

It was moved and seconded to approve the reimbursement as requested. **CARRIED.**

10. ***Correspondence Received Strata Lot 156 Re: Response to Fine Assessed:*** The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.

It was moved and seconded to deny the assessed fine waiver request. **CARRIED.**

11. ***Correspondence Received Strata Lot 156 Re: Request to Waive EV Loitering Charge:*** The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.

It was moved and seconded to deny the loitering fee waiver request. **CARRIED.**

12. ***Correspondence Received Strata Lot 6 Re: Request to Purchase Common Property Parking Stalls:*** The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.

It was moved and seconded to deny the request. **CARRIED.**

13. ***Correspondence Received Strata Lot 215 Re: Report Alleged Bylaw Contravention:*** The correspondence has been reviewed, and Council appreciates the Resident's time to submit their communications.

It was moved and seconded to issue a bylaw infraction notification. **CARRIED.**

## **NEW BUSINESS**

1. ***Milani Quote #29325-1272487 – Beach Tower Boiler Replacement (4):*** It was moved and seconded to approve the scope of work as presented. **CARRIED.**

The approved scope of work is in progress for completion.

2. ***Milani Quote #29325-1274259 – Drainage Maintenance:*** It was moved and seconded to approve the scope of work as presented. **CARRIED.**

The scope of work has been completed satisfactorily.

3. ***Community Fire Quote 20241211-00399 – Deficiency Repairs:*** It was moved and seconded to approve the scope of work as presented. **CARRIED.**

The scope of work has been completed satisfactorily.

4. ***Pacific Heights - Annual Inaccessible Window Exterior Service:*** It was moved and seconded to approve the scope of work as presented. **CARRIED.**

The approved scope of work is in progress for scheduling.

5. **BC Hydro – Voltage Conversion/Upgrade Assessment:** Notification was received from BC Hydro they are undertaking a project to upgrade the electrical system in the Vancouver area, which includes increasing the Voltage from 12.5kV to 25kV. The BC Hydro upgrade will provide more reliability for service, improve system efficiency, and allow them to remove aging and end-of-life equipment, and help meet the future electricity demand.
6. **Emergency Generator – Fuel Tank Replacement:** The recommendations were reviewed, and a request will be submitted for a replacement proposal to be submitted for Strata Council review and approval.
7. **Phoenix Restoration File #MV-24JY407 – Chargeback Strata Lot 90:** It was moved and seconded to charge back the associated costs to Strata Lot 90. **CARRIED.**  
The scope of work has been completed satisfactorily.
8. **Phoenix Restoration File #MV-25JY102 – Common Property:** The approved scope of work has been completed satisfactorily.
9. **Anglo Glass Quote #6464:** The approved scope of work has been completed satisfactorily.
10. **Milani Quote #29325-1271468 – Repairs Exhaust Fans P1 #2/8 and 15:** The approved scope of work has been completed satisfactorily.
11. **Milani Quote #29325-1271662 – P2 Domestic Hot Water Heat Exchanger Repairs:** The approved scope of work has been completed satisfactorily.
12. **EV Charging Infrastructure Consultant:** The Strata will be required by provincial legislating to begin planning for the eventual installation of infrastructure (trunk wiring and a system to slow electrical draw during peak use periods so that the rate we pay for electricity is not impacted) which will allow individual Owners to install (at their own expense) private EV charging stations in their parking stalls. The equipment to be installed will be mandated by the Strata as it must be compatible with the whole system. Some Council members have attended information sessions and will begin a process of long-term planning to meet this requirement.
13. **FirstService Residential – Agency Agreement Addendum:** It was moved and seconded to approve the annual service fee addendum. **CARRIED.**
14. **Standard Operating Procedure – Water Loss Protocol:** The draft was reviewed by the Strata Council and will be finalized for implementation and review with the site staff to ensure protocols are adhered to when addressing water loss incidents.
15. **As per Council:**
  - (a) **Parkade Cleaning:** The cleaning of the parkade is scheduled to commence March 24, 2025. Details of the schedule will be distributed to residents as soon as the strata receives it from the contractor. Residents will be asked to remove their vehicles when the cleaning occurs on the parkade level where they park. This work was delayed

from fall 2024 at the request of some owners who were concerned about water consumption.

**TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 5:45 p.m.

**Next Meeting:** February 25, 2025, at 4:00 p.m. by electronic meeting

**FirstService Residential BC Ltd.**

John Boschert  
Senior Strata Manager  
*Per the Owners*  
*Strata Plan LMS712*

JB/

<b><u>FSRConnect™</u></b>	<b><u>Customer Care</u></b>	<b><u>Resident Support Services</u></b>
<p>A self-serve community portal that offers the following residential services:</p> <ul style="list-style-type: none"><li>• Resident Documents</li><li>• Amenities</li><li>• Account Payments</li></ul> <p>Register here: <a href="https://portal.connectresident.com/#/registration">https://portal.connectresident.com/#/registration</a></p>	<p>Open 24/7 365 days a year with translation services available in 31 different languages.</p> <ul style="list-style-type: none"><li>• Updating contact Information</li><li>• Account balance inquiries</li></ul> <p>Call Customer Care at 1.855.273.1967.</p>	<p>For online assistance with:</p> <ul style="list-style-type: none"><li>• Accounting questions</li><li>• FOB/Key requests</li><li>• Other general inquiries</li></ul> <p>Submit your inquiry: <a href="https://bcsupport.fsresidential.com/hc/en-us">https://bcsupport.fsresidential.com/hc/en-us</a></p>

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.



# WHAT TO DO IN A *Kitchen Fire*

**DID YOU  
KNOW?**  
INTERESTING FACT



## FS Insurance Brokers

Did you know between 2010 and 2014, over 450 deaths, 5,540 fire injuries, and over \$1.1 billion dollars of property damage was caused by home cooking fires across North America? Accidents happen. Check out the tips below so you can be prepared if a kitchen fire does occur:

### Condo Owners' Coverage provides protection for:

- ▶ Never throw water on a grease fire as it will spread the flames
- ▶ Don't use dish towels or other clothing that may catch fire Only attempt to extinguish a small fire in the early stages
- ▶ Put a lid on a pan to smother the fire or pour baking soda on the flames
- ▶ Use a fire extinguisher— about 2 meters away from the fire, aiming at the base of the fire
- ▶ If a fire starts in the microwave, unplug it but do not open the door
- ▶ If you cannot control the fire quickly:
  - Escape along a pre-planned route
  - Close doors behind
  - Call 911

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