

**MINUTES OF COUNCIL MEETING**  
**STRATA PLAN LMS-712**  
**888 BEACH**

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**HELD** On Thursday, February 24, 2011 at 4:30 p.m. in the Meeting Room,  
1501 Howe Street, Vancouver, B.C.

**PRESENT**

Wenda Deane	# T26 - 888
Bev Andrews	#1505 - 1500
Pat Dairon	# 706 - 1500
Rob Skene	# T2- 1500
Mike Gallagher	#1709 - 1500
Craig Dailly	# 613 - 888

**REGRETS** Colin McDougall # 711 - 888

**STRATA AGENT** Sylvia Brewer, Vancouver Condominium Services Ltd.

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

**GUEST BUSINESS**

An owner addressed council on a matter involving the gap between the \$750,000 special assessment approved by the owners at the AGM on February 2, 2011 and the \$2,000,000 recommended by RDH Building Engineering Ltd. in their Building Enclosure Condition Assessment Report. He advised his unit has been affected by this discrepancy but said the information he had presented was not first hand. Council will follow up seeking clarification of the facts and requesting a letter from RDH endorsing our present course of action.

*The owner left at 5:00 p.m.*

**ELECTION OF OFFICERS**

President	Colin McDougall
Vice-President	Mike Gallagher
Treasurer	Bev Andrews
Secretary	Pat Dairon

## **COMMITTEES**

Council decided to form committees or allocate areas of responsibilities as follows:

**Special Project Committee:** Rob Skene (Chair), Pat Dairon, Craig Dailly, Wenda Deane

**Communication & Technologies Committee:** Bev Andrews, Pat Dairon

**Gym & Swimming Pool:** Mike Gallagher

**Staff Relations:** Colin McDougall

**Common Areas:** Wenda Deane

**Parkade Committee:** Pat Dairon, Wenda Deane

**Security & Safety Committee:** Colin McDougall

**Suite Alterations Committee:** Wenda Deane, Rob Skene, Craig Dailly

**Legal:** Wenda Deane

**Repairs & Maintenance:** Colin McDougall

**Community Liaison:** Mike Gallagher

## **BUILDING OPERATIONS SUPERVISOR REPORT**

Council approved purchasing a computer Notebook to assist with enterphone data entry and purchasing additional notice boards for the mailrooms.

## **MINUTES**

It was moved, seconded and carried to adopt the minutes of the January 26, 2011 council meeting, as circulated.

## **FINANCIAL REPORT**

1. **Monthly Statement:** After review and discussion, it was moved, seconded and carried to adopt the January, 2011 financial statement as presented with the following comments:
  - (a) The financial statement reports the 2011 budget amounts that were approved at the February 2, 2011 Annual General Meeting.

- (b) The financial statement does not reflect any adjustments to the December 31, 2010 year-end that will be provided by the Auditor.
- (c) The strata fees collected in January are less than the 2011 budgeted amount because the owners will pay the retroactive strata fees in February, 2011.

Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Account Balances: The current balances for the 1<sup>st</sup> month as at January 31, 2011 in the appropriate funds are as follows:

- Total Cash Balance \$ 685,375.42 (Including CRF Balance)
- CRF Balance \$ 337,929.30 (Contingency Reserve Fund)

3. Arrears: Council reviewed the current accounts receivable list. There are three owners who have not paid their prior year special levy. These owners have received reminder letters and are being charged interest at 10%. Liens have been placed against three units for non-payment of special levies or monthly strata fees.

**Owners are urged to ensure that any payments owing be sent directly to Vancouver Condominium Services. Owners are reminded that an automatic debit may be set up from their personal bank account to ensure that strata corporation fees are received on the first of each month. Please call the agent if you require further information.**

4. Invoices: Council approved the following invoices for payment:

- RDH Building Engineering \$ 7,544.15 Period ending January 31, 2011.
- Effective Fire \$ 17,612.00 Fire panel upgrade.
- DeCaigny Construction Services \$ 151.20 Unit #405 exploratory.
- DeCaigny Construction Services \$ 807.07 Townhouse 7 exploratory.
- McCann's Carpet Finishing \$ 10,388.00 Lobby walk off mats.
- Westcoast Horticultural \$ 192.36 Townhouse 4 paver and irrigation repairs on Beach Avenue regarding the bus shelter installed by the City of Vancouver.
- Vidtech Services \$ 2,822.40 Four button transmitters ordered January 10, 2011.
- Vidtech Services \$ 2,822.40 Four transmitters ordered January 28, 2011.
- TNC Restoration \$ 1,710.71 Repairs to balcony glass railings to Unit #3101.
- Common Ground Construction \$ 28,304.26 Repairs to Unit #711, #811 and 7<sup>th</sup> floor corridor of Garden Tower.

5. Audit: The agent advised the draft audit is expected by Monday, February 28<sup>th</sup> for council's review.

## **BUSINESS ARISING**

1. Structural Maintenance/Repairs in Progress:

- Exterior Maintenance 2011 - Phase I  
The agent advised that RDH Building Engineering is preparing the prototype for the O6 drop. A budget of \$40,000 has been allocated.
- Repairs in Progress:  
Townhouse 7 – Water Ingress – Council awarded the contract for water ingress repairs to Common Ground Construction. Common Ground quoted \$30,950 plus HST including a contingency allowance and were able to begin work right away. Projected repairs will take approximately four weeks.

Townhouse 9 – Water Ingress – The owners of Townhouse 9 reported serious signs of water ingress. The agent was instructed to have RDH Building Engineering investigate while on site for Townhouse 7 repairs. A budget of \$2,000 has been allocated for investigation and removal of hardwood flooring that has started to buckle. Council awaits a report from RDH.

Townhouse 17/Unit #516 – The owners of townhouse 17 reported water leaking through the ceiling of their unit. Upon investigation, it was determined that the membrane on the deck of unit #516 immediately above should be replaced. RDH has provided an Order of Magnitude for these repairs in the amount of \$47,000. After review and discussion, the agent was instructed to obtain two quotes for these repairs.

Unit #3003 – Water Ingress – Water ingress was reported in unit #3003. RDH has been sent to investigate and council awaits their report and Order of Magnitude. It appears to be water ingress from the 31<sup>st</sup> floor balcony membrane is the cause.

2. Landscaping: No report.

3. Enterphone Installation: Following review and discussion of the enterphone installation, council requested the agent ask for details on how owners can allow guests into the building while talking on the phone. It was also agreed to withhold final payment until the installation of the nine emergency phones on levels P2 – P4 has been completed. Temporary signage will be placed above the emergency phones until permanent signage can be arranged. Owners are advised if they find themselves stuck on the lower levels without their fobs, they may use the emergency phones to either call the concierge or someone in their own unit.

4. Window Replacement: The Special Projects Committee (SPC) will review the current list of suites with reported failed window seals. The agent advised that owners continue to report windows with failed seals. The agent has reminded these owners that although their suite and the number of failed windows will be put on the window list, it does not guarantee they will be included in the current window replacement project. The SPC will work with RDH Building Engineering prepare a plan and to have this window replacement project begin as soon as possible. Owners are reminded the amount in this fund is approximately \$71,000.

5. Boiler Installation: The agent advised that the boilers have arrived on site and Synergy Mechanical Ltd. has begun installation. The schedule is as follows:

During the week of February 21<sup>st</sup> – Garden Tower boilers will be installed.

During the week starting February 28<sup>th</sup> – Ocean Tower boilers will be installed.

During the week starting March 2 – Beach Tower boilers will be installed.

Owners are reminded that although Synergy is installing the boilers in such a way as to avoid any water shut downs, there may be intermittent interruptions in the hot water supply. Council thanks you for your patience.

6. Fire Panel Upgrade: The agent advised that Simplex Grinnell has completed and signed off on the fire panel upgrade. Council instructed the agent to release a cheque for payment to Effective Fire Services who oversaw the project.

7. Interior Maintenance Update: Council member Wenda Deane reported on the progress of the lobby interior maintenance project. She advised that the wallpaper has arrived after a 3 week delay and installation will begin shortly. Minor painting and touch-ups need to be completed, kick plates and corner protectors need to be installed.

8. Water Ingress – Townhouse 15: A letter was received from the owner thanking the strata for dealing with the emergency water clean-up but stated the invoice from Phoenix Restoration was very expensive. The owners have been in discussion with Phoenix Restoration who has advised this is industry standard pricing. After review and discussion, the agent was instructed to contact Phoenix Restoration and see if there is any room for negotiation on their invoice. Unfortunately, the owners were informed incorrectly that the strata insurance would be covering this bill, but the fact is that when water ingress is due to a failure within the unit such as a washer or dishwasher overflowing the strata corporation has a bylaw in place to charge back the repairs or the insurance deductible to the owner. Once the agent has discussed this situation with Phoenix Restoration, she will advise council and then will inform the owner of the outcome. All owners are reminded of bylaw 4.5 *which states:*

4.5 An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the act, omission, negligence or carelessness by the owner or tenant or any visitor, occupant, guest, employee, agent, tenant or a family member of the owner or tenant, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, and for the purposes of bylaws 4.1, 4.2 and 4.3, any insurance deductible paid or payable by the strata corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner.

9. Parkade Signage: Parkade Committee members Pat Dairon and Wenda Deane presented a proposal for revising P1 parking, which will include new parking rules. Council will review and discuss at the next council meeting.
10. Gym Flooring: The agent advised that she is waiting for one more quote for gym flooring for council to review.
11. Interior Repairs: The agent advised council that she has confirmed with RDH Building Engineering that the interior repairs to unit #811 can proceed and will advise DeCaigny Construction Services to go ahead as per their quote for \$631.50 plus HST.

## **CORRESPONDENCE**

*Owners are invited to write council via the management company regarding any strata matters.*

1. A letter was received on January 12<sup>th</sup> from an owner requesting information. Following review and discussion, the agent was instructed to proceed with the request except for one item on which council will seek a legal opinion. The balance of the requested items will be delivered to the owner by February 25<sup>th</sup> in accordance with the provisions of the *Strata Property Act*.
2. A letter was received from an owner commenting on the Information Meeting held on December 15<sup>th</sup>, notifying council of two failed windows, French doors which are sticking and the front entrance door which is sticking against the wood flooring. He wanted to know if it was possible to have RDH inspect his unit for possible water ingress as he is contemplating renovations to the bathrooms and wanted to know if there were any issues that would significantly impact these renovations. The agent advised that the building operations supervisor had investigated the door situation. Council member Rob Skene will contact the owner regarding their request to have RDH inspect their unit.
3. A letter was received from owners advising of signs of water ingress causing hardwood floor to lift and buckle and their concern about further damage. The agent advised that RDH has been sent to investigate and temporary repairs have proceeded.

4. A letter was received from an owner in reply to a noise bylaw violation warning letter that was sent to them in January. Upon review and discussion, council agreed that no fine would be levied against this unit.
5. A letter was received from an owner advising of their dissatisfaction with the service from Phoenix Restoration and the cost of emergency water clean-up. The agent will discuss this situation with Phoenix.
6. A letter was received from owners regarding the window repair project timeline. They included numerous pictures to advise of the extent of the problem of their windows and urged council to consider the window replacement in their unit for their priority list. They also reported concerns with the unkempt balcony below their unit and felt that the untidiness was unacceptable and against sanitary regulations. The strata agent will advise the owners of the unit in question of the concerns regarding the balcony.
7. A letter was received from an owner advising that their key had been lost by the concierge staff and they wish to have their unit rekeyed for safety concerns. The agent advised that this has already been dealt with and new keys have been issued to the owner.
8. A letter was received from an owner requesting that the strata corporation bear the cost for removal of their obsolete enterphone system. After review and discussion, council did not approve payment of these costs. The agent was instructed to contact Forest Trade and suggest that, as there may be a number of owners who would like to have the obsolete enterphone system removed, could Forest Trade offer owners a fixed cost to remove the enterphone and repair the drywall. The agent will contact Forest Trade to see if there is interest in undertaking such repairs. The costs would be borne by the owners.
9. A letter was received from an owner advising the elevator key to their floor was not always working, asking if the concierge had instructions in the event of an earthquake, and suggesting the concierge staff should be prepared to turn off the water and gas as soon as an earthquake occurs. The owner also asked that the lost garbage can in Garden Tower be replaced. The agent will have ThyssenKrupp Elevator inspect the lock in the elevator and arrange to have a garbage container placed in the lobby of Garden Tower. Regarding the concierge staff and their instructions in the event of an earthquake, the agent advised that she replied attaching a VCS bulletin which states that owners are on their own and not to count on your strata council or the management company for assistance, and if there is natural gas service to your strata unit advising there is no plan for shutting off the gas supply. Several council members said that they were not in agreement with this and advised that in the past concierge staff and council members had been shown where the gas and water shut offs were. This will be investigated further.
10. A thank you card was received from an owner thanking the past council for their hard work over the past year.

11. A letter was received from an owner recommending that the double garage security gate open time be expanded. He requested that it become only a single gate between the hours of 7:00 a.m. and 7:00 p.m. due to the high volume of residents coming and going from the building. Council will consider this request and thanks the owner for his comments.
12. A letter was received from an owner suggesting that the dividing wall in the gym be removed if new flooring is to be installed. The owner said this would give added space and add a lot of natural light. He also suggested that the cardio machine could be repositioned, giving the entire space a more open feeling. Council thanks this owner for his suggestions. Once it is determined when the re-flooring is to be done, removal of the wall will also be considered.
13. A letter was received from an owner advising of a resident whose vehicle is parked on P1 in a space that is often used for gate backup and overflow. They also wanted to know if this person was paying a fee for the parking stall and suggested that if they were that they park in a different stall to allow residents to use this particular stall for backup when there are line-ups at the double gate in the parkade. This owner advised that they will pay for three months of parking (\$300) and will make other parking arrangements.

## **NEW BUSINESS**

1. 888 Beach Website: A quote has been received from Mike Bunker to design and develop a website for the strata corporation at 888 Beach. After review and discussion of the content of the website, it was agreed to allow the Communication and Technology Committee to spend up to \$2,500 to proceed with the development of the website. An owner has offered to assist with development of content. Council hopes that once the website is up and running, the money saved in printing costs will offset the cost of the operation of the website.
2. Washer Overflow: The agent advised of a washer overflow on the 15<sup>th</sup> floor of Beach Tower which caused water damage to a 14<sup>th</sup> floor suite. Barclay Restoration was called to deal with the clean-up and repairs. Costs will be charged back to the owner of the 15<sup>th</sup> floor suite.
3. Insurance Claim/Washer Overflow from the 26<sup>th</sup> floor: The agent reported a washer overflow on the 26<sup>th</sup> floor which caused damage to that unit, two units on the 26<sup>th</sup> floor and two units on the 25<sup>th</sup> floor. Forest Trade had originally been called in to deal with the emergency water clean-up. Once it was determined that this was a much larger clean-up situation, On Side Restoration was called to continue with the emergency clean-up. As the emergency clean-up is estimated at \$8,000 and the restoration work is estimated at more than \$12,000, an insurance claim will be made. The \$15,000 insurance deductible will be charged back to the owners of the source unit on the 26<sup>th</sup> floor.

4. Unit #401 – Water Damage Due to a Toiler Overflow: The agent reported owners in unit #401 advised of a second incident of overflow of soap suds and water into their unit. Westrim Plumbing was called in to inspect and Forest Trade was called in to provide any repair work required. The agent advised it has been determined that a resident in Ocean Tower is using too much soap when doing laundry. A notice has been posted advising that residents should follow the manufacturer's directions regarding the amount of laundry soap necessary especially if they have a front loading washer.
5. Community BBQ in Courtyard: This item was deferred.
6. Printing Quotes: The agent presented council with quotes for printing of the minutes as it had been brought up at the AGM that the printing costs were very high. The Printing House quoted \$.35 per copy, Bond Reproductions is \$.52 per copy whereas VCS charges \$.10 per copy for minutes and \$.25 per copy for all other types of copies. Again, with the addition of the website, council hopes to reduce some of these printing costs in the future.
7. Power Washing: The agent reported she has received for power washing the stairs of the townhouses, concrete planters and perimeter sidewalks. These quotes will be reviewed and discussed at the next council meeting.
8. Parking Hang Tags: The agent presented a quote from Signs BC Illuminated for parking hang tags. These are the tags that residents are to hang from their rear view mirror. Council will review the quote and determine if more parking tag passes should be ordered.
9. Pool Flow Meter: The agent advised that during the recent inspection by Vancouver Coastal Health, the flow meter was determined to be operating improperly. South Coast Mechanical has been on site to determine the problem and is working with West Coast Pools to repair.
10. Pool Inspections: The agent reported Vancouver Coastal Health has advised that pool water chemistry must be tested twice a day and will advise the building operation supervisor to instruct staff accordingly.
11. Courtyard Gate Repairs: This item was deferred.
12. Window Cleaning: The agent advised that Allstar have provided a quote for window cleaning scheduled for March and confirmed that there has been no change in the pricing from last year. Council agreed that window cleaning should take place in March and the agent will request Allstar to advise of dates.
13. Window Flashing: RDH has prepared a prototype for interior window flashing. One unit has had this window flashing installed. The Special Projects Committee will review the prototype and discuss further with RDH Building Engineering.

14. Cleaning: An owner wrote suggesting that some detail cleaning should be considered. This will be further discussed at the next council meeting.
15. Cell Phones: The agent advised that the contract with Fido has been renewed for the staff cell phones and that a new package has been secured for \$45 per month. The strata will be receiving a \$50 credit on the next cell phone bill upon renewing the contract.
16. Pipe Leak: A pipe leak was reported on P1. A quote was received from Westrim Plumbing for \$1,400 to repair 100 feet of ¾" hot water recirculating piping located between Garden Tower and Beach Tower. The agent was instructed to proceed; however, the agent advised that while Synergy Mechanical is on site doing the boiler repairs, she will contact them to determine their charges. Council instructed the agent if their charges are less, to have Synergy Mechanical proceed with this repair as soon as possible.

There being no further business, the meeting was adjourned at 8:15 p.m. The next council meeting will be held on Wednesday, March 30, 2011 at 4:30 p.m.



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SYB/am

### **SELLING YOUR UNIT?**

If you are planning to sell your unit, it is a good idea for your realtor to visit our website at [www.vancondo.com](http://www.vancondo.com). There, the realtor will find a link where they are able to order documents requested by potential purchasers such as minutes, bylaws, and engineer reports. Using this process rather than phoning our office may decrease the processing time. You can also find valuable tips on the *Strata Property Act* in the monthly bulletins distributed by our office.