

MINUTES OF COUNCIL MEETING
STRATA PLAN LMS-712
888 BEACH

HELD

On Wednesday, May 25, 2011 at 4:30 p.m. in the Meeting Room,
1501 Howe Street, Vancouver, B.C.

PRESENT

Mike Gallagher	(Vice President)	#1709 – 1500
Pat Dairon	(Secretary)	# 706 – 1500
Rob Skene		# T2 – 1500
Craig Dailly		# 613 – 888
Wenda Deane		TH#26 – 888

REGRETS

Colin McDougall	(President)	# 711 – 888
Bev Andrews	(Treasurer)	#1505 – 1500

STRATA AGENT

Sylvia Brewer, Vancouver Condominium Services Ltd.

The meeting was called to order at 4:45 p.m.

BUILDING OPERATIONS SUPERVISOR REPORT

The report was reviewed by council.

MINUTES

It was moved, seconded and carried to adopt the minutes of the April 27, 2011 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: Approval of the April 2011 financial statement was deferred as the Treasurer was absent. 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 4th month as at April 30, 2011 in the appropriate funds are as follows:

- Total Cash Balance \$ 1,016,219.86 (including CRF Balance)
- CRF Balance \$ 343,987.80 (Contingency Reserve Fund)

3. Arrears: The agent reported that letters were sent to those owners who have failed to pay the special levy. After review and discussion, the agent was directed to place fines on those accounts where levy payments have not been paid in accordance with the terms of the special resolution.

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:

- Common Ground Construction \$5,889.04 Repairs to suites 405, 2308, 811, TH6, TH8 and TH10.
- Tek Roofing \$28,550.59 Repairs to suite 516.
- On Side Restoration \$1,344.69 Sink back-up in suite 507 due to kitty litter from a suite above.
- Effective Fire \$1,526.56 Fire panel repairs.
- Vidtech \$1,780.80 Transmitters and key scan help.
- Effective Fire \$739.20 P1 sprinkler leak repairs.
- South Coast Mechanical \$1,558.96 P2 booster pump seal and P1 booster pump valve repairs.
- Vidtech \$2,402.40 Transmitters and key scan reader repairs.
- DeCaigny Construction Services \$655.20 Gate repairs/courtyard.
- Houle Electric \$775.16 Ballast and light repairs.

- Houle Electric \$558.88 Ballast replacement.
- Prairie Coast Equipment \$607.42 Tractor maintenance.
- Common Ground Construction \$33,101.82 TH7 repairs.
- RDH Building Engineering Ltd. \$5,320.00 Construction management fee for April 2011.
- RDH Building Engineering Ltd. \$8,150.80 Engineering period ending April 30, 2011.
- RDH Building Engineering Ltd. \$17,248.00 Design and pre-construction for Phase I for April 2011.

5. Audit: The agent advised that questions from the auditor have been answered and she awaits the final draft.

BUSINESS ARISING

1. Special Projects Committee – Phase I: Council has awarded and signed a contract with RDH Building Engineering Ltd. for the construction management portion of the targeted renewals and maintenance program scheduled for 2011. The scope of services includes the design, preparing drawings and specifications prior to the commencement of Phase I, collecting and organizing project completion documentation, maintenance plans, warranties and recording drawings into a convenient form. RDH Building Engineering Ltd. will act as a prime consultant and co-ordinate the work of all contractors and will review the progress claims and issue payments of certificate, etc.
 - (a) Quotes for Phase I: Five contractors have viewed the project and indicated they will provide bids by June 2nd for the Phase I targeted maintenance and renewals. The bids will be reviewed by RDH and presented to council for review and final decision the first week of June.
 - (b) Scaffolding Update: The temporary scaffolding erected on the east side of Beach Tower (courtyard to the California Way walkway up to the 7th floor) will remain in place until early July which will allow contractors bidding on the job to inspect the building for tendering purposes, and will remain in place until the low bidder has had the mock-ups approved. Council appreciates all residents' co-operation.

- (c) Window Replacements: RDH Building Engineering Ltd. is working with the building operations supervisor to identify all windows with failed IGUs to be replaced in the Phase I identified drops. This work must be done before the sealant work can proceed. Affected residents have been advised and windows have been marked for easy identification. This work has been done in accordance with RDH's recommendation to include replacement of failed IGUs in the drops.
- (d) Information Letter to Owners: On May 16th an information letter was delivered to all residents advising of the maintenance and renewal work, how it was to proceed and identify certain cautions and construction safety procedures.

Working hours will be 7:30 a.m. until 4:00 p.m., Monday to Friday, with the occasional Saturday work, if required. Longer working hours may be required to meet the schedule if there is a delay due to inclement weather.

Residents will, at times, receive notices advising of trades entering suites to work on their windows. At that time, residents will be asked to move furniture away from the windows to provide sufficient working area to the trade. Trades are entitled to additional costs if they are prevented from working due to access problems and your co-operation is requested and appreciated.

The superintendent will post notices in elevators and/or other common areas informing residents of progress and the anticipated schedule.

RDH Building Engineering Ltd. will provide a site superintendent on site full time to monitor the trades' work and provide safety coverage.

Owners and residents are discouraged from approaching tradesmen and asking questions as misleading information can often result. Owners should contact the strata agent who will request and receive correct information from RDH Building Engineering Ltd. and pass it on.

2. Structural Maintenance and Repairs in Progress:

- (a) 405 Deck Membrane: TNC has completed the repairs to this unit. Interior repairs will be arranged.
- (b) Beach Tower 31st Floor Membrane Remediation: Tek Roofing has begun work on the membrane remediation.

The 2011 operating budget includes allocation of \$280,000 to the structural fund for re-active maintenance projects. As of April 30, 2011, \$90,525.41 has been spent on structural fund projects for such repairs to suites 616, 516, TH7, TH9, 405. Work is continuing through May on some of these projects.

3. Landscaping: Council member Wenda Deane reported that flowers will only be planted at the front entrances this year due to the work going on and position of the scaffolding. There was also further discussion regarding the grass along Hornby Street in front of townhouses 1 – 4. It was agreed that this area will be re-sod again this year and council will investigate the installation of artificial turf. It was noted that there is one tree on Hornby Street in front of the Beach Tower entrance that has died. The agent advised the City of Vancouver about this dead tree last year and will follow up to determine when the City will replace this tree.
4. P1 Parkade Signage: This item was deferred.
5. 888 Beach Web Site: This work is in progress. There are a few minor details yet to be dealt with. Owners will be advised when the Beach web site is up and running.
6. 401 Back-up: The agent reported that she has been in discussion with Synergy Mechanical to review the concerns and issues of the back-up into suite 401. This issue continues to be monitored.
7. Sauna Repair: There have been on-going issues with the sauna. It was determined that there seems to be a problem with the lights for the pool, the reflecting pond and the sauna. An electrical contractor from Nikls Property Services has investigated the problem. His cost for repairs would be approximately \$1,000 per day. The agent reported that the sauna has stopped working again. Because of the high cost of repairs and continued problems, council will look into the possibility of installing a new sauna. It was suggested that an infrared sauna be considered. In the meantime, while council reviews all options, the sauna will be closed.
8. Handicap Parking: There was further discussion regarding the issue of one resident's continued use of a handicap parking stall. After discussion, council agreed that a second handicap stall will be assigned on P1. Stalls #34 and #35 will be made into one stall and a handicap sign will be painted to provide more handicap parking for residents and guests. Council will continue to review the handicap parking situation and more stalls may be assigned, as required.
9. Renovation Requests:
 - (a) 1501 Hardwood Floor Installation: Council approved the request from the owners of suite 1501 in terms of their application dated May 9th to install hardwood flooring. The alterations committee has reviewed the request and recommended approval. The agent was instructed to advise the owner.

- (b) TH16 Renovation Request: Council approved the request from the owner of TH16 in terms of their application dated April 27th for renovations to their kitchen, master ensuite bathroom and 2nd bathroom. The alterations committee has reviewed the request and recommended approval. The agent was instructed to advise the owners.
- (c) 1101 Renovation Request: Council approved the request from the owners of suite 1101 in terms of their application dated May 1st to replace the flooring, a complete renovation of the kitchen, fireplace renovation and replacement of electrical baseboard heaters. The alterations committee has reviewed the request and recommended approval. The agent was instructed to advise the owners.

CORRESPONDENCE

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

1. A letter was received from an owner advising of water ingress in a bathroom. The agent will follow up with the owner to ensure that there is no further damage and/or to have the appropriate trades in to repair the damage.
2. A letter was received from an owner advising of a window with a failed sealed. The agent advised this information has been forwarded to the building operations supervisor.
3. A letter was received from an owner that if minutes and other correspondence are delivered to their townhouse door the person making the delivery either knock on the door or ring the doorbell and wait until someone answers and if there is no answer that these items be put in their mailbox, if possible or, left at their back door in the corridor elevator lobby as it would be less conspicuous.

The agent reported that the normal practice for delivery of minutes and correspondence is they are delivered one day and, if on the next day the concierge notices that the item had not been retrieved, the item should be collected, the unit number noted and either the owner be called or the minutes returned to the agent who will mail them directly to the owner.

4. A letter was received from an owner regarding the grass on Hornby Street wanting to know what council plans to do. As noted earlier in the minutes, council will again install sod and look for a more permanent solution over the next year, solicit quotes and provide for this expense in next year's operating budget.

This owner also offered use of their barbeque for the community barbeque but as noted in last month's minutes, the strata council has decided not to consider installing a community barbeque at this time but thanks the owner for their offer.

5. A letter was received from an owner reporting water ingress in their enclosed balcony. This information has been forwarded to the building operations supervisor and upon review, will be included in one of the drops of the targeted repairs and maintenance. The agent will advise RDH Building Engineering Ltd.
6. A letter was received from an owner in response to council's decision to monitor the back-up of soapy water into their suite. As discussed in the minutes earlier, the agent is in discussions with Synergy Mechanical to see what options may be considered.
7. A letter was received from an owner reporting water ingress (a short lived drip) through their bathroom fan. The agent advised the building operations supervisor has been in contact with the residents in suite above and will follow up to investigate and ensure that a toilet seal is not failing.
8. A letter was received from an owner advising of several windows with failed seals, one window which does not close and several skylights which allow water into the unit. These windows have been reported to the building operations supervisor and will be added to the list. RDH Building Engineering Ltd. has been advised and will investigate.
9. A letter was received from an owner advising that their new dryer was not drying clothes efficiently. The agent called Michael A. Smith Duct Cleaning on site to investigate and it was determined that the vent was not lined up properly. The agent has requested that Nikls Property Services further investigate and provide a solution for this deficiency.
10. An owner reported failed window seals. The agent has forwarded this information to the building operations supervisor to be added to the list.
11. A letter was received in reply to a letter sent to the owner regarding non-payment of the special levy. The owner advised that they are in severe financial difficulty. Following review and discussion, the agent was instructed to advise the owner that council thanks them for their honesty; however, council will take no further action but will place a lien on the suite until such time as the owners are able to either sell their unit or make other financial arrangements.
12. A letter was received from an owner advising of three concerns:
 - (a) A bulge in the wallpaper on P1 elevator lobby of Beach Tower;
 - (b) a missing light cover on P4; and,
 - (c) noticeable chips in the paint on the 21st floor common hallway,

The agent reported that Forest Trade has been advised of the bulge in the wallpaper and will be on site to remediate this issue. The building operations supervisor is aware of the missing light cover and will replace it. The agent will look into whether there are other paint areas that also need to be touched up and have it all done at the same time.

NEW BUSINESS

1. P2 Garage Gate Repair: The agent presented three quotes for replacement or repair of the P2 garage gate. After review and discussion, the agent was instructed to have Overhead Doors proceed with the replacement of the P2 gate door based on the quote of \$3,717.25 plus HST.
2. Security Cameras and Camera Re-location: Quotes were received from Vidtech to re-locate some of the existing cameras to provide a better field of view of the Ocean Tower garbage area and the bulkhead above the Beach Avenue vehicle entry gate. Upon review and discussion, this item will be deferred for further discussion.

Their second quote was to supply and install new security video monitors at the concierge desk including three 15" colour monitors and two 19" black and white monitors. After review and discussion, the agent was instructed to request a quote for one large monitor with a split screen and to also request a second quote from another security company.

3. 11th Floor Ocean Tower Water Ingress: The agent reported being advised by an owner on the 11th floor of Ocean Tower of water ingress into a closet which was adjacent to their bathroom and although there was no signs of water ingress directly from their unit, further The agent is arranging access of another suite to determine if the water may be coming from that unit.
4. Ocean Tower Garbage Room Water Lines: The agent presented a quote from Synergy Mechanical for installing hot and cold water hoses in the Ocean Tower garbage room at an estimated cost of \$2,000. After review and discussion, and as there is no budget for this expense this year, council directed the agent to file this quote and it be considered in next year's budget.
5. Novus Event Night: The agent reported that Novus applied to have an information event at Ocean Tower and had requested they could have two representatives set up in the Ocean Tower lobby to advise owners of special promotions, etc. After review and discussion, council decided they would only agree to this is, if other providers of cable, such as Shaw or Rogers, were also present on the same night. The agent will advise Novus accordingly.
6. Bike Room Audit: The agent advised that it is time for another bike room audit and will arrange for this to take place in the next month or so. The audit will determine if previous owners have left bikes behind that can be removed to open up spaces for residents in the building who are waiting for a bike stall.
7. Fire Equipment Testing: The agent advised that the fire equipment testing will be scheduled for the middle of June.

8. Roof Anchor Inspection: The annual roof anchor inspection is scheduled for June 7th. Those owners with roof anchors on their balconies will have been advised that access will be required to complete this inspection.
9. Synergy Mechanical – Quote for Mechanical Boiler Maintenance: This item was deferred.

BYLAW VIOLATIONS

1. Noise: The agent advised that letters were sent out to owners of two units advising of noise bylaw violations and to date, no reply has been received from either. After review and discussion, the agent was instructed to place \$200 fine on each account and to advise the residents accordingly.
2. Rental: The agent reported to council that a unit in Beach Tower continues to be rented out for less than the minimum three consecutive months as noted in the bylaws. The owner was first advised of a violation in December. The agent has sent a second letter to advise of a second violation. Council directed the agent that if no response disputing this information is received by June 7th to place a fine for this bylaw violation on their account.

There being no further business, the meeting was adjourned at 7:15 p.m. The next meeting will be held on Wednesday, June 29, 2011 at 4:30 p.m.



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SYB/am

ARE YOU RENTING YOUR STRATA LOT?

If so, here is a bulletin you should read. The following is a true story – you will find it interesting and valuable as a non-resident owner.

One Saturday morning, our office received a telephone call on our emergency line that there was a water leak in a building we manage so we dispatched a restoration contractor to mop up the water. The contractor had to access several strata lots to get the job done, and, at one unit, no one answered the door and a locksmith was called to “pick the lock”. Once open, the restoration contractor stepped inside and, to his horror – a fully equipped meth lab.

The police and fire departments were called and the building had to be evacuated. The fire department’s HAZMAT team gingerly dismantled the meth lab. The City then advised that the strata lot could no longer be occupied and, further, the entire strata lot has to now be “deconstructed” and rebuilt. The owner of the strata lot will be facing a cost estimated at about \$100,000 to reimburse the City and to reconstruct. On top of this will be fines from the strata corporation and other legal consequences.

The non-resident owner was in shock to learn all this. It turns out that little was known about the tenant other than he had paid cash for his monthly rent payments and security deposit.

No doubt the vast number of renters in strata corporations is properly screened by non-resident owners such as yourself, or their agents, and in reality there are likely only a few bad apples. Nevertheless, let this true episode serve as a huge heads-up to you (and your rental agent if applicable) that renting your apartment involves a lot more than merely collecting the monthly rent.

You ought to be aware also that most strata corporation insurance policies are now imposing huge deductibles (\$50,000 in some cases) for damages arising from illegal operations. In some policies, the coverage is denied altogether. You can be sure that your strata council is not going to step up to the plate and have the strata corporation pick up the tab if your strata lot is one of these bad apples. Also, be aware of a very significant court case recently heard in the Supreme Court of British Columbia involving insurance claims. The essence of this case is that if an occupant of a strata lot is responsible for the cause of an incident and the insurance of the strata corporation has a deductible, the owner is responsible for paying the deductible. That would be you if your tenant is the culprit for some incident.

Accordingly, we urge you to properly screen your tenants, obtain background and reference checks, and, make frequent inspections of your rental premises. Collecting the rent is the least of your worries given the above facts.