

**STRATA CORPORATION EPS1231
“THE MARK”
1372 SEYMOUR STREET
VANCOUVER, BC**

**MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN
EPS1231 “THE MARK”, HELD ON THE 9TH FLOOR DINING ROOM, 1372 SEYMOUR
STREET, VANCOUVER, BC ON TUESDAY, AUGUST 18TH, 2015 AT 5:30 P.M.**

IN ATTENDANCE

Rowly Johnson – Vice President/Secretary/Fitness Advisory Committee
Dario Duran – Building Maintenance Erin Emery – Landscaping/Garden Plots
Theo Kefalas – Sub Garden Plot Committee Brent Belsher
Cecilia Li – President (attended by videoconference)

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD

Joseph Tsang – Senior Strata Agent

REGRETS

Lakhpinder Takhar - Treasurer

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 5:30 p.m.

2. **ADOPTION OF PREVIOUS MEETING MINUTES**

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on June 16th, 2015 as presented.

3. **GUEST PRESENTATION**

The Owner of strata lot 77 attended the meeting to request for Strata’s permission to enclose the four (4) handicap parking stalls assigned to his strata lot. Having heard the Owners testimony, Council thanked the Owner for taking the time to present before Council and advised that a letter with the Council’s decision shall be issued to him following tonight’s meeting.

4. **COMMITTEE REPORT**

a) **Building Deficiency:**

Dario Duran was given a copy of the 15 month common area deficiency list, which was perused by the Building Manager after the list was received from the Developer back on August 18th, 2015 advising that about 80% of the deficiency items reported on the 15 month warranty list initially submitted to the Developer have been completed with the rest

4. **COMMITTEE REPORT – CONT'D**

a) **Building Deficiency – Cont'd:**

to be done by mid-September. Mr. Duran's responsibility is to review the completed items and if satisfied remove the completed items off the list and any unfinished items to be forwarded to the Developer for further action. In addition, Council was given a copy of the 2 year mechanical system condition assessment, which will need to be submitted to the Developer for corrective action before the 2 year warranty expiry date of November 14th, 2015. Finally, Council was advised that the Strata Agent will be meeting with a representative from the 3rd party warranty office, personnel from the Developer's office, personnel from the building envelope consultant retained by the Strata in order to review those observable defects reported on the 2 year building envelope warranty assessment review prepared by Morrison Hershfield at 9:30 a.m. on Wednesday, August 19th, 2015, and that any Council Members wants to attend the inspection is welcome.

i) **Roof Top Chiller:**

In an email dated August 18th, 2015, the Developer has informed that the mechanical consultant on record SRC Engineering Consultants will be asked to attend one of the future Strata Council Meetings in the fall to bring Strata up to speed on the status of the roof top chiller as they pertain to the relevant requirements imposed by the Safety Authority of British Columbia.

ii) **Hot Water:**

Council was curious to know if some of the recent hot water problems are related to the “Jado” shower fixture installed in some of the suites. The Strata Agent was asked to check with the Concierge staff to see how many hot water complaints were received and for the Building Manager to contact those Owners to see if “Jado” shower fixtures were installed in their respective suites in order that Council could determine if the lack of hot water is caused by the installation of the “Jado” shower fixture.

iii) **Window Cleaning:**

The window cleaning was originally scheduled to be completed by July 10th, 2015 since the work started back on June 22nd, 2015. However, as of tonight's meeting, the window cleaning has not been completed and the window cleaning contractor was unable to provide a date on when the work will be completed due to imposed water restriction. The Strata Agent was asked to issue a memo providing the status of the window cleaning to Residents and for Residents to report back with any dirty windows by the end of August so that they could be forwarded to the window cleaning company for corrective action.

iv) **In-Suite Fan Coil Inspection:**

The preventative maintenance services work for the in-suite fan coil was commenced on August 4th, 2015 and completed on August 17th, 2015. It is expected that there are a number of suites that failed to provide access, to facilitate the described work even though the Concierge has called to remind the Residents of the need to provide access the day prior of the scheduled work to be taken place as per the schedule provided by National Hydronics Ltd.

4. **COMMITTEE REPORT – CONT'D**

a) **Building Deficiency – Cont'd:**

iv) **In-Suite Fan Coil Inspection – Cont'd:**

National Hydronics was requested to provide the Strata Agent with a list of those suites that have not provide access so that arrangements can be made to have National Hydronics come back and carry out the in-suite fan coil inspection for those missed suites. National Hydronics also provided literature on what homeowners could do in order to carry out the preventative maintenance services on their in-suite fan coils if the homeowner chooses to carry out the preventative maintenance services work themselves. It was noted that one of the reasons why Strata has commissioned the Strata's mechanical contractor to carry out this work, is to ensure that every single in-suite fan coil is serviced and to prevent unnecessary flooding as it was the case with one of the in-suite fan coil located on the 10th floor due to the homeowner failed to provide access so that National Hydronics could carry out the preventative maintenance services for the fan coil inside the suite on the scheduled date the heat pump subsequently leaked resulting in damages to the suite directly below, the 9th floor utility closet and the suite on the 10th floor. That particular homeowner will possibly be responsible for paying the water damage deductible of \$10,000 if the total restoration and remedial costs exceeds \$10,000 or be held responsible for paying the restoration and remedial costs should the total amount is less than \$10,000. Residents are reminded that any obstruction of the intake panels in suites, such as placing furniture in front of these, reduces the system's effectiveness and causes early failure.

b) **Landscaping:**

Council was told that an AGM for the garden plot users was held on July 22nd, 2015 but only three (3) garden plot users attended and the meeting was rendered non-productive. The garden plot chairman proposed that each garden plot user be issued a letter reminding of the garden plot usage policy and that the relevant questionnaire be included in the upcoming survey asking Residents whether or not the current garden plot users are grandfathered even though the *Strata Property Act* allows the Strata Council to make changes to the policy with respect to common area usage.

i) **Dead Shrubs:**

As a result of the stage 3 water restriction and even though the Building Manager is doing his best to ensure that the plants received adequate water through the use of a spring loaded hose, there are a number of shrubs showing signs of stress either due to lack of water and/or the acid from the pet urine especially the “box wood” shrubs in front of the main entrance along Seymour Street. The Strata Agent was requested to have the dead “cedar” and “box wood” plants removed. Council was presented with two (2) estimates to install irrigation on the boulevard lawn along Seymour and Pacific and costs to install artificial turf for consideration, but due to the landscaping budget currently being over budgeted as well as water restrictions, the decision to whether or not to install irrigation system or artificial turf for the respective boulevard lawns have been postponed for the time being.

4. **COMMITTEE REPORT – CONT'D**

c) **Fitness Advisory Committee (FAC):**

In light of the fact that the Developer has gone on the record to say that they will not be taking any further action to improve the noise emanating from the gym in an email dated July 6th, 2015, the FAC made a number of recommendations to Strata Council for consideration. It includes:

- Distributing memos to Residents advising that changes are coming,
- Proposed signage to be posted informally in the fitness room,
- Replace the existing rules governing the gym usage,
- Relocate some of the existing equipment and machines to lessen sound transfer,
- Add thick rubber stripping to the bottom sides of power cage to absorb impact noise, and
- All Residents FOB to the gym will be deactivated and only reinstated once the Resident has signed a new gym user agreement.

Rowly Johnson requested that he be given a budget of \$2,500 to have the suggested recommendations be implemented. Following a discussion period, Council approved a budget of \$1,500 to have some of the above recommendations be implemented on a trial basis.

The Strata Agent updated Council that the ARC trainer motor was repaired under warranty.

d) **Building Manager Report:**

The report from the Building Manager for the period of May 26th, 2015 to July 3rd, 2015 was presented to Council for review. Council request that the Building Manager report be revised to include what proportion of time the Building Manager spends on each task instead of a summary of all the tasks he has completed. This will give Strata Council an overall picture of how much of the Building Manager's time is spent on the relevant tasks without burdening the Strata Manager with too much paperwork.

e) **Strata Bylaws:**

i) **Bylaw Infraction:**

Strata Council reviewed the letter log since the last Council Meeting. After reviewing the log, it was **MOVED, SECONDED, and CARRIED** to assess warnings and fines, and instruct the Strata Agent to advise the Owners of Strata Council's decision.

(Note: Owners are reminded that in order to dispute any bylaw infraction letters registered against their respective suites; they must do so within the time frame allotted to them as outlined on the bylaw infraction letters.)

4. **COMMITTEE REPORT – CONT'D**

e) **Strata Bylaws – Cont'd:**

ii) **Pool Usage:**

A discussion was held with the respect to imposing a maximum number of guests that a Resident could bring onto the BBQ and pool deck area. It was agreed that a questionnaire be included in the upcoming survey on this particular issue. Council requested the Concierge to walk through all amenity areas at least a couple of times per shift, offering suggestions and requesting compliance of usage rules.

5. **FINANCIAL REPORT**

In the Treasurer's absence, the approval of the financial statements for the month of March, April, May, and June 2015 was deferred until the September Strata meeting. Rowly Johnson requested that he be included in the same email that the Treasurer typically sends to Rancho's office with any questions/inquiries on the financial statements so that he could have access to the same detailed information that the Treasurer has.

Arrears

The accounts receivables list dated August 11th, 2015 was reviewed with the Council being advised that there are a handful of Owners who have not paid their share of the August strata fees and that lien warning letters have been issued to two (2) Owners who are in arrears of two (2) or more months in their strata fee payments with the Owner being given two (2) weeks to bring their account up-to-date or face having a lien registered against their respective account incurring another \$500 to have the lien subsequently removed.

6. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Parkade Pressure Washing:**

The pressure washing of the entire parkade was originally scheduled to commence on August 4th, 2015 and completed by September 1st, 2015 but was subsequently postponed due to the stage 3 water restriction.

b) **Lighting Audit:**

The 3rd lighting audit proposed from Radiance Energy was presented to Council for consideration. Council liked the option being presented by Radiance on lighting options for the stairwell and the parkade to reduce overall electrical consumption. But given the high initial costs to switch the current light fixtures into LED, it was deemed that it will be appropriate to present a Resolution for the consideration by the General Membership at the upcoming Annual General Meeting. In the meantime, Dario Duran volunteered to work with the Building Manager to ensure that new LED bulbs are purchased to replace the any current CFL bulbs, which are burnt out in a manner that provides a consistent type and brightness of lighting.

7. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services on any Strata related matters (i.e. suggestions, concerns, etc). Correspondence can be sent to Rancho’s office at 6th Floor – 1190 Hornby Street, Vancouver, BC, V6Z 2K5, or by fax to 604-684-1956 or by email to josephsang@ranchogroup.com.

Correspondence received from Owners was presented to Council for review and instruction was given to the Strata Agent on how to respond.

8. **NEW BUSINESS**

a) **Balcony Cleaning:**

A suggestion was made to have Council consider allowing all Residents to clean their balcony when it is raining to minimize the impact that it would have on the neighbours or to have balcony cleaning designated days prior to the window cleaning taking place. Rowly Johnson agreed that a question be included on this particular issue in the upcoming Resident survey.

b) **Carpet Cleaning:**

The Strata Agent was asked to arrange for the cleaning of the common area carpet professionally.

c) **Common Area Thermostats:**

Council requested that all the common area thermostats be programmed to show Celsius instead of Fahrenheit.

d) **Loading Zone:**

Council requested the Concierge to continue monitoring usage of the loading zone, using discretion to allow residents to stop for about 15 minutes and specific trades with permission to park infrequently while towing violators.

9. **NEXT COUNCIL MEETING**

The next meeting will be a Strata Council Meeting will be held on **Wednesday, September 16th, 2015 at 6:00 p.m., on the 9th floor meeting room at 1372 Seymour Street, Vancouver, BC.**

10. **MEETING TERMINATION**

There being no other business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:10 p.m.

Respectfully submitted by,



Joseph Tsang, Senior Strata Agent
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EMERGENCY PROCEDURES

(After regular hours)

If you have a building emergency after regular hours, please call Rancho's number at 604-684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: fires, broken water pipes, stuck elevators, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.