

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, FEBRUARY 17TH, 2015 AT 6:00 P.M.

IN ATTENDANCE

Cecilia Li – President
Dario Duran – Maintenance
Erin Emery – Landscaping

Brent Belsher – Vice President
Manny Kassam – Landscaping
Salvador Diaz – Onni

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD

Joseph Tsang – Senior Strata Agent

Emilie Le – Strata Agent

REGRETS

Lakhpinder Takhar – Treasurer

Paul Lee – Onni

GUESTS

Owner of Strata Lot 264 – Observer

1. CALL TO ORDER

There being a quorum present, the meeting was officially called to order at 6:05 p.m.

2. GUEST ATTENDANCE

The Owner of Strata Lot 264 attended the meeting for observing purposes as permitted under the *Strata Property Act*. This Owner was advised that he will be asked to leave the meeting when Council engages in discussions concerning individual Strata Lot such as bylaw infractions, accounts, etc., which are normally discussed in camera.

3. ADOPTION OF PREVIOUS MEETING MINUTES

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on January 6th, 2015 as presented.

4. **COMMITTEE REPORT**

a) **Building Deficiency Committee:**

i) **Common Area Defects List:**

Council was informed that the common area deficiencies list in conjunction with Morrison Hershfield (MH) building envelope warranty review report were officially submitted to Onni and the 3rd party warranty provider, National Home Warranty (NHW) on February 13th, 2015, prior to the 15-month (materials and labour) submission deadline of February 14th, 2015. In an email dated February 16th, 2015, the 3rd party warranty provider acknowledged receipt of the said documents. Salvador Diaz from Onni informed Council that a walk-through meeting with NHW, Onni, and Strata will be arranged to go over the reported items and to assess warrantable items. Subsequently, Onni will be issued an official response from NHW for rectification of the warrantable items. Salvador Diaz also mentioned that Onni may take into account addressing items that are not considered warrantable, as a gesture of good faith to the Strata Corporation. In addition, Council was informed that the 2-year mechanical components will be expiring on November 14th, 2015. A suggestion was made to retain the services of a certified 3rd party mechanical consultant or HVAC contractor to provide a deficiency report for Strata for submission to the Developer and the 3rd party warranty provider. After discussion, the Strata Agent was instructed to obtain quotes for this purpose.

ii) **Gym Noise:**

Council was presented with a proposal to commission an acoustic report for the gym. Considering the high cost of \$6,200 to have this report prepared and with no jurisdiction that it would resolve the noise issue emanating from the gym equipment, the Strata Agent was instructed to obtain quotes to retain lawyer advice on this matter and to determine if it falls under the Strata's responsibility to pursue. It was, however, noted that the reporting of noise disturbances emanating from the gym have lessen as a result of shortened gym operating hours.

iii) **Chiller/Hot Water:**

Council was informed that the installation of a bigger recirculation pump to address the hot water issue permanently on the 29th floor (zone 3) has been scheduled to take place on February 24th, 2015 and to facilitate this work, floors 22nd to 30th will be affected by hot water interruptions from 9:00 a.m. to 4:00 p.m. Notices have been circulated to the affected suites on these floors. Salvador Diaz also provided Council with an update regarding the rooftop chiller, noting that Onni is currently working on obtaining the relevant variance permits from the Safety Authority to have the chiller up and running for the warmer months and will provide Strata with further updates on the status upon receipt.

4. **COMMITTEE REPORT – CONT'D**

a) **Building Deficiency Committee – Cont'd:**

iv) **Water Feature:**

Salvador Diaz informed Council that the water feature has received clearance and is in working order as designed. A professional pool maintenance contractor has been retained to perform extensive cleaning, specifically, targeting tiles and grouts. It was then brought to Council's attention that the chlorination pump cannot be located and Salvador Diaz was requested to look into this before Strata is in a position to sign off on the turnover of the water feature.

v) **Electrical Charging Station:**

Council was informed that Onni have designated twelve (12) stalls for electric vehicles and have been pre-wired for charging function. Salvador Diaz was requested to confirm if these stalls have all been assigned, and to also provide Strata with information on the electrical wiring such as separate circuit, amperage, etc.

b) **Landscaping:**

i) **Dead Cedars/Curb Appeal:**

Discussions were held pertaining to The Mark's landscaping and Council agreed that sufficient funding should be allocated in the new operating budget for the changes that Strata wants to make for 2015.

ii) **Garden Plots:**

All of the garden plots have been assigned with one (1) confirmation pending because the Resident is out of the country.

iii) **Courtyard Gates:**

As a measure to mitigate noise disruption as a result of people slamming the man gates at the back alley and on Pacific Street when entering/exiting the building, the Strata Agent was instructed to install signage on the two (2) gates to read, "Please respect the surrounding suites and close the door gently".

c) **Building Manager Report:**

Council was provided with the Building Manager's report for their perusal. The Building Manager has been advised that should he receive any maintenance related requests that is outside his regular duties, he should advise Residents to contact the Strata Agent and follow the standard protocol.

i) **Lockers in Changing Rooms:**

Council was informed that the new key system for the lockers in the changing rooms is being welcomed with positive feedbacks. To better

4. **COMMITTEE REPORT – CONT'D**

c) **Building Manager Report – Cont'd:**

i) **Lockers in Changing Rooms – Cont'd:**

accommodate Residents with the returning of keys, a suggestion was made to convert mailbox #8 into a key drop-off box, in an event the concierge is performing their regular patrols and not at their desk. The Strata Agent was instructed to obtain a quote to have this work done.

ii) **Concierge:**

A concern was raised regarding concierge staff not being stationed at the desk which portrays a lack of concierge presence. The Strata Agent was instructed to have this addressed, along with posting a sign to advise Residents when they will be back when they are on patrol.

iii) **Enterphone/Salto FOB Reader:**

Council was informed that the enterphone at the back alley and the FOB reader at the 9th floor dining lounge have not been fixed as parts have not arrived from Spain. It was noted that the building access system was installed under Salto (wireless) licensing, thus, all of their parts must be ordered from the original manufacturer in Spain, thus, resulted in delay. On another security and monitoring matter, the Strata Agent was instructed to obtain information regarding installing additional FOB “hotspots” in the building.

d) **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. It was also **MOVED, SECONDED, and CARRIED** to assess fees for any units that have not paid their strata fees, and/or charge backs.

(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.)

ii) **Resident Manual:**

This item is in progress.

5. **FINANCIAL REPORT**

Council was presented with the December 2014 and January 2015 financials along with the accounts receivable list. Due to the Treasurer’s absence, the reviewing and approving of the financials were deferred until the next Council Meeting.

6. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Kid’s Zone:**

The arranging of the kid’s zone is in progress. Ms. Erin Emery informed Council that the ordered toys are expected to arrive in the first week of March 2015. She also noted that due to the size of this room, the budgeted amount of \$3,000 will not be sufficient to complete the room and requested that Strata consider contributing more fund. After discussion, it was agreed that Council will conduct a walkthrough of the area when the room is all setup and will determine if more items should be added and make a decision on additional funding then. In addition, the Strata Agent was instructed to provide Concierge with copies of waivers/rules to be signed by parents for their children when occupying this facility, as well as to erect signage in the room regarding the rules in place.

b) **Parkade Gates:**

Council was informed that two (2) hanging signs have been installed by both of the overhead gates as a reminder to Residents to stop and wait for the gate to close before proceeding in late January 2015 accompanied with posting of notices in the building. It was reported that issuing of bylaw infraction letters surrounding the parkade gate has since decreased. Additionally, the green/red LED light indicator will be installed in early March as the parts are expected to arrive by the last week of February 2015.

c) **Back Alley Speed Bumps:**

Council was presented with information from the City of Vancouver regarding Strata’s request to have speed bumps installed in the back alley to curb driving hazards and noting that the cost of \$12,000 to have three (3) speed bumps, as suggested by the City for the area, will be borne by the Strata and the neighbouring Strata. After discussion, it was agreed to defer this item for the time being. On separate matter, the Strata Agent was instructed to approach the City of Vancouver and request to have the back alley re-paved.

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 josephsantang@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) **Bike Storage Rooms:**

In an effort to accommodate Residents with bikes and to ensure that there is sufficient storage space, the Strata Agent was instructed to provide Council with an inventory of the available spots in each storage room.

b) **Window/Dryer Vent Cleaning:**

Council was informed that the next window cleaning will be arranged to take place in May 2015 and the cost will be paid as a courtesy of Onni. The dryer vent cleaning will also be taking place in May 2015 provided that the budget for this work is approved at the upcoming Annual General Meeting. The cleaning of the dryer vent is essential as a measure to eliminate build-up lint in the vent ducts and potentially cause in-suite condensation.

b) **Organic Waste:**

Council was presented with proposals for implementing the newly adopted City By-Law mandating all organic waste be disposed of in the green bin starting January 1st, 2015. Considering that all Strata Corporations are being provided with a grace period of six (6) months to comply, Council will discuss this further at future Council Meeting. The Strata Agent was instructed to obtain detail information on this program for Council's review at the next Council Meeting.

c) **Annual General Meeting:**

Council was presented with a draft Annual General Meeting package and a draft proposed operating budget for the 2015/16 fiscal period. Each category was reviewed and some minor changes were made. A review of the proposed bylaw amendments were also reviewed in detail. After discussion, the Strata Agent was instructed to make the necessary revision/addition and provide Council with a revised draft package for finalizing at the next Council Meeting.

9. **NEXT COUNCIL MEETING**

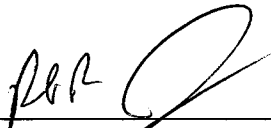
The next meeting will be a Strata Council Meeting, tentatively scheduled for **Wednesday, March 11th, 2015 at 6:00 p.m., on the 9th floor meeting room at 1372 Seymour Street, Vancouver, BC.**

The following meeting will be an **Annual General Meeting and has been tentatively scheduled for Tuesday, March 31st, 2015 at 6:30 p.m. in the 2nd floor lounge at 1372 Seymour Street, Vancouver, BC.** Notices of the meeting will be mailed out to all Owners in accordance with the *Strata Property Act*.

10. **MEETING TERMINATION**

There being no other business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:50 p.m.

Respectfully submitted by,



Joseph Tsang, Senior Strata Agent
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STRATA FEES/PRE-AUTHORIZED DEBIT

Should you ever have any questions regarding your strata account, please feel free to contact our Strata Accounts Receivables Department at: 604-331-4252. Owners who are not yet on the Pre-Authorized Debit (P.A.D.) Program should contact the same number to obtain a form. The P.A.D. Program is a convenient payment method whereby we can debit your account with your monthly strata fees on the first of every month.