

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

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**MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN EPS1231 "THE MARK", HELD ON THE 9<sup>TH</sup> FLOOR DINING ROOM, 1372 SEYMOUR STREET, VANCOUVER, BC ON TUESDAY, JANUARY 6<sup>TH</sup>, 2015 AT 6:00 P.M.**

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**IN ATTENDANCE**

Cecilia Li – President  
Lakhpinder Takhar – Treasurer  
Manny Kassam – Landscaping

Brent Belsher – Vice President  
Dario Duran – Maintenance  
Salvador Diaz – Onni

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD**

Joseph Tsang – Senior Strata Agent

Emilie Le – Strata Agent

**REGRETS**

Erin Emery – Landscaping

Paul Lee – Onni

**1. CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:03 p.m.

**2. OWNER HEARING**

The Owner of Strata Lot 258 attended the meeting to dispute a bylaw fine assessed against his Strata Lot for not waiting for the overhead gate to close before driving away. Having listened to this owner's testimony, Council thanked him for attending the meeting and advised that a letter with the Council's decision will be sent to him following the meeting.

The Owners of Strata Lots 16, 17, & 18 also attended the meeting to raise their concerns regarding noise disturbances emanating from the gym equipment which are affecting their livelihoods. After discussion, Council thanked the Owners and advised that Council will be sourcing out solutions to mitigate the issue of noise generating from the gym.

**3. ADOPTION OF PREVIOUS MEETING MINUTES**

In vetting through the minutes of the previous Council Meeting held on November 18<sup>th</sup>, 2014, it was noted that under item 4 a) subsection i), the first sentence should read:

*"The Deficiency Committee has yet to finalize the 15 month period deficiencies list. Once it is finalized, it will be submitted to Onni prior to the warranty expiry date on February, 14, 2015."*

3. **ADOPTION OF PREVIOUS MEETING MINUTES – CONT'D**

There being no further changes, Council adopted the minutes of the previous Council Meeting held on November 18<sup>th</sup>, 2014 as amended.

4. **COMMITTEE REPORT**

a) **Building Deficiency Committee:**

i) **Common Area Defects List:**

Council was informed that Morrison Hershfield (MH) has circulated their questionnaire to the Owners/Residents on January 6<sup>th</sup>, 2015 asking that the questionnaire be completed and returned to Rancho's office no later than January 16<sup>th</sup>, 2015, so that MH could select sample suites for review in more detail. Their report noting any warrantable items together with the finalized 15 month period deficiencies list will be submitted to Onni and the 3<sup>rd</sup> party warranty provider for corrective action prior to the February 2015 warranty expiry date.

ii) **Gym Noise:**

A letter dated December 11<sup>th</sup>, 2014, from Aviva, the 3<sup>rd</sup> party warranty provider, informing Strata that after having made exploratory investigation into the wall assembly in the gym on December 5<sup>th</sup>, 2014, it was deemed that the noise emanating from the gym is not considered a building related defect as the walls were constructed per building codes. As previously mentioned, Council will be sourcing out solution to mitigate the gym noise. After discussion, it was agreed to retain the services of an acoustic engineer to provide Strata with their expert recommendation and the Strata Agent was instructed to obtain quotes to retain one. In the meantime, Council decided to change the daily gym hours to: **6:00 a.m. to 10:00 p.m.**, in an effort to eliminate noise during late hours.

iii) **Chiller/Hot Water:**

Salvador Diaz from Onni provided Council with an update regarding the hot water issue and the rooftop chiller. Onni is currently working on the permit for the chiller to ensure that the chiller will be operable in the spring and in compliance with the City requirements. In regards to the hot water issue, Salvador advised Council that the bigger recirculation pump has been ordered and it is anticipated to be installed in mid-January on the 29<sup>th</sup> floor to address the hot water issue permanently, particularly for the suites belonging to zone 3, as recommended by the original engineer. The four (4) smaller recirculation pumps that were previously added will no longer be required. Onni will give these pumps to Strata, at no charge, in case there is a need for replacements in the future.

4. **COMMITTEE REPORT – CONT'D**

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

iv) **Water Feature:**

Council was informed that the water feature will be turned over to Strata upon receipt of the final report submitted by the consultant. Council also inquired if Onni will be installing a chlorine pump system to eliminate algae built up given the use of white “tile” and “grout” throughout the fountain.

b) **Landscaping:**

i) **Dead Cedars:**

Council was informed that the dead cedars have been replaced. In relation to this, a discussion ensued pertaining to landscaping improvements to enhance the building’s curb appeal and it was suggested that it be brought up to the Owners for consideration to fund this project at the upcoming Annual General Meeting..

ii) **Garden Plots:**

Council reviewed and approved the revised garden plots policy which will be made available on Rancho’s website and distributed to the current garden plot Assignees.

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 told that the latches hardware on the lockers in the changing rooms, for Residents to place their own locks, can no longer be purchased. After discussion, Council approved the Concierge staff to release the locker key to Residents who want to use the lockers but must return the key **after each use**. **Overnight use is NOT allowed.**

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

4. **COMMITTEE REPORT – CONT'D**

d) **Strata Bylaws – Cont'd:**

i) **Bylaw Infraction – Cont'd:**

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.

ii) **Holiday Decorations:**

As a measure to maintain the building appearance, Council adopted a rule pertaining to holiday decorations:

*“Outdoor holiday lights and decorations are permitted after December 1<sup>st</sup> and must be removed before January 15<sup>th</sup>.”*

5. **FINANCIAL REPORT**

The Treasurer advised Council that he has reviewed the October and November 2014 financials and recommended that they be approved. As of November 30<sup>th</sup>, 2014, Strata has incurred an operating surplus of approximately \$6,000.

**Arrears:**

The accounts receivables list as of December 16<sup>th</sup>, 2014 showed a number of Owners in arrears of their strata fee payments with two (2) Owners had a lien placed against their respective Strata Lots and a lien warning letter was issued against one (1) Strata Lot. The Strata Agent was instructed to continue issuing lien warning letters and place liens on the delinquent accounts of two (2) months of strata fee payments as per the discussion at the meeting.

6. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Elevator Cab Cameras:**

Council was informed that the monitors and cameras for the elevator cabs have been installed and a new computer has been purchased for the monitoring and recording of activities in the elevator cabs.

b) **Kid's Zone:**

Salvador Diaz handed Council a cheque from Onni in the amount of \$2,000 as their contribution for the conversion of the Flex room into a kid's zone facility.

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 6<sup>th</sup> Floor – 1190 Hornby Street, Vancouver, BC, V6Z 2K5, or by fax to 604-684-1956 or by email to [josephtsang@ranchogroup.com](mailto:josephtsang@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) **Parkade Gates:**

Further to and in light of a car accident that occurred in the parkade, wherein a vehicle not only failed to wait before the 2<sup>nd</sup> gate was completely closed, it bypassed and hit the stationary vehicle in front and then drove off, Council has decided to strictly enforce the policy requiring Residents to stop and wait for the overhead gates (1<sup>st</sup> and 2<sup>nd</sup>) to close completely before driving away. This includes issuing fines to any violator, even for their 1<sup>st</sup> offence, at the discretion of the Council. Furthermore, Council instructed the Strata Agent to solicit quotes to install additional signage and green/red LED light indicator, as well as to paint yellow lines in front of each gate, as a measure to deter Residents from driving away without stopping and waiting for the gates to close. In relation to this, a suggestion was made to install convex mirror to deter safety hazards and to approach the City of Vancouver requesting that they install speed bumps in the back lane to curb vehicles from speeding in the area.

b) **Spring Cleaning:**

A suggestion was made to have a construction bin placed on site for a few days for Residents to dispose of their unwanted household items. After discussion, Council approved to have this bin placed on the premises sometime in the spring. (April 1<sup>st</sup> weekend).

c) **Annual General Meeting:**

Council has decided to hold the upcoming Annual General Meeting on Tuesday, March 31<sup>st</sup>, 2015. The Strata Agent was instructed to provide Council with a draft notice along with the draft 2015/2016 budget for Council's review at the next Council Meeting.

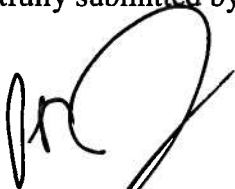
9. **NEXT COUNCIL MEETING**

The next meeting will be a Strata Council Meeting, tentatively scheduled for **Tuesday, February 17<sup>th</sup>, 2015 at 6:00 p.m., on the 9<sup>th</sup> 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 7:45 p.m.

Respectfully submitted by,



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Joseph Tsang, Senior Strata Agent  
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**RANCHO BENEFITS PROGRAM**

Rancho is excited to announce that the **RANCHO BENEFITS PROGRAM** has been launched! Owners and Residents of Rancho managed buildings can avail of deals and discounts in paint, carpet cleaning, blinds cleaning, and with vendors such as Mark's Work Wearhouse and a lot more! To make use of these deals, simply sign up for **myRanchoStrata** or **RService**. To register for myRanchoStrata, please visit <http://www.ranchovan.com/myRanchoStrata.cfm>. If you have any questions about the Program, please email [ranchobenefits@ranchogroup.com](mailto:ranchobenefits@ranchogroup.com).