

**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, JUNE 16<sup>TH</sup>, 2015 AT 6:00 P.M.**

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**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

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

Joseph Tsang – Senior Strata Agent

**REGRETS**

Cecilia Li – President    Lakhpinder Takhar - Treasurer

1.     **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:05 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 May 19<sup>th</sup>, 2015 as presented.

3.     **COMMITTEE REPORT**

a)     **Building Deficiency:**

An email was received from the 3<sup>rd</sup> party warranty provider on May 29<sup>th</sup>, 2015 along with the status of repairs with respect to the deficiency list submitted by the Strata Corporation. Strata request that the Building Manager review the list provided and remove those completed items off the list. Council was advised that any observable deficiencies with respect to the building envelope system stated on the Morrison Hershfield report shall be repaired following the expiry date of the 2 year building envelope warranty, which will be November 15<sup>th</sup>, 2015.

i)     **Roof Top Chiller:**

The builder advised in an email dated May 22<sup>nd</sup>, 2015 that they are close to being complete with their work to satisfy the provisions imposed by the Safety Authority and a meeting was held in late May. Additionally, the builder is expected to

3. **COMMITTEE REPORT – CONT'D**

a) **Building Deficiency – Cont'd:**

i) **Roof Top Chiller – Cont'd:**

receive a summary on the chiller from “Integral Group” and upon receipt of the report, a copy shall be provided to the Strata Corporation. The Strata Agent was reminded to specifically request Morrison Hershfield, in their review of the mechanical system on June 25<sup>th</sup>, 2015 to look at the roof top chiller, the hot water for the mid-zone (floors 22 to 30) and the recent problem associated with the piping connecting to the water fountain to ensure any associated problems have been properly rectified by the builder.

ii) **Heat Pump Inspection:**

Council was made aware of recent incidents involving leaks from in-suite fan coils due to plugged filters. The Strata’s mechanical contractor suggested in an email dated June 16<sup>th</sup>, 2015 that preventative maintenance services, such as changing of the filter and applying tablets such as “quick treat/control” to prevent the condensate drain lines from being plugged up due to bacterial growth should be done right away. Council was told that the cost to carry out such services for the fan coils in every Residential suite was estimated at \$23,625 plus GST as per National Hydronics Ltd.’s quote of February 19<sup>th</sup>, 2015. Given that the Owners have recently adopted a bylaw requiring every homeowner to complete a preventative maintenance services for the in-suite fan coils, the Strata Agent was asked to arrange for the preventative maintenance services of the in-suite fan coils be completed as soon as possible with the cost to be transferred out of the contingency account and pay back at the end of the fiscal period. (**Note:** Prior to arranging for such work, Council asked that a second bid be obtained to ensure that the price submitted by National Hydronics Ltd. was competitive.)

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

The dryer vent cleaner recently encountered a problem when attempting to clean the dryer vents from the outside for the suites located from the 3<sup>rd</sup> floor to the 8<sup>th</sup> floor but was unable to do so because the access to the anchors installed on the deck of Strata Lot 77 was blocked by duck boards installed on the deck. As a result, the cleaning of the dryer vent for these suites was done from inside the suites and the Owner of Strata Lot 77 was asked to ensure access panels are installed to allow future access to the anchors in order that work such as window/dryer vent cleaning and exterior maintenance work could be performed. In addition, the window cleaning is on scheduled starting June 22<sup>nd</sup> and is expected to complete on July 10<sup>th</sup>, 2015. On June 10<sup>th</sup>, 2015, a memo titled “Lint Trap” was issued, providing Resident’s with instructions on how to clean the secondary lint trap attached to the “booster fan” above the dryer.

b) **Landscaping:**

The Strata Agent was asked to have the Building Manager manually water the newly installed lawn in the courtyard to ensure the lawn survival due to recent dry weather and water restrictions imposed by the GVRD on the irrigation system. The Strata Agent was

3. **COMMITTEE REPORT – CONT'D**

b) **Landscaping – Cont'd:**

asked to obtain quotes for installing irrigation sprinklers along the boulevard grass to “wash” the grass of pet waste regularly.

i) **Garden Plots:**

Theo Kefalas informed Council that a transition meeting took place on May 30<sup>th</sup>, 2015 between himself and the past chair member of the Garden Plot Committee, (Manny Kassam). Additionally, the manufacturer representative of the compost was on site back on June 4<sup>th</sup>, 2015, to educate the garden plot users on offloading procedure and provided tips to enhance the use of the compost. Additionally, two garden plots will be assigned to the next Residents on the waiting list due to these garden plots not being actively cultivated as set out in the garden plot policy. An annual survey of all Residents is being drafted to gather feedback on Garden Plots as well as other building issues and amenities.

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

FAC was in possession of a second flooring upgrade quote submitted on May 28<sup>th</sup>, 2015 and is currently in the process of putting together a list of recommendations to be forwarded to the builder.

d) **Building Manager Report:**

The report from the Building Manager for the month of May was presented to Council for review.

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.)**

5. **FINANCIAL REPORT**

In the Treasurer's absence, the approval of the financial statements for the month of March, April, and May 2015 was **TABLED** until the next meeting.

6. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Organic Waste Program:**

Council was told that the organic waste program for The Mark has been set to launch on July 2<sup>nd</sup>, 2015. The service provider has to be switched due to the original vendor's

6. **BUSINESS ARISING FROM PREVIOUS MEETING – CONT'D**

a) **Organic Waste Program – Cont'd:**

inability to empty the totes due to lack of jitney service. The Strata Agent was successful in getting Super Save Disposal to offer the organic waste services at The Mark for lower cost and with jitney service. As a result of the survey conducted, the Strata Agent was instructed to proceed with the purchase of the kitchen catchers on an as needed basis and with every suite having the opportunity to pick up their first kitchen catcher for free and \$20 for a replacement. Council request that a sanitizer be installed in the garbage room by the door so that Residents could clean their hands while exiting the garbage room.

b) **Energy Audit:**

Two (2) lighting retrofit proposals were presented to Council for consideration given that the costs for the retrofit exceed the limit that the Strata Council could spend under the recently approved operating budget, the Strata Agent was asked to solicit a third quote from Radiance Energy. In the meantime, Dario Duran volunteered to work with the Building Manager to purchase LED replacement bulbs when the existing compact florescent bulbs burn out and look at the possibility of disconnecting the additional bulbs in tandem fixtures on a trial basis for the stairwell lights, which are on 24 hours a day.

c) **Elevator Work Load:**

On a trial basis and in an attempt to reduce the work load on the three (3) elevators as well as allowing Residents easy access to their parking stalls, Council unanimously agreed to unlock the stairwell doors from level P1 to P4. The Strata Agent was also asked to notify the builder and advise that the trades performing renovation work in the penthouse suite from locking the elevator between the hours of 8:00 a.m. to 10:00 a.m. and 4:00 p.m. to 6:00 p.m. as those hours are deemed the “peaks” elevator usage times.

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 [josephsang@ranchogroup.com](mailto: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) **Parkade Pressure Washing:**

Council request that arrangement be made to have the entire parkade pressure washed either by the Building Manager if he has sufficient time in his schedule or obtain a quote to have the work done by a third party contractor if the Strata's operating budget could absorb such costs.

8. **NEW BUSINESS – CONT'D**

b) **Short Term Rentals:**

Council was in receipt of a couple complaints from Owners that they have noticed some suites in the building are being marketed on the AirBnB website. Further investigation has revealed that strata lot 235 and 239 are being rented on a short term basis. Since “The Mark” is a designated Residential zone and the City of Vancouver stipulate that any rentals shorter than three days will require a business license. The appropriate letter has been sent to the City of Vancouver with respect to such practice. From the strata’s perspective, there is no bylaw that prohibit short term rental and a decision was made to at least pass a bylaw requiring that all suites be rented for a minimum of 90 days at the next Annual General Meeting for Owner’s consideration. In the meantime, the Strata Agent was asked to ensure that the relevant form K’s are submitted and the relevant move in fee paid.

c) **Reduced Amenity Fees:**

Council observed that rentals of the 3<sup>rd</sup> floor Meeting and Theatre Rooms and 9<sup>th</sup> floor Dining Room were low. Given that no impact on Strata revenue was assessed, Council unanimously decided to reduce those amenity rental fees for Residents from \$20 to \$15 and \$50 to \$25 respectively to make these amenities more accessible to Residents.

9. **NEXT COUNCIL MEETING**

The next meeting will be a Strata Council Meeting will be held on **Tuesday, July 21<sup>st</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 8:04 p.m.

Respectfully submitted by,



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Joseph Tsang, Senior Strata Agent  
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## RANCHO’S INTERNET SITE

Please be advised we have launched myRanchoStrata, wherein each Owner now has an individual log-in to view minutes, notices, and other strata-related documents online for the strata at which they own a unit. As such, if you have not registered yet for your individual log-in, please go to [www.ranchovan.com](http://www.ranchovan.com) and click on “Register Now for your new Log-in”. Any questions and comments can be forwarded to us by email at: [pmgr@ranchogroup.com](mailto:pmgr@ranchogroup.com) or by calling us at: (604) 684-4508.