

**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 WEDNESDAY, MARCH 11TH, 2015 AT 6:00 P.M.

IN ATTENDANCE

Cecilia Li – President
Lakhpinder Takhar – Treasurer
Manny Kassam – Landscaping
Salvador Diaz – Onni

Brent Belsher – Vice President
Dario Duran – Maintenance
Erin Emery – Landscaping

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD

Joseph Tsang – Senior Strata Agent

Emilie Le – Strata Agent

REGRETS

Paul Lee – Onni

GUESTS

Owner of Strata Lot 264 – Observer

Owner of Strata Lot 18

1. CALL TO ORDER

There being a quorum present, the meeting was officially called to order at 6:06 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 during the in camera session which typically involved discussions concerning bylaw infractions, arrears, etc. Another Owner from Strata Lot 18 attended the meeting requesting that Strata contribute the \$200 fine levied against the other Resident involved in a car accident with her in The Mark parkade toward her ICBC deductible. Having heard the Owner's request, Council thanked her for taking the time to attend the meeting and advised that a letter with the Council's decision will be issued to her following the meeting.

3. ADOPTION OF PREVIOUS MEETING MINUTES

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on February 17th, 2015 as presented.

4. **COMMITTEE REPORT**

a) **Building Deficiency Committee:**

i) **Common Area Defects List:**

Council was advised that Onni is still in the process of scheduling the site review with the 3rd party warranty provider (NHW) to go over the list of deficiency items submitted by the Strata for the 15 month portion of the warranty. A request was made to have this meeting arranged for March 27 and to be held in the afternoon (or 1pm) if possible.

Council reviewed and approved retaining Morrison Hershfield to conduct the mechanical system review for a discounted price of \$4,900 in order that any observable defects relating to the building's mechanical systems could be reported to the builder and National Home Warranty before the warranty expiry date of November 14, 2015.

ii) **Gym Noise:**

The legal opinion surrounding the gym noise was discussed, including the four (4) recommendations put forth by the lawyer. It was noted that Council has already acted on two (2) of the recommendations, namely:

- Post signs, asking Residents not to drop free weights, and
- Limit hours of use of the gym.

The other two (2) recommendations, which include removing free weights, and adding additional wall/floor insulation are considered more complex and require additional research. A Committee was struck to engage discussions with interested residents including the Residents of three (3) suites affected by the gym noise on the 3rd floor and to come back to Strata with recommendations. Mr. Rowland Johnson, Owner of Strata Lot 264 was asked to draft the “Terms of Reference” for the Fitness Committee to be approved by the Strata Council. In the meantime, the Strata Agent was asked to solicit pricing for new flooring from three (3) different floor vendors.

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 completed and that hot water is no longer being dumped into the drain. Both the recirculation pump and reheating tank components are functioning as anticipated, and no issue has since been reported. Manny Kassam, who resides on the 25th floor, confirmed that he now has sufficient hot water. Salvador Diaz also provided Council with an update regarding the rooftop chiller, noting that Onni is working with the Safety Authority to have the chiller turned on March 23rd, 2015.

4. **COMMITTEE REPORT – CONT'D**

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

iv) **Water Feature:**

Salvador Diaz informed Council that the water feature has been cleaned and grouted by a professional pool maintenance contractor on March 10th 2015 and that there is no chlorination pump in place. Thus, Onni is now ready to officially hand the water feature over to Strata as of tonight's meeting and future maintenance will be the responsibility of Strata.

b) **Landscaping:**

i) **Curb Appeal:**

Erin Emery advised Council that she has met with the Strata's landscaper to go over the landscaped areas that require immediate improvements and provided Strata with relevant pricing for Council's consideration. After discussion, Council approved the quoted scope of work and ask that Ms. Emery to approach the landscaper and see if there is any room for price reduction but Strata will proceed with work despite the outcome. In addition, Council was presented with a quote to have a doggy station installed either in the courtyard or the front entrance to encourage dog owners to clean up after their dogs. After discussion, it was agreed to **TABLE** this item. Finally, Strata also approved the five (5) townhouse Owners on Seymour Street requests to plant cedar shrubs in front of their town homes to improve privacy at their own costs.

i) **Garden Plots:**

Council was informed that an assignment renewal reminder notice has been sent out to Assignees (Gardeners) who have not yet paid the \$25 annual fee for the 2015/2016 gardening year. Assignees have until April 1st, 2015 to reply and make payment by April 15th, 2015. After this date, if no payments have been received, such garden plots will be assigned to Residents on the waiting list.

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.

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

4. **COMMITTEE REPORT – CONT'D**

d) **Strata Bylaws – Cont'd:**

i) **Bylaw Infraction – Cont'd:**

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.

e) **Guest Suites:**

Council was informed that bedframes legs in both guest suites were broken which are not covered under warranty. Council then approved to hire a handyman with carpenter skill to have this fixed. Council also approved the purchase of two (2) 42" TV's for the guest suites with Mr. Dario Duran to determine the appropriate location to mount the TV's in the guest suites.

5. **FINANCIAL REPORT**

The Treasurer informed Council that he had reviewed the December 2014 and January 2015 financial statements and recommended to have the financial statements be approved as presented. It was **MOVED, SECONDED** and **CARRIED** to approve the December 2014 and January 2015 financial statements as presented.

Arrears:

The accounts receivables list as of March 4th, 2015 showed several Owners in arrears of their strata fee payments and unpaid fines and chargebacks with one (1) Owner was sent a lien warning letter and two (2) Owners had a lien placed against their Strata Lots.

Audit:

Council was presented with a quote for conducting an annual financial audit for the 2014/2015 fiscal period in the amount of \$3,700. After discussion, the Strata Agent was instructed to obtain a second quote for Council's consideration.

6. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Kid's Zone:**

Erin Emery informed Council the Kid's Zone is ready for use with the relevant waiver and rules in place. Ms. Emery will be hosting an open house on March 13th, 2015 from 3:00 p.m. to 6:00 p.m. to introduce Residents with children of this

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

- a) **Kid's Zone – Cont'd:**
new facility. The Strata Agent was instructed to post a notice for this event.
- b) **Parkade Gates:**
Council was informed that the shipment of the green/red LED light indicator arrived with the incorrect parts and the correct parts are expected to arrive in late March.
- c) **Back Alley Speed Bumps:**
This item was **TABLED**.
- d) **Bike Storage Rooms:**
Council was presented with an inventory of available spots for bike storage. It was agreed a bike audit be conducted to make room for Residents to store their bikes. The Strata Agent was instructed to post notices sometime in April 2015 requiring Residents to tag their bikes stored in the storage room and giving Residents until June 30th, 2015 to have this done. Once the time has elapsed, all untagged bikes will be donated or auctioned.
- e) **Window/Dryer Vent Cleaning:**
Council was advised that Onni has arranged for the next window cleaning to take place in June 2015. Since it is a common practice to have the windows cleaning done twice a year, one in early April and one in October, as the operating budget allows, Council requested Sal Diaz to re-schedule the upcoming window cleaning for the first week of April 2015 instead. The scheduling of the dryer vent has been **TABLED** until confirmation from Onni is received regarding the window cleaning schedule.
- f) **Organic Waste:**
This item was **TABLED**.
- g) **Annual General Meeting:**
Council was presented with the revised Annual General Meeting package containing $\frac{3}{4}$ vote Resolutions transferring of the 2014/2015 fiscal period operating budget, bylaw amendments, opt-out depreciation report, and proposed operating budget for the 2015/16 fiscal period as discussed at the last Council Meeting. After discussion, Council instructed the Strata Agent to mail out the approved meeting package to all Owners for the upcoming Annual General Meeting scheduled for March 31st, 2015 at 6:30 p.m. in the 2nd floor lounge at The Mark.

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 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) **Rancho's Management Contract:**
Council approved unanimously to renew the management contract with Rancho.

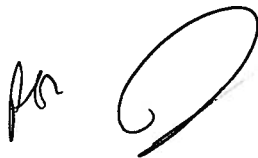
9. **NEXT COUNCIL MEETING**

The next meeting will be an **Annual General Meeting** and has been 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 8:05 p.m.

Respectfully submitted by,



Joseph Tsang, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
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COMMUNICATION WITH STRATA COUNCIL

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write the Strata Council, via Rancho Management Services, at 6th Floor-1190 Hornby Street, Vancouver, BC, V6Z 2K5, on any Strata Corporation matter. Correspondence received will be presented to and reviewed by Strata Council. In the event Rancho can answer your questions about standard Strata Corporation-related matters, please call us at 604-684-4508.