

**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, MAY 19TH, 2015 AT 6:00 P.M.**

IN ATTENDANCE

Cecilia Li – President	Dario Duran – Building Maintenance
Rowly Johnson – Vice President/Secretary/Fitness Advisory Committee	
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

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 March 11th, 2015 as presented.

3. **COUNCIL COMPILATION**

This being the 1st Strata Council Meeting following the recent Annual General Meeting held on March 31st, 2015, the following members were nominated to serve on their respective positions:

- Cecilia Li – President
- Rowly Johnson – Vice President/Secretary/Fitness Advisory Committee
- Lakhpinder Takhar – Treasurer
- Dario Duran – Building Maintenance/Deficiencies
- Erin Emery – Landscaping/Garden Plots

4. **COMMITTEE REPORT**

a) **Building Deficiency Committee:**

A site meeting was held on March 27th, 2015 to review every item submitted on the 15th month deficiency list to Onni and 3rd party warranty. On April 22nd, 2015, Aviva provided their assessment and requested that Onni make arrangement to have all those construction items deemed to be warrantable. In a separate email dated April 22nd, 2015, Onni advised that they will review Aviva’s assessment and provide comment for warranty work. In the meantime, Strata was told that Onni’s painting contractor has commenced interior hallway repairs since mid-April and such work should complete no later than the end of May 2015.

i) **Roof Top Chiller:**

Since early spring, the builder’s office has been working diligently with the people at Safety Authority along with their mechanical consultant (TFM Consultants) in order to have the roof top chiller up and running before the hot weather sets in. The chiller was up and running on April 27th, 2015 steps taken between Onni and TFM in gathering the required documentation and submitted to Safety Authority. Another meeting will be held in early June to determine if additional information is needed in order to operate the chiller without work safe involvement in the future. Following that meeting, Onni will be in the position to schedule a meeting with their consultant, Mike Garcia of TFM Consultant to attend a Strata Meeting with Onni in order to brief Council on the status of the roof top chiller specifically what has been done up to this point and moving forward. Finally, Council was told that Onni has paid for the Head Concierge and the Building Manager to attend a one (1) day training course offered by Safety Authority on better understanding of the chiller operation and preventative steps in the event of a refrigerant leak.

ii) **Water Feature:**

Council was informed that the water feature has officially been turned over to the Strata on May 7th, 2015 and that the Building Manager is responsible for its maintenance from now on.

iii) **Window Cleaning:**

The cleaning of the inaccessible windows and exterior balcony glass railing was originally scheduled to take place from June 1st to 19th, 2015 but was delayed to commence now from June 22nd to July 10th, 2015 in order to accommodate the dryer vent cleaning.

b) **Landscaping:**

Most of the landscaping improvement projects are now completed. The Strata Agent was asked to have the drainage issue with the lawn and the flower pots in the courtyard addressed with the Strata’s gardener.

i) **Garden Plots:**

A discussion was held with respect to possibly amending the rules governing the use of the garden plots, and to make the process of assigning garden plots more

4. **COMMITTEE REPORT – CONT'D**

b) **Landscaping Cont'd:**

i) **Garden Plots Cont'd :**

equitable. It was agreed that a survey shall be done in the fall to obtain feedback from Residents on how to move forward with the garden plot assignments.

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

Council was advised that the FAC had held two (2) meetings with its members already, one on April 14th, 2015 and on the second on May 5th, 2015. The Committee was able to narrow down to the sound of the sound transfer and has proposed a number of ways to potentially reduce the noise transfer including having the flooring replaced with better sound absorption material. The Strata Agent was asked to assist in getting 2 more quotes for the proposed flooring. Once the quotes are in, the FAC will be compiling a package to be presented to Council for approval before forwarding it to the Developer for corrective action.

d) **Building Manager Report:**

The report from the Building Manager for the month of April and May were 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. 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) **Recently Adopted Bylaws:**

The bylaws recently adopted at the Annual General Meeting held on March 31st, 2015 were presented to Council for review before having them registered at the Land Title's Office. Minor changes were made to Bylaw 34(6) in accordance with the discussions held at the March 31st Annual General Meeting on live Christmas tree. Rowly Johnson was subsequently appointed to edit the adopted bylaw and send them to Strata Council for one final review before having Rancho's office register them at the Land Title Office.

iii) **Resident Manual:**

Cecilia Li informed Council that she is in the process of finalizing the Resident's manual and should have it ready for Council's review in June.

4. **COMMITTEE REPORT – CONT'D**

f) **Guest Suites:**

Council were informed that two 42” TV’s were purchased and installed in the 2 guest suites with Shaw providing free cable versus having to pay Telus \$78 per month. In exchange for free cable from Shaw, a 5 year marketing agreement was signed allowing Shaw to market their services as determined by the Strata Council.

5. **FINANCIAL REPORT**

Due to the Treasurer’s absence, the approval of the March and April 2015 financial statements were **TABLED** until the June Council Meeting.

6. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Organic Waste Program:**

The Strata Agent was instructed to have the organic waste program implanted at The Mark for July 1st, 2015 and that Rowly Johnson will survey the Resident’s as to whether or not the Strata should be paying for every suite to have a kitchen catcher.

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) **Mechanical Maintenance Contract:**

Council was informed that the preventative services contract for building mechanical system with National Hydronic is up for renewal on June 1st, 2015 and that National has proposed an increase of 2%. It was recommended that the contract be renewed with National Hydronic for another year.

b) **Elevator Work Load:**

A suggestion was made to have the stairwell doors from level P1 to P4 unlocked to allow “unrestricted” access by Residents, as well as the stairwell doors leading to the 3rd floor and 9th floor amenities. This suggestion was made on the basis to reduce elevator work load and to allow those Residents who wish to use the stairs instead of waiting for the elevator as sometimes it could take up to 10 minutes due to the elevators being locked off for maintenance or moves etc. Mr. Rowly Johnson will conduct a survey to see if there is support.

8. **NEW BUSINESS – CONT'D**

c) **Window Film:**

Dario Duran presented Council with a sample of the window film product which could be applied to the inside of the exterior window to reduce the heat absorption inside the suite. Mr. Duran was given the approval for the proposed product to be used on his windows as a test and should Strata adopted it will be the standard product for all Residents to use at the Mark.

d) **Energy Audit:**

The Strata Agent was asked to obtain two (2) energy audits on possible ways to save hydro consumption. Additionally, a suggestion was made to install thermostat covers on all the common area thermostats to prevent tampering.

9. **NEXT COUNCIL MEETING**

The next meeting will be a Strata Council Meeting, tentatively scheduled for **Tuesday, June 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 8:40 p.m.

Respectfully submitted by,



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COMMUNICATION

Under the Strata Property Act, Strata Agents work for the Owners of the Strata Corporation. When selling your unit, the Strata Agent may only communicate with the Owner or the Seller's Agent upon presentation of the written verification of such a relationship.

Due to privacy reasons, the Strata Agent cannot communicate information about the Strata Corporation or your strata lot with potential purchasers or the agents for the purchasers without written authorization from the Strata Lot Owner. All questions or concerns should be directed to the Strata Lot Owner or the Strata Lot Owner's agent.