

**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 HALL, 1372 SEYMOUR STREET, VANCOUVER, BC ON TUESDAY, NOVEMBER 17TH, 2015 AT 6:00 P.M.

IN ATTENDANCE

Cecilia Li – President (via video conference)
Rowly Johnson – Vice President/Secretary/Fitness Advisory Committee
Lakhpinder Takhar – Treasurer
Theo Kefalas – Sub Garden Plot Committee
Brent Belsher

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD

Joseph Tsang – Senior Strata Agent

REGRETS

Erin Emery – Landscaping/Garden Plots

Dario Duran – Building Maintenance

1. **CALL TO ORDER**

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

2. **OWNER HEARING**

The Owner of Strata Lot 177 attended the meeting to discuss the infraction letter she received with respect to pet violation.

The Owners of Strata Lot 199 Facetime Strata to discuss the noise emanating from the re-circulating pump recently installed outside his Strata Lot. The Owner was advised that Strata has received written confirmation from the Strata’s mechanical contractor that the pump will be removed and replaced with an electric instant heater for the hot water. The work has been scheduled to commence on December 8th, 2015, for 3 consecutive days and be completed no later than December 10th, 2015. The Owner was asked to provide Strata with feedback after this work is done.

Council thanked these individuals for taking the time to present before Council and advise that letters with the Council’s decision shall be issued to them shortly after 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 October 21st, 2015 as presented.

4. **COMMITTEE REPORT**

a) **Building Deficiency:**

i) **Warranty Coverage**

A response was received from the 3rd party warranty provider, Aviva Canada Inc., on the status of the deficiency items that were submitted under the 15th month warranty coverage and after a site meeting was held back on August 19th, 2015, with the Representatives of the Developer’s office, Aviva, and Rancho. In an email dated November 3rd, 2015, the Developer advised that they will commence repairs immediately on those items marked “Developer to Repair” and shall carry further investigation on the other items which are marked “Developer to Review”. The Strata will be monitoring the “Strata to Advise” items. Strata will not sign off on the deficiency list until Strata is satisfied with the repair work.

ii) **In-Suite Fan Coil Inspection:**

Council was advised that there were 5 suites that did not provide access during the October 16th, 2015 inspection, Strata Lots 74, 97, 222, 271, and 286. However, the Owner of Strata Lot 222 has since made private arrangements to have the in-suite fan coil inspection done. The cost of inspection was assessed back to the homeowners at a cost of \$147.00 for each unit with the exception of Strata Lot 121 who only became an Owner on September 23rd, 2015. Therefore, did not receive the notice for the prior inspections completed on August 4th and September 3rd, 2015 respectively. The Strata Agent was instructed to issue infraction letters to the 4 suites which did not provide access for the inspections and quote bylaw #42, which reads,

“42. In Suite Heat Pump Maintenance

- (1) *Strata may annually arrange a competitively priced service arrangement with a qualified vendor for the inspection and servicing of the in-suite heat pumps(s). All Owners are required to have their in suite heat pumps inspected and serviced, as needed, by a qualified mechanical contractor once a year as a preventative measure to prevent any leaks. Owners must be prepared to provide Strata Council with proof of inspection/service upon request.”*

The infraction letters will further state that if the Owner fails to have the inspection done by November 30th, 2015, a fine of \$200 per week shall be assessed to their strata account until the inspection is completed.

4. **COMMITTEE REPORT – CONT'D**

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

Council was told that 2 large signs that will be posted in the gym have been ordered. The smaller friendly signs have been purchased and installed in the gym. In addition, the Strata Agent is currently waiting for an ETA from Fitness Town regarding the gym equipment delivery date so that the gym could be re-configured at the same time. It is expected that after the gym has been re-configured along with the new signage erected, all Residents who use the gym will be asked to sign a new waiver agreement adhering to the new rules.

c) **Landscaping:**

The Landscaping Committee requested Rancho to send an email blast to all the garden plot users, reminding them that they must have their plots winterized by having all vegetation cleaned by Friday, November 27th, 2015 or risk losing their garden plot as per the garden plot agreement requiring them to clean the plots by November 15th, 2015.

d) **Building Manager Report:**

The report from the Building Manager for the period of October 7th, 2015 to October 30th, 2015 was presented to Council for review.

e) **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.)

f) **Elevator Lock Up:**

A suggestion was made to propose a bylaw at the next Annual General Meeting to restrict the number of times an Owner could lock the elevator for in-suite renovation work without having to pay a fee.

g) **Live Christmas Trees:**

Since live Christmas trees are permitted at The Mark, (as per the recently amended bylaw) the Strata Agent was instructed to ensure that disposal bags are provided to the Residents to allow proper installation and disposal of the trees. Residents are reminded that any damage caused or cleaning required by their trees will be billed back to the responsible Residents.

5. **FINANCIAL REPORT**

The Treasurer has reviewed the October 2015 financials and advised that Rancho has answered all inquiries and recommended that the financial statements be approved as presented.

5. **FINANCIAL REPORT – CONT'D**

Arrears:

The accounts receivables list dated November 9th, 2015 was reviewed, noting lien warning letters have been issued to those Strata Lots who are in arrears of two (2) or more months in their strata fee payments as per the Strata Corporation's bylaw giving the Owners two weeks to bring their account up to date or risk having a lien registered against their respective account resulting in an additional cost of \$500 to have the lien subsequently removed.

The Strata Council was told that the Strata Agent is regularly corresponding with the insurance adjuster for Strata Lot 93 for payment of the water damage deductible of \$10,000.00 as a result of the flood caused by the in-suite fan coil. With respect, the repair costs that was charged back to Strata Lot 102 due to damages caused by their toilet. The Strata Agent was instructed to proceed with small claims action if the outstanding balance is not paid by November 30th, 2015.

6. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Survey:**

The Council authorized the posting of the results of the survey that was recently conducted for the building with a hard copy posted on the bulletin board in the mailroom and a sub copy on the Rancho website.

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**

Council authorized posting a suggestion in the elevator monitors to consider a cash tip or gift card for The Mark's cleaners, Concierges, Building Manager and management for their assistance throughout the year.

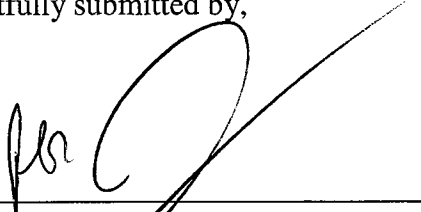
9. **NEXT COUNCIL MEETING**

The next meeting will be a Strata Council Meeting and will be held on **Tuesday, January 19th, 2016 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 8:18 p.m.

Respectfully submitted by,



Joseph Tsang, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
6th Floor-1190 Hornby Street, Vancouver, BC V6Z 2K5
Phone: (604) 684-4508
Direct Line: (604) 331-4253
Email: josephtsang@ranchogroup.com

HOLIDAY GREETINGS

At this time, Rancho Management Services would like to wish everyone the best of the Holiday Season!

Please note that during the Christmas Holidays and the New Year period any emergency situations can be handled by contacting Rancho's 24 hour emergency number.

RANCHO'S CHRISTMAS HOURS

FRIDAY, DECEMBER 11TH, 2015	CLOSED AT 1:00 PM
THURSDAY, DECEMBER 24TH, 2015	CLOSED AT 3:00 PM
FRIDAY, DECEMBER 25TH, 2015	CLOSED
MONDAY, DECEMBER 28TH, 2015	CLOSED
THURSDAY, DECEMBER 31ST, 2015	CLOSED AT 3:00 PM
FRIDAY, JANUARY 1ST, 2016	CLOSED