

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 WEDNESDAY, OCTOBER 21ST, 2015 AT 6:00 P.M.**

IN ATTENDANCE

Brent Belsher

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD

Joseph Tsang – Senior Strata Agent

REGRETS

Erin Emery – Landscaping/Garden Plots

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:19 p.m.

2. GUEST PRESENTATION

Mr. Ron Jasman of National Hydronics Group Ltd. attended the meeting discuss the potential problems associated with insufficient hot water for the mid and upper zones. Due to time constraints, Mr. Jasman had to be excused from the meeting at 6:45 p.m. and Council agreed to invite Mr. Jasman back at a future Strata meeting in order to discuss the building's mechanical system in depth in order that Strata has a good understanding of its operation.

3. OWNER HEARING

The Owner of Strata Lot 171 along with their Tenant and rental agent attended the meeting to discuss the legal cost imposed on their strata lot as a result of the Strata Corporation retaining a lawyer to issue a demand letter to recoup the cost on the garage gate repairs from ICBC due to the impact from the Tenant's vehicle back on August 30th, 2014.

The Owners of Strata Lot 277 also attended the meeting to discuss the overhead gate infraction letter they received dated October 9th, 2015.

Council thanked these individuals for taking the time to present before Council and advise that a letter with the Council's decision shall be issued to them shortly after the meeting.

4. **ADOPTION OF PREVIOUS MEETING MINUTES**

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on September 16th, 2015 as presented.

5. **COMMITTEE REPORT**

a) **Building Deficiency:**

i) **Mechanical System:**

A copy of the Mechanical System condition report prepared by Morrison Hershfield was sent to the builder's office and the 3rd party warranty provider copied on the same letter on September 18th, 2015 requesting that any observable deficiencies for the mechanical system be repaired immediately and that Strata reserves the right to request for claim adjustments for any outstanding items.

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

A subsequent inspection was scheduled for October 16th, 2015 to conduct the preventative maintenance services on the in-suite fan coil for the remaining 10 suites that did not provide access when the initial in-suite fan coil preventative services was completed back on August 17th, 2015. Council was advised that the Strata Agent has been in touch with the Strata's Mechanical Contractor and is waiting for confirmation if all 10 suites were subsequently inspected.

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

Council was told that despite further price wrangling with Fitness Town, the Committee is unable to carry out the improvement work approved by the Strata at the last Council Meeting for a budget of \$1,500 and that the Committee is asking that the budget be increased to \$2,500 in order to have all the improvements that the FAC wants done for the gym. The \$2,500 budget was approved and Strata wants to see the work is done with minimum interruption.

c) **Landscaping:**

New “boxwood” and “cedar” were planted in front of the main lobby entrance on Seymour Street. It was observed that the new plants seem to thrive now that the water restriction has been lifted. The Strata Agent was requested to purchase ammonia to be sprayed around the plants in an effort to deter dogs from urinating.

d) **Building Manager Report:**

The report from the Building Manager for the period of September 7th, 2015 to October 6th, 2015 was presented to Council for review.

5. **COMMITTEE REPORT CONT'D**

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.)

Move In Hours:

A suggestion was made to revisit the moving hours and possibly revise the moving hours from 9:00 a.m. to 4:00 p.m. on weekdays to eliminate elevators congestion.

6. **FINANCIAL REPORT**

In the Treasurer's absence, the Vice President advised that he has reviewed the August and September 2015 financials and recommended that they be approved as presented.

Arrears:

The accounts receivables list dated October 14th, 2015 was reviewed, noting lien warning letters have been issued to Strata Lot 5, 28, 124 and 286 advising those Owners who are in arrears of two (2) or more months in their strata fee payments as per the Strata Corporation's bylaw giving the Owner two weeks to bring their account up to date or risk having a lien registered against their respective account resulting in additional cost of \$500 to have the lien subsequently removed.

7. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Lighting Audit:**

Dario Duran informed Council that with the Building Manager's assistance, they were able to replace all the stairwell lights with LED bulbs in the Tower and except the Townhouses. Their next task is to attempt replacing all the lights in the underground parkade with LED bulbs. The hallway light fixture poses a challenge in that the existing ballasts will have to be replaced in order to accommodate the new LED bulb or have the bulb directly hand wired into the fixture with both options costing about the same amount. Therefore, Council will need to decide at the next Annual General Meeting if additional funding should be raised in order to have the entire hallway light fixtures switch to LEDs.

b) **Bike and Storage Locker:**

A memo with respect to the storage lockers was issued on September 18th, 2015 giving Residents until the end of October 2015 to ensure all personal items are stored within their assigned lockers as any items left outside the storage cages will be removed and disposed of.

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

b) **Bike and Storage Locker – Cont'd:**

As well, any bikes found on November 1, 2015 without a “red sticker” placed on the bike shall be removed and stored for the next six (6) months before Strata auction them off.

c) **Survey:**

Rowly briefed Council on the survey result and advised that a condensed copy will be posted online for Owner's reference.

8. **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.

9. **NEW BUSINESS**

a) **Window Film:**

Council has adopted the window film product from Hupper Optik “Sech” and “Ceramic 60” or other brand films of similar characteristics as the official window film product to be used at The Mark. Any Owners who are interested in installing such window film to reduce the heat entering the unit must use the same product.

b) **Parkade Enclosures:**

In recognition of the needs for consistency and safety, Council has adopted the parkade enclosures that are white with mesh front gates. Any Owners seeking to install parkade enclosures in the future will be required to match the existing white mesh gate enclosures.

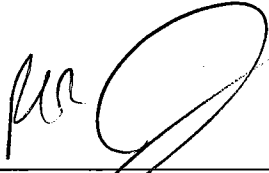
10. **NEXT COUNCIL MEETING**

The next meeting will be a Strata Council Meeting will be held on **Tuesday, November 17th, 2015 at 6:00 p.m., on the 9th floor meeting room at 1372 Seymour Street, Vancouver, BC.**

11. **MEETING TERMINATION**

There being no other business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:35 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

SECURITY

For the security of everyone, residents are reminded to **NOT** let strangers into the building. This helps to prevent vandalism and helps keep the building security at its highest level.