

**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 IN THE 9TH FLOOR DINING HALL, 1372 SEYMOUR STREET, VANCOUVER, BC ON TUESDAY, AUGUST 9TH 2016 AT 6:00 P.M.

IN ATTENDANCE

Rowly Johnson – President/Secretary/Fitness Advisory Committee
Brent Belsher – Vice President
Lakhpinder Takhar – Treasurer
Theo Kefalas – Sub Garden Plot Committee
Dario Duran – Maintenance Committee
Erin Emery – Landscaping/Garden Plots

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD

Joseph Tsang – Senior Strata Agent

REGRETS

Cecilia Li – Short Term Rental Committee

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:00 p.m.

2. **PREVIOUS MEETING MINUTES**

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on July 19th, 2016, as presented.

3. **COMMITTEE REPORT**

a) **Building Deficiencies:**

i) **15th Month Warranty:**

In an email dated July 28th, 2016, Mr. Salvador Diaz, warranty and service manager of Onni Group, provided Strata with a list of the outstanding deficiencies, which fall under the 15th month warranty period following the recent site meeting held on July 7th, 2016. There are approximately 10 items left to be rectified and Onni intends to have the required repairs completed by the end of August 2016. Additionally, even though some of the “cement cracks” located on level P4 and P4.5 concrete slab on grade are not deemed warrantable but as a gesture of goodwill, Onni will have the cracks filled and sanded. (**Note:** There shall be no additional warranty provided, especially when the 3rd party warranty provider has decided coverage on those cracks.

3. **COMMITTEE REPORT – CONT'D**

a) **Building Deficiencies - Cont'd:**

i) **15th Month Warranty – Cont'd:**

The 5th floor storage room currently occupied by Onni will be turned over to Strata once Onni completes the deficiency items which fall under the 2 year warranty coverage.

ii) **Roof Top Chiller:**

A letter was sent to Onni Group on July 21st, 2016, requesting for the status of the roof top chiller and brought to Onni's attention that the general consensus among the Owners is that the in-suite fan coil does not reach the desired “cooling” temperature this year compared to previous years. However, as of tonight's meeting no reply has been received. The Strata Agent was asked to follow up with the personnel at BC Safety Authority on the status of the roof top chiller. Additionally, Council was told that the Strata Agent is actively sourcing proposals from independent mechanical consultants to look at the roof top chiller and provide Strata with their findings and recommendations.

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

Rowly Johnson informed Council that this year FAC is a smaller group composing two (2) members only and that the role of the FAC will be to provide Strata with one (1) or two (2) recommendations this year. A discussion was then held regarding personal trainers and trainees and whether or not a fee should be levied against all personal trainers for training clients in the “Mark” gym, it was agreed that such issue shall be posed to the Residents in upcoming annual survey for feedbacks.

c) **Landscaping:**

Council was presented with an email dated August 3rd, 2016, from T. Moscone & Bros Grounds Maintenance Ltd. advising that they are not prepare to reduce the monthly contract price even though they no longer required to mow the Boulevard lawn along Pacific and Seymour Street since the lawns have been recently turfed. The Landscaping Committee informed Council that having worked with T. Moscone & Bros. Grounds Maintenance Ltd. now for five (5) months, it is the Committees recommendation that their contract should not be renewed when it expires. Council was given a list of reasons why and the Strata Agent was instructed to negotiate with T. Moscone & Bros. Grounds Maintenance Ltd for an early termination possibly for the end of August 2016, and award the landscaping maintenance contract to ParaSpace.

d) **Short Term Rentals:**

The Short Term Rental Committee recently forwarded a set of questions to be included in the upcoming Annual survey. In addition, the City of Vancouver website specifically states that all rentals which are less than thirty (30) days in a Residential building are required to obtain a bed and breakfast license. The Strata Agent was instructed to continue enforcing the current Strata and City of Vancouver bylaws requiring that all rentals in the building be a minimum of thirty (30) days or fines will be assessed accordingly. Additionally, the Strata Agent was asked to ensure that all short term renters pay the required move in fee as well as a signed form k be submitted or fines assessed for non-compliance.

3. **COMMITTEE REPORT – CONT'D**

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 either warnings or “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.)

i) **Proposed Bylaw:**

A suggestion was made to propose a bylaw at the next Annual General Meeting that any Resident who treats the Strata staff (Concierge, Cleaning, etc.) rudely shall be subject to a fine of \$200.

It was also suggested that the existing bylaws dealing with bicycles being brought in to Residents suites be amended to allow Residents to store the bicycle inside their suite but the bicycle must be transported to their unit via level P1 and not the main lobby area nor their bicycle be stored on the balconies.

4. **FINANCIAL REPORT**

The Treasurer informed Council that he has reviewed the June financials, and see no irregularities and suggested that the financial statement be approved as presented.

Arrears:

The accounts receivables list dated August 3rd 2016 was reviewed with the Strata Agent being reminded to issue lien warning letters to be followed with lien registrations to those Owners who are in arrears in their strata fee payments and that the relevant penalties be applied as allowed under the Strata’s Bylaws.

5. **BUSINESS ARISING FROM PREVIOUS MEETING MINUTES**

a) **Electrical Vehicle Charging Station:**

The Strata Agent was asked to issue a cost sharing letter to those Owners who have expressed an interest in having an electrical vehicle charging station installed by their assigned parking stall and that the total cost of \$4,500 plus GST, for retaining the electrical consultant to conduct a feasible study be shared equally amongst these Owners.

b) **Outside Garbage Container:**

Council continues to see a large amount of household refuse simply being discarded in the garbage container directly outside the main entrance door on Seymour. While Council is waiting for the City of Vancouver decision on whether or not they would supply and install a garbage container at the corner of Seymour and Pacific, before Strata decides to remove the existing garbage container in front of the main lobby. Residents are reminded to be respectful of other neighbours and refrained from discarding household refuse in the garbage bin outside the main lobby.

5. **BUSINESS ARISING FROM PREVIOUS MEETING MINUTES – CONT'D**

c) **Maintenance Schedule:**

Council reviewed and adopted the maintenance schedule put together by the Strata Agent and requested that the same schedule be included in every meeting agenda for Councils review.

6. **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.

7. **NEW BUSINESS**

a) **Handicap Parking Stall:**

Council observed that many handicap parking stalls are assigned to non-handicap Residents, and requested that the Building Manager paint over the handicap parking signage.

8. **NEXT COUNCIL MEETING**

The next meeting will be a Strata Council Meeting and will be held on **Thursday, September 29th, 2016, at 6:00 p.m., in the 9th floor meeting room at 1372 Seymour Street, Vancouver, BC.** Moving forward it was agreed that Strata meetings should not be held in July due to summer holiday schedules.

9. **MEETING TERMINATION**

There being no other business to discuss, it was **MOVED, SECONDED**, and **CARRIED** to terminate the meeting at 7:20 p.m.

Respectfully submitted by,



Joseph Tsang, Senior Strata Agent
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EMERGENCY PROCEDURES

(After regular hours)

If you have a building emergency after regular hours, please call Rancho’s number at 604-684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: fires, broken water pipes, stuck elevators, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.