

**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, JUNE 28TH, 2016 AT 6:00 P.M.

IN ATTENDANCE

Rowly Johnson – President/Secretary/Fitness Advisory Committee
Brent Belsher – Vice President
Lakhpinder Takhar – Treasurer
Dario Duran – Maintenance Committee
Cecilia Li – Short Term Rental Committee (via skype)
Theo Kefalas – Sub Garden Plot Committee

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 6:03 p.m.

2. **PREVIOUS MEETING MINUTES**

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on May 17th, 2016, as presented.

4. **COMMITTEE REPORT**

a) **Building Deficiency:**

i) **15th Month Warranty:**

A site meeting has been scheduled to review the outstanding deficiency items, which falls under the 15th month warranty period. The meeting is to be held on Friday, July 8th, 2016, at 2:00 p.m. Dario Duran, possibly other Council members and the Building Manager will meet with a representative from Onni.

ii) **2 Year Warranty:**

The Strata Agent was asked to follow up with both Onni and the 3rd party warranty provider on the status of the deficiency items submitted under the 2 year warranty period.

4. **COMMITTEE REPORT – CONT'D**

a) **Building Deficiency Cont’d:**

iii) **Roof Top Chiller:**

Council was advised that an official letter will be issued by the Developer’s office on the status of the roof top chiller. In the meantime, the Strata Agent was asked to obtain proposals from independent mechanical consultants to provide a 3rd party opinion.

iv) **In-suite Fan Coil:**

As a preventative measure, all in suite fan coils were inspected on June 20th, 2016 with the exception of 31 suites, which did not provide access. The Strata mechanical contractor has provided an estimate of \$2,400 + GST to the missed suites inspected. The Strata Agent was asked to schedule a second visit with the cost of the additional visit be billed back to the 31 Homeowners who failed to provide access when the work was originally scheduled. In addition, the Strata Agent was asked to ensure that at least three proposals be obtained for the same work in 2017 and that the successful contractor should allocate two dates to have the work performed without any additional cost to the Strata or Homeowners.

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

Council was told that some members have moved and left the Fitness Advisory Committee without further interest expressed to last month’s invitation to Residents. So, Mr. Rowly Johnson will follow up with remaining past members to confirm involvement. Additionally, Council was advised that the contractor servicing the gym equipment was recently terminated for poor services and a new service provider was engaged to perform the preventative maintenance services on the gym equipment, three (3) times per year at \$250 per visit, which works out to be the same as the recently terminated vendor, but only two visits per year. The Strata Agent was reminded to ensure that all trades performing work in the building should submit their invoice no longer than ninety (90) days or they will not be paid. As well, any unscheduled service work should be signed off by the Building Manager before payment is issued. Finally, only service vendors that do not charge a “travel cost” should be considered. A suggestion was made to include in the survey questionnaires if Residents are in agreement with a suggestion that Strata purchase a defibrillator for the building.

c) **Landscaping:**

The installation of the turf along Seymour and Pacific Street has been completed. A suggestion was made to install edging on the bed in front of townhouses along Seymour Street to prevent sand from slipping away from the newly installed turf. The Strata Agent was asked to schedule a final inspection with the contractor before releasing the 10% holdback. Council was presented with a request from the Owner of Strata Lot 18 requesting the two (2) rectangle shape planters on her deck be relocated. Under the recommendation of the Strata’s landscaper, it was decided that these two (2) planters could not be easily relocated; given there are irrigation lines connected to the planters. The Strata was asked to notify the Homeowner that her request could not be accommodated.

4. **COMMITTEE REPORT – CONT'D**

c) **Landscaping – Cont'd:**

i) **Garden Plots**

Council was told that all the garden plots now has been accounted for and a suggestion was raised on the possibility of removing some of the original lattice work installed by the Developer in order to create two (2) additional garden plots. Given that the cost will outweigh the benefit, as well as the patio space where Residents gathered to use the communal BBQ will be reduced, it will not be feasible.

d) **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) **Short Term Rentals:**

Owners of Strata Lot 250 and 264 volunteered to assist Mrs. Cecilia Li on the Short Term Rental Committee, to provide Strata with feedback on Residents’ views in the building with respect to short term rentals. The Committee was asked to provide a list of questions to be incorporated into the 2016 survey for the building. The Strata Agent was asked to ensure that relevant penalties are assessed against those Residents who are in violation of the current Strata’s as well as the City of Vancouver’s bylaw regarding short term rentals, in that all rentals less than thirty (30) days in a Residential building is prohibited. As well, access to the amenities and intercom system should be removed.

ii) **Rule Change:**

A discussion was held with respect to the premature wear and tear and damages to the furniture in the second (2nd) floor lounge, third (3rd) floor meeting room, and ninth (9th) floor dining hall. On a trial basis, it was unanimously agreed that access to these areas will now require Residents to see the Concierge and be assigned a key FOB as well a “pre and post” inspection be conducted with the Concierge Staff.

iii) **Pool/Spa Hour:**

Council was in receipt of complaints from Residents with respect to noise emanating from the pool/spa beyond 11:00 p.m. closing time, and suggest that the Residents be reminded of the closing time by the Concierge at 10:00 p.m. The Strata Agent was asked to remind the Concierge staff to conduct daily inspections of the pool deck at 10:00 p.m. and to remind all Residents using these amenities that they must leave the area by 11:00 p.m. and for the Concierge staff to be more vigilant and asking Residents to respect the Strata’s rules by not drinking alcohol on the pool deck area.

5. **FINANCIAL REPORT**

The Treasurer informed Council that he had reviewed the financial statements dated May 2016, and emailed the Strata Agent a set of questions, which the Strata Agent has responded. The Treasurer sees no irregularities and suggested that these financials be approved as presented.

Arrears:

The accounts receivables list dated June 20th, 2016, was reviewed. Showing several Owners who have not paid their share of the June strata fees, and that lien warning letters be sent to those Owners who are 2 months in arrears of their strata fee payment, with the Owner given an additional twenty one (21) days to bring their account up to date, or risk having a lien respected against their respected account resulting in additional costs of \$500 to have the lien subsequently removed.

PAD (Pre-Authorized Debit) Form:

Council approved the usage of the PAD form, which allows Strata “Rancho’s Office” the ability to deduct fines and penalties up to \$1,000.

6. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Electric Vehicle Charging Station:**

After three (3) emails sent to the electric consultant on records requesting for assistance on determining how many electrical vehicle charging stations could be installed, a response was finally received on June 15th, 2016, advising that he is quite busy and could not help Strata with such task. The Strata Agent was asked to obtain a proposal from another electrical consultant to provide Strata with the required help.

b) **Concierge:**

A letter was sent to the Concierge service provider on May 18th, 2016, advising that they must now obtain a written authorization form from Homeowners before they access the homes using the construction master key including building emergencies. In addition, Council has authorized the purchase of a metal cabinet to be installed in the Concierge’s office to lock up all keys provided to the Concierge staff by the Homeowners for safe keeping. Council expressed appreciation for the work the Concierge does for our building.

c) **Intercom Access:**

Residents were given the choice to select their own four (4) digit code or suite number for the intercom access code. A handful of Owners took advantage of the opportunity as per the memo issued on June 3rd, 2016.

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) **Security:**

In an effort to preserve the overall security for the building, Council requests that a FOB audit be conducted. In addition, Council requests that a quote be obtained to install a FOB reader in the stairwell door from the lobby to the tower for easier access to the 2nd floor, in order to save extra traffic on the elevators. As well, Council requested that access to the storage locker rooms be programed to only allow access by those Residents with lockers assigned to that particular room as suggested at the recent Annual General Meeting, and consistent with the bike rooms.

b) **Miscellaneous:**

Council requested that a better quality pool cover be purchased and consistently used. The Concierge staff was reminded to ensure moving trucks do not park parallel to the building and in the loading zone lane, creating unnecessary traffic congestion and to keep a look out for Residents abusing the use of elevators when conducting moves. A suggestion was made to remove the garbage container in front of the main lobby area due to foul odour. The Strata Agent was asked to contact the city of Vancouver to request placement of a garbage container at the corner of Seymour and Pacific Street, which would alleviate the need to have a garbage container in front of the main lobby area, to allow Residents to dispose of pet excrement.

c) **Service Contract Renewal:**

A requested was made to have the Strata Agent include in the monthly meeting agenda, one month in advance of all service contracts coming up for renewal, in order to provide Strata with sufficient time to review the relevant services contract.

9. **NEXT COUNCIL MEETING**

The next meeting will be a Strata Council Meeting and will be held on **Tuesday, July 19th, 2016, at 6:00 p.m., in 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 7:45 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

RANCHO’S INTERNET SITE

Please be advised we have launched myRanchoStrata, wherein each Owner now has an individual log-in to view minutes, notices, and other strata-related documents online for the strata at which they own a unit. As such, if you have not registered yet for your individual log-in, please go to www.ranchovan.com and click on “Register Now for your new Log-in”. Any questions and comments can be forwarded to us by email at: pmgr@ranchogroup.com or by calling us at: (604) 684-4508.