

**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 9<sup>TH</sup> FLOOR DINING HALL, 1372 SEYMOUR STREET,  
VANCOUVER, BC ON MONDAY, MARCH 7<sup>TH</sup>, 2016 AT 6:00 P.M.**

---

**IN ATTENDANCE**

Cecilia Li – President	Lakhpinder Takhar – Treasurer
Rowly Johnson – Vice President/Secretary/Fitness Advisory Committee	
Theo Kefalas – Sub Garden Plot Committee	Dario Duran

**REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD**

Joseph Tsang – Senior Strata Agent

**REGRETS**

Erin Emery – Landscaping/Garden Plots	Brent Belsher
---------------------------------------	---------------

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:10 p.m.

2. **PREVIOUS MEETING MINUTES**

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on February 16<sup>th</sup>, 2016, as presented.

3. **COMMITTEE REPORT**

a) **Building Deficiency:**

i) **15<sup>th</sup> Month Warranty:**

Council was presented with a shorter version of the unresolved items, previously submitted to the Developer for corrective action and asks that this list be forwarded again to the Developer since Council is of the opinion that the items on the revised list remain unresolved, and that the 3<sup>rd</sup> party warranty provider copied on the same letter.

ii) **Hot Water Issue:**

Council was told that a 2<sup>nd</sup> re-heat tank was installed in late February 2016 for Zone 3 which services floors 31<sup>st</sup> to 39<sup>th</sup>. Strata Agent was requested to follow up with affected Residents for feedback.

3. **COMMITTEE REPORT – CONT'D**

b) **Rooftop Chiller:**

The Strata Agent was asked to follow up with the Warranty Manager at the Developer's office, and have him attend the Strata Council Meeting to update Council on the progress of the chiller as it pertains to the safety authority requirements for the monitoring of the rooftop chiller. The Strata Agent was asked to have the chiller pressure washed and turned on sometime in late March 2016.

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

Council was told that the Committee continued to press Fitness Town for the missing 55lbs set of free weights, as well as posters for the gym. It was suggested that the maintenance services contract of the gym equipment be switched to a different provider (Fitness Depot) as well.

d) **Landscaping:**

The maintenance services contract was terminated with Busy Bee and entered with Moscone T & Bros Landscaping Ltd. for a one (1) year term commencing March 1<sup>st</sup>, 2016. Moscone has agreed to match the lowest bid submitted for installing artificial turf on 2 of the inner courtyard plots with the work expected to commence on March 18<sup>th</sup>, 2016. Council was then presented with a revised quotation from Moscone on the various landscaping improvements for Council's consideration. Following a short discussion, the Strata Agent was asked to propose a  $\frac{3}{4}$  Vote Resolution for the upcoming Annual General Meeting to approve a special levy of \$30,000 to have the landscaping improvement done for the sidewalks. The special levy due date is July 31<sup>st</sup>, 2016.

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.)**

The various proposed bylaw amendments were presented before Council for consideration, with a suggestion made to include a bylaw to redefine a “move” as locking the elevator for longer than thirty (30) minutes, and the move in/move out fees will apply.

**Guest Suite:**

It was agreed to discuss the possibility of increasing the guest suites rental rates by \$10 per night at the May Strata meeting.

4. **FINANCIAL REPORT**

The Treasurer informed Council that he had reviewed the year-end financial statements dated February 29<sup>th</sup>, 2016, and sees no irregularities. The Strata ended the year with an operating deficit of approximately \$23,473. The Treasurer suggested that a  $\frac{3}{4}$  Vote resolution be proposed at the

4. **FINANCIAL REPORT – CONT'D**

upcoming Annual General Meeting to cover the deficit through a special levy and calculated by unit entitlement. The Strata Agent was asked to email the Treasurer copies of invoices for the month of February 2016 for review.

**Arrears:**

The accounts receivables list dated February 29<sup>th</sup>, 2016, was reviewed. The Strata Agent was asked to follow up with issuing line warning letters to those Owners who are 2 months in arrears of their strata fee payment and giving the Owners 14 days to bring their account up to date.

**Proposed Operating Budget:**

The proposed 2016 operating budget was presented before Council for consideration with amendments made as suggested by the Treasurer. The end result is a proposed budget with a **6.1% increase in the overall strata fees**. The increase in strata fees is necessary due to Strata having to pay for window cleaning, elevator maintenance, and conducting the preventative maintenance inspection for the in-suite heat pumps.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Penthouse Renovation:**

An email was received on February 24<sup>th</sup>, 2016, advising Council that the penthouse renovation is expected to complete by mid to late April 2016. Council deemed such response to the Strata's Agent issued letter dated January 25<sup>th</sup>, 2016, insufficient in terms of providing Strata with the information requested and instructed the Strata Agent to issue a follow up decision letter fining the penthouse Owner \$200 per week for non-compliance retroactive back to the date of the initial infraction letter, as well as fining \$200 for each incident of locking off the elevators. The Strata Agent was also asked to explore the possibility of having the elevator locks rekeyed.

b) **Electric Vehicle Charging Station:**

Council was in receipt of an Owner inquiry to install an electric vehicle charging station. As per the information published by the Condominium Homeowner Association of British Columbia, it is recommended to engage the services of the electrical consultant to determine if the building's main electrical panel is adequate to allow Owners to install electric vehicle charging station. And later provide Strata with relevant drawings showing how the charging station are connected from the main hydro room to the assigned Owner's parking stall. Strata will then review each request on a case by case basis with the Owner required to obtain permits from City Hall upon approval.

c) **LED Lighting Retrofit:**

With the BC Hydro deadline of March 11<sup>th</sup>, 2016, the Strata Agent was asked to correspond with BC Hydro to find out if there are any subsequent penalties should the Strata submit an application advising that Strata will proceed with the lighting retrofit but decide not to follow through later on. Once the information is confirmed, Council will then decide which lighting retrofit vendor to engage in submitting the relevant permits to BC Hydro prior to the March 11<sup>th</sup>, 2016 deadline in order to qualify for the potential rebate.

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 6<sup>th</sup> Floor – 1190 Hornby Street, Vancouver, BC, V6Z 2K5, or by fax to 604-684-1956 or by email to [josephsang@ranchogroup.com](mailto: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) **AGM Agenda:**

The proposed agenda for the upcoming Annual General Meeting tentatively scheduled for April 5<sup>th</sup>, 2016, was reviewed with the Council President being appointed to finalize the agenda with the Strata Agent before distributing to the Owners.

b) **Pool Cover:**

Council was advised that the pool is not covered to prevent chlorine from eating into the plastic cover and since the pool is shut off there will be no heat loss.

8. **NEXT COUNCIL MEETING**

The next meeting will be the **Annual General Meeting, scheduled for Tuesday, April 5<sup>th</sup>, 2016, at 6:30 p.m.**

9. **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,



---

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