

**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, MAY 17TH, 2016 AT 6:00 P.M.

IN ATTENDANCE

Rowly Johnson – President/Secretary/Fitness Advisory Committee

Cecilia Li – Short Term Rental Committee

Brent Belsher – Vice President

Lakhpinder Takhar – Treasurer

Theo Kefalas – Sub Garden Plot Committee

Erin Emery – Landscaping/Garden Plots

Dario Duran – Maintenance Committee

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD

Joseph Tsang – Senior Strata Agent

REGRETS

None

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:08 p.m.

2. **COUNCIL COMPILATION**

This being the first Council Meeting following the recent Annual General Meeting, held on April 5th, 2016. The following members were nominated to serve on the following position:

Rowly Johnson – President/Secretary/Fitness Advisory Committee

Brent Belsher – Vice President

Lakhpinder Takhar – Treasurer

Additionally, the following Committees were formed:

Dario Duran – Maintenance Committee

Erin Emery – Landscaping/Garden Plots

Theo Kefalas – Sub Garden Plot Committee

Cecilia Li – Short Term Rental Committee

Any Resident wishing to participate in any of the above Committees is encouraged to email the Strata Agent at joseph.tsang@ranchogroup.com.

3. **PREVIOUS MEETING MINUTES**

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on March 7th, 2016, as presented.

4. **COMMITTEE REPORT**

a) **Building Deficiency:**

i) **15th Month Warranty:**

The condensed version of the outstanding deficiencies, which fall under the 15 month warranty period, was sent to the Developer office back on March 8th, 2016, and the same copy was sent to the 3rd party warranty provider. The Developer requested that another site meeting be scheduled with the maintenance Committee and the Strata Agent, to clarify the outstanding issues.

ii) **2 Year Warranty:**

On April 14th, 2016, the 3rd party warranty provider requested that they be provided with the entire “bosun chair” report used by the Strata’s building envelope consultant in preparing their 2 year warranty review. The bosun report was emailed to Aviva office on April 14th, 2016. Aviva subsequently advised in their email dated April 14th, 2016 that their building technologist is currently in the process of reviewing the bosun chair report in order to provide both Strata and the Builder with their feedbacks on the warranty issues claimed by Strata under the 2 year warranty period.

iii) **Roof Top Chiller:**

The customer care manager from the Builder’s office advised on March 8th, 2016 that he was meeting with the safety authority along with his mechanical consultant to review the seasonal start up procedure for the roof top chiller, and expect to issue an official letter to the Strata Corporation for future start up and to officially turn the roof top chiller over to the Strata. The Strata Agent was asked to have the customer care manager attend one of the future Strata Council Meetings to brief the Strata Council on the seasonal start up procedure along with any anticipated annual operating expenses, which have not been previously disclosed to the Strata Corporation.

iv) **In Suite Fan Coil:**

Council was told that the annual preventative maintenance service for the in suite fan coils has been scheduled to commence on Monday, May 30th, 2016, and to be completed on or before Friday, June 10th, 2016. A memo have been posted back on April 29th, 2016 and all Residents are encouraged to ensure access is provided, in order to facilitate such work by leaving the key with the Concierge staff if you will not be at home for the scheduled service. The Strata Agent was asked that three (3) quotes be obtained for next year prior to awarding the preventative maintenance services for the in suite fan coils.

4. **COMMITTEE REPORT – CONT'D**

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

Council was told that there has been no activity to report, since the Committee has not met prior to the Annual General Meeting. The Committee will be asked to look in to the feasibility of installing a “defibrillator” for the building as suggested by an Owner at the recent Annual General Meeting. Additionally, the Committee will be asked to come back to the Strata with recommendations on a new service provider for conducting preventative maintenance services on the gym equipment, since the existing service provider is not very responsive.

c) **Landscaping:**

Council was presented with samples of “turf” to be used for the “boulevard” and “townhouse” lawn along Seymour and Pacific Street. Having reviewed the samples provided along with the relevant cost, it was unanimously agreed to award the turf installation to “North Western Property Maintenance Inc.” for a cost of \$29,750 plus GST, with the Landscaping Committee Member being asked to go back to NWSG with a counter offer to do the work for \$28,000 plus GST in order to stay within the \$30,000 budget approved by the Owners at the recent Annual General Meeting. Council requests that the turf be installed as soon as possible and once installed, the Strata’s landscaper should be approached to have the monthly landscaping maintenance contract adjusted since there is now less grass to be mowed moving forward.

i) **Garden Plots**

The policy surrounding the use of garden plots was recently amended on April 11th, 2016, to make it equitable by introducing a “grandfather” clause allowing up to six (6) garden plots to be designated as “permanent status” with the annual fee for the permanent plot costing \$75 each and the other plots which are assigned on a “first come first serve basis” with annual fee \$30. As of May 9th, 2016, all sixteen (16) garden plots have been assigned, with six (6) plots claiming as “permanent status” and 5 Residents on the waiting list for the “first come first serve” plots.

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 (ex: AirBnB):**

A Committee was formed to solicit feedback from Owners/Residents in an effort to determine the appropriate policy for “The Mark”. The Strata Agent was instructed to follow up with all complaint received with respect to short term rentals and to levy the appropriate fines as per the existing Strata Bylaw.

4. **COMMITTEE REPORT – CONT'D**

d) **Bylaw Infraction – Cont'd:**

ii) **Parking Stall Enclosure:**

Council was provided with a copy of the permit provided by the Home Owner of Strata Lot 77 for the enclosure of the four (4) parking stalls assigned to his strata lot. Council also entertained a requested from the Home Owner of Strata Lot 122 requesting that they be allowed to install a solid door on the double call garage assigned to their strata lot. Only door with “mesh” will be allowed in order to act as deterrent for storing flammable materials and/or illegal activities.

5. **FINANCIAL REPORT**

The Treasurer informed Council that he had reviewed the year-end financial statements dated March 31st and April 30th, 2016, and sees no irregularities and suggested that these financials be approved as presented.

Arrears:

The accounts receivables list dated May 10th, 2016, was reviewed. The Strata Agent was asked to follow up with issuing lien 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.

6. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Penthouse Renovation:**

Council was told that the Penthouse renovation work was completed in late April 2016 and the Builder has also repaired the damage stairs leading to back courtyard as originally promised.

b) **Electric Vehicle Charging Station:**

There have been increased interest from Owners wanting to install electrical vehicle charging station, the Strata Agent was asked to obtain a proposal from the electrical consultant on records to calculate the peak electricity usage for the building in order for Strata to know how many electrical vehicle charging stations could be added, as well establishing a protocol which all Owners are wanting to install electrical vehicle charging stations must adhere to.

c) **Window Cleaning:**

The cleaning of the inaccessible windows and exterior glass railings started on February 16th, 2016, and completed in early March. The windows on the three (3) elevation facing Seymour Street require a chemical wash in order to remove the stains. Such work has been scheduled to take place from July 11th to 21st, 2016 with the additional cost of approximately \$5,000 to be paid by the Developer.

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:**

Council requests that a FOB audit be conducted along with having the enterphone buzzer code be switch from suite to a four (4) digit code, without any reference to the suite number. As well, a quote to install a FOB reader on the south 3rd level podium be obtained as well as having all storage locker rooms FOB readers be reprogramed to allow access for only those users with lockers assigned to that particular storage locker room. These were suggestions brought up by owners at the recent AGM.

b) **Concierge:**

It was brought to Council’s attention that there have been an increase in staff turnover, the Strata Agent was asked to issue a letter to the Concierge service provider requesting that permanent staff be posted in the building. In addition, Concierge staff will no longer be allowed to use the “master key” to access individual suites unless they have authorization form signed by the homeowners and kept on file. This was a concern received by one of the townhouse Owners at the recent AGM.

c) **Generator Testing:**

Council was told that the Strata’s insurer underwriters has recently conducted a risk assessment for the building and the only thing they could find that needs Strata’s attention is the testing of the generator. Specifically, two (2) major tests of the generator system must be done once a year along with monthly testing conducted by the Building Manager.

9. **NEXT COUNCIL MEETING**

The next meeting will be a Strata Council Meeting and will be held on **Tuesday, June 28, 2016, at 6:30 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 8:35 p.m.

Respectfully submitted by,



Joseph Tsang, Senior Strata Agent
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COMMUNICATION

Under the Strata Property Act, Strata Agents work for the Owners of the Strata Corporation. When selling your unit, the Strata Agent may only communicate with the Owner or the Seller's Agent upon presentation of the written verification of such a relationship.

Due to privacy reasons, the Strata Agent cannot communicate information about the Strata Corporation or your strata lot with potential purchasers or the agents for the purchasers without written authorization from the Strata Lot Owner. All questions or concerns should be directed to the Strata Lot Owner or the Strata Lot Owner's agent.