

**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 THURSDAY, SEPTEMBER 29TH 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

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD

Joseph Tsang – Senior Strata Agent

REGRETS

Cecilia Li – Short Term Rental Committee
Erin Emery – Landscaping/Garden Plots

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:05 p.m.

2. **OWNER HEARING**

The Owner of Strata Lot 24 attended the meeting to express his disappointment with respect to the level of Concierge services currently being provided. The Owner expressed a higher expectation of Concierge services. Council clarified that if majority Owners in the building share this view in the upcoming survey, then the operating budget will need to be adjusted to reflect that level of Concierge services. In the meantime, the Strata Agent was asked to speak with the Concierge team to improve communication with residents including accurate information on when the Concierge staff will be back at the desk if they are out conducting regular security patrols.

The Owner of Strata Lot 265 attended the meeting to seek Strata’s approval to have the existing mesh garage doors on his assigned parking stalls be replaced with solid garage doors due a significant amount of dust accumulated in his garage. The Owner was advised by Council that the existing solid garage doors seen in the underground parking were installed by the Developer prior to Council adopting a policy of only approving mesh doors that allow staff to observe if any items are being stored in stalls contrary to bylaws such as propane containers. Though the homeowner offered to make a key available for inspection, Council decided this was not practical in the future should the homeowner sell. The homeowner was asked to come back to Strata Council with a transparent design if he wants Strata to revisit this issue.

3. **PREVIOUS MEETING MINUTES**

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on August 9th, 2016, as presented.

4. **COMMITTEE REPORT**

a) **Building Deficiencies:**

i) **15th Month Warranty:**

In an email received (August 24th, 2016) from the warranty and service manager, Mr. Salvador Diaz, at Onni. Strata was advised that the following items have been completed:

1.19, 1.21, 1.22, P4.1, P3.2, 3.8, 9.1, and 9.29 was completed on August 31st, 2016. Additionally, the parkade crack repairs for the slab on grade will be done later in the fall, and advance notice shall be provided as half of the driveway is required to be blocked off in order to facilitate the required repairs.

ii) **2 Year Warranty Review:**

In an email received from the Developer on August 19th, 2016, access to suites were arranged in order that the following common area deficiencies reported under the 2 year warranty were eventually completed on August 31st 2016. Specifically, the removal of blue protective film on the windows of Strata Lots **1, 4, 89, 102, 121, 141, 147, 160, 197** and **215**. Additionally, access was also granted on August 26th, 2016 from 8:00 a.m. to 5 p.m. in order that warranty work was done in the following suites:

- Caulking repairs to exterior hose bib/gas connection in Strata Lot **6, 16, 141, 160, 166, 215, and 264**,
- Exterior repair for sealant for anchors of Strata Lot **264**,
- Clean and repaint in storage **Room B (locker 9 & 10), Room (v) 334-335, Storage P4-C (lockers 6, 7 & 16), Room (v) block wall at 222 & 223, P2-A (locker 1), Room (B) lockers 28-26, Room (v) lockers 27-26**,
- Repaired gasket along the top piece of the glazing outside Strata Lot **145**,
- Applied exterior caulking on outlet of Strata Lots **133, 145, 197, 252, 260, and 264**,
- Investigate interior ceiling bubbling in Strata Lot **147**,
- Applied caulking around the top mounted balcony anchors of Strata Lot **147, 167, 188, 190, and 215**.

The Strata Agent was asked to retain a building envelope consultant to investigate the water dripping from the “weep hole” outside the balcony of Strata Lot **264**.

4. **COMMITTEE REPORT – CONT'D**

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

iii) **Roof Top Chiller:**

In an email received from British Safety Authority (BCSA) on August 10th, 2016, the Strata Agent was told that Onni has applied and received from BCSA “Special Plant Registration for General Supervision Plant Status” for the chilling plant over the past couple of years, because the issuance of an ongoing variance to the operator requirements was not possible. The terms and conditions for the operation of the chiller plant are outlined in the agreement Onni has signed with BCSA, with the General Supervision requirements need to be adhered to for as long as the plant is operational. An email was sent to the warranty and service manager at Onni on August 17th, 2016 requesting that Strata be provided with a copy of the agreement but has yet to receive a reply as of tonight’s meeting. The Strata Agent was asked to follow up with another letter to Onni, copied to BCSA, advising that the Strata has not signed off on the roof top chiller and will not be obligated to the General Supervision requirement until Onni provides Strata with a copy of the agreement signed between Onni and BCSA and negotiates how this will be financed.

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

Council was told that as of August 16th, 2016, eight (8) strata lots (53, 74, 87, 91, 97, 219, 228 and 286) have not provided access to facilitate the annual preventative maintenance of the in-suite fan coils, as a result, the Strata Agent was asked to issue official infraction letters to these Owners giving them until October 15th, 2016 to have the preventative maintenance inspection for their in-suite fan coils serviced and provide a copy of the service report to Rancho’s office for Strata’s records as stipulated in the Strata’s bylaws and that a fine of \$200 per month shall be assessed if it is not done.

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

There is no new activity to report.

d) **Landscaping:**

A question was asked if replacement plants are to be planted in the area along the orange fence facing the lane where the dead cedar trees were removed as well as the bare spot in front of Townhouse 555. Additionally, the landscaping maintenance contract has not been switched to Para Space yet. The Strata Agent was asked to follow up with the Landscaping Committee.

e) **Short Term Rental:**

Council reviewed and discussed short term rentals in the building and instructed the Strata Agent to issue fines of \$200 for each short term rental committed along with a fine of \$200 for the failure to provide Strata with a signed Form K as well as another \$200 fine for the failure to pay the relevant move in fees as required by the Strata’s bylaws. As previously stated, the Strata Council is obligated to enforce the Strata’s bylaws until the survey result is known on where the Owners at “The Mark” stand with respect to short term rentals (**whereby rentals of less than 30 days is not permitted**).

4. **COMMITTEE REPORT – CONT'D**

f) **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 upcoming Annual General Meeting requiring all Residents to move their vehicles at least twice per year in order to accommodate the underground parking garage pressure washing, which is being done on a quarterly basis and that non-compliance, will result in a fine of \$200 being levied.

Amenities:

It was unanimously agreed to have the 2nd floor lounge, 3rd floor meeting room, theatre and 9th floor dining room be booked through the Concierge due to wear and tear at no cost to residents if they will not be using these amenities exclusively. Exclusive use bookings will still require the fees described in the bylaws.

5. **FINANCIAL REPORT**

The Treasurer informed Council that he has reviewed the July & August financials, and sees no irregularities and suggested that the financial statements be approved as presented.

Arrears:

The accounts receivables list dated September 21st, 2016 was reviewed. It was noted that Strata Lot 97 owed close to \$10,000 in strata fees and that the Strata Corporation has taken all relevant steps to ensure that the Strata is now in a position to sell the suite in order to collect the outstanding strata fees. It was **MOVED, SECONDED**, and **CARRIED** unanimously to proceed with the sale of Strata Lot 97 in order to collect the outstanding strata fees owed to the Strata Corporation.

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

a) **Electrical Vehicle Charging Station:**

Four (4) out of eleven (11) Owners had committed to pay their share of the cost to retain an electrical consultant to review and advise the maximum capacity for the electrical vehicle chargers. However, since the demand from the Homeowners to install EV charging stations changes over time, it was decided that it was best that the Strata Corporation fund the electrical consultant’s fee of \$4,500 plus GST for now and assess a portion of such cost back as a fee to those homeowners who will be granted permission to install their own EV charging station.

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

b) **Annual Survey:**

Council Members were given until Monday, October 3rd, 2016 to provide feedback on the proposed annual survey questionnaires before it is distributed to the Owners/Residents.

c) **Fountain Repair:**

The Strata Council approved the replacement of the 6” check valve and relevant piping to correct the problem associated with fountain on Seymour Street from draining its self.

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) **Flood:**

Council was advised of two (2) recent floods involving cracked toilet tanks with both restoration and remedial costs charged back to the source suite. Residents are reminded to check their toilet tanks to ensure there is no crack and to take preventative measures to have the toilet tank replaced in order to prevent costly repair bill.

9. **NEXT COUNCIL MEETING**

The next meeting will be a Strata Council Meeting and will be held on **Tuesday, October 18th, 2016, at 6:00 p.m., in the 9th floor meeting room at 1372 Seymour Street, Vancouver, BC.** Moving forward all future Strata Council meetings for the current fiscal period will be held on the 3rd Thursday of each calendar month with the exception of December (no meeting) at 6:00 p.m.

10. **MEETING TERMINATION**

There being no other business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:10 p.m.

Respectfully submitted by,



Joseph Tsang, Senior Strata Agent
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STRATA FEES/PRE-AUTHORIZED DEBIT

Should you ever have any questions regarding your strata account, please feel free to contact our Strata Accounts Receivables Department at: 604-331-4279. Owners who are not yet on the Pre-Authorized Debit (P.A.D.) Program should contact the same number to obtain a form. The P.A.D. Program is the required payment method whereby we can debit your account with your monthly strata fees on the first of every month.