

**STRATA CORPORATION EPS1231**  
**“THE MARK”**  
**1372 SEYMOUR STREET**  
**VANCOUVER, BC**

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**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 THURSDAY, JANUARY 19<sup>TH</sup> 2017 AT 6:00 P.M.**

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**IN ATTENDANCE**

Rowly Johnson – President/Secretary/Fitness Advisory Committee  
Lakhpinder Takhar – Treasurer  
Theo Kefalas – Sub Garden Plot Committee  
Dario Duran – Maintenance Committee  
Cecilia Li – Short Term Rental Committee (Via-Video Conference)  
Erin Emery – Landscaping/Garden Plots

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

Joseph Tsang – Senior Strata Agent

**REGRETS**

Brent Belsher – Vice President

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:02 p.m.

2. **PREVIOUS MEETING MINUTES**

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on November 17<sup>th</sup>, 2016, as presented.

3. **COMMITTEE REPORT**

a) **Building Deficiencies:**

i) **15 Month Warranty:**

In an email received from Salvador Diaz, warranty and service manager, Onni Group, dated December 2<sup>nd</sup>, 2016, Mr. Diaz confirmed that the rusty hinges on the 9<sup>th</sup> level pool deck mechanical room doors have all been replaced twice with stainless steel hinges and questioned why this item still remain on the list. Dario Duran confirmed that not all rusty hinges have been replaced and will provide relevant pictures, showing the rusty hinges. In a separate email received from Mr. Diaz on December 7<sup>th</sup>, 2016, he confirmed that the parkade floor cracks repairs were completed on December 6<sup>th</sup>, 2016 and that the repair was done as a gesture of goodwill and not a warrantable obligation and therefore will not carry any warranty. Cracks on the following stalls were repaired:

- Stalls 354 to 380 and 381 to 402.

3. **COMMITTEE REPORT – CONT'D**

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

i) **15 Month Warranty – Cont'd:**

With respect to the pavers outside the Townhouses, Mr. Diaz stated that this particular item falls under the 2 year warranty coverage period. In addition, it was confirmed in another email dated November 24<sup>th</sup>, 2016 that the Builder has retained the services of Pro Tec Rope Access to complete all exterior inaccessible warranty repairs noted on the 2 year warranty condition assessment completed by the Strata's consultant (Morrison Hershfield). The work commences on January 23<sup>rd</sup>, 2017 and estimated to be completed on or before February 23<sup>rd</sup>, 2017, weather permitting. **Finally, the only other outstanding items which falls under the 15<sup>th</sup> month warranty coverage is item P.1.4, which is missing letter P** from the label on the frame of the middle elevator, and the Developer has informed in and email dated November 21<sup>st</sup>, 2016 that attempts to obtain the same signage from local signage companies were unsuccessful and an order has since been placed with the elevator maintenance contractor (Richmond Elevator) and will have the missing letter installed when it arrives.

ii) **Strata Lot 264:**

A representative from Pro Tec Access viewed the water ingress problem on January 18<sup>th</sup>, 2017 and the homeowner was told that priority will be given to repair the leak during the week of January 23<sup>rd</sup> and that once the required repair on the exterior is completed, arrangements shall be made to have the interior damages repaired.

iii) **Strata Lot 180 & 194:**

The Strata Council president along with the Strata Agent met the homeowner's of Strata Lot 180 on November 28<sup>th</sup>, 2016 and the homeowners of Strata Lot 194 on December 15<sup>th</sup>, 2016 to review the water stains developed on the living room ceilings of the 2 suites due to moist air which has escaped from gaps discovered in the dryer vent ducting embedded in the concrete slab and damaged during construction. Both the 3<sup>rd</sup> party warranty provider and the Builder have denied these homeowners' requests to repair the gap under warranty because the problem was reported after the warranty expiry date of January 9<sup>th</sup>, 2016. The Strata Council President has scheduled a meeting with Mr. Salvador Diaz for Friday, January 27<sup>th</sup>, 2017 to submit Strata's position that Onni should have the required repair completed under warranty as the issue arose before the expiry date, even if not detected until after.

The Strata Agent was asked to obtain three (3) quotes to clean both inside and outside of the dryer vents, in order to determine if other suites in the building are affected by the same problem so that Strata Council could decide on a proper approach to address this problem, and to have the dryer vents cleaned in late May before the 1<sup>st</sup> window cleaning. A discussion was then held with respect to measures available to Strata should the Builder refuse to repair the gaps in the dryer vent ducting after the January 27<sup>th</sup>, 2017 meeting.

iv) **Strata Lot 90:**

The Strata Agent submitted a claim on behalf of the homeowner on January 4<sup>th</sup>, 2017 for an alleged defect with respect to sound transmission in her suite. The homeowner is bothered by her ability to hear her neighbour coughing. The 3<sup>rd</sup> party warranty provider informed the homeowner that the sound transmission is deemed a common property issue and that the Property Manager for the Strata must submit a claim on the homeowner's behalf. A response was subsequently received from Aviva on January 5<sup>th</sup>, 2017 advising that they are reviewing the alleged defect and shall provide their position shortly.

3. **COMMITTEE REPORT – CONT'D**

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

iv) **Strata Lot 90 – Cont'd:**

(Note: the Builder's position is this is not a building defect since the walls were constructed in accordance with the minimum building code requirements, Even if it was a legitimate defect, the homeowner was required to submit a claim under the 12<sup>th</sup> month warranty for the home instead of the 15<sup>th</sup> month warranty under the common property coverage).

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

Mr. Rowly Johnson informed Council that in an effort to ensure items do not go missing in the gym, he has put together an inventory list and give it to the Concierge staff so that they can conduct daily inventory review of the equipment in the gym after closing and before opening. In addition, miscellaneous preventative repairs were conducted by AGR Fitness during their November 2016 and January 2017 visits.

c) **Short Term Rental:**

So far 16 people registered to attend the open house scheduled for Thursday, January 26<sup>th</sup>, 2017 from 6:00 p.m. onwards to discuss short-term rentals. Mr. Johnson advised Council that he has put together a presentation and included the recent survey data. The Strata Council's role will be to listen and draft relevant resolutions based on this input to be presented to the Owners for consideration at the upcoming Annual General meeting in early April.

d) **Landscaping:**

Erin Emery provided Council with options and estimates to make the water fountain more appealing. Suggestions ranged from putting black polished stones over either landscaping cloths or Styrofoam voiding, to installing new tiles over the old tiles and applying different colour grouting.

Ms. Emery was asked to bring samples of the polished stones to the next Strata Council meeting along with costs for the re-grouting in order for Strata Council to decide on how to proceed, as the water fountain's appeal was one of the concerns expressed consistently by those Residents who participated in the annual survey. In regards to the fountain lighting, the Strata's electrician was able to order a new controller and set the light to white. Some additional minor adjustments will have to be made in order to allow the setting to be changed with a push of a button.

e) **Maintenance Schedule:**

In reviewing the annual preventative maintenance schedule, the Strata Agent was asked to arrange for a professional cleaning of the entire parkade in early May as previously agreed. The Building Manager will be pressure washing the parkade in February. As well, the Strata Agent was asked to include the pressure washing of the exterior screens every 3 years.

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.)**

4. **FINANCIAL REPORT**

The Treasurer informed Council that he has reviewed the November and December 2016 financials and sees no irregularities and that he is hopeful the Strata will end the current fiscal period with a balanced budget. It was then **MOVED, SECONDED**, and **CARRIED** to approve the November and December 2016 financial statements as presented.

i) **Arrears:**

The accounts receivable list dated January 12<sup>th</sup>, 2016 was reviewed. In light of the 2 year limitation, the Strata Agent was asked to commence legal action against those owners who are in arrears of their Strata fees as well as charges which were levied against the respective home owner due to water damages originating from their respective Strata Lots.

ii) **Sale of Strata Lot 97:**

The court has approved the sale of Strata Lot 97 for \$690,000 on December 12<sup>th</sup>, 2016 with a completion date of December 29<sup>th</sup>, 2016.

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

a) **Electrical Vehicle Charging Station:**

Nemetz & Associates Ltd. advised in an email dated December 1<sup>st</sup>, 2016 that the data received from BC Hydro was not what they had asked for and that they need the electrical consumption for the master meter instead, in order for them to determine how many EV chargers could be installed in the building. The Strata Agent was asked to ensure that a report shall be prepared by Nemetz in time for the upcoming Annual General Meeting to be held in early April.

b) **Guest Suite Internet:**

Shaw has agreed to install free internet for the 2 guest suites provided Strata entered into a marketing agreement with them. The Strata Agent was authorized to execute the marketing agreement in principle provided Shaw only hold marketing events in the lobby or the 2<sup>nd</sup> level lounge and no door to door solicitation. As well, guests staying in the 2 guest suites shall have free internet and do not have to be a Shaw customer in order to use the free Wi-Fi.

c) **Homeowner Manual:**

The homeowner manual/welcome package is in the works and Council is hopeful to have the information made available to the Residents soon.

d) **Blue Recycle Bin:**

Council is generally satisfied with Resident's participation in disposing of recyclable items such as pop bottles; into the blue recycle bins recently placed on all the P's level lobbies. However, it was noticed by a Council Member, some Residents are still disposing their large cardboard boxes in the blue bins. Strata Council respectfully request that those Residents doing so refrain from such action in consideration of other Residents adhering to proper recycle etiquette.

e) **Bike Audit**

The bike audit was completed on January 15<sup>th</sup>, 2017. Fifteen (15) untagged bikes were removed and stored in a secure location.

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) **Parkade Security:**

A proposal from Reliable Security was presented before Council for consideration. It is estimated to cost around \$18,000 to install cameras in the entire parkade. The Strata Agent was asked to obtain a second proposal for cameras to be installed outside the P’s levels lobby.

b) **Lobby Floor Mat:**

Two (2) estimates to purchase an industrial floor mat for the lobby to be used during snowy/rainy weather were put before Council for consideration. Given that the cheaper quote is expected to be more than \$3,000. The Strata Agent was asked to obtain estimates on renting the floor mats instead, especially since the mat is only used during the winter months.

c) **3<sup>rd</sup> Floor Steam Room:**

Council was told of another incident occurring on January 3<sup>rd</sup>, 2017 whereby the steam from the steam room was allowed to escape through the steam room door being left open and set off the building fire alarm, due to the close proximity of a smoke alarm to the steam room. Suggestions to install a heavy duty door closure was explored and was advised against it since installing a heavier door closure may lead to other issues such as making the door harder to open and close faster, increasing the risk of breakage on the glass door. Other option such as relocating the smoke alarm was also considered and was advised against it, because the building code stipulates that the smoke alarm must be located in the elevator lobby hallway. It was suggested that the Strata Agent look into the possibility of installing a fan on the ceiling outside the steam room to prevent the steam from reaching the smoke alarm and to see if the fan inside the steam room could be upgraded. A suggestion was made to install a sign on the steam room door advising residents that leaving the steam room door open for longer than 5 seconds will trigger the building fire alarm system.

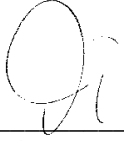
8. **NEXT COUNCIL MEETING**

The next meeting will be a Strata Council Meeting and will be held on **Thursday, February 16<sup>th</sup>, 2017, at 6:00 p.m., in the 9<sup>th</sup> floor meeting room at 1372 Seymour Street, Vancouver, BC.**

9. **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,



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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: [josephtsang@ranchogroup.com](mailto:josephtsang@ranchogroup.com)

*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

#### RANCHO BENEFITS PROGRAM

Rancho is excited to announce that the **RANCHO BENEFITS PROGRAM** has been launched! Owners and Residents of Rancho managed buildings can avail of deals and discounts in paint, carpet cleaning, blinds cleaning, and with vendors such as Steve Nash Fitness World and a lot more! To make use of these deals, simply sign up for **myRanchoStrata** or **RService**. To register for myRanchoStrata, please visit <http://www.ranchovan.com/myRanchoStrata.cfm>. If you have any questions about the Program, please email [ranchobenefits@ranchogroup.com](mailto:ranchobenefits@ranchogroup.com).