

**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, FEBRUARY 16<sup>TH</sup> 2017 AT 6:00 P.M.**

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**IN ATTENDANCE**

Rowly Johnson – President/Secretary/Fitness Advisory Committee

Theo Kefalas – Sub Garden Plot Committee

Dario Duran – Maintenance Committee

Erin Emery – Landscaping/Garden Plots

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

Joseph Tsang – Senior Strata Agent

**REGRETS**

Brent Belsher – Vice President

Lakhpinder Takhar – Treasurer

Cecilia Li – Short Term Rental Committee

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:11 p.m.

2. **OWNER HEARING**

The Owner of Strata Lot 40 attended the meeting with her tenant to dispute the charges levied against her Strata Lot for the leak that occurred on June 12<sup>th</sup>, 2016. Strata Council was told that it was a “pin size” hole in the copper pipe behind the cartridge of her bathtub that originally caused the leak instead of the crack in her toilet tank as claimed by the Strata’s plumber. Both the Homeowner and Tenant were told that pin sized holes do not typically develop in copper pipes which are 4 years old, and that if the pipe was the source of the leak, the suite below would still leak since the original pipe has to be replaced. The leak has also stopped since a new toilet was installed. Accordingly, the Homeowner was told to reimburse Strata for the charges incurred to stop the leak along with repairs to the neighbouring suite as per the Strata’s bylaws, section 34.16.1(a) & 34.16.2(a) and was reminded that moving forward, she should seriously consider purchasing insurance for her rental suite.

3. **PREVIOUS MEETING MINUTES**

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on January 19<sup>th</sup>, 2017, as presented.

4. **COMMITTEE REPORT**

a) **Building Deficiencies:**

i) **15 Month Warranty:**

Council was told that an email was received from Salvador Diaz on February 14, 2017 confirming that item P.1.4 (missing letter P) on the middle elevator door frame located on level P1 has now been completed by Richmond Elevator. In regards to the rusty hinges, Dario Duran has not had an opportunity to confirm whether or not they were replaced.

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

The Council President and the Strata Agent met with Salvador Diaz on January 27, 2017 and the conclusion from the meeting is as follow:

- Onni’s perspective is that the ceiling leaks from the dryer venting in Strata Lots 180 & 194 were due to improper maintenance of the secondary lint screens on the dryer fans and that minor imperfections in the ducting are deemed standard and not a main contributing factor to the leaks.
- Strata’s perspective is these Homeowners have been doing their parts to maintain their dryer/fan lint traps, but the water staining on their ceiling has worsened.
- Both parties agreed that further investigation is needed and that Strata will be engaging a dryer vent cleaning contractor to scope the ducting in both of these suites with a camera to record any imperfections and if any atypical gaps are found in the ducting, Strata fully expects Onni to carry out the required repairs.

Three quotes to clean the dryer vents from both “inside” and “outside” were presented before council for consideration. It was agreed to have the dryer vent cleaned this year inside the suites as well as outside. The Strata Agent was asked to coordinate having the interior cleaning of the dryer ducts coincide with the preventative maintenance services for the in suite heat pumps, in order to minimize any inconvenience to the Residents.

iii) **5<sup>th</sup> Floor Storage Space:**

Council was told that the 5<sup>th</sup> floor storage space used by the Developer to store miscellaneous construction material has now been officially turned over to the Strata (fridge door panels, paints, and other hardware etc.). Theo Kefalas volunteered to look at options to make the storage room more appealing and useful while Dario Duran volunteered to meet with the building manager to determine if any of the items could be sold at an auction to The Mark Homeowners as some of the materials could be useful. The unclaimed bicycles from the recent bike audit could also be auctioned at the same time.

iv) **Strata Lot 90:**

A letter was received from Aviva on February 7, 2017 denying coverage for the claim submitted with respect to sound transmission in this particular suite, since the warranty period covering such alleged defects falls under the 15 month coverage and has since expired back on February 14, 2015. The letter concluded by saying that Strata can request that this matter be referred to a third party for mediation if Strata wishes to dispute the decision and has up to 2 years to commence any legal action.

The Strata Agent was asked to explore options on potential claims by the Strata with respect to the rooftop chiller.

4. **COMMITTEE REPORT – CONT'D**

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

Mr. Rowly Johnson informed Council that the committee has expressed a desire to purchase 3 small items for the gym, namely, free weights of 2.5 lbs, 7.5 lbs, 11.5 lbs, a new bar and a closed grip accessory for the universal machine. Strata Council will be notified of the cost once estimates are in.

c) **Short Term Rental:**

From the Town hall's meeting recently held on January 26, 2017, Mr. Rowly Johnson has put together a set of proposed bylaws governing short-term rentals, which were provided before Strata Council for review and changes were suggested. Mr. Johnson is hoping to have the amended version be presented before the General Membership for approval at the upcoming Annual General Meeting tentatively scheduled for April 5<sup>th</sup>, 2017.

e) **Landscaping:**

No activity to report.

e) **Maintenance Schedule:**

The Strata Agent was asked to include the annual preventative maintenance services for the artificial lawn as suggested by the original installer. Additionally, the Strata Agent was asked to follow up with the building manager to see if a spring cleaning should be arranged for March in addition to the one already scheduled for fall. Also as suggested by the building manager, the Strata Agent was asked to have the fountain cleaned and put into service. Finally, Council approved the cleaning of the inaccessible window to commence on April 24<sup>th</sup> and be done by May 10<sup>th</sup>, 2017.

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.)**

5. **FINANCIAL REPORT**

Due to the Treasurer's absence, the approval of the January 2017 financials was **TABLED** until the March Strata Council Meeting.

i) **Arrears:**

The accounts receivable list dated February 8<sup>th</sup>, 2017 was reviewed. It was noted aside from two (2) owners who owe Strata for charges levied against their Strata Lots related to leaks emanating from their suites, the account receivables is in very decent shape.

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

a) **Electrical Vehicle Charging Station:**

Nemetz & Associates Ltd. confirmed in an email dated February 1<sup>st</sup>, 2017 that based on their calculations and review of the electrical consumption, the current electrical set up will be able to accommodate up to 120, level 2 chargers. Strata was disappointed that Nemetz did not provide a complete report and instructed the Strata Agent to withhold any subsequent payment until they address a list of questions from Strata in a letter to be sent to them after the meeting.

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

b) **Guest Suite Internet:**

Shaw has agreed to amend their marketing agreement with the Strata to only conduct marketing events in the lobby area and refrain from door to door solicitation, and will have free internet installed in the two (2) guest suites on Wednesday, February 22, 2017.

c) **Homeowner Manual:**

The Strata will review the Homeowner Manual by the March Strata Meeting and produce a final version as soon as possible.

d) **Parkade Security:**

Council was presented with an email from one of Reliable Security's competitors advising that they are unable to provide quotes for installing security cameras in parkade due to proprietary software. It was agreed to **TABLE** the idea of installing any security cameras in the parkade for the time being due to Strata being at a deficit. Instead, Council requested Kefalas to look for options to install wireless cameras in the ground level courtyard to catch those residents allowing their dog to run around and not clean up after their pets.

e) **Lobby Floor Mats:**

Council was told that four (4) floor mats have been purchased for the lobby area and to be used on snowy days, allowing the Residents to wipe off their shoes before tracking all the dirty water throughout the building.

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 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.

8. **NEW BUSINESS**

The Strata Agent will send Council nomination forms to Council for their review and feedback prior to distribution to Owners..

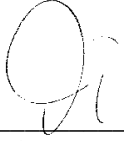
9. **NEXT COUNCIL MEETING**

The next meeting will be a Strata Council Meeting and will be held on **Thursday, March 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.**

10. **MEETING TERMINATION**

There being no other business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:58 p.m.

Respectfully submitted by,



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Joseph Tsang, Senior Strata Agent  
Rancho Management Services (B.C.) Ltd.  
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*Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.*

### 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.