

**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, MARCH 16TH 2017 AT 6:00 P.M.**

IN ATTENDANCE

Rowly Johnson – President/Secretary/Fitness Advisory Committee

Brent Belsher – Vice President (via Skype)

Cecilia Li – Short Term Rental 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

Lakhpinder Takhar – Treasurer

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 25 requested for a hearing but sent an email on March 16th, 2017 at 4:58 p.m. advising that he will not be in attendance. In addition, the Owner and Rental Agent of Strata Lots 230 and 275 requested for a hearing and was granted a time of 7:00 p.m. but failed to attend. Finally, the Owner of Strata Lot 34 along with his son attended the meeting to discuss water damage originating from within his Strata Lot. This Homeowner was informed that condensation is can be controlled by choosing to properly ventilate one’s home, using the in-suite de-humidifier, heating and windows properly, and that he will be responsible for repairing the damages sustained in his own suite as well as that of the neighbouring suite. The Strata Agent advised that he will email the Homeowner some literature from the Developer Homeowner Manual as well as that from CMHC on steps which could be taken to mitigate condensation.

3. **PREVIOUS MEETING MINUTES**

There being no errors or omissions, Council adopted the minutes of the previous Council Meeting held on February 16th, 2017 as presented.

4. **COMMITTEE REPORT**

a) **Building Deficiencies:**

i) **15 Month Warranty:**

Council was told that the “rusty” hinges on the 9th floor outdoor pool level have now all been replaced on February 28th, 2017 and concluded the last repair item on all warranty issues reported under the 15 month warranty period.

4. **COMMITTEE REPORT – CONT'D**

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

ii) **2 Year Warranty:**

An email was received from Salvador Diaz warranty and service manager at Onni Group on March 3rd, 2017 advising that all items reported under the 2 year warranty have now been completed with the exception of item #84, which has to do with the entry door of Strata Lot 65 and that the contractor (Pro-Tech) rope access performed the remedial work had agreed to provide additional warranty on the following items stated on the Morrison Hershfield report:

- 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 17, 19, 22, 23, 24, 25, 27, 28, 29, 38, 42, 46, 62, 63, 66, 72, 78, 87, 88, 94, 102, 103, 107, 112, 124, 134, 135, 139, 155, 156, 157, 158, 159, 162, 164, 165, 166, 167, 179 and 186.

The Strata Agent was asked to have Morrison Hershfield provide an estimate for them to come back and review the completed repair work.

iii) **7th Floor Concrete Corridor:**

An email was received on February 28th, 2017 from the Homeowner of Strata Lot 57 complaining of the aesthetic finish on the concrete corridor floor now that repairs are completed on the concrete surface. The Strata Agent was authorized to purchase a 5 gallon pail of traffic coating and have the Building Manager apply the new membrane on the whole 7th floor concrete corridor.

iv) **Rooftop Chiller:**

The Strata Agent was asked to issue another letter to the customer service manager at the Developer office requesting for a face-to-face meeting in order to discuss the issues surrounding the rooftop chiller. Council was also provided with estimates from several lawyers on having them involved and to protect the Strata's interest on this particular matter.

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

Mr. Rowly Johnson informed Council that 2x3 lbs, 2x8 lbs and 2x12 lbs free weights were recently purchased for the gym along with 1x15 lbs toner bar, and 1 chinning bar for a total cost of \$204.42 including applicable taxes in response to owners' input.

A suggestion was made to have the Committee Members consider the purchase of an elliptical trainer. The suggestion will be discussed further considering input from all owners.

c) **Landscaping:**

Council was told that the contractor who originally installed the artificial turf (North Western Property Maintenance) had to be called upon to repair the turf along Seymour Street due to it being pulled on 2 different occasions. North Western also performed the annual required maintenance/fluffing of the synthetic grass while they were on site. A suggestion was made to turn on the sprinkler system to wash away the dog urine, especially the section on Seymour Street. Council was also advised that for \$4,000 + Tax, a product called “Envirofill” could be applied to the synthetic grass as a pet urine deodorizer. Erin Emery requested and received approval to plant some wildflowers in order to promote bee colonization.

4. **COMMITTEE REPORT – CONT'D**

d) **Maintenance Schedule:**

A spring cleaning has been scheduled for March 24th, 2017 with a 40-yard construction bin being provided by the Day Care centre parking stalls to allow Residents an opportunity to discard large personal items, with a junk removal company called in the fall to have large items collected by the Building Manager discarded.

The Strata Agent was requested to add a 2nd window cleaning on the preventative maintenance schedule at least until nearby construction is complete.

Discussion was then held to hold an auction to sell of all the unclaimed bicycles collected from the bike audit as well as any items of value from the construction material room located on level P1 which was recently turned over to the Strata by the builder.

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 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.)

Short Term Rental:

Rowly Johnson consulted with the Condominium Homeowner’s Association and was told that Strata is only able to levy user fees for common amenities usage. Council was then provided with 2 quotes to engage the services of a Strata lawyer to draft the relevant bylaws and resolution pertaining to the short-term rental. Due to time constraints in getting the required AGM meeting notice out, in order to hold the AGM on April 5th, 2017, it was decided to hold a Special General Meeting later to discuss the proposed bylaws surrounding short-term rentals instead of the upcoming Annual General Meeting.

5. **FINANCIAL REPORT**

The Strata Agent provided a cursory review of the January and February 2017 financials, noting that the Strata ended the current fiscal period with an operating surplus of approximately \$12,522 due to water and sewage charges recouped from the day-care facility. It was unanimously agreed that the surplus of \$12,522 be transferred into the 2017/2018 operating budget as “prior year surplus”.

i) **Arrears:**

The accounts receivable list dated March 8th, 2017 was reviewed.

ii) **Proposed 2017/2018 Operating Budget:**

A draft copy of the proposed 2017/2018 operating budget was presented before Council for consideration. Council requested that the window cleaning be increased from once to twice a year, as well contribution to the contingency account should be kept at a minimum of 6% and increase the recreational R&M by \$1,000 and that the overall increase of the strata fees be kept at 1.5%.

iii) **Audit Quotes:**

Estimates from Deloitte and Dong & Russell were obtained for auditing the Strata’s year end financials with both firms submitting a cost of approximately \$3,700. The decision to retain which firm to conduct the audit was **TABLED** until the next meeting when the treasurer is present.

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

a) **Electrical Vehicle Charging Station:**

An email was received from the electrical consultant on February 24th, 2017 in response to the Strata’s letter of February 21st, 2017. The consultant’s email stated that his work is not yet completed and that he has only invoiced the Strata Corporation \$1,000 out of the \$4,500. In addition, the electrical consultant advised that he will perform a site visit to inspect and ascertain the existing conditions to come up with a cost effective approach on making possible alterations to accommodate EV chargers. Rowly Johnson volunteered to call the electrical consultant and convey what the Strata Council is looking for in his final report.

b) **Homeowner’s Manual:**

Council approved the uploading of a Homeowner’s manual prepared for the building as soon as possible with the understanding that the Homeowners’ manual is a work in progress, and that new versions shall be added onto both the Rancho website and Strata Council google account as they become available.

c) **Dryer Vent Cleaning:**

The cleaning of both interior and exterior dryer vents has been scheduled to commence on April 18th, 2017 and finish by April 21st, 2017. Video scoping of a few problematic vents will also be completed. In-suite heat pump inspection shall also be performed during the same period in order to minimize interruption to the resident’s lives. Pacific West confirmed in an email on March 7th, 2017 that they will have 2 technicians performing the in-suite heat pump inspection and that they will make a total of three (3) attempts on the same day to get access to those missed suites along with rescheduling a visit to those missed suites on a different date while they are still in the building completing the rest of the inspections. If a 3rd visit is necessary, a charge of \$118 per suite shall be levied.

e) **Water Fountain:**

Council was told that the Building Manager has recently pressure washed the fountain and refilled it with water, and that the lights now only display one colour based on owners’ direct input from the survey. Suggestions to install rocks and other material onto the fountain to improve its aesthetics were discussed, with Council agreeing to have the Strata Agent obtain a quote to re-grout the entire fountain and to have Imperial Paddock provide a cost to thoroughly clean the fountain with costs per visit being broken down into once a week, twice a week, and once a month, for Strata consideration.

f) **Courtyard Camera:**

Council rejected the idea of having a portable security camera installed in the courtyard with information being stored on the cloud to catch those residents who do not clean up after their pets due to privacy concerns. Instead, the Strata Agent was asked to obtain proper pricing from the original security contractor to install one camera in the lane and another one in the courtyard.

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) **Block Watch:**

Erin Emery informed Council that she has recently been certified as a block Watch captain. She requested and was given permission to post relevant notice on the Rancho’s website as well as the elevator monitor to solicit volunteers for the block watch program.

b) **AGM Agenda:**

The proposed Agenda for the upcoming Annual General Meeting to be held on April 5, 2017 was reviewed with the council requesting that the following issues be added onto New Business section for discussion, they are:

- Cigarette butts,
- Vancouver Police Access to building during emergencies

9. **NEXT COUNCIL MEETING**

The next meeting will be the **Annual General Meeting** and to be held on **April 5, 2017** at **6:00 p.m.** Notice of the meeting shall be mailed to all Owners in accordance to requirement of the Strata property act

10. **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
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Minutes are prepared by the Strata Agent and are approved for distribution by the Strata Council.

COMMUNICATION WITH STRATA COUNCIL

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write the Strata Council, via Rancho Management Services, at 6th Floor-1190 Hornby Street, Vancouver, BC, V6Z 2K5, on any Strata Corporation matter. Correspondence received will be presented to and reviewed by Strata Council. In the event Rancho can answer your questions about standard Strata Corporation-related matters, please call us at 604-684-4508.