SHAWNOAKS
5505-5585 OAK STREET, VANCOUVER, B.C.
STRATA PLAN VR855

MINUTES OF THE SPECIAL GENERAL MEETING OF THE MEMBERS OF STRATA PLAN VR855, SHAWNOAKS, HELD IN THE CABANA AT 5505-5585 OAK STREET, VANCOUVER, B.C. ON MONDAY, JANUARY 7TH, 2008 AT 7:00 P.M.

IN ATTENDANCE:
51 Owners were represented either in person or by proxy

Representing Rancho Management Services (B.C.) Ltd.:
Gus Ramirez, Property Manager
Patrick Frechette, Property Manager
Guest, Mark Will of RDH Building Engineering Ltd.

1. CALL TO ORDER

There being a quorum, the meeting was officially called to order by the Strata Council President, Ms. Jane Kim at 7:00 p.m.

2. CALLING THE ROLL AND CERTIFYING PROXIES

The Owners were informed that a quorum existed being made up of 51 Owners present (35 in person, 16 by proxy).

3. PROOF OF NOTICE OF MEETING

As per the notice provisions of the *Strata Property Act*, Owners are required to be notified a minimum of fourteen (14) days in advance for an Annual General Meeting or a Special General Meeting. The notice of the Special General Meeting was mailed to all Owners on December 6th, 2007.

It was then **MOVED, SECONDED**, and **CARRIED** that the notice of the Special General Meeting was duly served, in accordance with the provisions of the *Strata Property Act*.

4. READING AND DISPOSING OF THE 2007 ANNUAL GENERAL MEETING MINUTES

The Property Manager informed the Owners that the Annual General Meeting minutes of June 21st, 2007 were enclosed with the notice of the meeting. He then asked if there were any errors or omissions in the minutes.

There being no errors or omissions, it was then **MOVED, SECONDED,** and **CARRIED** to approve the June 21st, 2007 Annual General Meeting minutes as presented.

5. RESOLUTIONS FOR CONSIDERATION

a) **Resolution "A":**

"Be it therefore resolved by a ¾ vote Resolution that the Owners, Strata Plan VR855, Shawnoaks do hereby authorize and approve a Special Levy of $1,021,000.00 a) due in three (3) installments: April 1st, 2008, May 1st, 2008 and June 1st, 2008 or b) due in one (1) installment on May 1st, 2008 for the purpose of replacing the roofs at Shawnoaks. The Special Levy will be assessed to all Owners on title as of tonight's meeting in accordance with a schedule of unit entitlement. Note: if approved, you must notify the Strata Council via Rancho Management by no later than March 1st, 2008 for which installment option you have chosen (option a or option b)."

At this time, Ms. Jane Kim called upon Mr. Gus Ramirez, the Property Manager from Rancho Management to provide the Owners with a summary of the roof replacement project and the activities that have taken place since this process was first started.

- In July 2005, Inter-Provincial was hired to conduct an assessment on the condition of the roofs. Their assessment report indicated that the roofs required replacement within 1-2 years from July 2005.

- In April 2006, a Special General Meeting with the Owners was held to collect funds from the Owners for the purpose of replacing the roofs at "Shawnoaks" based on the budgets provided by Inter-provincial Roofing Inspectors. The total money that was collected was $476,000.00. This included the various contingency and consulting fees affiliated with the project.

- In May 2006, Inter-Provincial was hired to prepare the specifications for the roof replacement project and subsequently tendered the project to seven (7) roofing companies. The bids that were submitted ranged from $844,000.00 to $1,100,000.00.

- Since the time that Inter-Provincial provided the roof condition assessment report and a budget for the work, they did not inform the Strata Corporation that within that 1 year time frame, roof prices had doubled. Therefore, Council concluded that due to time constraints, the roof replacement project would not be completed in 2006.

- In September 2006, the monies that were collected at the April 2006 Special General Meeting, were returned to all Owners.

- In November 2006, RDH Building Engineering Ltd. was retained in order to prepare the specifications and re-tender the roof replacement project.

- In March and April 2007, the specifications were completed and the roof replacement work was tendered to five (5) roofing contractors. Of the five (5) roofing contractors, three (3) roofers submitted bids which ranged from $875,000.00 to $1,280,000.00.

5. RESOLUTIONS FOR CONSIDERATION

a) Resolution "A":

- Of the proposals, the lowest bidder noted that they could not commence the work until late August 2007. Therefore, the Strata Council deemed it pointless to commence the roof replacement work in 2007 and negotiated with the lowest bidder to hold their price until spring 2008 at which time the roof replacement work would be completed. The only change in price might be the change in materials which could increase anywhere from 1%-3%. The total costs for the materials for the project are estimated to be approximately $200,000.00.
- At the June 21st, 2007 Annual General Meeting, the above proposed work was presented to the Owners at Shawnoaks and the resolution was **DEFEATED** by the Owners.
- In November, 2007, RDH was asked to contact Tek Roofing (the lowest bidder). Tek Roofing confirmed that they would still be willing to do the work for relatively the same price and that they can commence the work in April/May 2008.

The Owners were also presented with several photographs of resultant damages in some of the suites from recent roof leaks. At this time, the floor was opened for questions relating to the proposed roof replacement work. All questions were then answered by Mark Will of RDH Building Engineering Ltd. There being no further questions, the ¾ vote Resolution as presented was **MOVED** and **SECONDED** and the floor was opened for discussion. After discussion, the ¾ vote Resolution as presented was put to a vote and it **CARRIED** (45 in favour, 6 opposed, 0 abstentions).

6. TERMINATION OF MEETING

There being no further business, it was **MOVED, SECONDED,** and **CARRIED** to terminate the Special General Meeting at 8:16 P.M.

Respectfully Submitted,

Gus Ramirez, Property Manager
Rancho Management Services (BC) Ltd.
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SECURITY

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