

**SHAWN OAKS
STRATA CORPORATION VR855
5505 - 5585 OAK STREET, VANCOUVER, B.C.**

MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN THE CABANA AT 5505-5585 OAK STREET, VANCOUVER BC, ON TUESDAY, FEBRUARY 12TH, 2008 AT 7:00 P.M.

IN ATTENDANCE

Jane Kim – President

Delton Fallis – Vice President

Teresa Londero – Co-Secretary

Lanie Fajardo – Co-Secretary

Yee Pang

Brian Ferris

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

Gus Ramirez, Strata Agent

Patrick Frechette, Strata Agent

REGRETS

Bill Thompson – Treasurer

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 7:00 p.m.

2. **CARETAKER'S REPORT**

The Resident Caretaker, Viviana, presented her report to the Strata Council pertaining to items that have arisen over the past month:

- On December 6th, 2007, National Air Technology cleaned all the dryer vents in the common laundry rooms;
- On December 10th, 2007, Tree Care Ltd. completed the tree removal/trimming work;
- On December 12th, 2007, Elite Fire Protection Ltd. completed the annual fire testing;
- On January 20th, 2008, Hunter Roofing repaired a roof leak at #8-5555 Oak Street;
- On January 24th, 2008, Pacific West Plumbing was onsite to repair a dripping pipe in the boiler room;
- On January 28th, 2008, Hunter Roofing repaired a roof leak at #6-5575 Oak Street;
- On February 7th, 2008, Hunter Roofing was called to repair a roof leak at #8-5555 Oak Street;
- On February 11th, 2008, Hunter Roofing repaired a roof leak at #6-5575 Oak Street;
- On February 12th, 2008, Hunter Roofing was called to repair a roof leak at #5-5555 Oak Street.

The Strata Council expressed their appreciation to the Resident Manager for all her hard work in helping clear the driveways and walkways during the recent snowfall.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting Minutes of December 4th, 2007. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the Strata Council Meeting Minutes of December 4th, 2007 as presented.

4. **MANAGEMENT REPORT**

a) **Tree Pruning/Removal:**

As per instructions given by the Strata Council at the last Strata Council Meeting, Rancho reported that Tree Care Ltd. has completed the tree pruning/removal work.

b) **Annual Fire Equipment Testing:**

Rancho informed the Strata Council that the Annual Fire Equipment Testing has been completed. Elite Fire Protection Ltd. presented a report to Rancho with minor repairs that needed to be done for a total cost of \$590.00 + G.S.T. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with the necessary repairs as quoted above.

c) **Insurance Claim:**

Rancho provided the Strata Council with an update pertaining to a recent insurance claim that was filed with the Strata's insurance company as a result of water damage from a roof leak. It was noted that some of the restoration work (rot repairs) is not covered by the Strata's policy. After discussion, Council instructed Rancho to obtain three (3) price quotations for the work that will not be covered by insurance.

d) **Roof Leak Repairs:**

A discussion ensued with regards to using another company for any upcoming roof leak repairs. After discussion, Council instructed Rancho on how to proceed with this matter.

5. **GARDENING REPORT**

There was no gardening report presented at this time.

6. **BUILDING/GROUNDS REPORT**

There were no building/grounds report presented at this time.

7. **PUBLIC RELATIONS/ACTIVITIES**

"The Shawnoaks" winter party was held in the Cabana on Sunday, December 30th, 2007. Approximately twenty (20) Residents were present and had a very enjoyable time.

8. **TREASURER'S REPORT**

As the Strata Council's Treasurer, Mr. Bill Thompson was absent, Ms. Jane Kim, the Strata Council President presented to the Strata Council Mr. Thompson's report pertaining to the financial statements for the period ending December 31st, 2007. It was noted that the total cash on hand was \$55,490.00 which included the contingency fund of \$53,411.00.

9. **CORRESPONDENCE**

Owners are encouraged to write to the Strata Council, via Rancho Management Services, on any strata related matter. Correspondence can be placed in the drop box at 5555 Oak Street, mailed to Rancho's office at #701-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, or e-mailed to gramirez@ranchogroup.com.

The following correspondence was received:

- An Owner requesting for authorization to pay the Special Levy in one full installment on June 1st, 2008;
- An Owner inquiring about suite repairs and monthly Strata fees;
- An Owner requesting that the Strata Council coordinate the installation of dryer vents;
- An Owner expressing concern regarding the bathroom plumbing not functioning properly.

After reviewing the correspondence, the Strata Council instructed Rancho on how it wishes to respond.

10. **NEW BUSINESS/BUSINESS ARISING FROM PREVIOUS MEETING MINUTES**

a) **Annual General Meeting Venue:**

The Strata Council discussed the possibility of having the upcoming Annual General Meeting onsite in the Cabana as opposed to the Van Dusen Gardens. After discussion, the Strata Council agreed to use the Cabana as the venue for the upcoming Annual General Meeting.

b) **Lighting in the Courtyard:**

As suggested by an Owner, Rancho presented a quote to the Strata Council to improve the lighting situation in a section of the courtyard. The quote from Mac's Electric Ltd. for this work was \$1,425.00. After discussion, the Strata Council decided to have the hedges in front of the Cabana lights (facing 5545 Oak Street) trimmed in order to determine if this improves the walkway lighting situation. Instructions were given to Rancho accordingly.

c) **Property Manager:**

The Strata Council was informed that sometime in March/April 2008, Patrick Frechette will be the assigned Property Manager for "Shawnoaks".

11. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for Tuesday, March 4th, 2008 at 7:00 p.m. in the Cabana at 5505-5585 Oak Street.

12. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:25 p.m.

Respectfully Submitted,



Gus Ramirez, Strata Agent
Rancho Management Services (BC) Ltd.
#701-1190 Hornby Street, Vancouver, B.C. V6Z 2K5
Phone: 604-684-4508 (**24-HOUR EMERGENCY SERVICES**)
Direct Line: 604-331-4251
Email: gramirez@ranchogroup.com

STRATA FEES/PRE-AUTHORIZED PAYMENT

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 Pre-Authorized Payment (P.A.P.) Program, our preferred payment option, should contact the same number to obtain a form. The P.A.P. Program is a convenient payment method whereby we can debit your account with your monthly strata fees on the first of every month.