

**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, APRIL 8TH, 2008 AT 7:00 P.M.

IN ATTENDANCE

Jane Kim – President

Bill Thompson – Treasurer

Teresa Londero – Co-Secretary

Lanie Fajardo – Co-Secretary

Brian Ferris

Yee Pang

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

Patrick Frechette, Strata Agent

REGRETS

Delton Fallis – Vice President

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 March 6th, 2008, "Care Pest Control" was onsite to remove a dead raccoon in front of the complex;
- On March 11th, 2008, "Cambie Roofing" was onsite to repair a roof leak at #6-5525 Oak Street;
- On March 11th, 2008, "Mac's Electric" was onsite to replace a burnt light bulb on the top corner of 5565 Oak Street;
- On March 14th, 2008, "Pacific West Plumbing" was onsite to wax and seal the toilet bowl at #6-5515 Oak Street which caused a leak in #2-5515 Oak Street.
- On March 17th, 2008, "Latham's" was onsite for the semi-annual heating equipment maintenance.
- On March 25th, 2008, "Pacific West Plumbing" was onsite to double seal the toilet bowl at #6-5515 Oak Street due to another leak;
- On April 1st and April 2nd, 2008, "Pacific West Plumbing" was onsite to clean the building's vertical drains;
- On April 7th, 2008, "Cambie Roofing" was onsite to repair a roof leak at the breezeway of 5585 Oak Street.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting Minutes of March 4th, 2008. There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the Strata Council Meeting Minutes of March 4th, 2008 as presented.

4. **MANAGEMENT REPORT**

a) **Annual Fire Equipment Testing:**

As per instructions given by the Strata Council at the last Strata Council Meeting, Rancho reported that the minor repairs have now been completed by Elite Fire Protection Ltd.

b) **Roof Repairs/Roof Replacement:**

The Strata Agent informed the Strata Council that the roof replacement project is still on schedule for early May 2008.

c) **Insurance Claim (Wall Repairs):**

The Strata Agent presented a second quote, this one from CNA Construction Co. for the exterior wall repairs that are needed at 5565 Oak Street. The quote was for \$18,338.40. After discussion, the Strata Council agreed to **TABLE** this item until after the roof replacement project has been completed.

d) **Damaged Fence:**

As per instructions given by the Strata Council at the last Strata Council Meeting, the Strata Agent had the damaged fence on the north side of the building repaired. Further, the Strata Agent requested a proposal from Nikls for replacing a whole section of the fence on that side of the complex. After discussion, the Strata Council requested more information be provided by Nikls and decided to **TABLE** the item until the next meeting.

e) **Latham's Preventative Maintenance Report:**

The Strata Agent presented to the Strata Council a report from Latham's regarding a schedule of preventative maintenance service that was conducted on the complex. The report noted that a maintenance item (the pool boiler) needs attention. After discussion, the Strata Council instructed Rancho to proceed with addressing the maintenance item.

f) **Horizontal and Vertical Drain Line Cleaning:**

The Strata Agent informed the Strata Council that the cleaning of the horizontal and vertical drain line is underway and that it will be completed by April 16, 2008.

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 Strata Council discussed the upcoming Annual General Meeting scheduled for sometime towards the end of May 2008. A discussion ensued regarding the location for the Annual General Meeting. After discussion, the Strata Council decided that Van Dusen Botanical Gardens will be the venue for the upcoming Annual General Meeting.

8. **TREASURER'S REPORT**

The Strata Council's Treasurer, Mr. Bill Thompson presented to the Strata Council a report pertaining to the financial statements for the period ending February 29th, 2008. It was noted that the total cash on hand was \$47,312.00 which included the contingency fund of \$46,543.00.

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 pfrechette@ranchogroup.com.

The following correspondence was received:

- An Owner reporting improper disposal of newspapers;
- An Owner writing in regards to the trimming of branches that are hanging over their balcony;
- An Owner expressing concern regarding a damaged overhang above 5505 Oak Street;
- An Owner suggesting maintenance items that need to be done around the complex;
- An Owner requesting for an extension for the payment of the roof repairs Special Levy;
- An Owner reporting a damaged garage entrance sign;
- An Owner asking about fitness equipment in the Cabana.

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) **Recycling:**

The Strata Council would like to remind all Owners that recycling items should be disposed of accordingly in the appropriate bins.

b) **Sewage grates:**

A Strata Council Member brought to the attention of the Strata Agent that there continues to be problems with the sewage grates around the complex. After discussion, the Strata Council instructed the Strata Agent to contact Pacific West Plumbing and the City of Vancouver regarding that issue.

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

c) **Electric outlets in the Cabana**

It was brought to Council's attention that some of the electrical outlets in the Cabana are not functioning. After discussion, the Strata Council instructed the Property Manager to get the outlets replaced.

d) **Pots on Balconies:**

The Strata Council addressed their concerns with regards to Owners on the 2nd floor units having pots on top of the railings of their balconies. Pots which are not secure have the potential to fall onto the lower units and could cause damage and or injury. Also, pots without the bottom dishes cause wood rot and damage the balconies. Therefore, because of these reasons, it is requested that Owners take down the pots and make use of secure planters only.

e) **Loose Railing at 5555 Oak St.:**

A Strata Council Member reported that a railing at the 5555 Oak Street is loose. After discussion, the Strata Council instructed the Strata Agent to have the railing fixed.

f) **Loose Stairs at 5515 Oak St.:**

A Strata Council Member reported that one of the steps on the stairwell of 5515 Oak Street is loose. After discussion, the Strata Council instructed the Strata Agent to have it fixed.

11. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for Tuesday, May 6th, 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 9:05 p.m.

Respectfully Submitted,



Patrick Frechette, 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: 604-331-4262
Email: pfrechette@ranchogroup.com

INSURANCE

Strata Corporation wishes to remind all residents that while the building and strata lot are adequately insured, owners should ensure that they have current insurance coverage in place for their personal contents (in your suite, storage room and parking garage), for any changes which have been made to your unit and personal liability coverage for the tenant or unit owner. For more information, please contact your insurance agent as to personal coverage required.