

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, MAY 6TH, 2008 AT 7:00 P.M.

IN ATTENDANCE

Jane Kim – President

Bill Thompson – Treasurer

Teresa Londero – Co-Secretary

Delton Fallis – Vice President

Lanie Fajardo – Co-Secretary

Brian Ferris

Yee Pang

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

Patrick Frechette, Strata Agent

REGRETS

none

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 April 8th, 2008, "Pacific West Plumbing" was onsite to hydro-jet the drain lines;
- On April 8th, 2008, "A-Pro Locksmiths" fixed the lock at 5545;
- On April 16th, 2008, "Care Pest Control" was onsite to check for skunk activity under the patio of #2-5525;
- On April 16th, 2008, "Pacific West Plumbing" was onsite to hydro-jet the rest of drain lines;
- On April 16th, 2008, "Pacific West Plumbing" temporarily fixed a pipe leak in the boiler room;
- On April 18th, 2008, "Lathams" was onsite for pool boiler maintenance;
- On April 18th, 2008, "Pacific West Plumbing" completed the boiler work;
- On April 18th, 2008, "Coinomatic" repaired a washing machine at 5515;
- On April 22nd, 2008, "Care Pest Control" was onsite again to check for skunk activity under the patio of #2-5525.
- On April 24th, 2008, "Max Electric" checked all the cabana plugs and replaced two outdoor plugs.
- On April 24th, 2008, "Pacific West Plumbing" permanently fixed the pipe leak in the boiler room and replace a broken toilet bowl in the cabana;
- On April 28th, 2008, "Pacific West Plumbing" unplugged a drain at #3-5545;
- On April 29th, 2008, "Pacific West Plumbing" fixed a toilet bowl (rubber broken) at the laundry room at 5515;

2. **CARETAKER'S REPORT CONT'D:**

- On May 1st, 2008 "Key Restoration" repaired the rail at 5555 and temporarily fixed the bottom stair at 5515;
- On May 5th, 2008 "Elite Fire Protection" did full sprinkler trip test. The accelerator failed and it will be repaired.

3. **APPROVAL OF PREVIOUS MEETING MINUTES:**

The Strata Council reviewed the Strata Council Meeting Minutes of April 8th, 2008. There being no errors or omissions, it was **MOVED, SECONDED**, and **CARRIED** to approve the Strata Council Meeting Minutes of April 8th, 2008 as presented.

4. **MANAGEMENT REPORT:**

a) **Roof Repair/Roof Replacement:**

The Strata Agent informed the Strata Council that a meeting between Tek Roofing and RDH Engineering had occurred on April 30th, 2008. The Strata Agent and a member of Council attended the meeting. That same day, Tek Roofing had started their set up of the sites and as of today the work has started and is well underway. The Strata Agent gave Council a copy of the meeting minutes between Tek Roofing and RDH Engineering and copies of the contract for the Council to review and sign. After discussion, the Strata Council decided that they will need more time to review all the documents.

b) **Damaged Fence Replacement:**

As per instruction given by Strata Council at the last Council meeting, the Strata Agent gathered more information regarding the quotes from Nikls. After discussion, Strata Council decided that since Tek Roofing will be putting down the same section of the fence for access to the site that the item should be tabled until the roof replacement work has been completed.

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

The Strata Agent reported to the Strata Council that as instructed Latham's has conducted the maintenance of the pool boilers.

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

The Strata Agent reported to the Strata Council that the cleaning of the horizontal and vertical drain lines has now been completed.

e) **Common Area Drain Grates:**

The Strata Agent informed the Strata Council that we are still waiting for a quote from Pacific West Plumbing regarding the cleaning of the common area drain grates. After discussion, the Strata Council informed the Strata Agent to also request a second quote from a different plumbing company, Roto-Rooter.

4. **MANAGEMENT REPORT CONT'D:**

f) **Electric Outlets in the Cabana:**

As instructed by Strata Council at the last meeting, the Strata Agent had an electrician on site to review all the cabana electrical outlets. After inspection, the two exterior outlets were found to be damaged and were replaced.

g) **Pots on Balconies:**

The Strata Agent reported to the Strata Council that one of the items that came up at the meeting between Tek Roofing and RDH Engineering was that a number of unsecure plant pots on second floor balcony railings were potential safety issues. The Strata Agent acted promptly and issued memo's to the Owners requesting them have the pots removed.

h) **Loose Railings at 5555 Oak Street:**

As instructed by the Strata Council the Strata Agent reported that the loose railing at 5555 Oak Street has been repaired.

i) **Loose Stairs at 5515 Oak Street:**

The Strata Agent informed the Strata Council that the loose step in one of the stairwells at 5515 Oak Street has been fixed; however, the repair is only temporary and proper work by a company specializing in metal and welding would be needed. After discussion, Strata Council instructed the Strata Agent to proceed to getting a metal work company to come on site and assess the damage to the stairs.

j) **Skunk Problem:**

The Strata Agent submitted to the Strata Council a quote from Care-Pest Control regarding the skunk problems that has been ongoing at Shawnoaks. After discussion, the Strata Council decided that the work proposed by Care-Pest Control would only be a temporary solution and that we should be contacting AAA Wildlife to find out if they could propose a permanent solution for the removal of the skunks.

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:**

It was brought to the attention of the Strata Council that the father of a member of the Council, Vice-President Delton Fallis, has recently passed away. On behalf of all the Owners and Residents, Council would like to offer our sympathy to Delton and his family. Also, recently we had two of our Residents in the complex pass away, Lou Levey from suite 1-5535 and Molly Sinke who use to reside in suite 3-5565 Oak Street. On behalf of the Strata Council and all the Owners and Residents of Shawnoaks, we would like to offer our

7. **PUBLIC RELATIONS/ACTIVITIES CONT'D:**

sympathy to Lou and Molly's families.

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 March 31st, 2008. It was noted that the total cash on hand was \$51,433.00 which included the contingency fund of \$47,582.00. The Treasurer also presented the 2008/2009 operating budget to be presented at the upcoming AGM.

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 requesting for an extension for the payment of the roof repairs Special Levy;
- An Owner reporting skunk activity/problems at her suite;
- An Owner requesting for a sign to be moved and for some of the trees to be pruned;
- An Owner requesting for some trees to be pruned and assignment of parking;

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) **In suite items attached to the wall:**

The Strata Council would like to inform the Residents that potential vibrations coming from the roof work may cause the items hanging on your walls to fall. Please be aware of the risk and remove any valuable items from your wall.

b) **Irrigation system:**

It has been brought to the attention of Council that the irrigation system may be at risk of damages during the roof remediation project. After discussion the Strata Council instructed the Strata Agent to bring the problem to the attention of RDH and City Irrigation.

11. **NEXT MEETING:**

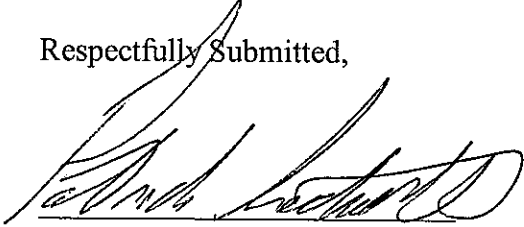
The next meeting will be a Strata Council Meeting and has been scheduled for Tuesday, June 3rd, 2008 at 7:00 p.m. in the Cabana at 5505-5585 Oak Street.

Strata Council Meeting
Held on Tuesday, May 6th, 2008

12. **TERMINATION OF MEETING:**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 9:20 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

RANCHO'S INTERNET SITE

Rancho's website has been updated with lots of new features. We invite you to check us out at <http://www.ranchovan.com>. Any questions and comments can be forwarded to us by email at: pmgr@ranchogroup.com, or by calling us at: (604) 684-4508.