

**SHAWNOAKS  
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, NOVEMBER 4<sup>TH</sup>, 2008 AT 7:00 P.M.**

---

**IN ATTENDANCE**

Delton Fallis – Vice President  
Teresa Londero – Co-Secretary

Bill Thompson – Treasurer  
Jane Kim

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

Patrick Frechette, Strata Agent

**REGRETS**

Brian Ferris – President

Lanie Fajardo – Co-Secretary

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 7:02 p.m.

2. **CARETAKER'S REPORT**

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

- On October 15<sup>th</sup>, 2008 (Maintenance Day), "Care Pest Control" installed a black box with rat poison on the south side of 5505. The technician also checked for wasp nests around #5-5515. He found none;
- On October 21<sup>st</sup>, 2008, "Coinomatic" repaired a dryer at 5515;
- On October 28<sup>th</sup>, 2008, "Care Pest Control" was onsite to check for skunk activity under the patio of #1-5505. A quotation for covering the hole he found will follow.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

It was **MOVED, SECONDED** and **CARRIED** to approve the October 7<sup>th</sup>, 2008 Strata Council Meeting Minutes as presented.

4. **MANAGEMENT REPORT**

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

The Strata Agent provided to the Strata Council the latest report regarding the progress of the roof replacement.

b) **Damage to Building Grounds Due to the Roofers:**

The Strata Agent presented to the Strata Council a report from Ravensbergen Lawn & Garden pertaining to damages caused to the lawn due to the roof replacement. After discussion, the Strata Council instructed the Strata Agent to authorize the repairs.

4. **MANAGEMENT REPORT CONT'D**

c) **Damage to Suites Allegedly due to Roofers:**

The Strata Agent presented a report to Strata Council regarding damages to suites that could be due to the action of TEK Roofing. After discussion, the Strata Council instructed the Strata Agent to set up a meeting with RDH and TEK Roofing to discuss the matter.

d) **Quote from Care Pest Control:**

The Strata Agent presented to Strata Council a quote from Care Pest Control regarding skunk activity on the property. After discussion, the Strata Council instructed the Strata Agent to gather more information on past work completed by Care Pest Control that should have remedied the problem.

e) **Reviewed Insurance Appraisal:**

The provider of the insurance policy for Shawnoaks, the Cooperators, has reported to Rancho Management that the updated appraisal came in lower than the currently insured limit. As such, the premium has been adjusted accordingly and a refund of approx \$1,800 will soon be sent to the Strata Corporation c/o Rancho Management.

f) **Exterior Wall Repair at 6-5565 Oak Street:**

The Strata Agent provided Strata Council with an update on the exterior wall repair at suite 6-5565 Oak Street. Mr. Clive Himsworth, the owner of 6-5565, attended the discussion. So far, only one (1) quote has been submitted. After discussion, the Strata Council instructed the Strata Agent to gather more quotes for the next meeting. Mr. Himsworth was then excused from the meeting.

5. **GARDENING REPORT:**

There was no gardening report at this time.

6. **BUILDING/GROUNDS REPORT:**

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

7. **PUBLIC RELATIONS/ACTIVITIES:**

The Council would like to inform the Owners that at this time, there are three (3) suites up for sale.

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 September 30<sup>th</sup>, 2008. It was noted that the total cash on hand was \$53,221.00 which included the contingency fund of 52,660.00.

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 advising the Council of his intentions to do some renovations in his unit;
- An Owner seeking a refund for the replacement of their glass sliding patio door;
- An Owner requesting a refund for the cost of repairing the lawn around their patio area;
- An Owner requesting that Council proceeds with the repairs of her unit;
- An Owner requesting authorization to install a gas line to their unit.

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) **Owner's Taking Matters in their Own Hands:**

A Council member shared his concerns about Owners taking matters in their own hands and going ahead with some repair or replacement without prior authorization from the Strata Council. After discussion, the Strata Council would like to remind all Owners that any issue related to common property has to be brought to the Strata Council in writing. The Strata Council is the only body with the authority to approve and proceed with any work done on common property. The Strata Council will not refund the cost of repairs or replacements for any work that should have been completed with the Strata Council approval.

b) **Donations:**

The Strata Council would like to inform all residents who wish to donate household items that donations are from now until January 15<sup>th</sup>, 2009 in parking stall no. 16. Please leave the items against the wall.

c) **Log Book:**

Following a few concerns from the Strata Council that some trades have spent an unreasonable amount of hours dealing with a few issues, a decision was made to implement a log book for the caretaker in order to keep track of the trades on site and for how long.

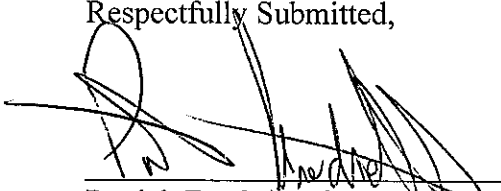
11. **NEXT MEETING:**

The next meeting will be a Strata Council Meeting and has been scheduled for Tuesday, December 2<sup>nd</sup>, 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 8:40 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](mailto:pfrechette@ranchogroup.com)

**HOLIDAY GREETINGS**

**At this time, Rancho Management Services would like to wish everyone the best of the  
Holiday Season!**

**Please note that during the Christmas Holidays and the New Year period, any emergency  
situations can be handled by contact Rancho's 24 hour emergency number at 604-684-4508.**

**RANCHO'S CHRISTMAS HOURS**

<b>FRIDAY, DECEMBER 12</b>	<b>CLOSED AT 1:00 PM</b>
<b>WEDNESDAY, DECEMBER 24</b>	<b>CLOSED AT 3:00 PM</b>
<b>THURSDAY, DECEMBER 25</b>	<b>CLOSED</b>
<b>FRIDAY, DECEMBER 26</b>	<b>CLOSED</b>
<b>WEDNESDAY, DECEMBER 31</b>	<b>CLOSED AT 3:00 PM</b>
<b>THURSDAY, JANUARY 1</b>	<b>CLOSED</b>