

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

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN
UNIT #2 AT 5545 OAK STREET, VANCOUVER BC, ON TUESDAY, FEBRUARY 3RD, 2009
AT 7:00 P.M.**

IN ATTENDANCE

Brian Ferris – President
Delton Fallis – Vice President
Jane Kim

Lanie Fajardo – Co-Secretary
Teresa Londero – Co-Secretary

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

Patrick Frechette, Strata Agent

REGRETS

Bill Thomspson - 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 a report to the Strata Council pertaining to items that have arisen over the past month:

- On December 9th, 2008, the firefighters came for a false alarm caused by somebody who accidentally pulled the fire alarm because the lights were out in the halls of 5575-5585 building and parking. In addition, the exit and emergency lights were off at the time. (all of these lights are controlled by the same electric panel.) "Mac's Electric" has since fixed it.
- On December 17th, 2008, "Care Pest Control" installed a screen under #1-5505 patio to cover a skunk hole.
- On December 18th, 2008, "Mac's Electric" replaced 2 lights on the top corners of 5515 and 5575.
- On December 22nd, 2008, "Latham's" was onsite to fix the heating system at 5505.
- On January 7th, 2009, "Coinomatic" fixed a dryer at 5525.
- On January 14th, 2009, "National Air Technology" cleaned all 6 laundry room vents.
- On January 16th, 2009, "Latham's" repaired the cabana heating system and a 3 way mixing valve above parking stall 85.
- On January 29th, 2009, "Milani" unplugged the bathroom sink drain in #5-5515.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

It was **MOVED**, **SECONDED** and **CARRIED** to approve the December 2nd, 2008 Strata Council Meeting Minutes as presented.

4. **MANAGEMENT REPORT**

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

Following the request from RDH and TEK Roofing to meet with Rancho to discuss unforeseen issues with the roof of the Cabana. A meeting was setup, which was attended by the Strata Agent, Brian Ferris and Delton Fallis (from Council), RDH and TEK Roofing. RDH explained that there is damage to the structure of the Cabana that would need to be remediated before TEK Roofing can complete the roof replacement on the building. It was agreed at that meeting that RDH would prepare a report on the extent of the damages to be reviewed by the Strata Council. At the meeting the Strata Agent presented the Strata Council with the report prepared by RDH. After discussion, the Strata Council agreed that a Special General Meeting will be called shortly to discuss the matter with the owners.

b) **Envelope Repair at 6-5565:**

The Strata Agent updated the Strata Council on the progress of the exterior wall repair at 6-5565.

c) **Hot Water Boiler Maintenance:**

As instructed at the last meeting by the Strata Council, the Strata Agent presented a quote from Milani Plumbing to service the heat exchanger on the domestic hot water boiler. After discussion, the Strata Council decided to approve the quote.

d) **Donations of Household Items**

The Strata Council would like to thank all the Residents who have chosen to donate household items. After discussion, the Strata Council decided that Developmental Disabilities Association would be the recipient of all the household items donated this year.

e) **Upgrade of Exit Lights with LED's:**

The Strata Agent presented a quote from Mac's Electrics pertaining to replacing all existing exit signs throughout the complex with new LED lights. After discussion, the Strata Council instructed the Strata Agent to gather more information on the potential amount of energy savings that the upgrade would provide.

f) **Common Area Lighting:**

The Strata Agent reported to the Strata Council that the pathway lights in front of 5575 and 5585 have been out for some time. An electrician was brought on site to troubleshoot, but the problem is recurrent and due to the weather conditions, it was not possible to do any further investigations at that time. After discussion, the Strata Council instructed the Strata Agent to proceed with finding the source of the problem and proceed with the repairs as needed.

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:**

There are three (3) units for sale in the complex.

8. **TREASURER'S REPORT:**

In the absence of the Strata Council's Treasurer, Ms. Jane Kim presented to the Strata Council a report pertaining to the financial statements for the period ending December 31st, 2008. It was noted that the total cash on hand was \$56,753 which included the contingency fund of \$55,987.

9. **CORRESPONDENCE:**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Correspondence can be placed in the drop box at 5555 Oak Street, sent to Rancho's office at #701 - 1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to pfrechette@ranchogroup.com.

The following correspondence was received:

- An owner sharing their concerns about the lights that are not working in front of 5575 and 5585.
- An owner requesting reconsideration of their original request.
- An owner sharing their ideas on building maintenance

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) **Swimming Pool Maintenance:**

Following reports last year that the swimming pool will be in need of repairs and that the pool heater will need to be replaced, the Strata Council requested that the Strata Agent gather quotes for the repairs and maintenance of the pool.

11. **NEXT MEETING:**

The next meeting will be a Strata Council Meeting and has been scheduled for Tuesday March 3rd, 2009 at 7:00 p.m.

12. **TERMINATION OF MEETING:**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 9 p.m.

Respectfully Submitted,



Patrick Frechette, Strata Agent
Rancho Management Services (BC) Ltd.
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Direct Line: 604-331-4262
Email: pfrechette@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: 604 331-4258. 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.