

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

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN  
UNIT 6 – 5535 OAK STREET, VANCOUVER, B.C., ON TUESDAY, JULY 7<sup>TH</sup>, 2009 AT 7:00  
P.M.**

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**IN ATTENDANCE**

**Brian Ferris  
Delton Fallis  
Teresa Londero**

**Frank Bernstein  
Jane Kim  
Bill Thompson**

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

**Patrick Frechette, *Strata Agent***

**Mike Elliott, *Strata Agent***

**1. ELECTION OF OFFICERS**

As the first order of business after an Annual General Meeting, the election of officers was nominated to the following positions:

- **Brian Ferris, *President***
- **Delton Fallis, *Vice President***
- **Jane Kim, *Treasurer***
- **Teresa Londero, *Secretary***

As it turned out, a resident who was nominated could not serve on council. Therefore, a position became available and Mr. Bill Thompson has decided to return and offer his assistance.

**2. CALL TO ORDER**

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

**3. CARETAKER'S REPORT**

The Resident Caretaker, Viviana, presented a report to Strata Council.

- **June 22, 2009** – “TREE CARE LTD.” trimmed trees around the complex.
- **June 25, 2009** – Mr. Cam Brister picked up all the donations and junk from the parking lot.

3. **CARETAKER’S REPORT – CONT’D**

- **June 26, 2009** – “CARE PEST CONTROL” was onsite to spray a wasp nest located between #5-5545 and #8-5555.
- **June 27<sup>th</sup>, 2009** – A break-in occurred at 5515 laundry room and the lock was damaged. It was replaced by “A-PRO LOCKSMITH” on June 29<sup>th</sup>.
- **June 30, 2009** – “VANCOUVER COASTAL HEALTH” inspected the swimming pool.
- **July 1<sup>st</sup>, 2009** – “A-PRO LOCKSMITH” replaced a broken lock at the west swimming pool gate.

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

In vetting through the meeting minutes of May 5<sup>th</sup>, 2009, an error was noted. Section 10(b) should have read “parking exit signs” instead of “*parking exit lights*”.

There were no further errors or omissions, it was **MOVED, SECONDED, and CARRIED** to adopt the previous meeting minutes as amended.

It was also **MOVED, SECONDED and CARRIED** to adopt previous meeting minutes of June 2<sup>nd</sup>, 2009 as presented.

5. **MANAGEMENT REPORT**

a) **Roof Replacement/Remediation of the Cabana:**

As Council would be meeting with the newly formed Cabana Committee, it was decided to table discussion on this issue until the meeting has taken place.

b) **Swimming Pool Maintenance:**

The Strata Agent reported to the Council that the pool heater has been replaced and that the damaged area of the pool floor has been repaired. However, a report was received from the Vancouver Coastal Health stating that the pool requires automatic disinfection equipment as well as automatic flow reader. The Strata Agent has obtained a quote for this work and was advised to proceed from the Strata Council.

c) **Dryer Vent Cleaning:**

As the dryer vents are due for cleaning, the Council has advised the Strata Agent to have this work scheduled. It was noted that some owners have installed washer/dryers in their units and a price will be obtained to have these vents cleaned as well.

6. **GARDENING REPORT**

It was mentioned that the landscaping by the pool as well as around the “Shawnoaks” sign was looking quite shabby and it was decided to contact two (2) residents who have shown interest in the past with the gardening to obtain their opinion on how to enhance this area.

7. **BUILDING/GROUNDS REPORT**

There were no building/grounds reports presented at this time. The recent repairs to the cracks on the concrete sidewalk were substandard and the contractor who performed the work will be coming back to make the necessary repairs.

8. **PUBLIC RELATIONS/ACTIVITIES**

The “Shawnoaks” summer potluck will be hosted sometime in August. Notices of such event will soon be posted up in the breezeways.

9. **TREASURER’S REPORT**

Mr. Bill Thompson, the treasurer of the last fiscal period presented to the Council a report pertaining to the financial statements for the period ending May 31<sup>st</sup>, 2009. Jane Kim will be taking over as the Treasurer and Mr. Thompson will be offering his past experience as the assistant Treasurer.

It was noted that the total cash on-hand was \$62,960, which included the Contingency Fund of \$59,994. It was also noted that there was \$129,000 left in the roofing fund with \$31,500 being held back for the cabana and \$11,500 being held back for Key Restorations, leaving \$86,000 left in this account.

These funds will be returned to Residents with the following breakdowns:

<b><u>Unit</u></b>	<b><u>Amount</u></b>
1 bedroom	\$961
2 bedroom	\$1,310
3 bedroom	\$1,660

It was noted that there were two (2) owners in arrears and will not receive returns but rather the funds will be used towards their arrears.

10. **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 [melliott@ranchogroup.com](mailto:melliott@ranchogroup.com).

10. **CORRESPONDENCE – CONT'D**

Correspondences were received from Owners.

- A request for an exemption to the rental bylaws by way of financial reasons.
- A request to install a satellite dish on a balcony.
- A request to have tree branches outside of a living room window trimmed.
- A letter from an Owner concerning rotting wood coming loose from their balcony roof.

Council instructed the Strata Agent on how to respond.

11. **NEW BUSINESS**

a) **Laundry Room Break-Ins:**

The laundry rooms were recently broken into and it was decided that a sign should be installed on each door advising that no cash is used in the washing machine or left on the premises.

b) **Recycling:**

It was noted that plastic bags have been observed left in the blue recycling bins and residents are reminded that the bags should be separated. It was also noted that junk and large items are being left in the garbage room. Residences are reminded that all non-household garbage is to be disposed of off site at the owners' expense.

c) **Chimney Cleaning:**

It was noted that the chimneys in some of the units are due for cleaning and the Strata Agent was advised to obtain quotes for this work.

d) **Resident Manager's Hours:**

Residents are reminded that the Resident Manager's hours are Monday to Friday, 9:00 am to 5:00 pm and that the Manager should only be contacted after hours for building emergencies.

12. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and it has been scheduled for August 4<sup>th</sup>, 2009 at 7:00 p.m. and will be held in Unit 6-5535 Oak Street, Vancouver, BC.

13. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:30 p.m.

Respectfully Submitted,



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Michael Elliott, 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: 604-331-4280  
Email: mellott@ranchogroup.com

### RANCHO'S INTERNET SITE

Rancho's website contains lots of features such as accessing minutes and bylaws online. We invite you to check us out at <http://www.ranchovan.com>. The log in for Shawnoaks is VR855, and the password is shawnoaks5087. Any questions and comments can be forwarded to us by email at: [pmgr@ranchogroup.com](mailto:pmgr@ranchogroup.com) or by calling us at: (604) 684-4508.