

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

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN
UNIT 6 – 5535 OAK STREET, VANCOUVER, B.C., ON TUESDAY, SEPTEMBER 8, 2009
AT 7:00 P.M.**

IN ATTENDANCE

Brian Ferris, *President*
Jane Kim, *Treasurer*
Frank Bernstein

Delton Fallis, *Vice President*
Teresa Londero, *Secretary*

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

Mike Elliott, *Strata Agent*

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 7:05 p.m.

2. **CARETAKER'S REPORT**

The resident caretaker, Viviana, presented a report to the Strata Council.

- On August 21st, 2009, National Air Technology fixed a vent box at 5575 laundry room.
- On August 27th, 2009, Latham's was onsite for the biannual preventative maintenance of the heating system.
- On September 2nd, 2009, Care Pest Control was onsite to remove a wasp nest located outside #7-5545.
- On September 4th, 2009, "Milani" fixed a shut-off hot water valve.
- On September 6th, 2009, there was a break-in in the underground parking lot. The entrance gate was forced open by cutting its chain and a car was broken into. The police incident number is 09-159219. "Overhead Door" fixed the gate on the same day.

<p>A set of keys were found in the laundry room at 5515 with no contact number. Please contact Resident Caretaker, Vivianna Boicu at (604) 604-322-0169 for possession.</p>
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3. **APPROVAL OF PREVIOUS MEETING MINUTES**

There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to adopt the previous meeting minutes of August 4th, 2009.

4. **MANAGEMENT REPORT**

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

Council reviewed a new proposal for the remediation work of the Cabana. However, there were some details that needed to be clarified, and Council decided to follow up with the Contractor in regards to this.

b) **Flashing Parkade:**

Council was presented with a second quote to repair the flashing in the underground parkade as many pieces have rusted and leaks are beginning to form. However, as this was not put in the budget and there are currently other issues that need to be addressed first, it was decided to table the repairs of the flashing in the parkade. The Strata Agent was also advised by the Council to clarify the details regarding the second quote obtained.

c) **Roof Cladding:**

At the previous Council Meeting, the Strata Agent was advised to clarify with the contractor in regards to whether the quote for the cladding of the roof overhang included the corner gables. The Strata Agent advised that this price did not include this and represented the additional quote to the Council. It was decided that this is not currently budgeted for the year but will be taken into consideration when preparing the budget for the next fiscal year. The Strata Agent was also advised to obtain a price to have the wood gables painted, as an option, instead of having the flashing installed.

d) **Chimney Cleaning:**

It was decided to table the cleaning of the in-suite chimneys until some of the larger projects have taken place in order to ensure that there were sufficient funds in the budget to cover this project.

e) **Balcony Repairs:**

A second quote was obtained for repairs of various balconies with damage. As the price for the second quote was much higher than the first, it was decided to approve the original quote obtained and have this work performed.

5. **GARDENING REPORT**

Frank Bernstein of the gardening committee gave a brief report on the landscaping around the building and made various suggestions to the Council. It was decided that the Council would meet with the landscaper to see if this work would be performed at no extra cost as per the landscaping contract.

6. **BUILDING/GROUNDS REPORT**

a) **Compost Area:**

It was noted that the compost area has become untidy and was decided that a sign should be made up advising residents which bins are full and what bins should be used.

b) **Pool Closing:**

Residents are reminded that the pool will be closed for the winter season beginning September 21st.

7. **PUBLIC RELATIONS/ACTIVITIES**

Congratulations to Lanie and her family on the arrival of their new baby boy Lucas

8. **TREASURER’S REPORT**

Ms. Jane Kim, the treasurer, presented to the Council a report pertaining to the financial statements for the period ending July 31st, 2009.

It was noted that the total cash on-hand was \$57, 508.00 which included the Contingency Fund of \$56, 682.00. Ms. Kim then briefly went over the expenses for the past month.

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 melliott@ranchogroup.com.

Correspondences were received from Owners.

- An explanation from an Owner as to why they should receive payment from an outstanding invoice for work performed in their suite.
- A request from an Owner to have a rotten wood corner in their balcony repaired.
- Three (3) requests from Owners to have trees/bushes trimmed.

Council instructed the Strata Agent on how to respond.

10. **NEW BUSINESS**

a) **Owners’ List:**

The Council asked the Strata Agent to forward a copy of the Owners’ list with up-to-date phone numbers in case of emergencies.

b) **Welcome Package:**

The Strata Agent provided the welcome package to the Council to look over and update and forward back to Rancho.

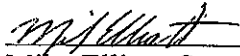
11. **NEXT MEETING**

The next Strata Council Meeting has been scheduled for **October 6th, 2009** at **7:00 p.m.** and will be held in Unit 6-5535 Oak Street, Vancouver, BC.

12. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 9:10 p.m.

Respectfully Submitted,



Mike 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** or by calling us at: (604) 684-4508.