

**SHAWNOAKS
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, DECEMBER 1ST, 2009 AT 7:00 P.M.**

IN ATTENDANCE

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

Jane Kim, *Treasurer*
Gary Boras
Frank Bernstein

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 7:00 p.m.

2. CARETAKER'S REPORT

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

- November 6th, 2009 – “COINAMATIC” fixed a washing machine at 5525.
- November 10th, 2009 – “OVERHEAD DOOR” installed a metallic mesh on the parking entrance gate.
- November 13th, 2009 – “MAC’S ELECTRIC” was onsite to inspect unit #3-5535 for moisture with a thermo camera.
- November 16th, 2009 – “KEY RESTORATION” was onsite to fix the back fence, decks, and balcony railings which needed repair.
- November 19th, 2009 – there was a break-in at the;
 - 5565 laundry and locker room area – police incident no:09-204946
 - 5505 storage room area – police incident no: 09-204948
- November 20th, 2009 – “A-PRO” fixed all the broken locks at 5505 and 5565
- November 28th, 2009 – there was a break-in at the;
 - 5535 locker room area
 - Garbage ramp gate – police incident no: 09-210395
- November 30th, 2009 – “A-PRO” fixed the broken lock at 5535 and replaced the cut padlock from the gate.

3. APPROVAL OF PREVIOUS MEETING MINUTES

There being no errors and omissions, it was **MOVED, SECONDED**, and **CARRIED** to adopt the previous meeting minutes of November 3rd, 2009 as presented.

4. MANAGEMENT REPORT

a) Roof Replacement/Remediation of the Cabana:

As per a request at the previous Council Meeting, Council was presented with a revised quote from SCOTT POSNO DESIGN in regards to the remediation of the Cabana. After discussion and comparison of this proposal to the previous ones received, it was decided to call for a Special General Meeting (SGM) in order to request funds from the Owners to cover the cost for this project. Notices will be mailed to all Owners, with the goal of scheduling for January, 2010, as per the provisions of the *Strata Property Act*.

4. **MANAGEMENT REPORT – CONT'D**

b) **Tabled items:**

The TABLED items were discussed.

c) **Drain Line Cleaning:**

Council was presented with three (3) quotations to have the drains around the building cleaned. After reviewing these quotes, it was it was **MOVED, SECONDED, and CARRIED** to retain RAMOS VAC TRUCK SERVICE to have this work performed.

d) **Laundry Rooms:**

It was noted that the newly supplied washers and dryers have been having issues with the timers and one machine was observed to be leaking. The Strata Agent was advised to write a letter to the contractor who provides these machines as well as a follow up phone call to settle this issue.

5. **GARDENING REPORT**

It was noted that a large branch has fallen off onto the Cabana. The Gardening Committee will be meeting with the tree trimming company this week to discuss trimming of trees and will be asked to remove the branch.

6. **BUILDING/GROUNDS REPORT**

a) **Security:**

It was noted that the number of break-ins happening to the storage lockers has been increasing and the Strata Agent was advised to contact a locksmith in order to obtain pricing to upgrade the locks around the buildings.

It was also noted that the common area storage lockers are becoming cluttered and Council would like to have these areas cleaned up. Owners must label their items with their unit numbers by **January 15, 2009**, as any items not labeled showing Ownership will be removed by Council.

7. **PUBLIC RELATIONS/ACTIVITIES**

Council would like to welcome the following new Owners to “Shawnoaks”;

- 5-5575 Breanne Hartley
- 6-5565 Timothy VanBraaden
- 1-5535 Andrew Chow
- 5-5505 Christopher Lau

8. **TREASURER'S REPORT**

Ms. Jane Kim, the Treasurer, presented Council with reports pertaining to the financial statements for October 31st, 2009. It was noted that the total cash on hand was \$66,567 which included the contingency fund of \$59,694. It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending October 31st, 2009 as presented.

9. **NEW BUSINESS**

a) **Gutter:**

It was noted that there may be an issue with a gutter down pipe not working and the Strata Agent was advised to contact TEK ROOFING in order to see if this is an issue with the newly installed roof. The caretaker will also be contacted in order to clean up the leaves on the roof.

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.

11. **NEXT MEETING**

The next meeting is a **Special General Meeting** for all of the Owners and will be scheduled for **late January**.

Notices will be mailed to all Owners in accordance with the provision of the *Strata Property Act*.

12. **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,



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: melliott@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 contacting Rancho's 24 hour emergency number.

RANCHO'S CHRISTMAS HOURS

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|------------------------------|--------------------------|
| FRIDAY, DECEMBER 11 | CLOSED AT 1:00 PM |
| THURSDAY, DECEMBER 24 | CLOSED AT 3:00 PM |
| FRIDAY, DECEMBER 25 | CLOSED |
| MONDAY, DECEMBER 28 | CLOSED AT 3:00 PM |
| THURSDAY, DECEMBER 31 | CLOSED AT 3:00 PM |
| FRIDAY, JANUARY 1 | CLOSED |