

**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, FEBRUARY 2, 2010 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:

- December 3<sup>rd</sup> to 5<sup>th</sup> – “Ramos Vac Truck Service” cleaned the outside drains.
- December 4<sup>th</sup> – “Tree Care Ltd” trimmed trees around the complex.
- December 14<sup>th</sup> – “Coinamatic” fixed three (3) washing machines at 5515 and 5525.
- December 29<sup>th</sup> – Break-ins at:
  - 5525 laundry and locker room area – Police File No. 09-227937
  - 5505 storage room area – Police File No. 09-227994“A-Pro” replaced three (3) damaged locks at 5525 and 5505
- January 5<sup>th</sup> – Break-ins at:
  - 5545 laundry and locker room area – Police File No. 10-2656
  - 5575 laundry and locker room area – Police File No. 10-2656“A-Pro” replaced four (4) damaged locks at 5545 and 5575.  
“A-Pro” also replaced the lock of the 5515 parking door, which was due to wear and tear.
- January 6<sup>th</sup> – “Apex Property Maintenance” fixed the defective gutters at 5505-5515.

**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 December 1, 2009, as presented.

**4. MANAGEMENT REPORT**

**a) Security Quote**

Due to the recent break-ins that have occurred in the storage areas, Council had advised the Strata Agent to obtain pricing to upgrade the existing lock sets. The quote was reviewed and the Strata Agent was advised to obtain a second quotation from another contractor for comparison. Besides upgrading the locks in the storage lockers, the idea of having a fence installed by the main entrance gate was also re-visited. The quotation received previously had been quite high. However, Council members Gary Boras and Jane Kim had volunteered to look at this chain-link fence themselves. It is hoped that with this fence installed, security from the entrance by Oak Street will be increased.

4. **MANAGEMENT REPORT – CONT'D**

b) **Drain Line Cleaning**

The drain lines around the building were recently cleaned by Ramos Vac Truck Service. However, while on site, the contractor discovered additional drains that had not been quoted on. As a result, the price of this work had increased. As this work has already been performed and deemed necessary, Council will be reviewing this work performed before final payment to ensure that everything is done per the invoice and will advise the Strata Agent.

c) **Pest Control Quote**

Council has not been completely satisfied with the work of the current Pest Control company and had advised the Strata Agent to obtain a second quote from an additional company. This quote was reviewed and the Strata Agent was advised to follow up with the Pest Control company to clarify various parts of the quotation to see what is included.

5. **BUILDING/GROUNDS REPORT**

a) **Unit Sold**

It was noted that a unit in “Shawnoaks” had recently been sold.

6. **TREASURER’S REPORT**

Ms. Jane Kim, the Treasurer, presented Council with reports pertaining to the financial statements for the periods ending November 30<sup>th</sup> and December 31<sup>st</sup>, 2009. It was noted that the total cash on hand was \$83,564 which included the contingency fund of \$61,717. It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the periods ending November 30<sup>th</sup> and December 31<sup>st</sup>, 2009.

7. **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).

Correspondence received from Owners for the following;

- dispute of fine that was levied against an Owner,
- letter from an owner regarding chargeback,
- a letter from an owner disputing a chargeback,
- request from an owner to have a tree removed from common property,
- letter regarding an issue with an owner’s range hood,
- letter requesting lighting to be installed by the parkade entrance
- a request from an owner to have a carpet stain on the common area cleaned; also a question regarding an insuite pest issue.

8. **NEXT MEETING**

The next meeting is a **Special General Meeting** for all of the Owners and has been scheduled for **Tuesday, February 23, 2010**.

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

9. **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: mellott@ranchogroup.com

**UPCOMING OLYMPIC AND PARALYMPIC WINTER GAMES**

With the upcoming 2010 Olympic and Paralympic Winter Games in Vancouver, please remember that your method of transport will likely be affected. To see the City of Vancouver's plans, please visit [olympichostcity.vancouver.ca](http://olympichostcity.vancouver.ca) under *Getting Around*.

We would also like to remind all residents that with the influx of people into the city to please remember these simple security rules:

- \* Ensure that the garage gate closes behind you when driving in/out of the parkade.
- \* Do not leave any valuables inside your vehicle.
- \* Ensure that all common area doors are locked behind you.
- \* Always lock your suite door.
- \* Report any suspicious individuals/activity to the Police.