

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

MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN THE CABANA, 5505-5585 OAK STREET, VANCOUVER, B.C., ON WEDNESDAY, DECEMBER 1, 2010 AT 7:00 P.M.

IN ATTENDANCE

Brian Ferris, President
Delton Fallis, Vice President
Jane Kim, Treasurer

Lanie Fajardo, Co-Secretary

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

Mike Elliott, Strata Agent

REGRETS

Teresa Londero, Co-Secretary
Nick Sheehan

Timothy VanBraeden

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 4 "Latham's" fixed a heating pump located in the mechanical room.
- November 9 "Montalbano" (plumbing company) replaced a portion of the main hot water line (5535 to 5525). This portion was insulated on November 10.
- November 12 "Milani" was onsite to check why dirty water was coming from the toilet bowl in one suite.
- November 20 "Latham's" was called to fix the heating system (the gas valve was replaced). They also fixed a recirculation pump and replaced the flow switch on the domestic boiler.
- November 24 "Lahtham's" fixed the cabana's heating system (the boiler).

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 3, 2010, as presented.

4. MANAGEMENT REPORT

a) Chimney Cement Caps

At the previous Council Meeting, the Strata Agent was advised to obtain a second quotation for the replacements of the chimney cement caps. Due to the price involved, it was decided to **TABLE** this item for this year to include it in the budget for next year.

4. **MANAGEMENT REPORT – CONT'D**

b) **Flashing in the Parkade**

The Strata Agent presented Council with a second quotation for the replacement of the flashing throughout the parkade and due to the cost involved, it was decided to TABLE this item and include it in the budget for next year.

c) **Shawnoaks Sign**

The final details of the replacement of the “Shawnoaks” sign were discussed and it was **MOVED, SECONDED** and **CARRIED** to approve the replacement of the sign.

d) **Cabana Rehabilitation**

It was noted that the cabana rehabilitation is nearly complete with only some small finishing details left to be finished. The Cabana will be completed in the month of December at which time the Christmas party will be held in it for all Owners to attend.

5. **GARDENING REPORT**

There was no gardening report.

6. **BUILDING/GROUNDS REPORT**

There was no building or grounds report.

7. **PUBLIC RELATIONS/ACTIVITIES**

The Annual Christmas Party will be held in the cabana on December 28th at 5:30pm. Further information will be posted about the party in the breezeways.

8. **TREASURER'S REPORT**

Ms. Jane Kim, the Treasurer, briefly went over the financial statements for the period ending October 31, 2010. It was noted that the total cash on hand was \$90,357 which included the contingency fund of \$89,757. It was **MOVED, SECONDED**, and **CARRIED** to approve the financial statements for the period ending October 31, 2010, as presented.

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 # 600-1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to melliott@ranchogroup.com. Correspondence was received from Owners for the following;

- The installation of a door stop on the breeze way door, however, it was noted that these doors are fire doors and must remain closed at all times.

10. **NEW BUSINESS**

There was no new business to report.

11. **NEXT MEETING**

The next meeting has been scheduled for **February 2, 2010**.

12. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:11 p.m.

Respectfully Submitted,



Michael Elliott, Strata Agent
Rancho Management Services (BC) Ltd.
#600-1190 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

FRIDAY, DECEMBER 10	CLOSED AT 1:00 PM
FRIDAY, DECEMBER 24	CLOSED AT 3:00 PM
MONDAY, DECEMBER 27	CLOSED
TUESDAY, DECEMBER 28	CLOSED
FRIDAY, DECEMBER 31	CLOSED AT 3:00 PM

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

MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN THE CABANA, 5585 OAK STREET, VANCOUVER, B.C., ON WEDNESDAY, NOVEMBER 3, 2010 AT 7:00 P.M.

IN ATTENDANCE

Brian Ferris, President
Delton Fallis, Vice President
Jane Kim, Treasurer
Nick Sheehan

Lanie Fajardo, Co-Secretary
Teresa Londero, Co-Secretary
Timothy VanBraeden

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;

- October 12 "Care Pest Control" fumigated a suite for silverfish.
- October 14 & 21 "Montalbano" (plumbing company) replaced a portion of the main hot water line.

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 October 6, 2010, as presented.

4. MANAGEMENT REPORT

a) Chimney Cement Caps

At the previous Council Meeting, the Strata Agent was advised to have Tek Roofing replace the cement chimney caps, however, the Strata Agent advised that Tek Roofing had informed him that they would have to sub-contract this work out and it would be advisable to contact the subcontractor directly. The Strata Agent advised Council that he has spoken to the brick laying company and they will be providing a firm quotation to have these caps replaced.

b) Flashing in the Parkade

The Strata Agent advised Council that he will obtaining a quotation from Nikls Property Maintenance to replace the flashings in the underground parkade.

c) Shawnoaks Sign

Council was presented with more options with regard to replacing the "Shawnoaks" sign. A firm decision has not been made as there are some details that will have to be worked out with the sign contractor.

4. **MANAGEMENT REPORT – CONT'D**

d) **Cabana Rehabilitation**

It was noted that although the cabana project is currently behind schedule, the contractor has advised that they will have this completed within the month.

e) **Hot Water Pipe Replacement**

It was noted that the replacement of the leaking hot water pipes in the parkade is nearly complete. The pipes that have been replaced so far represent approximately 40% of the total main hot water line.

5. **GARDENING REPORT**

The Gardening Committee had recently performed a walk-around with the landscaper and the Rhododendrons are in need of pruning.

6. **BUILDING/GROUNDS REPORT**

There was no building or grounds report.

7. **PUBLIC RELATIONS/ACTIVITIES**

Council is deeply saddened to announce that Moira Thompson, Bill Thompson's wife, passed away on September 30, 2010. She will be greatly missed.

Council would like to congratulate Tim and Hester VanBraeden on the birth of their daughter Madeline Noel, who was born in October.

8. **TREASURER'S REPORT**

Ms. Jane Kim, the Treasurer, briefly went over the financial statements for the period ending September 31, 2010. It was noted that the total cash on hand was \$120,650 which included the contingency fund of \$88,680.27. It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the periods ending September 31, 2010, as presented.

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 # 600-1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to melliott@ranchogroup.com.

Correspondence was received from Owners for the following;

- a request from an Owner to raise his fence to the same level as the adjacent fence.
- a request from an Owner to replace a dead plant.
- a request from an Owner to review the bylaws specifically how it relates to flowers pots on the railings of the balconies.

10. **NEW BUSINESS**

There was no new business to report.

11. **NEXT MEETING**

The next meeting is a **Strata Council Meeting** and has been scheduled for **Wednesday, December 1, 2010**.

12. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:07 p.m.

Respectfully Submitted,



Michael Elliott, Strata Agent
Rancho Management Services (BC) Ltd.
#600-1190 Hornby Street, Vancouver, B.C. V6Z 2K5
Phone: 604-684-4508 (24-HOUR EMERGENCY SERVICES)
Direct Line: 604-331-4280
Email: mellott@ranchogroup.com

SECURITY

For the security of everyone, residents are reminded to **NOT** let strangers into the building. This helps to prevent vandalism and helps keep the building security at its highest level.

NEW OFFICE

600-1190 Hornby Street
Vancouver, BC
V6Z 2K5

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

MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN THE CABANA, 5585 OAK STREET, VANCOUVER, B.C., ON WEDNESDAY, OCTOBER 6, 2010 AT 7:00 P.M.

IN ATTENDANCE

Brian Ferris, President
Jane Kim, Treasurer
Timothy VanBraeden

Lanie Fajardo, Co-Secretary
Teresa Londero, Co-Secretary
Nick Sheehan

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

Mike Elliott, Strata Agent

REGRETS

Delton Fallis, Vice President

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;

- September 8, 9 "Tree Care Ltd" trimmed trees around the complex.
- September 10 "Montalbano" (plumbing company) was called to stop a leak at a hot water storage tank located in the mechanical room.
- September 13 "Lathams" was onsite for the biannual heating equipment maintenance. The Technician also shut off a defective pneumatic zone valve at #1-5525. The valve will be replaced on October 12.
- September 15 "Montalbano" replaced a leaking hot water pipe in the parkade at 5545.
- September 23 "Montalbano" replaced a leaking hot water pipe in the parkade at 5585.
- September 24 "Care Pest Control" inspected a suite for silverfish.
- September 27 "Montalbano" unplugged the floor drain in the 5525 laundry room.
- September 28 "City Irrigation" winterized the sprinkler system.
- September 29 "Coinamatic" fixed the dryer at 5575.
- October 6 "Montalbano" replaced a portion of the hot water pipes in the underground parkade.

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 September 1, 2010, as presented.

4. **MANAGEMENT REPORT**

a) **Chimney Cement Caps**

At the previous Council Meeting, it was noted that some of the chimney caps have been deteriorating. The Strata Agent was advised to present two (2) quotations and it was decided that Tek Roofing will be retained to replace these cement chimney caps.

b) **Flashing in the Parkade**

It was noted that a quotation from Accurate Flashing has not yet been received for making repairs to the flashing of the underground parkade. This has been TABLED.

c) **Shawnoaks Sign**

Council was presented with options for replacing the “Shawnoaks” sign by the pedestrian entrance. However, a final decision has not been yet been made on the design of the sign.

d) **Cabana Rehabilitation**

It was noted that there was a delay in having the City inspector inspect the progress of the cabana repairs. However, this has since been done and work has proceeded again. Council is currently waiting on a revised completion date from the contractor.

e) **Hot Water Pipe Replacement**

It was noted that a section of the hot water piping has been replaced and that further work will be done on the piping system. Owners should expect water shut down during this period.

Owners are also reminded that if they are doing any renovations in their unit which require the water to be shut off to first contact the Resident Manager.

5. **GARDENING REPORT**

The Gardening Committee had recently performed a walk-around with the landscaper and it was noted that he will be putting down a winter fertilizer.

6. **BUILDING/GROUNDS REPORT**

There was no building or grounds report.

7. **PUBLIC RELATIONS/ACTIVITIES**

It was noted that there were two (2) units which have been sold at “Shawnoaks”.

8. **TREASURER’S REPORT**

Ms. Jane Kim, the Treasurer, briefly went over the financial statements for the period ending August 31, 2010. It was noted that the total cash on hand was \$109,738 which included the contingency fund of \$87,648. It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the periods ending August 31, 2010, as presented.

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 # 600-1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to melliott@ranchogroup.com.

Correspondence was received from Owners for the following;

- a response to the use of pots on a balcony.
- a letter regarding an insuite plumbing issue.
- a letter regarding an unauthorized water shut down.
- a letter regarding the gardening.

10. **NEW BUSINESS**

There is no new business to report.

11. **NEXT MEETING**

The next meeting is a **Strata Council Meeting** and has been scheduled for **Wednesday, November 3, 2010 at 7:00 p.m.** in the Cabana.

12. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:15 p.m.

Respectfully Submitted,



Michael Elliott, Strata Agent
Rancho Management Services (BC) Ltd.
#600-1190 Hornby Street, Vancouver, B.C. V6Z 2K5
Phone: 604-684-4508 (**24-HOUR EMERGENCY SERVICES**)
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Email: melliott@ranchogroup.com

SECURITY

For the security of everyone, residents are reminded to **NOT** let strangers into the building. This helps to prevent vandalism and helps keep the building security at its highest level.

NEW OFFICE

600-1190 Hornby Street
Vancouver, BC
V6Z 2K5

**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-
5565 OAK STREET, VANCOUVER, B.C., ON WEDNESDAY, SEPTEMBER 1, 2010 AT 7:00 P.M.**

IN ATTENDANCE

Brian Ferris, President
Jane Kim, Treasurer
Timothy VanBraeden

Delton Fallis, Vice President
Teresa Londero, Co-Secretary

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

Mike Elliott, Strata Agent

REGRETS

Lanie Fajardo, Co-Secretary

Nick Sheehan

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 7:15 p.m.

2. **CARETAKER'S REPORT**

The Resident Caretaker, Viviana, had recently returned from vacation and had no report for Council. However, it was noted that on:

- August 27th, 2010 – “Coinamtic” was on site to repair the dryer in 5565 laundry room.

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 August 18, 2010, as presented.

4. **MANAGEMENT REPORT**

a) **Chimney Cement Caps**

It was noted that some of the cement chimney roof caps have been deteriorating and the Strata Agent was advised to provide Council with a 2nd quotation to have this replaced.

b) **Flashing in the Parkade**

Council is again exploring the idea of having the flashing in the underground parkade replaced. The Strata Agent was advised to obtain an additional quotation to have this work done.

c) **Shawnoaks Sign**

Council is currently working on replacing the “Shawnoaks” sign by the pedestrian entrance and is expected to have a quotation to have this work done for the next Council Meeting.

d) **Cabana Rehabilitation**

It was noted that work on the Cabana had recently stalled as the contractors were waiting to receive an engineering report. However, this has since been received and work again has commenced. The contractor will be forwarding another revised schedule to the Council.

5. **GARDENING REPORT**

It was noted that a tree removal company will be onsite to trim various trees on the property. Specific attention will be paid to the front entrance and the Cabana area as these have been neglected in the past.

6. **BUILDING/GROUNDS REPORT**

There was no building or grounds report.

7. **PUBLIC RELATIONS/ACTIVITIES**

It was noted that there is currently three (3) units for sale in “Shawnoaks”.

8. **TREASURER’S REPORT**

Ms. Jane Kim, the Treasurer, briefly went over the financial statements for the periods ending July 31st, 2010. It was noted that the total cash on hand was \$101,805 which included the contingency fund of \$86,630. It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the periods endings July 31st, 2010, as presented.

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 # 600-1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to melliott@ranchogroup.com.

Correspondence was received from Owners for the following;

- a request from an owner to rent out a parking stall to store a tent trailer.
- a request from an owner to have a door closure mechanism changed.
- a letter regarding landscaping, the roof warranty, and the pool.

10. **NEW BUSINESS**

a) **Bylaws**

It was noted that some of the “Shawnoaks” bylaws are out of date and Council will be reviewing them and looking at the option of having them updated.

11. **NEXT MEETING**

The next meeting is a **Strata Council Meeting** and has been scheduled for **Wednesday, October 6, 2010 at 7:00 p.m.** in the Cabana.

12. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:15 p.m.

Respectfully Submitted,


Michael Elliott, Strata Agent

Rancho Management Services (BC) Ltd.
#600-1190 Hornby Street, Vancouver, B.C. V6Z 2K5
Phone: 604-684-4508 (24-HOUR EMERGENCY SERVICES)
Direct Line: 604-331-4280
Email: melliott@ranchogroup.com

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: 604 331-4279. 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.

NEW OFFICE

600-1190 Hornby Street
Vancouver, BC
V6Z 2K5

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

MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN UNIT 6-5565 OAK STREET, VANCOUVER, B.C., ON WEDNESDAY, AUGUST 18, 2010 AT 7:00 P.M.

IN ATTENDANCE

Brian Ferris, President
Jane Kim, Treasurer
Nick Sheehan

Delton Fallis, Vice President
Teresa Londero, Co-Secretary
Timothy VanBraeden

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

Mike Elliott, *Strata Agent*

REGRETS

Lanie Fajardo, Co-Secretary

1. CALL TO ORDER

There being a quorum present, the meeting was officially called to order at 7:13 p.m.

2. CARETAKER'S REPORT

The Resident Caretaker, Viviana, is currently on vacation. However, she provided Council with a brief Caretaker's report before she left:

- July 10th, 2010 – "Lathams" was called to fix a leak on the heating system of #6-5545. The technician shut off a defective pneumatic zone valve. The valve was replaced on July 14, 2010.
- July 29th, 2010 – "Care Pest Control" installed a screen at the patio of #2-5525, to cover a skunk hole.

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 July 6, 2010, as presented.

4. MANAGEMENT REPORT

a) Hot Water Pipes

At the previous Council meeting, the Strata Agent was advised to obtain more quotations to have the repairs to the hot water piping system made. The Strata Agent presented the newest quotation from MontalBano Plumbing Services. After discussion, the Agent was advised to have them repair the pipes that are in the most urgent need of repairs.

b) Concrete Repairs

At the previous Council meeting, Council advised the Strata Agent that they are not satisfied with the repairs that were made to the concrete sidewalks. However, the meeting with the contractor has not yet happened and the Strata Agent advised Council that it was scheduled for the following week.

4. **MANAGEMENT REPORT – CONT'D**

c) **Cabana Rehabilitation**

It was noted that the timeline for the Cabana repairs had fallen behind and it was observed that there were certain days that there was no contractor or trades on site. Council has approached the contractor in regards to this who has since provided Council with a revised schedule as per their request and it was noted that the completion date is expected to be near the end of September.

5. **GARDENING REPORT**

The Landscaping Committee recently walked around the complex with the Landscape Contractor and it was noted that there were some small trees that will need to be removed as they have died. Council advised the Landscaping Committee to obtain prices to have this done.

REMINDER: Owners of 2nd floor units, please ensure that when watering the plants on your balcony that the water does not drip down to the unit below.

Thank you for your cooperation!

6. **BUILDING/GROUNDS REPORT**

There are none to report.

7. **PUBLIC RELATIONS/ACTIVITIES**

Council would like to thank Mr. Gerald Millet for hosting a community potluck. It was noted that there is currently three (3) units for sale in “Shawnoaks”.

8. **TREASURER'S REPORT**

Ms. Jane Kim, the Treasurer, briefly went over the financial statements for the periods ending May 31st and June 30th, 2010. It was noted that the total cash on hand was \$88,373 which included the contingency fund of \$67,752. It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the periods endings May 31st and June 30th, 2010, as presented.

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 # 600-1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to melliott@ranchogroup.com.

Correspondence received from Owners for the following;

- a letter from an owner requesting to have insuite laundry system installed in their unit.
- a request from an owner to have their balcony repaired.
- a request from an owner to have a rotting section of their fence repaired.
- a note from an owner advising they had a fan stolen from common area storage room.

10. **NEW BUSINESS**

a) **Pest Control**

Rats have been observed around the composting area and the Strata Agent was advised to contact the Pest Control Company to provide more traps in this area.

b) **Garbage Area**

It has been noted that residents have been leaving large items in the garbage area and are reminded that the garbage is strictly for household garbage and small bags. Any other items must be disposed off site at the owners' expense. Any owners observed leaving such items in the garbage room or dumpster will have the disposal fee charged back to their strata lots.

c) **Signage**

It was noted that a parking sign in the entrance parkade was recently stolen. However, it has since been replaced.

11. **NEXT MEETING**

The next meeting is a **Strata Council Meeting** and has been scheduled for **Wednesday, September 1, 2010**.

12. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:50 p.m.

Respectfully Submitted,



Michael Elliott, Strata Agent
Rancho Management Services (BC) Ltd.
#600-1190 Hornby Street, Vancouver, B.C. V6Z 2K5
Phone: 604-684-4508 (24-HOUR EMERGENCY SERVICES)
Direct Line: 604-331-4280
Email: mellott@ranchogroup.com

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: 604 331-4279. 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.

NEW OFFICE

600-1190 Hornby Street
Vancouver, BC
V6Z 2K5

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



Property Management Specialists
600-1190 Hornby Street,
Vancouver, B.C. V6Z 2K5
Phone: (604) 684-4508
Fax: (604) 684-1956
www.ranchovan.com

August 3rd, 2010

Owner(s) of Shawnoaks
5505 - 5585 Oak Street
Vancouver, B.C.
V6H 2V5

Dear Owner(s):

Re: Strata Plan VR855 – July 6th, 2010 Strata Council Meeting Minutes

Please find attached the revised minutes of the recent Strata Council Meeting held on Tuesday, July 6th, 2010. Please disregard the previous set of minutes that you have received and retain the attached copy for your own record.

Should you have any questions, please do not hesitate to contact the undersigned.

Yours truly,
RANCHO MANAGEMENT SERVICES (B.C.) LTD.
Agents for the Owners
Per:

Mike Elliott
Property Manager
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

ME/cjc

cc Strata Council

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

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN THE
CABANA, 5505 OAK STREET, VANCOUVER, B.C., ON TUESDAY, JULY 6 2010 AT 7:00 P.M.**

IN ATTENDANCE

Brian Ferris	Delton Fallis
Jane Kim	Teresa Londero
Nick Sheehan	Lanie Fajardo

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

Mike Elliott, *Strata Agent*

REGRETS

Timothy VanBraeden

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, *Co-Secretary***
- **Lanie Fajardo, *Co-Secretary***

2. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 7:10 p.m.

3. **CARETAKER'S REPORT**

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

- June 4th – “Coinamatic” fixed a leak at a washer at 5515.
- June 8th – “Cam Brister” picked up the cardboard.
- June 9th – “A-Pro Locksmith” repaired a lock at 5575.
- June 10th, 15th – The two fences (one in front of the complex, the other near the parking entrance) were installed.
- June 10th – “City Irrigation” replaced a portion of a sprinkler pipe and a sprinkler cap.
- June 16th – “Care Pest Control” sprayed a bumble bee nest under the patio of #2-5525.
- June 16th – “National Air Technologies” cleaned the dryer vents.
- June 22nd – “Care Pest Control” sprayed for ants around #4-5545.
- June 24th, 25th – “Milani” stopped three leaks on a hot water pipe in the parkade in front of 5585.
- June 28th – “Imperial Pool” repaired the broken head handle on the pool vacuum and plastered more tiles.
- June 30th, July 5th – “Care Pest Control” came to identify the type of bugs (cigarette beetles) and to spray them at #8-5515.

4. **APPROVAL OF PREVIOUS MEETING MINUTES**

There being no errors and omissions, it was **MOVED, SECONDED, and CARRIED** to adopt the previous meeting minutes of June 1st, 2010, as presented.

5. **MANAGEMENT REPORT**

a) **Power Washing**

It was noted that the building sidewalks were in need of pressure washing and the Strata Agent was advised to have this done by the caretaker.

b) **Concrete Repairs**

The issue was raised again regarding the repairs that were made to the concrete sidewalks and the Strata Agent was advised to follow up with this as Council is unsatisfied with the work that was performed.

c) **Cabana Rehabilitation**

It was noted that the building permit from the City of Vancouver had been issued in regards to the work on the Cabana and it is expected that work will commence July 19th, 2010. The Strata Agent was advised to have the yellow fence that is currently surrounding the Cabana removed as soon as possible.

d) **Hot Water Pipes**

It was noted that there are currently leaks in the hot water piping system in the parkade and the Strata Agent was advised to obtain more quotations to have this repaired.

6. **GARDENING REPORT**

It was decided that Nick Sheehan would be the head of the Gardening Committee and will be meeting with the landscaper to discuss various issues.

7. **BUILDING/GROUNDS REPORT**

a) **Pets**

It was noted that there has been a large number of cats seen in “Shawnoaks” and Owners are reminded that there is a pet bylaw prohibiting animals in “Shawnoaks”.

BY-LAW: 8 PETS

8.1 Pets are not allowed within the boundaries of “Shawnoaks”, Strata Corporation VR855.

Any owner caught violating this bylaw will be fined accordingly.
--

b) **Composting**

Owners are reminded to only dispose of items permitted in the composting bins.

c) **Items left in Storage Room**

It was noted that someone has left a mattress in the common storage room of building 5535 Oak Street. This item must be removed by August 31, 2010, or it will be disposed of.

8. **PUBLIC RELATIONS/ACTIVITIES**

It was noted that there is currently a unit for sale in “Shawnoaks”.

9. **TREASURER’S REPORT**

There is no report.

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 # 600-1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to melliott@ranchogroup.com.

Correspondence received from Owners for the following;

- a letter from an owner noting that cats have been seen in the complex.
- a request from an owner to have a fine waived that was charged against their strata lot.

11. **NEW BUSINESS**

It was noted that one of the cinder blocks that is used by the garbage area to hold the gates open as well as a step for throwing away garbage was missing. One of the Council Members has volunteered to replace this.

12. **NEXT MEETING**

The next meeting is a **Strata Council Meeting** and has been scheduled for **Wednesday, August 4, 2010**.

13. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:55 p.m.

Respectfully Submitted,

per



Michael Elliott, Strata Agent
Rancho Management Services (BC) Ltd.
#600-1190 Hornby Street, Vancouver, B.C. V6Z 2K5
Phone: 604-684-4508 (**24-HOUR EMERGENCY SERVICES**)
Direct Line: 604-331-4280
Email: melliott@ranchogroup.com

OFFICE MOVE

**600-1190 Hornby Street
Vancouver, BC
V6Z 2K5**



RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Property Management Specialists

701-1190 Hornby Street, Vancouver, B.C. V6Z 2K5

Phone: (604) 684-4508 Fax: (604) 684-1956

www.ranchovan.com

July 9, 2010

Owners of Shawnoaks

Strata Plan VR855

5505-5585 Oak Street

Vancouver, B.C.

Dear Owners:

Re: Minutes of the Annual General Meeting of Monday, June 28, 2010
2010/2011 Strata Fees, Bylaws

Please find attached the minutes and a copy of bylaws *addition 2.3*. Please note there is **no** increase in strata fees.

Please note that the preferred method of paying your strata fees is by way of the Pre-Authorized Debit (P.A.D.) Plan, whereby we can debit your account with your monthly strata fees. If you are not already on this payment plan and would like to take advantage of this convenient way to pay your strata fees, please complete the attached form and return it to our Accounts Receivable Department.

Important Note: Those Owners already on the Pre-Authorized Debit Plan (P.A.D.) you do not have to fill in the form again. Your strata fees will continue to be withdrawn from your account.

To take advantage of our online feature to view documents and receive automatic future updates and notification, please go to;

www.ranchovan.com

UserName: **VR855**

Password: **shawnoaks5087**

Should you have any questions with regards to the above and/or enclosed, please do not hesitate to contact the undersigned.

Yours truly,

RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Agents for the Owners

Per:

Mike Elliott

Strata Manager

Direct Line: (604) 331-4280

Email: melliott@ranchogroup.com

ENCL/
ME/ch

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

MINUTES OF THE ANNUAL GENERAL MEETING OF THE MEMBERS OF STRATA PLAN VR855, SHAWNOAKS, HELD IN THE CEDAR ROOM AT VANDUSEN BOTANICAL GARDEN 5251 OAK STREET, VANCOUVER, B.C. ON MONDAY, JUNE 28TH, 2010 AT 7:00 P.M.

IN ATTENDANCE:

30 Owners were represented either in person or by proxy. (12 by proxy, 18 in person)

Representing Rancho Management Services (B.C.) Ltd.:

Mike Elliott, Property Manager

1. CALL TO ORDER

There being a quorum, the meeting was officially called to order by the Strata Council President, Mr. Brian Ferris at 7:00 p.m.

2. CALLING THE ROLL AND CERTIFYING PROXIES

The Owners were informed that a quorum existed being made up of 30 Owners represented either in person or by proxy. (12 by proxy, 18 in person)

3. PROOF OF NOTICE OF MEETING

As per the notice provisions of the *Strata Property Act*, Owners are required to be notified a minimum of fourteen (14) days in advance for an Annual General Meeting or a Special General Meeting. The notice of the Annual General Meeting was mailed to all Owners on June 8th, 2010.

It was then **MOVED, SECONDED, and CARRIED** that the notice of the Annual General Meeting was duly served, in accordance with the provisions of the *Strata Property Act*.

4. APPROVAL OF PREVIOUS MINUTES

The Property Manager informed the Owners that the Special General Meeting minutes of February 23rd, 2010 were enclosed with the notice of the meeting. He then asked if there were any errors or omissions in the minutes.

There being no errors or omissions, it was then **MOVED, SECONDED, and CARRIED** to approve the February 23rd, 2010 Special General Meeting minutes as presented.

5. **PRESIDENT'S REPORT**

The President, Mr. Brian Ferris, informed the owners that the Council has been working diligently since the last Special General Meeting in regards to the Cabana repair and gave the floor to Delton Fallis to provide more details on the process made so far and what is coming.

Mr. Fallis informed the Owners that since the last Special General Meeting, Scott Posno Design was hired to put together a set of drawings for the Cabana and this had been sent out to potential contractors including Cole-Mar Construction, Pacific Building Envelope Maintenance, and Trasolini Chetner Construction and Development.

Mr. Fallis then went to explain that both VCG Builders and Pacific Building Envelope Maintenance had declined to bid the tender as they were too busy at the moment. This left Council with two (2) quotations to compare – Trasolini Chetner Construction and Cole-Mar Construction. It was decided to award the repair to Trasolini Chetner Construction and it is expected that the remediation of the Cabana will begin mid-July.

6. **FINANCIAL REPORT**

The Treasurer, Jane Kim, informed the Owners that as of April 30th, 2010, there was \$65,740 in the contingency fund. She further informed the Owners that the Strata Corporation had incurred an operating surplus of \$17,850 which can be attributed to the gas expense being lower than we had anticipated in the budget.

Ms. Kim then answered specific questions from the Owners in regards to the financial statements for the period ending April 30th, 2010. It was then **MOVED, SECONDED**, and **CARRIED** to approve the financial statements for the period ending April 30th, 2010 as presented.

A suggestion was made by an owner that the financial statements in next year's AGM be enlarged so that it is easier to read.

7. **MOTION TO APPROVE THE 2010/2011 OPERATING BUDGET**

Ms. Jane Kim reviewed the proposed 2010/2011 operating budget with the Owners and she noted that there was no increase in the overall strata fees. She then reviewed each revenue and expenditure category in detail with the Owners. After discussion, it was **MOVED, SECONDED** and **CARRIED** to approve the budget as presented.

8. **RESOLUTIONS FOR CONSIDERATION**

a) **Resolution "A":**

"Be it therefore resolved by a ¾ vote Resolution that the Owners, Strata Plan VR855, Shawnoaks ADOPT the following proposed bylaw addition 2.3 to be effective after the Monday, June 28, 2010 Annual General Meeting."

8. **RESOLUTIONS FOR CONSIDERATION – CONT'D**

a) **Resolution “A” – Cont’d:**

Section 2.3 The Strata Corporation may proceed with foreclosure of a strata lot that owes \$2,000 or more in strata fee payments.

A motion was put forward to amend the proposed bylaw to read;

Section 2.3 The Strata Corporation may proceed with foreclosure of a strata lot that owes \$2,000 or more in strata fee payments, lien fees, fines and/or special levies assessment.

There being no further questions, the $\frac{3}{4}$ vote Resolution was **MOVED, SECONDED** and **CARRIED** unanimously, as amended.

9. **REPORT ON INSURANCE**

The Chair informed the Owners that the building is currently being insured for \$15,450M with \$5M coverage for general liability and \$2M for Directors and Officers (The Strata Council).

Owners were then reminded that the Strata Corporation’s insurance policy does not provide for individual contents, betterments or improvements (i.e.: clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners must carry their own insurance for such coverage, including any improvements and liability coverage.

Furthermore, the Strata Corporation’s insurance policy only covers original fixtures within the strata lots (i.e. original carpets, original cabinets, etc.).

There being no discussion, it was **MOVED, SECONDED**, and **CARRIED** to accept the insurance report as presented.

10. **RESIGNATION/ELECTION OF THE CURRENT STRATA COUNCIL**

The Chair and the Owners thanked the Strata Council for their efforts over the past year with a round of applause. The Owners were then informed that the election of Council is usually done by way of nomination. Therefore, it was **MOVED, SECONDED**, and **CARRIED** to open the floor for nominations. The following Owners were then nominated to serve on the Strata Council:

Brian Ferris
Delton Fallis
Jane Kim
Teresa Londero
Tym Van Braeden
Nick Sheehan
Lanie Fajardo
Gary Boras
Oscar Dirnfeld

10. **RESIGNATION/ELECTION OF THE CURRENT STRATA COUNCIL – CONT'D**

After discussion, it was **MOVED, SECONDED, and CARRIED** to close all nominations.

It was then **MOVED, SECONDED, and CARRIED** to declare the following Owners to serve on the Strata Council by way of acclamation;

Brian Ferris
Delton Fallis
Jane Kim
Teresa Londero
Tym Van Braeden
Nick Sheehan
Lanie Fajardo

11. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the Annual General Meeting at 8:05 P.M.

Respectfully Submitted,



Mike Elliott, Strata Agent
Rancho Management Services (BC) Ltd.
600-1190 Hornby Street, Vancouver, B.C. V6Z 2K5
Phone: (604) 684-4508 (24-HOUR EMERGENCY SERVICES)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

NEW ADDRESS

Please note the new address for Rancho Management Services (B.C.) Ltd.:
Unit 600 – 1190 Hornby Street
Vancouver, BC
V6Z 2K5
Thanks!

BY-LAW: 2 MONTHLY MAINTENANCE PAYMENTS

- 2.1 Monthly maintenance payments must be received by the management company on or before the 1st day of each month. Any owner failing to comply will be considered to be in arrears, and may be subject to a fine for each month or portion thereof that he/she remains in arrears.

Late monthly maintenance payments: \$25 for each month or portion thereof.

- 2.2 When arrears exceed 45 days, a lien will be placed on the strata lot involved at the owner's expense for the total monies due, including all legal and other coincidental expenses.

Addition

- 2.3 The Strata Corporation may proceed with foreclosure of a strata lot that owes \$2,000 or more in strata fee payments, lien fees, fines and/or special levies assessment.

PRE-AUTHORIZED DEBIT (PAD) PLAN FOR STRATA FEES**FAX: (604) 684-1956****ATTACH VOID CHEQUE HERE****Strata Plan:** _____
Strata Lot No.: _____
Unit No.: _____

1. I/We hereby authorize Rancho Management Services (B.C.) Ltd. on behalf of our Strata Corporation to begin deductions effective _____ as per my/our instructions for the following:
- a) Recurring monthly operating fee(s)/authorized charges (parking, etc) and/or one-time fee(s)/charges adjustments as voted upon and passed by the general membership of the Strata Corporation from time to time.
 - b) Authorized one-time or sporadic debits.
 - c) Any fines, penalties, and special levy fee(s) up to \$1,000.00 as assessed according to the Strata Corporation Bylaws and Rules and Regulations.
- These above mentioned fee(s)/charges will be debited to my/our specified account on the 1st day of every month.
2. I/We undertake to inform Rancho Management Services (B.C.) Ltd. of any change in the account or address information provided in this authorization before the fifteenth day of the month.
3. I/We acknowledge that delivery of the authorization to Rancho Management Services (B.C.) Ltd. constitutes delivery by me/us to the financial institution below.
4. This authority is to remain in effect until Rancho Management Services (B.C.) Ltd. has received written notification from me/us of its change or termination. This notification must be received within 15 days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.
5. Rancho Management Services (B.C.) Ltd. may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.
6. I/We have certain recourse rights if any debt does not comply with this agreement. For example, I/We have the right to receive reimbursement for any PAD that is not authorized or is not consistent with the terms of this PAD Agreement. To obtain more information on my/our recourse rights, I/We may contact my/our financial institution or visit www.cdnpay.ca.

Type of Service: Personal _____ Business _____

Name _____

Address _____

Mailing address (if different than property address) _____

Phone # _____

Name of Financial Institution _____

Address of Financial Institution _____

Financial Institution Number _____

Branch Transit Number _____

Account Number _____

A Specimen cheque has been marked "VOID" and attached to this authorization. If your account does not provide cheques, please have your bank fill out the information above to ensure the account is coded correctly and will allow pre-authorized debit.

When the form is complete, mail, fax, or email to:



Rancho Management Services (B.C.) Ltd. Suite 600 – 1190 Hornby Street, Vancouver, British Columbia, V6Z 2K5
Phone: (604) 684 – 4508 Fax: (604) 684 – 1956 Email: ar@ranchogroup.com Attention: Accounts Receivable

Date: _____ Signature: _____ Signature: _____

PLEASE NOTE THAT THIS FORM MUST BE RECEIVED BY RANCHO NO LATER THAN THE 20TH OF THE MONTH PRIOR TO THE MONTH THE PAD IS TO COMMENCE. (I.e. To be on the Pre-Authorized Debit Plan for the month of June, the form must be in our office prior to the 20th of May. Forms received after the 20th of the current month (i.e. May) will be processed but your first payment will not come out of your account until July 1st), as this system is set up in conjunction with the bank, and processing time is required, PAD enrolment cannot be applied retroactively. Please also enclose a cheque for payment of any balance owing prior to PAD commencement.

Welcome Package



RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Property Management Specialists

600 -1190 Hornby Street, Vancouver, B.C. V6Z 2K5

Phone: (604) 684-4508 Fax: (604) 684-1956

www.ranchovan.com

M E M O R A N D U M

TO: Residents of VR 855, "Shawnoaks"
FROM: Mike Elliott, Strata Agent
DATE: Wednesday, July 7, 2010
RE: GUIDELINES FOR OWNERS FOR AND DURING
REHABILITATION OF CABANA

Guidelines for owners for and during Rehabilitation of Cabana

- **The Cabana Building will be off limits to all owners during the rehabilitation effective Monday July 19th, 2010. No admittance by any owner is permitted into the building during the rehabilitation including evenings & weekends. This will include washrooms and change rooms. Owners are expected to use their own residences for same.**
- Work on the rehabilitation of the Cabana Building is scheduled to commence on Monday July 19th. Construction hours will be Monday to Friday 7:30am to 5 pm & Saturdays 10am to 5pm. We apologize for any inconvenience this may cause to owners.
- The pool will remain open during the rehabilitation of the Cabana Building. All pool rules are in effect. Showers will need to be taken in the owners own residences prior to entering the pool.
- **All owners with chairs and/or loungers that are presently stored in the cabana building will need to pick up same and store at their own residences. All chairs and/or loungers not claimed by Thursday July 15th, 2010 will be moved to the south end of the pool area. Please note that these chairs will not be secured, will be exposed to the elements of nature and that the Strata assumes no responsibility for these chairs and/or loungers for the duration of the rehabilitation of the Cabana.**
- The contractors have been instructed not to respond to any comments and/or concerns from owners. All owner's comments and/or concerns are to be sent directly to Rancho Management via written, faxed or email format.

RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Agents for the Owners

Per: 

Mike Elliott

Property Manager

Direct Line: (604) 331-4280

Email: melliott@ranchogroup.com

ME/ch

cc Strata Council



RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Property Management Specialists

701-1190 Hornby Street, Vancouver, B.C. V6Z 2K5

Phone: (604) 684-4508 Fax: (604) 684-1956

www.ranchovan.com

June 8, 2010

Owner(s) of Shawnoaks

5505 - 5585 Oak Street

Vancouver, B.C.

V6H 2V5

Dear Owner(s):

Re: 2010 Annual General Meeting for Strata Corporation VR855 – "Shawnoaks"

Please find enclosed a Notice of the Annual General Meeting, Meeting Agenda, 2010 Special General Meeting Minutes, Year-End Financial Statements, 2010/2011 Proposed Operating Budget, $\frac{3}{4}$ Vote Resolutions, Nomination Form and Proxy. As per the enclosed, the Annual General Meeting has been called for **Monday, June 28, 2010 at 7:00 p.m. at the Vandusen Botanical Garden in the Cedar Room at 5251 Oak Street Avenue, Vancouver, B.C.**

- 1) Purpose - To inform Owners regarding the previous year's operation of the Strata Corporation, to approve the annual budget, to vote on Special Resolutions and to elect a new Council.
- 2) Quorum - In order to conduct business at the General Meeting, at least one third of the persons entitled to vote must be present in person or by proxy.
- 3) An instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney and may be either general or for a particular meeting. A proxy need not be an Owner.
- 4) A nomination sheet is attached. Anyone nominated for Council in advance of the meeting must sign beside their name so as to acknowledge their willingness to serve if elected.

Please note that **registration starts at 6:45 p.m.** and we respectfully request your early attendance so that they meeting may commence on time. If you are unable to attend, the enclosed proxy form can be filled out and submitted for an alternative representative to attend and vote on your behalf.

Please be reminded that only those owners whose monthly assessment and strata fees are current may vote at the meeting. If you wish to check your account status, please contact our accounts receivable department at (604) 331-4279 or ar@ranchogroup.com for more details. Only certified cheques will be accepted at the meeting.

Please review the enclosed information and bring this package with you to the meeting. Please do not hesitate to contact the undersigned if you have any questions. We look forward to meeting those of you who will be able to attend the meeting.

Yours truly,

RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Agent for the Owners

Per:

Mike Elliott

Strata Agent

Direct Line: (604) 331-4280

Email: melliott@ranchogroup.com

ME/ch

Encl.

5087.VR855 Shawnoaks.AGM NOTICE -2010 June 8

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

MINUTES OF THE ANNUAL GENERAL MEETING OF THE MEMBERS OF STRATA PLAN VR855, SHAWNOAKS, HELD IN THE CEDAR ROOM AT VANDUSEN BOTANICAL GARDEN 5251 OAK STREET, VANCOUVER, B.C. ON MONDAY, JUNE 28TH, 2010 AT 7:00 P.M.

IN ATTENDANCE:

30 Owners were represented either in person or by proxy. (12 by proxy, 18 in person)

Representing Rancho Management Services (B.C.) Ltd.:

Mike Elliott, Property Manager

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order by the Strata Council President, Mr. Brian Ferris at 7:00 p.m.

2. **CALLING THE ROLL AND CERTIFYING PROXIES**

The Owners were informed that a quorum existed being made up of 30 Owners represented either in person or by proxy. (12 by proxy, 18 in person)

3. **PROOF OF NOTICE OF MEETING**

As per the notice provisions of the *Strata Property Act*, Owners are required to be notified a minimum of fourteen (14) days in advance for an Annual General Meeting or a Special General Meeting. The notice of the Annual General Meeting was mailed to all Owners on June 8th, 2010.

It was then **MOVED, SECONDED**, and **CARRIED** that the notice of the Annual General Meeting was duly served, in accordance with the provisions of the *Strata Property Act*.

4. **APPROVAL OF PREVIOUS MINUTES**

The Property Manager informed the Owners that the Special General Meeting minutes of February 23rd, 2010 were enclosed with the notice of the meeting. He then asked if there were any errors or omissions in the minutes.

There being no errors or omissions, it was then **MOVED, SECONDED**, and **CARRIED** to approve the February 23rd, 2010 Special General Meeting minutes as presented.

5. **PRESIDENT'S REPORT**

The President, Mr. Brian Ferris, informed the owners that the Council has been working diligently since the last Special General Meeting in regards to the Cabana repair and gave the floor to Delton Fallis to provide more details on the process made so far and what is coming.

Mr. Fallis informed the Owners that since the last Special General Meeting, Scott Posno Design was hired to put together a set of drawings for the Cabana and this had been sent out to potential contractors including Cole-Mar Construction, Pacific Building Envelope Maintenance, and Trasolini Chetner Construction and Development.

Mr. Fallis then went to explain that both VCG Builders and Pacific Building Envelope Maintenance had declined to bid the tender as they were too busy at the moment. This left Council with two (2) quotations to compare – Trasolini Chetner Construction and Cole-Mar Construction. It was decided to award the repair to Trasolini Chetner Construction and it is expected that the remediation of the Cabana will begin mid-July.

6. **FINANCIAL REPORT**

The Treasurer, Jane Kim, informed the Owners that as of April 30th, 2010, there was \$65,740 in the contingency fund. She further informed the Owners that the Strata Corporation had incurred an operating surplus of \$17,850 which can be attributed to the gas expense being lower than we had anticipated in the budget.

Ms. Kim then answered specific questions from the Owners in regards to the financial statements for the period ending April 30th, 2010. It was then **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending April 30th, 2010 as presented.

A suggestion was made by an owner that the financial statements in next year's AGM be enlarged so that it is easier to read.

7. **MOTION TO APPROVE THE 2010/2011 OPERATING BUDGET**

Ms. Jane Kim reviewed the proposed 2010/2011 operating budget with the Owners and she noted that there was **no** increase in the overall strata fees. She then reviewed each revenue and expenditure category in detail with the Owners. After discussion, it was **MOVED, SECONDED and CARRIED** to approve the budget as presented.

8. **RESOLUTIONS FOR CONSIDERATION**

a) **Resolution "A":**

"Be it therefore resolved by a ¾ vote Resolution that the Owners, Strata Plan VR855, Shawnoaks ADOPT the following proposed bylaw addition 2.3 to be effective after the Monday, June 28, 2010 Annual General Meeting."

8. RESOLUTIONS FOR CONSIDERATION – CONT'D

a) Resolution “A” – Cont’d:

Section 2.3 The Strata Corporation may proceed with foreclosure of a strata lot that owes \$2,000 or more in strata fee payments.

A motion was put forward to amend the proposed bylaw to read;

Section 2.3 The Strata Corporation may proceed with foreclosure of a strata lot that owes \$2,000 or more in strata fee payments, lien fees, fines and/or special levies assessment.

There being no further questions, the $\frac{3}{4}$ vote Resolution was **MOVED**, **SECONDED** and **CARRIED** unanimously, as amended.

9. REPORT ON INSURANCE

The Chair informed the Owners that the building is currently being insured for \$15,450M with \$5M coverage for general liability and \$2M for Directors and Officers (The Strata Council).

Owners were then reminded that the Strata Corporation’s insurance policy does not provide for individual contents, betterments or improvements (i.e.: clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners must carry their own insurance for such coverage, including any improvements and liability coverage.

Furthermore, the Strata Corporation’s insurance policy only covers original fixtures within the strata lots (i.e. original carpets, original cabinets, etc.).

There being no discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to accept the insurance report as presented.

10. RESIGNATION/ELECTION OF THE CURRENT STRATA COUNCIL

The Chair and the Owners thanked the Strata Council for their efforts over the past year with a round of applause. The Owners were then informed that the election of Council is usually done by way of nomination. Therefore, it was **MOVED**, **SECONDED**, and **CARRIED** to open the floor for nominations. The following Owners were then nominated to serve on the Strata Council:

Brian Ferris
Delton Fallis
Jane Kim
Teresa Londero
Tym Van Braeden
Nick Sheehan
Lanie Fajardo
Gary Boras
Oscar Dirnfeld

10. **RESIGNATION/ELECTION OF THE CURRENT STRATA COUNCIL - CONT'D**

After discussion, it was **MOVED, SECONDED, and CARRIED** to close all nominations.

It was then **MOVED, SECONDED, and CARRIED** to declare the following Owners to serve on the Strata Council by way of acclamation;

Brian Ferris
Delton Fallis
Jane Kim
Teresa Londero
Tym Van Braeden
Nick Sheehan
Lanie Fajardo

11. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the Annual General Meeting at 8:05 P.M.

Respectfully Submitted,

Mike Elliott, Strata Agent
Rancho Management Services (BC) Ltd.
600-1190 Hornby Street, Vancouver, B.C. V6Z 2K5
Phone: (604) 684-4508 (**24-HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4280
Email: melliott@ranchogroup.com

NEW ADDRESS

Please note the new address for Rancho Management Services (B.C.) Ltd.:
Unit 600 – 1190 Hornby Street
Vancouver, BC
V6Z 2K5
Thanks!

5087 STRATA PLAN VR855
 Period Ending 04/30/2011
 Total Company Budget Code: 1
 STRATA BALANCE SHEET

06/22/2011 Page: 1
 3:31PM User: GABRIEL

Description	Year to Date
-------------	--------------

ASSETS

CURRENT ASSETS

1400 Operating Bank Account	380.18
1402 Contingency Bank Account	60,468.35
1403 Special Levy Bank Account	43,277.74
1405 Petty Cash	500.00
1410 Accounts Receivable	(75.00)
1440 Prepaid Insurance	10,290.40
2010.1 Term Deposit #1	35,682.88

TOTAL CURRENT ASSETS

150,524.55

LONG TERM ASSETS

2025 Condo Suite

100,000.00

TOTAL LONG TERM ASSETS

100,000.00

TOTAL ASSETS

250,524.55

LIABILITIES & MEMBERSHIP FUNDS

LIABILITIES

CURRENT LIABILITIES

3810 Accounts Payable Control	18,669.66
3811 Accrued Liabilities	17,205.94

TOTAL CURRENT LIABILITIES

35,875.60

TOTAL LIABILITIES

35,875.60

MEMBERSHIP FUNDS

Contingency Fund	96,151.23
Special Levy Fund	43,277.74
5934 Condo Suite Surplus	100,000.00
5999 Current Surplus (Deficit)	(24,780.02)

TOTAL MEMBERSHIP FUNDS

214,648.95

Continued on next page...

5087 STRATA PLAN VR855
 Period Ending 04/30/2011
 Total Company Budget Code: 1
 STRATA BALANCE SHEET

06/22/2011 Page: 2
 3:31PM User: GABRIEL

Description	Year to Date
TOTAL LIABILITIES & MEMBERSHIP FUNDS	250,524.55

5087 STRATA PLAN VR855
 Period Ending 04/30/2011
 Total Company Budget Code: 1
 STRATA B.SHEET SCHEDULE

06/22/2011 Page: 1
 3:31PM User: GABRIEL

Description Year to Date

CONTINGENCY FUND

5600 Contingency Fund - Opening Balance	65,740.39
5610 Contingency Fund - Current Yr Cont	29,849.51
5630 Contingency Fund - Current Yr Int.	561.33

TOTAL CONTINGENCY FUND

96,151.23

SPECIAL LEVY FUND

5640 Special Levy Fund - Opening Balance	125,678.26
5641 Special Levy Fund - Current Yr Con	93,518.00
5642 Special Levy Fund - Current Yr Wit	(176,793.62)
5643 Special Levy Fund - Current Yr Int	875.10

TOTAL SPECIAL LEVY FUND

43,277.74

Curr Mth Actual	Curr Mth Budget	Description	YTD Actual	YTD Budget	Total Orig. Budget
24,032	24,032	REVENUE			
475	475	6100 Strata Fees	288,384	288,384	288,384
295	183	6210 Rental Revenue	5,700	5,700	5,700
25	0	6250 Parking Revenue	2,060	2,200	2,200
38	42	6255 Late Payment Penalties	500	0	0
		6268 Miscellaneous Revenue	1,332	500	500
24,865	24,732	TOTAL REVENUE	297,976	296,784	296,784
2,009	1,867	OPERATING EXPENDITURES			
264	258	7500 Insurance	23,996	22,400	22,400
3,868	2,083	7760 Laundry Machine Rental	3,102	3,100	3,100
3,728	4,113	Mechanical Equipment & Pool Maintenance	56,738	25,000	25,000
3,057	2,270	Caretaker's Expense	45,856	49,350	49,350
2,916	1,958	Grounds Maintenance	25,696	27,239	27,239
1,660	1,850	Building & Common Area Maintenance	20,907	23,500	23,500
1,000	1,000	Management Expense	19,952	22,195	22,195
9,964	9,333	7860 Contingency Fund	12,000	12,000	12,000
		Utilities	114,509	112,000	112,000
28,466	24,732	TOTAL OPERATING EXPENDITURES	322,756	296,784	296,784
(3,601)	0	SURPLUS (DEFICIT)	(24,780)	0	0

Curr Mth Actual	Curr Mth Budget	Description	YTD Actual	YTD Budget	Total Orig. Budget
MECHANICAL EQUIPMENT & POOL MTNCE.					
0	208	7610 Mechanical Mtnc. Contract	3,291	2,500	2,500
3,765	1,208	7611 Mechanical R & M	52,135	14,500	14,500
104	667	7726 Pool R & M	1,313	8,000	8,000
3,868	2,083	TOTAL MECHANICAL EQUIPMENT & POOL MTNCE.	56,738	25,000	25,000
CARETAKER'S EXPENSE					
3,655	3,938	7420 Resident Manager	44,341	47,250	47,250
0	92	7850 Property Taxes	680	1,100	1,100
73	83	7925 Intercom & Phone Line	835	1,000	1,000
3,728	4,113	TOTAL CARETAKER'S EXPENSE	45,856	49,350	49,350
GROUNDS MAINTENANCE					
3,025	1,828	7625 Gardening Contract	21,468	21,939	21,939
32	17	7665 Gardening Supplies	196	200	200
0	425	7655 Tree Control	4,032	5,100	5,100
3,057	2,270	TOTAL GROUNDS MAINTENANCE	25,696	27,239	27,239
BUILDING & COMMON AREA MAINTENANCE					
1,097	1,333	7710 Exterior Building R & M	14,117	16,000	16,000
521	125	7721 Pest Control	2,812	1,500	1,500
0	83	7740 Carpet Cleaning & Repairs	0	1,000	1,000
1,064	100	7770 Fire & Safety Equipment R & M	1,288	1,200	1,200
235	283	7776 Supplies	2,236	3,400	3,400
0	33	7777 Lights & Ballasts	454	400	400
2,916	1,958	TOTAL BUILDING & COMMON AREA MAINTENANCE	20,907	23,500	23,500
MANAGEMENT EXPENSE					
1,532	1,516	7810 Management Fees	18,195	18,195	18,195
110	292	7820 Administration	1,552	3,500	3,500
18	42	7890 Sundry Expense	205	500	500
1,660	1,850	TOTAL MANAGEMENT EXPENSE	19,952	22,195	22,195

5087 STRATA PLAN VR855
 Period Ending 04/30/2011
 Total Company Budget Code: 1
 STRATA INC. STMT SCHEDULE

Curr Mth	Curr Mth	Description	YTD		Total Orig.
Actual	Budget		Actual	Budget	Budget
UTILITIES					
849	1,333	7915 Hydro Expense	12,402	16,000	16,000
7,903	6,625	7917 Gas Expense	83,857	79,500	79,500
972	1,083	7920 Sewer & Water	14,223	13,000	13,000
239	292	7788 Waste Removal	4,029	3,500	3,500
9,964	9,333	TOTAL UTILITIES	114,509	112,000	112,000

**SHAWNOAKS
STRATA CORPORATION VR855
2011/2012 PROPOSED OPERATING BUDGET**

	2010/2011 Proposed Budget	2010/2011 ACTUAL 12 month	2011/2012 PROPOSED BUDGET	GL's
REVENUE				
1. Rental	5,700	5,700	5,700	6210
2. Parking	2,200	2,060	2,200	6250
3. Strata Fees	288,384	288,384	288,384	6100
4. Miscellaneous	500	1,332	1,000	6268
6.Late Payment Penalties	-	500	500	
TOTAL REVENUE	\$296,784	\$297,976	\$297,784	
EXPENDITURES				
6. Insurance Expense	22,400	23,996	23,996	7500
7. Laundry Equipment Rental	3,100	3,102	3,100	7760
8. Mechanical & Pool Maint.	25,000	56,739	25,900	
9. Caretaker Expense	49,350	45,856	46,035	
10. Grounds & Parking Maint.	27,239	25,696	26,850	
11. Bldg. & Common Area Maint.	23,500	20,907	21,069	
12. Management Expense	22,195	19,952	20,234	
35. Contingency Fund	12,000	12,000	12,000	7860
13. Utility Expense	112,000	114,511	118,600	
TOTAL EXPENDITURES	\$296,784	\$322,759	\$297,784	
SURPLUS (DEFICIT)	\$0	-\$24,783	\$0	
Monthly Fees: 1 Bedroom	272			
2 Bedroom	370			
3 Bedroom	470			

* A breakdown of each of these expense categories is made on the following pages.

**SHAWNOAKS
STRATA CORPORATION VR855
2011/2012 PROPOSED OPERATING BUDGET**

EXPENDITURES	2010/2011 PROPOSED BUDGET	2010/2011 ACTUAL 12 month	2011/2012 Proposed Budget	
MECHANICAL & POOL MAINTENANCE				
14. Mechanical Maintenance Contract	2,500	3,291	2,900	7610
15. Mechanical Repairs/Replacements	14,500	52,135	19,000	7611
16. Pool Maintenance & Supplies	8,000	1,313	4,000	7726
Total Mechanical & Pool Mtce.	\$25,000	\$56,739	\$25,900	
CARETAKER EXPENSE				
17. Salary	47,250	44,341	44,500	7420
18. Caretaker Condo Property Tax	1,100	680	700	7850
19. Telephone	1,000	835	835	7880
				7925
Total Caretaker Expenses	\$49,350	\$45,856	\$46,035	
GROUNDS MAINTENANCE				
21. Garden Maintenance	21,939	21,468	21,550	7625
22. Garden Supplies	200	196	200	7665
23. Tree Control	5,100	4,032	5,100	7655
Total Grounds Maintenance	\$27,239	\$25,696	\$26,850	
BUILDING & COMMON AREA MAINTENANCE				
24. Exterior Repairs	16,000	14,117	0	7710
25. Pest Control Services	1,500	2,812	1,500	7721
29. Carpet Cleaning	1,000	0	0	7740
30. Fire & Safety Equipment	1,200	1288	1400	7770
31. Janitor Supplies	3,400	2,236	2,400	7776
32. Lighting & Ballast Supplies	400	454	400	7777
33..General Building Repair and Maintenance	0	0	15,369	
Total Building/ Common Area Maintenance	\$23,500	\$20,907	\$21,069	
MANAGEMENT EXPENSE				
33. Contract Fees	18,195	18,195	18,384	7810
34. Administration	3,500	1,552	1,600	7820
36. Sundry	500	205	250	7890
Total Management Fees	\$22,195	\$19,952	\$20,234	
UTILITY EXPENSE				
37. Electricity	16,000	12,402	14,500	7915
38. Heating/Gas	79,500	83,857	85,000	7917
39. Water/Sewer	13,000	14,223	14,500	7920
40. Garbage/Waste Removal	3,500	4,029	4,600	7788
Total Utilities	\$112,000	\$114,511	\$118,600	

2011/2012 STRATA FEE SCHEDULE
"SHAWNOAKS"
STRATA CORPORATION VR855
5505 - 5585 Oak Street, Vancouver, BC

[Effective May 1, 2011 - No Increase]

# OF BEDROOMS	UNIT ENTITLE	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	TOTAL AMOUNT DUE
1 Bedroom Strata Lot	11	\$260	\$12	\$272
2 Bedroom Strata Lot	15	\$355	\$15	\$370
3 Bedroom Strata Lot	19	\$450	\$20	\$470

Resolution "A"
Strata Corporation VR855 - "Shawnoaks"
5505 – 5585 Oak Street
Vancouver, BC

Annual General Meeting
Wednesday, July 13th, 2011 at 7:00 p.m.

(3/4 Vote Resolution)

Special Levy Option A

Whereas:

1. The remaining portion of the hot water recirculation line needs to be replaced due to the failure of the pipe, the Strata Council is recommending that this be paid by way of a special levy.
2. The Council is also recommending the replacement of the existing fencing in the complex, to be paid by way of a special levy.
3. It is also recommended that the rotting wooden fascia in the complex be replaced with metal cladding and for this to be paid by way of a special levy.
4. The exterior of the building is in need of repainting and the Council recommends this be paid for by way of a special levy.
5. The total cost for all of the above-listed work is \$256,000.

BE IT THEREFORE RESOLVED AS A ¾ VOTE RESOLUTION :

1. THAT the Owners, Strata Plan VR855, approve a special levy in the amount of \$256,000 (payable in two [2] instalments and due on August 1st and September 1st, 2011) to pay for above-listed work.
2. THAT in the event that a special levy is passed, it will be assessed immediately against all strata lot Owners on record as of tonight's meeting date.
3. THAT the attached special levy will be assessed in accordance with the schedule of unit entitlement (see attached)

End of Resolution "A".

RESOLUTION "A" (3/4 VOTE RESOLUTION)

PROPOSED 2011 SPECIAL LEVY SCHEDULE

"SHAWNOAKS"

STRATA CORPORATION VR-855

5505 - 5585 Oak Street, Vancouver, BC

***Limited Common Fence Replacement, Metal Cladding to Fascia &
Exterior Painting - \$256,000***

# OF BEDROOMS	UNIT ENTITLE	Amount due on August 1st, 2011	Amount due on September 1st, 2011
1 Bedroom Strata Lot	11	\$1,447	\$1,447
2 Bedroom Strata Lot	15	\$1,973	\$1,973
3 Bedroom Strata Lot	19	\$2,500	\$2,500

*Strata Lot 47 is not included, as is the resident's manager suite

Resolution "B"
Strata Corporation VR855 - "Shawnoaks"
5505 – 5585 Oak Street
Vancouver, BC

Annual General Meeting
Wednesday, July 13th, 2011 at 7:00 p.m.

(3/4 Vote Resolution)

Special Levy Option B

Whereas:

1. The remaining portion of the hot water recirculation line needs to be replaced due to the failure of the pipe, the Strata Council is recommending that this be paid by way of a special levy.
2. The Council is also recommending the replacement of the existing fencing in the complex, to be paid by way of a special levy.
3. It is also recommended that the rotting wooden fascia in the complex be replaced with new wooden fascia and for this to be paid by way of a special levy.
4. The exterior of the building is in need of repainting and the Council recommends this be paid for by way of a special levy.
5. The total cost for all of the above-listed work is \$240,000.

BE IT THEREFORE RESOLVED AS A ¾ VOTE RESOLUTION :

2. THAT the Owners, Strata Plan VR855, approve a special levy in the amount of \$240,000 (payable in two [2] instalments and due on August 1st and September 1st, 2011) to pay for above-listed work.
- 1.
2. THAT in the event that a special levy is passed, it will be assessed immediately against all strata lot Owners on record as of tonight's meeting date.
3. THAT the attached special levy will be assessed in accordance with the schedule of unit entitlement (see attached)

End of Resolution "B".

RESOLUTION "B" (3/4 VOTE RESOLUTION)

PROPOSED 2011 SPECIAL LEVY SCHEDULE

"SHAWNOAKS"

STRATA CORPORATION VR-855

5505 - 5585 Oak Street, Vancouver, BC

***Limited Common Fence Replacement, Wood Fascia Repair &
Exterior Painting - \$240,000***

# OF BEDROOMS	UNIT ENTITLE	Amount due on August 1st, 2011	Amount due on September 1st, 2011
1 Bedroom Strata Lot	11	\$1,357	\$1,357
2 Bedroom Strata Lot	15	\$1,850	\$1,850
3 Bedroom Strata Lot	19	\$2,343	\$2,343

*Strata Lot 47 is not included, as is the resident's manager suite

Resolution "C"
Strata Corporation VR855 - "Shawnoaks"
5505 – 5585 Oak Street
Vancouver, BC

Annual General Meeting
Wednesday, July 13th, 2011 at 7:00 p.m.

(3/4 Vote Resolution)

Bylaw Amendments

Whereas:

The Owners, Strata Plan VR855 – "Shawnoaks" wishes to add to rescind and replace the following bylaws.

BE IT THEREFORE RESOLVED AS A ¾ VOTE RESOLUTION THAT:

THAT the Owners of Strata Plan VR855 – "Shawnoaks" rescind and the replace the following bylaw to be effective after the Wednesday, July 13, 2011, Annual General Meeting

OLD BYLAW

- 7.7 (a) Alterations or changes to the electrical, heating and plumbing systems, or to the structural integrity of the strata complex, which shall include the installation of washers and dryers, water filtering systems and mechanical ventilation, are not permitted without prior written permission from the Strata Council.

Council may rely on the advice of competent professionals to assure that the current standards would be met by such changes, and the cost of such advice will be borne by the owner proposing the alterations.

NEW BYLAWS:

8. *Obtain approval before altering a Strata Lot*

- (1) All future requests from individual strata lot owners, whether it is current or perspective owners, wanting to carry out renovations in their strata lot will only be considered by Council at its next scheduled Strata Council Meeting. Work may only begin after permission has been granted by the Council. Council will only entertain requests which are backed by Certified Professionals. Council may specify specific professionals to do specific portions of the alterations.
- (2) An Owner must obtain the written approval of the council before making an alteration to a Strata Lot that involves any of the following:
 - (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) chimneys, stairs, balconies or other things attached to the exterior of a building;
 - (d) doors, or windows on the exterior of a building.
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
 - (f) common property located within the boundaries of a Strata Lot;
 - (g) those parts of the Strata Lot which the Strata Corporation must insure under section 149

- of the Act;
- (h) antenna, satellite dishes or similar structures or appurtenances hung from, placed on, erected or attached to the exterior of a Strata Lot;
- (3) The council must not unreasonably withhold its approval under subsection (1), but may require as a condition of its approval that the Owner agrees, in writing, to take responsibility for any expenses relating to the alteration.
 - (4) Replacing of flooring is allowed only with prior written consent from the Council using the following specifications:
 - (a) Hours of work: Mondays to Fridays from 9:00 a.m. to 6:00 p.m., and Saturdays from 10:00 a.m. to 5:00 p.m. No work on Sundays or Holidays.
 - (b) The Owner is responsible for removing all debris, old carpet, boards, drywall, etc. from the building. No debris of any kind is to be placed in the dumpster or the recycling bins.
 - (c) The Owner is responsible for cleaning the stairwells, breezeways and all common property of any dust, dirt, debris, etc. at the end of each working day.
 - (d) Security: Owner and contractor are responsible for the security of the building at all times.
 - (e) Underlay (sound deadening material) under the floating hardwood floor chosen must possess an IIC (impact insulation class) of 65 dB or greater.
 - (f) Council requires proof of purchase and the IIC ratings for all underlay materials.
 - (g) Ceramic tiles on the kitchen and bathroom floors must be also be installed with sound deadening underlay material and the details of this material must be submitted to Council for approval and they must have an acoustical rating with a minimum IIC of 63 dB.
 - (i) Any work involving jack hammering, chipping or grinding is limited to the hours of 11:00 a.m. to 3:00 p.m. (maximum 4 hours per day), Monday to Fridays only. There is to be no jack hammering, chipping or grinding on weekends or on statutory holidays. Removal of tile floors also requires special council approval.
 - (j) In the event that there are noise complaints, the owner will be required to address the issue by placing carpets or mats in the problematic area or by other means in order to reduce the noise to a reasonable level.

The failure of an Owner to comply with this section will result if a fine of \$200.00 for each contravention.
A fine may be imposed every seven (7) days.

9. Obtain approval before altering common property

- (1) An Owner must obtain the written approval of the council before making an alteration to limited common property.
- (2) The council will require as a condition of its approval that the Owner agree, in writing, to take responsibility for any expenses relating to the alteration.

The failure of an Owner to comply with this section will result if a fine of \$200.00 for each contravention.
A fine may be imposed every seven (7) days.

10. Alterations to a Strata Lot or common property

- (1) Any alteration to a Strata Lot or to common property that has not received the prior written approval of council must be removed at the Owner's expense if the council orders that the

alteration be removed. An Owner who receives approval will be liable for all costs connected to the alteration, including the cost of repairing and maintaining the alteration and the cost of repairing and maintaining the common property or a Strata Lot if such repair is required as a result of the alteration. An Owner who receives approval may be required by the council to sign an Assumption of Liability Agreement.

- (2) The Owner will be responsible to obtain the applicable permits prior to commencing the work, and obtaining such permits is a condition of the council's approval.
- (3) Owners who undertake alterations in accordance with these Rules and Regulations, and subsequent Owners, are responsible for all costs relating to:
 - (a) the maintenance and repair of the alterations, and
 - (b) the effects on all adjacent Strata Lots or common property, and
 - (c) the effects of rain and weathering, staining, discoloration.
- (4) The council may maintain, repair, or remove alterations to common property if in the opinion of the council:
 - (a) the alterations are not maintained or repaired, or
 - (b) the alterations are damaged.

All costs incurred in the maintenance, repair, and/or removal will be charged to the Owner of the Strata Lot and are his responsibility.

- (5) On the sale of a Strata Lot, Owners must include all obligations and costs that may be applied relating to alterations in any agreement of sale. If the subsequent Owner refuses to sign an Assumption of Liability Agreement with the Strata Corporation the alteration may be removed by council and the cost of the removal will be charged to the new Owner.
- (6) To remove an approved alteration or attachment, an Owner must negotiate the terms of removal with the council.
- (7) The council reserves the right to require, or have an Owner provide, specified professional supervision or inspection, or both, of approved alterations. The council may include specified supervision or inspection as a requirement of approval.
- (8) When approval is granted by the council to any Owner for modifications to the interior of the Strata Lot, work must commence within sixty (60) days of approval and be completed within sixty (60) days from the date approval was given.
- (9) An approved alteration shall be done between the hours of Mondays to Fridays from 9:00 a.m. to 6:00 p.m., and Saturdays from 10:00 a.m. to 5:00 p.m. No construction work to be done on Sundays or statutory holidays.
- (10) An Owner who is permitted to make an alteration shall be responsible for the removal of any construction debris and the common property shall be completely cleaned up prior to the site being left each day.

The failure of an Owner to comply with this section will result in a fine of \$200.00 for each contravention. A fine may be imposed every seven (7) days.

End of Resolution "C".

Resolution "D"
Strata Corporation VR855 - "Shawnoaks"
5505 – 5585 Oak Street
Vancouver, BC

Annual General Meeting
Wednesday, July 13th, 2011 at 7:00 p.m.

(3/4 Vote Resolution)

Bylaw Amendments

Whereas:

The Owners, Strata Plan VR855 – "Shawnoaks" wishes to add to rescind the following bylaws and ratify them as rules.

BE IT THEREFORE RESOLVED AS A ¾ VOTE RESOLUTION THAT:

THAT the Owners of Strata Plan VR855 – "Shawnoaks" rescind the following bylaw to be effective after the Wednesday, July 13, 2011, Annual General Meeting, and ratify it as a rule.

"SWIMMING POOL AND SAUNA"

1. Anyone using these facilities should be aware that;
 - NO LIFEGUARD SERVICES ARE PROVIDED, and that they are therefore
 - ASSUME ALL RISKS FOR THEIR OWN SAFTEY.

Strongly Recommended: NO PERSON SWIM IN THE POOL UNACCOMPANIED!

2. The pool will be open during daylight hours only.
3. The pool and sauna are for the exclusive use of "Shawnoaks" residents and guests.
4. Please use Cabana showers before entering the pool or sauna.
5. Guests must be accompanied by their host resident.
6. Only 2 guests are permitted per suite.*
7. No children under 16 years of age are allowed at anytime in the pool or sauna.
8. Appropriate swimwear is to be worn. Bathing caps should be worn by persons with long hair.
9. Suntan lotion or grease must be removed before entering the pool.
10. No food or alcohol is permitted in the pool area.
11. Only plastic or metal drinking containers are allowed.
12. No toys, tubes, balls, swim fins or foam objects are allowed in the pool area."

End of Resolution "D".

Resolution "E"
Strata Corporation VR855 - "Shawnoaks"
5505 – 5585 Oak Street
Vancouver, BC

Annual General Meeting
Wednesday, July 13th, 2011 at 7:00 p.m.

(3/4 Vote Resolution)

Bylaw Amendments

Whereas:

The Owners, Strata Plan VR855 – "Shawnoaks" wishes to add to rescind and replace the following bylaws.

BE IT THEREFORE RESOLVED AS A ¾ VOTE RESOLUTION THAT:

THAT the Owners of Strata Plan VR855 – "Shawnoaks" rescind and the replace the following bylaw to be effective after the Wednesday, July 13, 2011, Annual General Meeting

OLD BYLAW

5.3 Only electric barbecues may be used on the balconies and patios.

NEW BYLAWS:

5.3 Only electric or propane barbecues are permitted on the balconies and patios, providing they are in good working order and do not pose a fire hazard. Additional propane tanks and other flammable items may not be stored in these areas.

End of Resolution "E".

COMMERCIAL PREMIUM NOTICE/OFFER TO RENEW
RETAIN THIS PORTION FOR YOUR RECORDS
(INSURED'S COPY)

PAGE 01 of 01

YOUR AGENT/SERVICE OFFICE IS:
HAMILTON INS SERV INC 23140
TELE: 604-872-6788
268-828 WEST 8 AVE
VANCOUVER BC V5Z 1E2
MAIL TO

OWNERS OF STRATA PLAN VR
855
701-1190 HORNBY ST

VANCOUVER BC
V6Z 2K5

POLICY NUMBER
003392363

RENEWAL PERIOD
From 28 SEP 2010 To 28 SEP 2011
Day/Month/Year Day/Month/Year

All Times Are Local Times At The Insured's Postal Address

YOUR POLICY EXPIRES ON 28 SEP 2010 12:01 A.M. LOCAL
TIME. IF YOUR PAYMENT IS RECEIVED BY 28 SEP 2010
YOUR POLICY WILL BE RENEWED FOR THE PERIOD SPECIFIED.

NAMED INSURED(S)
OWNERS OF STRATA PLAN VR 855



COVERAGE SUMMARY	RIDER #	% CO-IN	\$ DEDUCTIBLE	\$ LIMIT	\$ PREMIUM
INSURED LOCATION: - 5505-5585 OAK STREET VANCOUVER					
PROPERTY					
INSURING AGREEMENTS & EXCLUSIONS FORM NO. AB					
APPLICABLE TO ALL COVERAGES OF THIS PROPERTY SECTION					
ALL PROPERTY	B-013	90	1000	15,696,000	
CONDOMINIUM BUILDING EXTENSION	B-013(A)			250,000	
WATER DAMAGE DEDUCTIBLE	B-1(E)		5000	INCLUDED	
EARTHQUAKE	AB-10				
10% EARTHQUAKE DEDUCTIBLE CLAUSE	CGE10			INCLUDED	
FLOOD	AB-100		10000		
SEWER BACK UP	B-1(J)		5000		
GLASS	E-1		500		
BOILER					
BOILER & EQUIPMENT BREAKDOWN	F-06		1000	15,696,000	
INCLUDING A/C					
INSURED EQUIPMENT-OPTION 3	OPT 3			INCLUDED	
TOTAL PREMIUM - THIS LOCATION:					22926.00
LIABILITY					
COMMERCIAL GENERAL LIABILITY	D-1				
BODILY INJURY & PROPERTY DAMAGE	COV-A		500	5,000,000	
AGGREGATE LIMIT 5,000,000					
PERSONAL INJURY	COV-B			5,000,000	
MEDICAL EXPENSES	COV-C			2,500	
TENANTS LEGAL LIABILITY	COV-D		500	250,000	
NON-OWNED AUTO	D-6		500	1,000,000	
DIRECTORS & OFFICERS LIABILITY	D-21		1000	2,000,000	
6 DIRECTORS AND OFFICERS					
DEDUCTIBLE BASIC COVG A: \$1000					
DEDUCTIBLE BASIC COVG B: \$1000					
NON-PROFIT ORGANIZATION	D-21(A)			INCLUDED	
CONDO DIRECTORS & OFFICERS	D-21(C)			INCLUDED	
ADDITIONAL INSURED-MISCELLANEOUS	D-1(Z)				
RANCHO MANAGEMENT SERVICES					
(BC) LTD.					
PREMIUM FOR LIABILITY:					1183.00
AN INFLATION INDEX HAS BEEN APPLIED TO YOUR PROPERTY COVERAGE(S), IF APPLICABLE.					
MINIMUM RETAINED PREMIUM: \$ 350				TOTAL PREMIUM DUE	\$ 24109.00

IF PAYMENT IS RECEIVED BY THE DATE SPECIFIED ABOVE THIS POLICY IS RENEWED IN THE AMOUNTS STATED ABOVE AND SUBJECT TO THE SAME TERMS AND CONDITIONS AS THE ORIGINAL CONTRACT AND ANY AMENDMENTS THERETO.

SIGNATURE OF AUTHORIZED REPRESENTATIVE:



SECRETARY

PROXY

TO: **THE OWNERS STRATA PLAN VR855**
c/o #600-1190 Hornby Street
Vancouver, B.C.
V6Z 2K5

OR

(May be deposited into
Strata Council Box in Breezeway
of 5555 Oak Street, Vancouver, B.C.)

I _____ of Unit No. _____ will not be in attendance at the meeting on **Wednesday, July 13, 2011**.

The undersigned hereby appoints:

_____ or failing him/her _____ as the proxy of the undersigned, upon presentation of this proxy form at said meeting(s), to attend and vote at the meeting to be held on **Wednesday, July 13, 2011**, and at any adjournment thereof, in the same manner, to the same extent and with the same powers as if the undersigned were present at the said meeting or any adjournment thereof. Discretionary authority is conferred on the proxy with respect to such proposals or matters which may properly come before the meetings and at any adjournment thereof.

The undersigned acknowledges receipt of the Notice for the meeting and hereby revokes any proxy previously given.

Signature

Date

**SHAWNOAKS VR855
NOMINATION FORM**

I, _____, Owner of Suite # _____,

hereby nominate the following owners for Strata Council:

NOMINATIONS

ACCEPTED

- | | | |
|----|-------|-------|
| 1) | _____ | _____ |
| 2) | _____ | _____ |
| 3) | _____ | _____ |
| 4) | _____ | _____ |
| 5) | _____ | _____ |
| 6) | _____ | _____ |
| 7) | _____ | _____ |

Explanatory Notes:

- 1) Those persons nominated must be Owners of a strata lot in Shawnoaks.
- 2) Those persons nominated must not have any monies owing to the Strata Corporation at the time of the Annual General Meeting.
- 3) Nominations must be signed by the nominee in order to be valid.
- 4) Nominees may withdraw at any time up to the election.
- 5) Nominations may still be made from the floor at the Annual General Meeting.

THE OWNERS OF STRATA PLAN VR855
5505 - 5585 Oak Street
Vancouver, B.C.
V6H 2V5

NOTICE OF ANNUAL GENERAL MEETING

TAKE NOTICE THAT THE ANNUAL MEETING OF STRATA PLAN VR855 WILL BE HELD ON MONDAY, JUNE 28, 2010 AT 7:00 P.M. AT THE VANDUSEN BOTANICAL GARDEN IN THE CEDAR ROOM, 5251 OAK STREET AVENUE, VANCOUVER, B.C. AND THAT THE AGENDA WILL BE AS FOLLOWS:

1. Call to order.
2. Calling the Roll and Certifying Proxies for each Strata Lot represented at the meeting.
3. Filing Proof of Notice of Meeting.
4. Adoption of the February 23, 2010 Special General Meeting Minutes (pages 3-4).
5. President's Report.
6. Financial Report (see pages 5-9).
7. Motion to approve the Proposed Operating Budget for 2010/2011 (pages 10-13).
8. $\frac{3}{4}$ Vote Resolutions.
 - Resolution "A" – Bylaw Addition *Section 2.3* (page 14).
9. Report on Insurance (page 15).
10. Election of the new Strata Council.
11. Any other matter.
12. Termination of Meeting.

DATED AT VANCOUVER, B.C. this 8th day of June 2010.

STRATA PLAN VR855

IF YOU CANNOT ATTEND, ENCLOSED IS A PROXY FORM PERMITTING YOU TO APPOINT THE AGENT OF YOUR CHOICE. ANY PERSON IS ELIGIBLE TO BE APPOINTED AS YOUR AGENT INCLUDING ANOTHER OWNER. PLEASE DELIVER THE REPLY LETTER TO THE STRATA COUNCIL BOX IN THE BREEZEWAY OF BUILDING #5555 ON OR BEFORE JUNE 25TH, 2010. PROXY FORMS MAY ALSO BE MAILED TO RANCHO'S OFFICE AT 701 - 1190 HORNBY STREET, VANCOUVER, BRITISH COLUMBIA, V6Z 2K5.

SHAWNNOAKS
5505-5585 OAK STREET, VANCOUVER, B.C.
STRATA PLAN VR855

MINUTES OF THE SPECIAL GENERAL MEETING OF THE MEMBERS OF STRATA PLAN VR855, SHAWNNOAKS, HELD IN THE CEDAR ROOM AT VANDUSEN BOTANICAL GARDEN 5251 OAK STREET, VANCOUVER, B.C. ON TUESDAY, FEBRUARY 23, 2010 AT 7:00 P.M.

IN ATTENDANCE

52 Owners were represented either in person or by proxy (25 in person, 27 proxies)

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD

Mike Elliott, Property Manager

1. CALL TO ORDER

There being a quorum, the meeting was officially called to order by the Strata Agent, Mike Elliott, at 7:00 p.m.

2. CALLING THE ROLL AND CERTIFYING PROXIES

The Owners were informed that a quorum existed being made up of 52 Owners represented either in person or by proxy.

3. PROOF OF NOTICE OF MEETING

As per the notice provisions of the *Strata Property Act*, Owners are required to be notified a minimum of fourteen (14) days in advance for an Annual General Meeting or a Special General Meeting. The notice of the Annual General Meeting was mailed to all Owners on February 3rd, 2010.

It was then **MOVED, SECONDED, and CARRIED** that the notice of the Annual General Meeting was duly served, in accordance with the provisions of the *Strata Property Act*.

4. APPROVAL OF PREVIOUS MEETING MINUTES

The Strata Agent informed the Owners that the Special General Meeting minutes of January 27th, 2010 were enclosed with the notice of the meeting. He then asked if there were any errors or omissions in the minutes.

There being no errors or omissions, it was then **MOVED, SECONDED, and CARRIED** to adopt the Special General Meeting Minutes of January 27th, 2010, as presented.

5. **RESOLUTIONS FOR CONSIDERATION**

a) **Resolution “A” – Rehabilitation of the Cabana:**

WHEREAS:

1. *Strata Council is ready to move forward with the rehabilitation of the cabana.*

BE IT HEREBY RESOLVED AS A ¾ VOTE RESOLUTION:

1. *THAT the Owners, Strata Plan VR855, approve a special levy in the amount of \$187,000 due in two (2) installments (March 1st, 2010 and April 1st, 2010).*
2. *THAT the special levy will be payable by the Owners on record on the date of passing.*
3. *THAT the attached special levy will be assessed in accordance with the schedule of unit entitlement (see attached).*

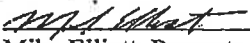
The ¾ vote Resolution as presented was **MOVED, SECONDED** and the floor was opened for discussion.

After a lengthy discussion, a motion was put forward to amend the due dates of the payment installments with the first payment being due on April 1st, 2010 and the second installment on May 1st, 2010. The motion was **SECONDED**, and put to a vote. (49 in favour, 2 opposed, 1 abstained). The resolution passed and **CARRIED**.

6. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the Special General Meeting at 7:30 P.M.

Respectfully Submitted,


Mike Elliott, Property Manager
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

STRATA PLAN VR855

FINANCIAL STATEMENTS

For the Twelve Month Period Ending April 30, 2010

(Unaudited)

CAUTION TO READER (Owner, Realtor, etc):

This financial statement is intended for use by the strata council to monitor details of its disbursements and its cash flow requirements. Readers other than the Strata Council are cautioned that this statement may not necessarily be appropriate for their use.

PREPARED WITHOUT AUDIT.

5087 STRATA PLAN VR855
 Period Ending 04/30/2010
 Total Company Budget Code: 1
 STRATA BALANCE SHEET

05/13/2010 Page: 1
 6:05PM GABRIEL

Description	Year to Date
ASSETS	
CURRENT ASSETS	
1400 Operating Bank Account	28,770.33
1402 Contingency Bank Account	30,225.94
1403 Special Levy Bank Account	123,712.19
1405 Petty Cash	500.00
1410 Accounts Receivable	4,604.73
1440 Prepaid Insurance	10,176.91
2010.1 Term Deposit #1	35,514.45
TOTAL CURRENT ASSETS	233,504.55
LONG TERM ASSETS	
2025 Condo Suite	100,000.00
TOTAL LONG TERM ASSETS	100,000.00
TOTAL ASSETS	333,504.55
LIABILITIES & MEMBERSHIP FUNDS	
LIABILITIES	
CURRENT LIABILITIES	
3810 Accounts Payable	1,479.42
3811 Accrued Liabilities	22,685.04
TOTAL CURRENT LIABILITIES	24,164.46
TOTAL LIABILITIES	24,164.46
MEMBERSHIP FUNDS	
Contingency Fund	65,740.39
Special Levy Fund	125,750.19
5934 Condo Suite Surplus	100,000.00
5999 Current Surplus (Deficit)	17,849.51
TOTAL MEMBERSHIP FUNDS	309,340.09
TOTAL LIABILITIES & MEMBERSHIP FUNDS	333,504.55

5087 STRATA PLAN VR855
Period Ending 04/30/2010
Total Company Budget Code: 1
STRATA B.SHEET SCHEDULE

05/13/2010 Page: 1
6:05PM GABRIEL

Description	Year to Date
CONTINGENCY FUND	
5600 Contingency Fund - Opening Balance	58,986.59
5610 Contingency Fund - Current Yr Cont	12,000.00
5620 Contingency Fund - Current Yr With	(5,361.99)
5630 Contingency Fund - Current Yr Int.	115.79
TOTAL CONTINGENCY FUND	65,740.39
SPECIAL LEVY FUND	
5640 Special Levy Fund - Opening Balanc	155,272.55
5641 Special Levy Fund - Current Yr Con	93,518.00
5642 Special Levy Fund - Current Yr Wit	(123,172.52)
5643 Special Levy Fund - Current Yr Int	132.16
TOTAL SPECIAL LEVY FUND	125,750.19

5087 STRATA PLAN VR855
 Period Ending 04/30/2010
 Total Company Budget Code: 1
 STRATA INCOME STATEMENT

05/13/10 Page: 1
 6:05PM GABRIEL

Curr Mth Actual	Curr Mth Budget	Description	YTD Actual	YTD Budget	Total Orig. Budget
REVENUE					
24,032	24,029	6100 Strata Fees	288,384	288,347	288,347
475	475	6210 Rental Revenue	5,700	5,700	5,700
150	125	6250 Parking Revenue	2,400	1,500	1,500
75	42	6268 Miscellaneous Revenue	543	500	500
24,732	24,671	TOTAL REVENUE	297,027	296,047	296,047
OPERATING EXPENDITURES					
1,937	1,500	7500 Insurance	21,075	18,000	18,000
258	250	7760 Laundry Machine Rental	3,060	3,000	3,000
4,763	2,583	Mechanical Equipment & Pool Maintenan	27,974	31,000	31,000
3,611	3,718	Caretaker's Expense	49,140	44,610	44,610
1,625	1,867	Grounds Maintenance	23,605	22,400	22,400
3,221	2,025	Building & Common Area Maintenance	23,669	24,300	24,300
1,673	1,770	Management Expense	20,616	21,237	21,237
1,000	1,000	7860 Contingency Fund	12,000	12,000	12,000
7,606	9,958	Utilities	98,039	119,500	119,500
25,695	24,671	TOTAL OPERATING EXPENDITURES	279,177	296,047	296,047
(963)	0	SURPLUS (DEFICIT)	17,850	0	0

Curr Mth Actual	Curr Mth Budget	Description	YTD Actual	YTD Budget	Total Orig. Budget
MECHANICAL EQUIPMENT & POOL MNCE.					
0	167	7610 Mechanical Mnce. Contract	2,472	2,000	2,000
4,763	2,083	7611 Mechanical R & M	17,625	25,000	25,000
0	333	7726 Pool R & M	7,877	4,000	4,000
4,763	2,583	TOTAL MECHANICAL EQUIPMENT & POOL MNCE.	27,974	31,000	31,000
CARETAKER'S EXPENSE					
3,542	3,542	7420 Resident Manager	47,219	42,500	42,500
0	93	7850 Property Taxes	1,027	1,110	1,110
69	83	7925 Intercom & Phone Line	895	1,000	1,000
3,611	3,718	TOTAL CARETAKER'S EXPENSE	49,140	44,610	44,610
GROUNDS MAINTENANCE					
1,625	1,600	7625 Gardening Contract	19,825	19,200	19,200
0	17	7665 Gardening Supplies	0	200	200
0	250	7655 Tree Control	3,780	3,000	3,000
1,625	1,867	TOTAL GROUNDS MAINTENANCE	23,605	22,400	22,400
BUILDING & COMMON AREA MAINTENANCE					
2,257	1,333	7710 Exterior Building R & M	17,107	16,000	16,000
63	125	7721 Pest Control	1,323	1,500	1,500
0	83	7740 Carpet Cleaning & Repairs	798	1,000	1,000
819	100	7770 Fire & Safety Equipment R & M	819	1,200	1,200
15	333	7776 Supplies	3,275	4,000	4,000
67	50	7777 Lights & Ballasts	346	600	600
3,221	2,025	TOTAL BUILDING & COMMON AREA MAINTENANCE	23,669	24,300	24,300
MANAGEMENT EXPENSE					
1,436	1,436	7810 Management Fees	17,237	17,237	17,237
232	292	7820 Administration	3,577	3,500	3,500
5	42	7890 Sundry Expense	(198)	500	500
1,673	1,770	TOTAL MANAGEMENT EXPENSE	20,616	21,237	21,237
UTILITIES					
1,211	958	7915 Hydro Expense	11,947	11,500	11,500
6,868	7,667	7917 Gas Expense	70,087	92,000	92,000
(746)	958	7920 Sewer & Water	12,636	11,500	11,500
274	375	7788 Waste Removal	3,369	4,500	4,500
7,606	9,958	TOTAL UTILITIES	98,039	119,500	119,500

Strata Corporation: VR855

Pursuant to Regulation 6.6 of Section 103 of the *Strata Property Act* of British Columbia, the following information is provided in support of the annual budget for the above noted strata corporation. Pursuant to Regulation 6.7, the financial statement of the Strata Corporation is attached hereto.

Fiscal Year Start: May 1, 2010

Fiscal Year End: April 30, 2011

	Operating Fund	Contingency Reserve Fund
(a) Opening Balance	<u>\$28,770.33</u>	<u>\$65,740.39</u>
(b) Estimated Income Excluding Strata Fees (details attached):	<u>\$8,400.00</u>	<u>\$164.35</u>
(c) Estimated Expenses (details attached):	<u>\$284,784.00</u>	<u>\$0.00</u>
(d) Contributions to Operating Fund:	<u>\$276,384.00</u>	N/A
(e) Contributions to Contingency Reserve Fund:	N/A	<u>\$12,000.00</u>
(f) Each Strata Lot's Monthly contribution to the Operating Fund:	SEE ATTACHED	N/A
(g) Each Strata Lot's Monthly contribution to the Contingency Reserve Fund:	N/A	SEE ATTACHED
(h) Estimated Balance at End of Fiscal Year:	<u>\$28,770.33</u>	N/A
(i) Estimated Balance at End of Fiscal Year: (CRF)	N/A	<u>\$77,904.74</u>

**SHAWNOAKS
STRATA CORPORATION VR855
2010/2011 PROPOSED OPERATING BUDGET**

	2009/2010 BUDGET	2009/2010 ACTUAL 12 month	2010/2011 PROPOSED BUDGET
REVENUE			
1. Rental	5,700	5,700	5,700
2. Parking	1,500	2,400	2,200
3. Strata Fees	288,347	288,384	288,384
4. Miscellaneous	500	543	500
5. Prior Year Surplus	-	-	-
TOTAL REVENUE	\$296,047	\$297,027	\$296,784
EXPENDITURES			
6. Insurance Expense	18,000	21,075	22,400
7. Laundry Equipment Rental	3,000	3,060	3,100
8. Mechanical & Pool Maint.	31,000	27,974	25,000
9. Caretaker Expense	44,610	49,140	49,350
10. Grounds & Parking Maint.	22,400	23,605	27,239
11. Bldg. & Common Area Maint.	24,300	23,669	23,500
12. Management Expense	21,237	20,616	22,195
35. Contingency Fund	12,000	12,000	12,000
13. Utility Expense	119,500	98,039	112,000
TOTAL EXPENDITURES	\$296,047	\$279,178	\$296,784
SURPLUS (DEFICIT)	\$0	\$17,849	\$0
Monthly Fees: 1 Bedroom	272		272
2 Bedroom	370		370
3 Bedroom	470		470

* A breakdown of each of these expense categories is made on the following pages.

**SHAWN OAKS
STRATA CORPORATION VR855
2010/2011 PROPOSED OPERATING BUDGET**

EXPENDITURES	2009/2010 BUDGET	2009/2010 ACTUAL 12 month	2010/2011 PROPOSED BUDGET
MECHANICAL & POOL MAINTENANCE			
14. Mechanical Maintenance Contract	2,000	2,472	2,500
15. Mechanical Repairs/Replacements	25,000	17,625	14,500
16. Pool Maintenance & Supplies	4,000	7,877	8,000
Total Mechanical & Pool Mtce.	\$31,000	\$27,974	\$25,000
CARETAKER EXPENSE			
17. Salary	42,500	47,219	47,250
18. Caretaker Condo Property Tax	1,110	1,027	1,100
19. Caretaker Condo Mortgage	-	-	-
20. Telephone	1,000	895	1,000
Total Caretaker Expenses	\$44,610	\$49,141	\$49,350
GROUNDS MAINTENANCE			
21. Garden Maintenance	19,200	19,825	21,939
22. Garden Supplies	200	-	200
23. Tree Control	3,000	3,780	5,100
Total Grounds Maintenance	\$22,400	\$23,605	\$27,239
BUILDING & COMMON AREA MAINTENANCE			
24. Exterior Repairs	16,000	17,107	16,000
25. Pest Control Services	1,500	1,323	1,500
29. Carpet Cleaning	1,000	798	1,000
30. Fire & Safety Equipment	1,200	819	1,200
31. Janitor Supplies	4,000	3,275	3,400
32. Lighting & Ballast Supplies	600	346	400
Total Building/ Common Area Maintenance	\$24,300	\$23,668	\$23,500
MANAGEMENT EXPENSE			
33. Contract Fees	17,237	17,237	18,195
34. Administration	3,500	3,577	3,500
36. Sundry	500	198	500
Total Management Fees	\$21,237	\$20,616	\$22,195
UTILITY EXPENSE			
37. Electricity	11,500	11,947	16,000
38. Heating/Gas	92,000	70,087	79,500
39. Water/Sewer	11,500	12,636	13,000
40. Garbage/Waste Removal	4,500	3,369	3,500
Total Utilities	\$119,500	\$98,039	\$112,000

2010/2011 STRATA FEE SCHEDULE
"SHAWNOAKS"
STRATA CORPORATION VR855
5505 - 5585 Oak Street, Vancouver, BC

[Effective May 1, 2010 - No Increase]

# OF BEDROOMS	UNIT ENTITLE	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	TOTAL AMOUNT DUE
1 Bedroom Strata Lot	11	\$260	\$12	\$272
2 Bedroom Strata Lot	15	\$355	\$15	\$370
3 Bedroom Strata Lot	19	\$450	\$20	\$470

Resolution "A"
Strata Corporation VR855 - "Shawnoaks"
5505 – 5585 Oak Street
Vancouver, BC

Annual General Meeting
Monday, June 28, 2010 at 7:00 p.m.

(3/4 Vote Resolution)

Addition to Bylaw Section 2 - Monthly Maintenance Payments

Whereas:

The Owners, Strata Plan VR855 – "Shawnoaks" wishes to add the following bylaws pertaining to monthly strata fees, that the strata corporation may proceed with a court order for sale proceedings should an Owner(s)' strata fees remain outstanding in the amount of \$2,000 or more.

BE IT THEREFORE RESOLVED AS A ¾ VOTE RESOLUTION THAT:

THAT the Owners of Strata Plan VR855 – "Shawnoaks" ADOPT the following proposed bylaw addition *Section 2.3* to be effective after the Monday, June 28, 2009 Annual General Meeting.

BYLAW ADDITION

Section 2.3 The strata corporation may proceed with foreclosure of a strata lot that owes \$2,000 or more in strata fee payments.

End of Resolution "A".



Hamilton Insurance Services Inc.
268-828 W 8th Ave., Vancouver, BC V5Z 1E2
Tel: 604-872-6788 Fax: 604-872-5882

CERTIFICATE OF INSURANCE

This is to certify to that a policy of insurance as herein described has been issued to the Insured named below and is in full force.

Insured: Owners of Strata Plan VR 855
Location: 5505-5585 Oak St., Vancouver, BC
Term: September 28, 2009 TO September 28, 2010
All Property: \$15,450,000 (Replacement Cost, Earthquake, Flood & Sewer
Back up- Included)
Boiler: \$15,450,000
Liability Limit: \$5,000,000
Directors & Officers
Liability: \$2,000,000
POLICY #: 3392363

Coverages: The Commercial General Liability section provides coverage for Bodily Injury and property Damage, including Products and Completed Operations, Personal Injury, Contractual Liability and Cross Liability.

Coverage for Professional Liability, Pollution Liability, Terrorism and Liability for Data are specifically excluded from the Commercial General Liability rider.

The Insurance afforded is subject to the terms, conditions and exclusions of the applicable policy.

This Certificate is issued as a matter of information only and confers no rights on the holder and imposed no liability on the Insurer.

The insurer will attempt to provide thirty (30) days written notice to the Certificate Holder in the event of any policy cancellation or material change.

CO-OPERATORS GENERAL INSURANCE COMPANY

Hamilton Insurance Services Inc.
Authorized Representative

June 9, 2010

PROXY

TO: **THE OWNERS STRATA PLAN VR855**
c/o #701-1190 Hornby Street
Vancouver, B.C.
V6Z 2K5

OR

(May be deposited into
Strata Council Box in Breezeway
of 5555 Oak Street, Vancouver, B.C.)

I _____ of Unit No. _____ will not be in attendance at the meeting on **Monday, June 28, 2010.**

The undersigned hereby appoints:

_____ or failing him/her _____ as the proxy of the undersigned, upon presentation of this proxy form at said meeting(s), to attend and vote at the meeting to be held on **Monday, June 28, 2010**, and at any adjournment thereof, in the same manner, to the same extent and with the same powers as if the undersigned were present at the said meeting or any adjournment thereof. Discretionary authority is conferred on the proxy with respect to such proposals or matters which may properly come before the meetings and at any adjournment thereof.

The undersigned acknowledges receipt of the Notice for the meeting and hereby revokes any proxy previously given.

Signature

Date

**SHAWNOAKS VR855
NOMINATION FORM**

I, _____, Owner of Suite # _____,

hereby nominate the following owners for Strata Council:

	<u>NOMINATIONS</u>	<u>ACCEPTED</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____
6)	_____	_____
7)	_____	_____

Explanatory Notes:

- 1) Those persons nominated must be Owners of a strata lot in Shawnoaks.
- 2) Those persons nominated must not have any monies owing to the Strata Corporation at the time of the Annual General Meeting.
- 3) Nominations must be signed by the nominee in order to be valid.
- 4) Nominees may withdraw at any time up to the election.
- 5) Nominations may still be made from the floor at the Annual General Meeting.

