

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

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN THE CABANA, 5505-5585 OAK STREET, VANCOUVER, B.C., ON WEDNESDAY, FEBRUARY 2, 2011 AT 7:00 P.M.**

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**IN ATTENDANCE**

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

Lanie Fajardo, Co-Secretary  
Nick Sheehan

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;

- December 3, 23 Montalbano temporarily stopped leaks at the recirculation line.  
January 11, 17
- December 21, 30 Coinamatic fixed both dryers at 5515 laundry room.
- January 12 Latham's was called to check the heating system.
- January 18 Latham's was called to check the heating in one apartment.
- January 21 Montalbano was onsite to check a plumbing issue in one apartment.
- January 27 Latham's temporarily fixed the compressor in the mechanical room and a leaking pump in the parkade.
- January 27, 28 Montalbano replaced a portion of the recirculation line (5585 to the mechanical room). This portion was insulated on January 31.
- February 2 Overhead Door fixed the exit gate.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

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

4. **MANAGEMENT REPORT**

a) **“Shawnoaks” Sign**

Although the replacement of the “Shawnoaks” sign has been approved, it was decided that this should wait until a landscaping quotation is received to replace the landscaping around the current area before this is done.

b) **Cabana Rehabilitation**

It was noted that the landscaping on the west side of the Cabana needs to be replaced and Council was presented with a quotation to have eight (8) full size plants placed in this area. However, after discussion, it was decided to obtain a second quotation to have grass placed in this area instead. Progress to date on the Cabana was also discussed with Council reviewing what has been paid out so far and what was remaining in the special levy fund.

c) **Fencing**

It was decided to obtain a quotation to have all fencing in the complex replaced for budgetary purpose.

5. **GARDENING REPORT**

There was no gardening report.

6. **BUILDING/GROUNDS REPORT**

a) **Trees**

It was noted that some dead trees were discovered in the complex. Due to the fact that these trees may fall and damage a neighboring complex, it was decided to contact a tree removal company to have these trees removed.

7. **PUBLIC RELATIONS/ACTIVITIES**

It was noted that Murray Belkin has moved out of the complex and Council would like to wish him well in his new home.

Council would like to thank all who helped and attended the annual Christmas Party held in the cabana on December 28. It turned out to be a most enjoyable evening!

8. **TREASURER’S REPORT**

Ms. Jane Kim, the Treasurer, briefly went over the financial statements for the periods ending November and December 2010. It was noted that the total cash on hand was \$96,590 which included the contingency fund of \$91,847. It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending November and December 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 Suite 600-1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to [melliott@ranchogroup.com](mailto:melliott@ranchogroup.com).

Correspondence was received from Owners for the following;

- A request to have a washer/dryer installed.
- A request to investigate possible water damage inside a unit.
- A letter stating concerns regarding the upper breezeway doors.

10. **NEW BUSINESS**

a) **Pest Problem**

It was noted that an owner may have a pest problem inside their unit. The Strata Agent was advised to issue a letter to this owner advising they are responsible to take care of this issue. Failure to rectify this problem will result in the Strata resolving the issue and all associated costs will be charged back to the owner.

b) **Bylaws**

The Strata Agent was advised to issue a standard set of bylaws from another building so Council may update the “Shawnoaks” Bylaws.

11. **NEXT MEETING**

The next meeting has been scheduled for **Wednesday, March 2, 2011.**

12. **TERMINATION OF MEETING**

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

Respectfully Submitted,



Michael Elliott, Strata Agent  
Rancho Management Services (BC) Ltd.  
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## **REMINDER TO ALL RESIDENTS**

- Laundry rooms are for the use of residents only.
- No items shall be left and or stored in the breezeways. (this includes the drying of umbrellas)
- Please wait for the garage door to close after entering or exiting the underground parkade.