

**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 7TH, 2011 AT 7:00 P.M.

IN ATTENDANCE

Delton Fallis - President
Teresa Londero - Secretary
Timothy VanBraeden
Brian Ferris

Nick Sheehan - Vice President
Jane Kim - Treasurer
Chris Hethrington

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

Mike Elliott, Strata Agent

1. GUEST SPEAKER

The Owner of Strata Lot 7-5565 was present to discuss with Council a moisture issue inside her unit. The Owner briefly spoke to Council and was thanked and excused from the remainder of the meeting.

2. CARETAKER'S REPORT

Vivienne, the Building Caretaker, was not present due to a prior arrangement. However, she provided Council with her Building Manager's Report prior to this meeting, which was discussed.

November 3rd - 'Elite Fire Protection' winterized the sprinkler system in the parking.

November 8th - 'Montalbano' replaced a hot water pipe, at 5505.

November 12th - 'Latham's' replaced the motor of the heating pump #26, located between 5505 and 5515 (no heat).

November 15th - 'Latham's' replaced the bearings of the heating pump #26 (noisy).

November 23rd - 'National Air Technology' cleaned the dryer vents.

November 30th - 'Coinamatic' fixed a noisy dryer at 5545.

December 1st - 'A-Pro Locksmith' installed locks at the swimming pool gates and replaced the lock at the pool's mechanical room.

December 2nd - 'Mac's Electric' replaced a light bulb on the top corner of 5565.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

There being no errors and omissions, it was **MOVED, SECONDED, and CARRIED** to approve the previous meeting minutes of November 2nd, 2011, as circulated.

4. **MANAGEMENT REPORT**

a) **Painting:**

It was noted that painting has not yet been completed and that Council is still unsatisfied with much of the work that has been done. The painting committee will be speaking to the contractor in regards to this, and will have them stop painting immediately and continue this work in the spring, once the weather is warmer.

b) **Fence:**

It was noted that the Cabana fence has been replaced and Council is very happy with the job that was done. However, there are still some outstanding issues with regards to the fencing for the units themselves, and the Strata Agent was instructed to follow-up with the contractor to have these issues rectified.

c) **Piping:**

The replacement of the hot water line in the parkade is still ongoing.

d) **Pool Repairs:**

It was noted that the pool will need to be drained and acid washed, as well as areas of loose plaster patched and in some areas will have to be reattached. The Strata Agent was instructed to obtain a second quotation for this work.

e) **Laundry Machine Rentals:**

At the previous Council meeting, it was decided to replace the current laundry machine rental company, Coinamatic, with ENG'S; however the length of term was not discussed. The Council was presented with two options and it was decided to proceed with a seven year contract, as the company was offering seven free months with this option.

5. **BUILDING/GROUNDS REPORT**

It was noted that the address signage has arrived for the buildings and the painting contractor will be asked to have these installed.

6. **PUBLIC RELATIONS/ACTIVITIES**

The Shawnoaks Festive Season Get-Together will be held in the Cabana on Wednesday, December 28th from 5:30 p.m. to 7.30 p.m.

7. **FINANCIAL REPORT**

The Strata Council Treasurer, Ms. Jane Kim, went over the financial statements for the period ending October 31st, 2011 and reported that there is currently \$126,202 cash on hand, including \$102,584 in the Contingency Reserve Fund.

After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve the financial statements for period ending October 31st, 2011, as presented.

The Strata Agent was asked to remind Rancho’s accounting department to ensure that the font for the financial reports is larger.

8. **CORRESPONDENCE**

Correspondence was received from Owners for the following:

- A renovation request
- A letter regarding a fine dispute
- A letter regarding a heat issue
- A letter regarding the fence replacement project

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.

9. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED**, and **CARRIED** to terminate the meeting at 8:18 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 23rd	CLOSED AT 3:00 PM
MONDAY, DECEMBER 26th	CLOSED
TUESDAY, DECEMBER 27th	CLOSED
FRIDAY, DECEMBER 30th	CLOSED AT 3:00 PM
MONDAY, JANUARY 2nd	CLOSED

**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, NOVEMBER 2ND, 2011 AT 7:00 P.M.

IN ATTENDANCE

Delton Fallis *President*

Nick Sheehan *Vice President*

Teresa Londero *Secretary*

Jane Kim *Treasurer*

Timothy VanBraeden

Chris Hethrington

Brian Ferris

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. APPROVAL OF PREVIOUS MEETING MINUTES

There being no errors and omissions, it was **MOVED, SECONDED, and CARRIED** to approve the previous meeting minutes of October 5th, 2011 as circulated.

3. CARETAKER'S REPORT

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

October 7th – 'Montalbano' replaced a leaking hot water pipe between 5525 and 5535.

October 19th – 'Montalbano' replaced a portion of the hot water main line, from the boiler room to 5565.

October 19th – 'Overhead Door' fixed the entrance gate.

October 20th and 21st – 'Latham's' fixed a leaking pump (no.6) and replaced a noisy pump (no.10) in the boiler room.

October 21st – 'Montalbano' replaced a leaking hot water pipe at 5565 (units #1,#2,#5 and #6).

October 21st – 'Coinamatic' was onsite to check the dryer at 5575. The technician unplugged the vent box, removing wet lint.

October 26th – 'Montalbano' replaced a leaking hot water pipe at 5565 (units #3,#4,#7, and #8)

October 26th – 'City Irrigation' winterized the complex sprinkler system.

October 28th - 'Latham's' fixed the heating boiler (thermocouple replaced) and the heating pump (no.27).

4. **MANAGEMENT REPORT**

a) **Painting:**

The painting of the buildings was discussed and it was noted that there are a few items that the Council is not happy with. A list will be put together and the painting committee will be speaking to the painting contractor regarding the Strata Council's concerns.

b) **Fencing:**

At the previous Council meeting, the replacement of the cabana fence was approved and this work will begin November 14th, 2011.

c) **Cabana:**

It was noted that there are still some small interior items that have yet to be completed in the cabana and it is hoped that these will be done by the next Council meeting.

d) **Piping:**

The replacement of the hot water line in the parkade is still ongoing.

e) **Irrigation Line Repairs:**

The Council was presented with a quotation to repair a possible crack in the sprinkler irrigation mainline which may be causing damage to the rear driveway; however, it was decided to table this until next spring when the company is onsite to turn on the irrigation system as it has already been turned off and drained for the winter.

5. **BUILDING/GROUNDS REPORT**

It was mentioned that the deck around the pool is in need of cleaning, but that it cannot be pressure washed until the drains are cleaned. The Strata Agent was instructed to obtain a price quotation to have the drains cleaned.

6. **PUBLIC RELATIONS/ACTIVITIES**

There is no report for this month.

7. **FINANCIAL REPORT**

The Strata Council Treasurer, Ms. Jane Kim, went over the financial statements for the period ending September 31st, 2011 and reported that there is currently \$136,386 cash on hand, including \$101,470 in the Contingency Reserve Fund.

After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for period ending September 31st, 2011, as presented.

8. **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.

Correspondence was received from Owners for the following:

- An Owner would like to move their car as there is a pipe leaking above their stall
- An Owner would like to have the painting contractor come back and clean areas that were damaged from the pressure washing
- A request from an Owner to remove the doors from the breezeways as they believe this is a safety issue
- An Owner would like to get reimbursement for work that was done inside their unit relating to mildew

9. **NEW BUSINESS**

a) **Laundry Machine Proposals:**

At the previous Council meeting, it was noted that the washing machines have not been operating correctly, and it was decided to obtain two quotes from separate laundry machine rental companies. The Strata Agent was advised to enquire with Coinamatic to see if they would be willing to revise their contract and provide new machines at the same price.

The Strata Agent advised that Coinamatic had agreed to provide new machines; however, due to the lack of customer service received from Coinamatic in the past, the Council decided to terminate the current contract and to award the contract to “ENG’S”.

b) **Tree Trimming:**

It was noted that a new tree trimming contractor was used this year; however, the Strata Council was not satisfied with them and will be returning to the original contractor **Tree Care**.

c) **Address Signs:**

It was noted that new address signage for the buildings will be ordered and the painting contractor will be asked to install these on each building.

10. **NEXT MEETING**

The next meeting will be a Strata Council Meeting, scheduled for **Wednesday, December 7th, 2011** at 7:00 p.m.

11. **TERMINATION OF MEETING**

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

Respectfully Submitted,



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 9th	CLOSED AT 1:00 PM
FRIDAY, DECEMBER 23rd	CLOSED AT 3:00 PM
MONDAY, DECEMBER 26th	CLOSED
TUESDAY, DECEMBER 27th	CLOSED
FRIDAY, DECEMBER 30th	CLOSED AT 3:00 PM
MONDAY, JANUARY 2nd	CLOSED

**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, 5505-5585 OAK STREET, VANCOUVER, B.C., ON WEDNESDAY, OCTOBER 5TH, 2011 AT 7:00 P.M.

IN ATTENDANCE

Delton Fallis *President*

Teresa Londero *Secretary*

Timothy VanBraeden

Nick Sheehan *Vice President*

Jane Kim *Treasurer*

Chris Hethrington

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

Mike Elliott, Strata Agent

REGRETS

Brian Ferris

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 7:00 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES**

There being no errors and omissions, it was **MOVED, SECONDED, and CARRIED** to approve the previous meeting minutes of September 7th, 2011 as circulated.

3. **CARETAKER'S REPORT**

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

September 8th – 'Latham's' was onsite for the pool heater maintenance

September 9th – 'Latham's' repaired the pool heater. The pilot burner and the gas valve have been replaced.

September 10th – 'City Irrigation' was onsite to fix the sprinkler line between 5545 and 5555

September 14th – 'Montalbano' replaced a leaking hot water pipe between 5555 and 5565

September 15th – 'Montalbano' replaced a leaking hot water pipe at 5585 (in the wall, locker room area)

September 19th and 21st – 'Mac's Electric' replaced three light bulbs and ballasts, located on the top corners at 5535 and 5545

September 20th – 'Montalbano' replaced a leaking hot water pipe at 5575

September 26th – 'Montalbano' replaced two shutoffs and installed two shutoffs at the hot water main line

September 29th – 'Montalbano' replaced a hot water pipe at 5505

October 3rd – 'Care Pest Control' fumigated a suite for carpenter ants

4. **MANAGEMENT REPORT**

a) **Painting:**

It was noted that the Council is satisfied with the painting completed thus far by the contractor; however, it was mentioned that they have been leaving out paper as well as other supplies while they are not onsite, and the Council will be speaking to Fresh Paint's management to address this matter.

b) **Fencing:**

It was noted the fencing project has been completed; however, there are still some deficiency items that need to be addressed and the Council will be speaking to the contractor regarding this.

c) **Piping:**

It was noted that **Montalbano Plumbing** has been onsite working on the replacement of the hot water line in the parkade. The pressure reducing valve in the parkade has also been replaced.

d) **Bike Racks:**

The installation of the new bike racks has been completed and all Residents with bikes are asked to put these racks to use.

5. **BUILDING/GROUNDS REPORT**

There was no report to present.

6. **PUBLIC RELATIONS/ACTIVITIES**

The Strata Council would like to congratulate Lanie Fajardo on having a baby girl named Olivia.

7. **FINANCIAL REPORT**

The Strata Council Treasurer, Ms. Jane Kim, reported that there is currently \$104,401 cash on hand which includes \$100,416 in the Contingency Reserve Fund.

After discussion, it was **MOVED, SECONDED, and CARRIED** to give Resident Caretaker Viviana Boicu an increase on her salary. The Strata Council would like to express their gratitude to Viviana for her hard work and dedication to Shawnoaks.

8. **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.

8. **CORRESPONDENCE – CONT'D**

Correspondence letters were received from two Owners regarding the fence replacement project.

9. **NEW BUSINESS**

a) **Washing Machines:**

It was noted the current washing machines have not been operating correctly and the Council has not been satisfied with the customer service of the current contractor **Coinamatic**. Council has therefore obtained quotations from two other laundry machine rental companies. The Strata Agent was advised to speak to Coinamatic to see if they would be willing to revise their contract and provide new machines at the same price. The Strata Agent will report back to the Council in regards to this.

b) **Pots on Balconies:**

It has come to the Council's attention that many Residents have placed pots on their balcony. The Strata Agent was advised to issue letters to all of these Owners as this is a violation of the building rules. It was then **MOVED, SECONDED, and CARRIED** to introduce a new rule:

“No pots at all can be placed on the balcony railing. The only flowering pots allowed will be pots that have hooks and hang from the balcony railing.”

The purpose of the new rule is not only for safety, but also because the pots placed directly on the railings is the cause of the rot that the building is currently experiencing on some of the balconies.

c) **Pets:**

Residents are reminded that visitors are not allowed to bring pets into Shawnoaks as per the building's bylaws, and any Residents seen doing so will be fined accordingly.

BY-LAW: 8

PETS

- 8.1 *Pets are not allowed within boundaries of “Shawnoaks”, Strata Corporation VR855.*
- 8.2 *Any owner violating By-Law 8.1 will be subject to a fine of \$50 per every 7 days the pet resides on the premises.*
- 8.3 *No strata lot resident, guest or visitor shall feed birds, squirrels, rodents or other animals within the boundaries of the Strata Corporation.*

10. **NEXT MEETING**

The next meeting will be a Strata Council Meeting, scheduled for **Wednesday November 2nd, 2011** at 7:00 p.m.

11. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:45 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

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.

**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, SEPTEMBER 7TH, 2011 AT 7:00 P.M.

IN ATTENDANCE

Delton Fallis *President*

Teresa Londero *Secretary*

Timothy VanBraeden

Brian Ferris

Nick Sheehan *Vice President*

Jane Kim *Treasurer*

Chris Hethrington

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 by the Strata Council President, Mr. Delton Fallis, at 7:00 p.m.

2. APPROVAL OF PREVIOUS MEETING MINUTES

There being no errors and omissions, it was **MOVED, SECONDED, and CARRIED** to approve the previous meeting minutes of August 3rd, 2011 as circulated.

3. CARETAKER'S REPORT

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

August 12th – 'Care Pest Control' sprayed a wasp nest at 5545

August 17th – 'Care Pest Control' sprayed a wasp nest at 5515 and fumigated a suite for silverfish

August 18th – 'Montalbano' replaced a leaking hot water pipe at 5525

August 22nd – 'Montalbano' replaced a leaking hot water pipe at 5585

August 23rd – 'Montalbano' insulated the pipes replaced at 5525 and 5585

August 25th – 'Latham's' was onsite for the biannual heating equipment maintenance. They removed a heating pump motor at 5505 and replaced it on August 31st.

August 31st – 'Montalbano' replaced a leaking hot water pipe at 5575 and fixed a broken garden hose pipe at 5555

September 1st and 2nd – 'City Irrigation' was onsite to fix the sprinkler line around the cabana

September 7th – 'Montalbano' replaced a hot water pipe between 5545 and 5555

4. **MANAGEMENT REPORT**

a) **Painting:**

The painting of the complex has been started by the contractor Fresh Paint. There was some confusion as to whether the contractor was completing two coats of paint on each building before moving on to the next. Timothy VanBraeden of the Painting Committee was instructed to speak to the contractor to clarify.

b) **Fencing:**

The contractor Premium Fence is expected to complete the fence replacement project by September 8th.

c) **Cabana:**

It was noted that final payment has been issued to Trasolini Chetner for work on the cabana. There are, however, still some smaller items that the Council will be having addressed by another contractor.

d) **Piping:**

Montalbano Plumbing has been contacted to complete the remaining pipe work, as Council has been happy with the work they have completed thus far. Council was also able to negotiate a slightly lower price on the remaining work.

e) **Enterphone:**

The Council was presented with a quotation to install an enterphone in the building as per the direction at the last meeting. After discussion, it was put to vote (6 opposed, 1 in favor) and decided not to proceed with the installation of the enterphone.

5. **BUILDING/GROUNDS REPORT**

Brian Ferris, who accepted the position of Building/Grounds Committee, brought to the Council's attention that some Owners are experiencing fluctuation of the hot water in their units. Montalbano Plumbing will be contacted to look into this matter.

6. **PUBLIC RELATIONS/ACTIVITIES**

Mr. Millett was approached by Council with regards to being the Social Coordinator for Shawnoaks. Mr. Millett accepted this position and will be submitting Public Relations Reports to the Council to be included in the minutes. Below is Mr. Millett's first report.

On August 7th, the “Shawnoaks” Summer Party was held on the lawn outside 5525/5535. It was a pleasant, sunny evening and around 20 Owners came out for the get-together. There was, as usual, a fine selection of tasty food to be shared and appreciated as well as lively, friendly interaction.

The Strata Council thanks those who helped organize this enjoyable, annual event.

7. **FINANCIAL REPORT**

The Strata Council Treasurer, Ms. Jane Kim, briefly went over the financial statements for the periods ending July 31st, 2011. It was noted that the total cash on hand for the month of July was \$100,109 which included the Contingency Reserve Fund of \$99,363.

After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve the financial statements for the period ending July 31st, 2011, as presented.

The Strata Agent was asked to provide details on a possible way to change the fiscal year end of the Strata so that it would not result in having an AGM in the middle of summer and will be reporting back to the Council.

8. **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.

Correspondence was received from Owners for the following:

- A request from an Owner regarding landscaping.
- A letter from an Owner regarding condensation on the inside of their windows.

9. **NEW BUSINESS**

a) **Bike Racks:**

The Council was presented with a quotation to have new bike racks installed at the building. After discussion, it was then **MOVED, SECONDED**, and **CARRIED** to proceed with the work. Two weeks' notice will be given to all Residents to have their bikes removed from the current bike racks so that the new bike racks can be installed.

b) **Cardboard Recycling Bins:**

It has come to the Council's attention that many Residents are not breaking down their cardboard when recycling. If cardboard is not broken down, it causes the bins to become full more quickly and the garbage contractor will not pick them up.

10. **NEXT MEETING**

The next meeting will be a Strata Council Meeting, scheduled for October 5th, 2011 at 7:00 p.m.

11. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED**, and **CARRIED** to terminate the meeting at 9:00 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

EMERGENCY PROCEDURES

(After regular hours)

If you have a building emergency after regular hours, please call Rancho's number at 604 684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: broken water pipes, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.

**SHAWN OAKS
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, AUGUST 3RD, 2011 AT 7:00 P.M.

IN ATTENDANCE

Teresa Londero	Delton Fallis
Nick Sheehan	Jane Kim
Timothy VanBraeden	Chris Hethrington

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

Mike Elliott, Strata Agent

REGRETS

Brian Ferris

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:

- **Delton Fallis, *President***
- **Nick Sheehan, *Vice President***
- **Jane Kim, *Treasurer***
- **Teresa Londero, *Secretary***

2. CALL TO ORDER

There being a quorum present, the meeting was officially called to order by the Strata Council President, Mr. Delton Fallis, at 7:05 p.m.

3. APPROVAL OF PREVIOUS MEETING MINUTES

There being no errors and omissions, it was **MOVED, SECONDED**, and **CARRIED** to approve the previous meeting minutes of June 7th, 2011 as circulated.

4. CARETAKER'S REPORT

It was noted that the Resident Caretaker, Viviana, is currently on vacation and as such there was no Caretaker's Report for this meeting.

5. MANAGEMENT REPORT

a) Painting:

At the recently held Annual General Meeting (AGM) it was approved by $\frac{3}{4}$ of the Owners to approve the special levy to have the exterior of the buildings painted. After discussion, Council has awarded the contract to FRESH PAINT. Notices will be sent out to Owners advising as to when they should expect to see FRESH PAINT on site.

5. **MANAGEMENT REPORT CONT'D**

b) **Fencing:**

The fencing project was also approved at the recently held AGM, and after discussion, it was decided to award the contract to PREMIUM FENCE.

c) **Piping:**

The repairs to the piping that were approved at the AGM will also be scheduled shortly. Council plans to meet with the contractor who has completed the majority of the job thus far, MONTALBANO PLUMBING, to discuss this project further.

d) **Cabana:**

It was noted that the deficiency repairs to the cabana are nearing completion. There were also some small items which Council plans to take care of, including the installation of shower handles and coat hooks.

6. **BUILDING/GROUNDS REPORT**

There was no building/grounds report at this time.

7. **PUBLIC RELATIONS/ACTIVITIES**

It was noted that the annual Shawnoaks “meet and greet” will be held on Sunday, August 7th, 2011.

The Strata Council is saddened to announce that Frank Bernstein has recently passed away, and Council wishes to express their deepest condolences to his wife, Karon. Frank will be dearly missed around the complex.

8. **FINANCIAL REPORT**

The Strata Council Treasurer, Ms. Jane Kim, briefly went over the financial statements for the periods ending May 31st, 2011 and June 30th, 2011. It was noted that the total cash on hand for the month of May was \$98,935 which included the Contingency Reserve Fund of \$97,200. As of June 30th, 2011 the cash on hand was \$99,345 which included the Contingency Reserve Fund of \$98,313. After discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the financial statements for the periods ending May 31st, 2011 and June 30th, 2011 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.

Correspondence was received from Owners for the following:

- A request from an Owner to have a washer and dryer installed in their unit.
- A request from an Owner for Council to contact the Owner below their unit to have their hedges trimmed to a manageable height.

10. **NEW BUSINESS**

a) **Tree Trimming:**

It was noted that the first tree trimming of the year will be done shortly. Any Owners with concerns regarding trees that have not already been submitted are asked to do so by Wednesday, August 31st, 2011 by contacting the Strata Agent or leaving a note in the drop box.

b) **Enterphone:**

The Strata Agent was advised to obtain pricing on the installation of an enterphone at the parkade entrance, which would allow guests of Owners to dial the Owner directly and have the gate opened remotely without having to leave their unit.

11. **NEXT MEETING**

The next meeting will be a Strata Council Meeting scheduled for September 7th, 2011 at 7:00 p.m.

12. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:24 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

EMERGENCY PROCEDURES

(After regular hours)

If you have a building emergency after regular hours, please call Rancho's number at 604 684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: broken water pipes, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.



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: Owners/Residents of "Shawnoaks" – VR855
FROM: VR855 Strata Council
DATE: July 27, 2011
RE: REVISED SPECIAL LEVY SCHEDULE

Dear Owners,

Due to an error by Rancho, the previously special levy schedule which was sent with the AGM minutes was incorrectly dated. The attached schedule has been corrected. Council has decided on the due dates of **August 15, September 15, and October 15**, for each of the installments, with lump sum payment still due on **September 15, 2011**.

As the special levy amounts are greater than \$1,000, they must be paid by cheque, which must be received by the Strata Corporation on or before the day the levy payments are due, or, if you are on pre-authorised debit and wish this amount to be withdrawn from your account, you must contact Richard Attwell with written authorisation to withdraw this amount. If you have any questions regarding payment or to authorise an automatic withdrawal, please contact Richard Attwell in Accounts Receivables at 604-331-4279 or via e-mail at rattwell@ranchogroup.com.

Yours truly,

RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Agents for the Owners

Per:

Mike Elliott

Strata Agent

Phone: 604-331-4280

Email: melliott@ranchogroup.com

ME/ej

cc: Strata Council

RESOLUTION "B" (3/4 VOTE RESOLUTION)

APPROVED 2011 SPECIAL LEVY SCHEDULE

"SHAWNOAKS"

STRATA CORPORATION VR-855

5505 - 5585 Oak Street, Vancouver, BC

Replacement of Hot Water Recirculation Line, Replacement of Limited Common Fences, Repairs to Building Fascias, Exterior Painting & 2010/11 Operating Deficit - \$277,726

# OF BEDROOMS	UNIT ENTITLE	Amount due on August 15th, 2011	Amount due on September 15th, 2011	Amount due on October 15th, 2011
1 Bedroom Strata Lot	11	\$1,047	\$1,047	\$1,047
2 Bedroom Strata Lot	15	\$1,427	\$1,427	\$1,427
3 Bedroom Strata Lot	19	\$1,808	\$1,808	\$1,808

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

IF PAYING IN ONE LUMP SUM

# OF BEDROOMS	Amount due on September 15th, 2011
1 Bedroom Strata Lot	\$3,141
2 Bedroom Strata Lot	\$4,281
3 Bedroom Strata Lot	\$5,424



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Property Management Specialists

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

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

www.ranchovan.com

July 25, 2011

Owners of Shawnoaks

Strata Plan VR855

5505-5585 Oak Street

Vancouver, B.C.

Dear Owners:

Re: Minutes of the Annual General Meeting of Tuesday, July 19, 2011
2011 AGM Minutes, Strata Fees & Special Levy Schedule

Please find attached the minutes and special levy schedule to be paid in three (3) equal instalments, assessed accordingly to the owner's strata lot entitlement. There is **NO** increase in strata fees.

Following the Annual General Meeting, the newly elected Strata Council has chosen to change the payment period for the approved special levy from 2 payments due August 1, 2011 and September 1, 2011, as was voted on at the Annual General Meeting, to 3 instalments due on September 1, October 1, and November 1, 2011. This has been done in an effort to make payment easier for all Owners. For any Owners who are able to cover this special levy in one lump sum, Council thanks you for this, and is requesting this be done by September 15, 2011, in order to help with the building's cash flow.

As the special levy amounts are greater than \$1,000, they must be paid by cheque, which must be received by the Strata Corporation on or before the day the levy payments are due. If you have any questions regarding payment or your account, please contact Richard Attwell in Accounts Receivables at 604-331-4279 or via e-mail at rattwell@ranchogroup.com.

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;

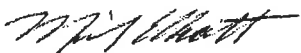
www.ranchovan.com

UserName: VR855

Password: 855oakstreet

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/cej

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

MINUTES OF THE ANNUAL GENERAL MEETING OF THE MEMBERS OF STRATA PLAN VR855, SHAWN OAKS, HELD IN THE CEDAR ROOM AT VANDUSEN BOTANICAL GARDEN 5251 OAK STREET, VANCOUVER, B.C. ON TUESDAY JULY 19, 2011 AT 7:00 P.M.

IN ATTENDANCE:

46 Owners were represented either in person or by proxy. (17 by proxy, 29 in person)

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

Mike Elliott, Strata Agent

1. CALL TO ORDER

There being a quorum, the meeting was officially called to order by the Strata Council Vice-President, Mr. Delton Fallis, at 7:00 p.m., as the President, Mr. Brian Ferris was unable to attend tonight's meeting due to a prior engagement.

2. CALLING THE ROLL AND CERTIFYING PROXIES

The Owners were informed that a quorum existed being made up of 46 Owners represented either in person or by proxy. (17 by proxy, 29 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 28th, 2011.

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 Annual General Meeting minutes of June 28, 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 June 28, 2010 Annual General Meeting minutes as presented.

5. PRESIDENT'S REPORT

As the Strata Council President, Mr. Brian Ferris, was unable to attend tonight's meeting, Mr. Delton Fallis, the Strata Council Vice-President, gave the President's Report for the past year. Mr. Fallis went on to explain to the Owners that the Council experienced a difficult year financially, particularly with unforeseen expenses, the largest being the repairs to the hot water recirculation

5. **PRESIDENT'S REPORT CONT'D**

line in the parkade, which had caused the Strata to go over-budget by approximately \$24,780. It is hoped that tonight's resolution passes so that Council will be able to finish off the remaining portions of the hot water recirculation line that have not yet been replaced. It was also noted that the repairs to the Cabana are nearing completion, and that there are only a few small deficiencies left to work out with the contractor. It is also hoped that there will be enough money left over in the special levy account to be issued back to the Owners.

6. **FINANCIAL REPORT**

The Treasurer, Jane Kim, informed the Owners that as of April 30, 2011, there was \$97,032 cash on hand which includes \$96,151.23 in the contingency fund. Ms. Kim briefly discussed the deficit of \$24,780, which Delton previously alluded to, and that this was attributed to the unforeseen expenses related to the hot water recirculation line repairs.

Ms. Kim then answered specific questions from the Owners in regards to the financial statements for the period ending April 30th, 2011. It was then **MOVED, SECONDED**, and **CARRIED** to approve the financial statements for the period ending April 30th, 2011 as presented.

7. **MOTION TO APPROVE THE 2011/2012 OPERATING BUDGET**

Ms. Jane Kim reviewed the proposed 2011/2012 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" 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.*

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

a) **Resolution “A” – Cont’d:**

3. *THAT the attached special levy will be assessed in accordance with the schedule of unit entitlement (see attached)*

The resolution was **MOVED and SECONDED** and the floor was opened for discussion, where a motion was **MOVED and SECONDED** to amend the resolution to the following.

“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 for a cost of \$87,217.00.*
2. *The Council is also recommending the replacement of the existing limited common property fencing in the complex, to be paid by way of a special levy for a cost of \$44,800.00.*
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 for a cost of \$53,872.00.*
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 for a cost of \$67,911.00.*
5. *Portions of the balcony railing inserts need to be replaced, and capping is required and Council recommends this be paid for by way of a special levy for a cost of \$33,600.00.*
6. *The Operating Deficit incurred for the 2010-2011 fiscal year is \$24,783.00*
7. *The total cost for all of the above-listed work is \$312,183.00.*

BE IT THEREFORE RESOLVED AS A $\frac{3}{4}$ VOTE RESOLUTION :

1. *THAT the Owners, Strata Plan VR855, approve a special levy in the amount of \$312,183.00 (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”*

The amended resolution was then **SECONDED** and the floor was opened for discussion. The Council Vice President, Mr. Fallis, briefly spoke to the Owners regarding this resolution, and explained that the biggest difference between resolutions A and B was to do with the rotting wood fascia, and the two different proposals for how to address it. In particular, Resolution A included replacing the wooden fascia with a metal cladding which would last longer than simply replacing it with wood, as it would no longer require painting, and require less maintenance.

An Owner raised a concern as to why Council felt the building needed to be repainted, as they believed this was simply for cosmetic reasons. The Owner was informed that after speaking to the various contractors, as well as one of the Owners in Shawnoaks who happens to be a professional painter, that it is recommended that wood be painted every 7

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

a) **Resolution “A” – Cont’d:**

years, in order to prevent it from rotting. The last time Shawnoaks was repainted was 11 years ago. Another Owner raised a concern as to which fences were to be replaced, and the Owner was informed that the fences are on limited common property for the ground floor units to divide their backyards. There being no further questions, the amended resolution was put to a vote and **DEFEATED** (26 in favour, 19 opposed, 1 spoiled ballot.)

b) **Resolution “B” 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 :

1. *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.*
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.”*

The resolution was **MOVED and SECONDED** and the floor was opened for discussion, where a motion was **MOVED and SECONDED** to amend the resolution to the following.

“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 for a cost of \$87,217.00.*
2. *The Council is also recommending the replacement of the existing limited common property fencing in the complex, to be paid by way of a special levy for a cost of \$44,800.00.*
3. *The exterior of the building is in need of repainting and the Council recommends this be paid for by way of a special levy for a cost of \$76,126.00.*

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

b) **Resolution “B” – Cont’d:**

4. *Portions of the fascia, balcony railing inserts need to be replaced, and capping is required and Council recommends this be paid for by way of a special levy for a cost of \$44,800.00.*
5. *The Operating Deficit incurred for the 2010-2011 fiscal year is \$24,783.00*
6. *The total cost for all of the above-listed work is \$277,726.00.*

BE IT THEREFORE RESOLVED AS A ¾ VOTE RESOLUTION :

1. *THAT the Owners, Strata Plan VR855, approve a special levy in the amount of \$277,726.00 (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)”*

The amended resolution was then **SECONDED** and put to a vote. The motion was **CARRIED** (42 in favour, 4 opposed.)

c) **Resolution “C” Renovation 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 Tuesday, July 19, 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.

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

c) **Resolution “C” – Cont’d:**

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.*

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

c) **Resolution “C” – Cont’d:**

- (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*
- (h) *this material must be submitted to Council for approval and they must have an acoustical rating with a minimum IIC of 63 dbB.*
- (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.*

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

c) **Resolution “C” – Cont’d:**

- (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*
 - (d) *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.*

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

c) **Resolution “C” – Cont’d:**

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.”

After a brief discussion the motion was **SECONDED**, and **CARRIED** (38 in favour, 7 opposed, 1 abstained.)

d) **Resolution “D” Pool 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 Tuesday, 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 SAFETY.*

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.*

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

d) **Resolution “D” Pool Bylaw Amendments (cont’d):**

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.”*

The Resolution was **MOVED, and SECONDED**, and the floor was opened for discussion. The Owners were informed that the purpose of turning the bylaws into rules was to allow the Council the option to implement rules on a trial basis to determine what would work best for all Owners at Shawnoaks, as currently the bylaws do not allow for the Council to be flexible on any pool issues. An Owner raised a concern as to whether this would affect the Strata’s insurance rates as there is no lifeguard on duty. The Owner was informed that the Strata Council had already approached the insurer regarding this question, and that allowing children into the pool would not affect the Strata’s insurance. The Resolution was then put to a vote and **DEFEATED** (21 in favour, 23 opposed, 2 abstained.)

e) **Resolution “E” Barbecue 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 Tuesday, July 19, 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.*

The resolution was then **MOVED, and SECONDED**, and the floor was opened for discussion. An Owner raised a concern as to the danger of allowing propane barbecues into the building, as they have heard stories of propane tanks exploding. Another Owner raised a concern as to whether this would affect the building’s insurance and the Owner was informed that Council had already looked into this, and that allowing propane barbecues does not affect the building’s insurance. An Owner who was in favour of the proposed bylaw amendment made a point that the use of propane tanks is not dangerous at all, and that it would pose no safety risk to the building. The floor was then closed for discussion, and the bylaw amendment was put to a vote, and **DEFEATED** (16 in favour, 29 opposed, 1 abstained.)

9. **REPORT ON INSURANCE**

The Chair informed the Owners that the building is currently being insured for \$15,696M with \$5M coverage for general liability and \$2M for Directors and Officers (The Strata Council). The water damage deductible is \$5,000, and the sewer backup deductible is \$5,000. The glass damage deductible is \$500.

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
Chris Hethrington
Nick Sheehan

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

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

11. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the Annual General Meeting at 9:17 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

EXTENDED ABSENCE

Owners/Residents who are going away for an extended period of time must make arrangements to have someone inspect their suite on a regular basis. The following are suggested steps to be taken when planning on leaving for thirty (30) days or more:

- Notify the Concierge Staff of your absence
- Leave an emergency contact phone number
- Turn off all water supply lines in your suite (Concierge staff can provide you with assistance if required)
- It is advisable that you have your suite checked at least once a week.

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 "B" (3/4 VOTE RESOLUTION)

APPROVED 2011 SPECIAL LEVY SCHEDULE

"SHAWNOAKS"

STRATA CORPORATION VR-855

5505 - 5585 Oak Street, Vancouver, BC

***Replacement of Hot Water Recirculation Line, Replacement of Limited Common
Fences, Repairs to Building Fascias, Exterior Painting & 2010/11 Operating
Deficit - \$277,726***

# OF BEDROOMS	UNIT ENTITLE	Amount due on September 1st, 2011	Amount due on October 1st, 2011	Amount due on November 1st, 2011
1 Bedroom Strata Lot	11	\$1,047	\$1,047	\$1,047
2 Bedroom Strata Lot	15	\$1,427	\$1,427	\$1,427
3 Bedroom Strata Lot	19	\$1,808	\$1,808	\$1,808

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

IF PAYING IN ONE LUMP SUM

# OF BEDROOMS	Amount due on September 15th, 2011
1 Bedroom Strata Lot	\$3,141
2 Bedroom Strata Lot	\$4,281
3 Bedroom Strata Lot	\$5,424

Pre-Authorized Debit (PAD) Plan – Strata

FAX: (604) 684-1956

ATTACH VOID
CHEQUE HERE

STRATA PLAN: _____

STRATA LOT NO.: _____

UNIT NO.: _____

- 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:
 - 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.
 - Authorized one-time or sporadic debits.
 - 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.
- 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.
- 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.
- 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.
- 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.
- 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. – 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.

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

Annual General Meeting
Tuesday, July 19th, 2011 at 7:00 p.m.

(3/4 Vote Resolution)

Special Levy Option A (Amended)

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 for a cost of \$87,217.00.
2. The Council is also recommending the replacement of the existing limited common property fencing in the complex, to be paid by way of a special levy for a cost of \$44,800.00.
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 for a cost of \$53,872.00.
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 for a cost of \$67,911.00.
5. Portions of the balcony railing inserts need to be replaced, and capping is required and Council recommends this be paid for by way of a special levy for a cost of \$33,600.00.
6. The Operating Deficit incurred for the 2010-2011 fiscal year is \$24,783.00
7. The total cost for all of the above-listed work is \$312,183.00.

BE IT THEREFORE RESOLVED AS A ¾ VOTE RESOLUTION :

1. THAT the Owners, Strata Plan VR855, approve a special levy in the amount of \$312,183.00 (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

"SHAWNOKS"

STRATA CORPORATION VR-855

5505 - 5585 Oak Street, Vancouver, BC

***Replacement of Hot Water Recirculation Line, Replacement of
Limited Common Fences, Medal Cladding to Fascias, Exterior
Painting & 2010/11 Operating Deficit - \$312,183***

# OF BEDROOMS	UNIT ENTITLE	Amount due on August 1st, 2011	Amount due on September 1st, 2011
1 Bedroom Strata Lot	11	\$1,765	\$1,765
2 Bedroom Strata Lot	15	\$2,406	\$2,406
3 Bedroom Strata Lot	19	\$3,048	\$3,048

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

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

Annual General Meeting
Tuesday, July 19th, 2011, 2011 at 7:00 p.m.

(3/4 Vote Resolution)

Special Levy Option B (Amended)

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 for a cost of \$87,217.00.
2. The Council is also recommending the replacement of the existing limited common property fencing in the complex, to be paid by way of a special levy for a cost of \$44,800.00.
3. The exterior of the building is in need of repainting and the Council recommends this be paid for by way of a special levy for a cost of \$76,126.00.
4. Portions of the fascia, balcony railing inserts need to be replaced, and capping is required and Council recommends this be paid for by way of a special levy for a cost of \$44,800.00.
5. The Operating Deficit incurred for the 2010-2011 fiscal year is \$24,783.00
6. The total cost for all of the above-listed work is \$277,726.00.

BE IT THEREFORE RESOLVED AS A ¾ VOTE RESOLUTION :

1. THAT the Owners, Strata Plan VR855, approve a special levy in the amount of \$277,726.00 (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 "B".

RESOLUTION "B" (3/4 VOTE RESOLUTION)

PROPOSED 2011 SPECIAL LEVY SCHEDULE

"SHAWNNOAKS"

STRATA CORPORATION VR-855

5505 - 5585 Oak Street, Vancouver, BC

Replacement of Hot Water Recirculation Line, Replacement of Limited Common Fences, Repairs to Building Fascias, Exterior Painting & 2010/11 Operating Deficit - \$277,726

# OF BEDROOMS	UNIT ENTITLE	Amount due on August 1st, 2011	Amount due on September 1st, 2011
1 Bedroom Strata Lot	11	\$1,570	\$1,570
2 Bedroom Strata Lot	15	\$2,141	\$2,141
3 Bedroom Strata Lot	19	\$2,712	\$2,712

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



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: Owners/Residents of "Shawnoaks" – VR855
FROM: VR855 Strata Council
DATE: July 8, 2011
RE: AGM REMINDER AND PROPOSED CHANGE TO MOTIONS

Dear Owners,

Please be reminded that the Annual General Meeting is scheduled for **July 19th, 2011**, at the VanDusen Botanical Gardens, as per the cover page of the Annual General Meeting Notice.

Please note that the following corrections should be noted to Resolutions A & B, Proposed 2011 Special Levy Schedules should read as follows:

Resolution A: "Replacement of Hot Water Recirculation Line, Limited Common Fence Replacement, Metal Cladding to Fascia & Exterior Painting

Resolution B: "Replacement of Hot Water Recirculation Line, Limited Common Fence Replacement, Wood Fascia Repair & Exterior Painting

Furthermore, the Strata Council would like to propose a change to Resolutions A, increasing the amount levied for repairs to the building. Please be advised that Resolution "A" is unchanged at this time. A member of the Strata Council will propose the following change be made to the Resolution, before the Resolution can be passed. The Resolution can still be passed without this amendment, even if the amendment itself fails. The proposed change is as follows:

Proposed Change to Resolution "A"

An increase in from \$256,000 to \$271,600 broken down as follows:

\$112,000 – Replacement of Hot Water Recirculation Line

\$42,000 – Fence Replacement

\$51,520 – Replacement of Fascia with Metal Cladding

\$66,080 – Exterior Painting

Please also see the attached special levy schedule for this proposal.

Also for your information, please see the following breakdown for the special levy amount in Resolution "B" which totals \$240,000.

\$112,000 – Replacement of Hot Water Recirculation Pipe

\$42,000 – Fence Replacement

\$19,920 – Repair of Wood Fascia

\$66,080 – Exterior Painting

Yours truly,

RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Agents for the Owners

Per:



Mike Elliott

Strata Agent

Phone: 604-331-4280

Email: melliott@ranchogroup.com

ME/ej

cc: Strata Council

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 - \$271,600***

# OF BEDROOMS	UNIT ENTITLE	Amount due on August 1st, 2011	Amount due on September 1st, 2011
1 Bedroom Strata Lot	11	\$1,535	\$1,535
2 Bedroom Strata Lot	15	\$2,094	\$2,094
3 Bedroom Strata Lot	19	\$2,652	\$2,652

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



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Property Management Specialists

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

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

www.ranchovan.com

June 28, 2011

Owner(s) of Shawnoaks

5505 - 5585 Oak Street

Vancouver, B.C.

V6H 2V5

Dear Owner(s):

Re: 2011 Annual General Meeting for Strata Corporation VR855 – “Shawnoaks”

Please find enclosed a Notice of the Annual General Meeting, Meeting Agenda, 2011 Annual General Meeting Minutes, Year-End Financial Statements, 2011/2012 Proposed Operating Budget, $\frac{3}{4}$ Vote Resolutions, Nomination Form and Proxy. As per the enclosed, the Annual General Meeting has been called for **Tuesday, July 19th, 2011 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) 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/cej

Encl.

5087.VR855 Shawnoaks.AGM NOTICE -2011

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 TUESDAY, JULY 19TH, 2011 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 June 8, 2010 Annual General Meeting Minutes (pages 3-6).
5. President's Report.
6. Financial Report (see pages 7-12).
7. Motion to approve the Proposed Operating Budget for 2011/2012 (pages 13-15).
8. $\frac{3}{4}$ Vote Resolutions.
 - Resolution "A" – Special Levy Option A (pages 16-17).
 - Resolution "B" – Special Levy Option B (pages 18-19).
 - Resolution "C" – Renovation Bylaw Amendments (pages 20-22).
 - Resolution "D" – Pool Bylaw Amendments (page 23).
 - Resolution "E" – Barbecue Bylaw Amendments (page 24)
9. Report on Insurance (page 25).
10. Election of the new Strata Council.
11. Any other matter.
12. Termination of Meeting.

DATED AT VANCOUVER, B.C. this 28th day of June 2011.

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 JULY 13th, 2011. PROXY FORMS MAY ALSO BE MAILED TO RANCHO'S OFFICE AT 600 - 1190 HORNBY STREET, VANCOUVER, BRITISH COLUMBIA, 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, 5505-5585 OAK STREET, VANCOUVER, B.C., ON TUESDAY, JUNE 7TH, 2011 AT 7:00 P.M.

IN ATTENDANCE

Brian Ferris, President

Teresa Londero, Co-Secretary

Nick Sheehan

Delton Fallis, Vice President

Jane Kim, Treasurer

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 7:00 p.m.

2. **CARETAKER'S REPORT**

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

May 9th – 'City Irrigation' was onsite to test and start the sprinkler system.

May 17th – 20th – 'Imperial Pool' helped with opening the swimming pool.

May 20th – 'Latham's' was onsite to fix a leaking pump in the mechanical room.

May 26th – 'Montalbano' replaced a leaking hot water pipe at 5575.

May 31st – 'Care Pest Control' sprayed a patio for ants.

June 1st – 'Imperial Pool' was onsite for the swimming pool heater maintenance.

June 6th – 'Imperial Pool' fixed the chlorinator.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

There being no errors and omissions, it was **MOVED, SECONDED**, and **CARRIED** to approve the previous meeting minutes of May 4th, 2011, as circulated.

4. **MANAGEMENT REPORT**

a) **Painting:**

At the previous Council Meeting, the Council discussed three quotations to have the exterior of the buildings painted. After further discussion, it was **MOVED, SECONDED** and **CARRIED** that this project should be paid by way of special levy and will be added to the Agenda for the Annual General Meeting for the Owners to vote on.

4. **MANAGEMENT REPORT CONT'D**

b) **Plumbing Issues:**

The ongoing hot water piping replacement project was discussed, and it was **MOVED, SECONDED** and **CARRIED** to raise funds to cover the remaining repiping by way of special levy and will be added to the Agenda for the Annual General Meeting for the Owners to vote on.

5. **BUILDING/GROUNDS REPORT**

It was noted that there continues to be water leaking in the parkade; however, this will be addressed during the repiping project if the Owners approve the special levy at the next AGM.

6. **PUBLIC RELATIONS/ACTIVITIES**

It was noted that there are no units currently for sale in Shawnoaks.

7. **TREASURER'S REPORT**

Prior to the Council Meeting, the treasurer had been working with the Strata Agent regarding the proposed operating budget for 2011/2012. After discussing this budget with Council, and making various changes, it was **MOVED, SECONDED** and **CARRIED** to present this proposed budget to the Owners for approval at the next AGM. It was noted that the proposed budget does not include any strata fee increase for the 2011/2012 fiscal year.

8. **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.

Correspondence was received from Owners for the following:

- A letter from an Owner's lawyer regarding the use of a parking stall.
- A letter regarding deficiencies in the Cabana that needs to be addressed.
- A request for cleaning the windows of a unit.

9. **NEW BUSINESS**

a) **AGM Planning**

As previously noted, the bylaws at Shawnoaks considered being outdated and it was decided that these will be updated at the next AGM. Various bylaw additions and changes will be voted on at the next AGM.

10. **NEXT MEETING**

The next meeting will be the **Annual General Meeting** scheduled for **July 13, 2011**. Notice will be sent to all Owners in accordance with the provisions of the *Strata Property Act*.

11. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 9:20 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

EMERGENCY PROCEDURES

(After regular hours)

If you have a building emergency after regular hours, please call Rancho's number at 604 684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: fires, broken water pipes, stuck elevators, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.

**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, MAY 4TH, 2011 AT 7:00 P.M.

IN ATTENDANCE

Brian Ferris, President

Lanie Fajardo, Co-Secretary

Jane Kim, Treasurer

Timothy VanBraeden

Delton Fallis, Vice President

Teresa Londero, Co-Secretary

Nick Sheehan

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;

- April 13th 'Montalbano' replaced a portion of the hot water line at 5535.
- April 20th Cam Brister picked up the cardboard.
- April 20th 'Imperial Pool' was onsite to fix a leak at the swimming pool automatic chlorinator.
- April 28th 'Montalbano' replaced a leaking pipe at #3-5545.

3. APPROVAL OF PREVIOUS MEETING MINUTES

There being no errors and omissions, it was **MOVED, SECONDED, and CARRIED** to approve the previous meeting minutes of April 6th, 2011, as circulated.

4. MANAGEMENT REPORT

a) **Painting:**

The Strata Council was presented with three (3) quotations to have the exterior of the buildings painted. These will be discussed further at the next Strata Council meeting to determine if they should be included in the Annual General Meeting package as a special levy resolution as it is not in the budget to paint the buildings.

b) **Plumbing Issues:**

The Strata Council also discussed the current re-piping project in the underground parkade. It will be discussed further at the next Strata Council meeting as to whether a special levy will need to be raised in order to finish off this project as the repairs have not been budgeted for.

5. **BUILDING/GROUNDS REPORT**

There was no building/grounds report.

6. **PUBLIC RELATIONS/ACTIVITIES**

It was noted that there is currently one (1) unit for sale in Shawnoaks.

7. **TREASURER’S REPORT**

Ms. Jane Kim, the Treasurer, briefly went over the financial statements for the period ending March 31st, 2011. It was noted that the total cash on hand was \$95,838 which included the contingency fund of \$95,043. It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending March 31st, 2011, as presented.

8. **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.

Correspondence was received from Owners for the following:

- A request to amend the bylaws at the next Annual General Meeting.
- A request to have a bush on the property trimmed as it is currently too high and is blocking the view light from an Owner’s windows.

9. **NEW BUSINESS**

The Strata Council further discussed updating various bylaws, and these will be presented to the Owners at the Annual General Meeting which will be held in June 2011.

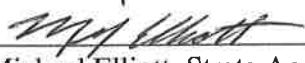
10. **NEXT MEETING**

The next meeting has been scheduled for **Wednesday, June 1st, 2011.**

11. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:36 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

COMMUNICATION

Under the Strata Property Act, Strata Agents work for the Owners of the Strata Corporation. When selling your unit, the Strata Agent may only communicate with the Owner or the Seller's Agent upon presentation of the written verification of such a relationship.

Due to privacy reasons, the Strata Agent cannot communicate information about the Strata Corporation or your strata lot with potential purchasers or the agents for the purchasers without written authorization from the Strata Lot Owner. All questions or concerns should be directed to the Strata Lot Owner or the Strata Lot Owner's agent.

**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, APRIL 6, 2011 AT 7:00 P.M.

IN ATTENDANCE

Brian Ferris, President
Lanie Fajardo, Co-Secretary
Jane Kim, Treasurer

Delton Fallis, Vice President
Teresa Londero, Co-Secretary
Nick Sheehan

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

Mike Elliott, Strata Agent

ABSENT

Timothy VanBraeden

1. **CALL TO ORDER**

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

2. **CARETAKER'S REPORT**

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

- March 3 Latham's replaced a zone valve (heating system) in #2-5535.
- March 4 Overhead Door repaired the entrance gate.
- March 16 Latham's was onsite for the biannual heating equipment maintenance. The technician also fixed the leaking recirculation pump at the mechanical room.
- March 24 National Air Technology cleaned the dryer vents.
- March 24 Montalbano temporarily stopped two (2) leaks at the hot water main line and a branch at 5575.
- March 28 Care Pest Control covered a hole with wire mesh at #1- 5565.
- April 5 Elite Fire Protection was onsite for the annual fire inspection.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

There being no errors and omissions, it was **MOVED, SECONDED, and CARRIED** to approve the previous meeting minutes of March 2, 2011, as circulated.

4. **MANAGEMENT REPORT**

a) **Balcony Repairs**

Council was presented with two (2) quotations to repair a balcony deck that is rotting. It was **MOVED, SECONDED**, and **CARRIED** to have Cole-Mar Construction proceed with the repairs.

5. **GARDENING REPORT**

It was noted that the landscaping committee is still currently obtaining quotations to have the landscaping by the front entrance next to the Shawnoaks sign improved. This will be presented to Council at the next Council Meeting.

6. **BUILDING/GROUNDS REPORT**

a) **Painting Quotations**

The Strata Agent was advised to obtain two (2) quotations for the painting of the building.

7. **PUBLIC RELATIONS/ACTIVITIES**

It was noted that there is currently one (1) unit for sale in Shawnoaks.

8. **TREASURER'S REPORT**

Ms. Jane Kim, the Treasurer, briefly went over the financial statements for the period ending February 28, 2011. It was noted that the total cash on hand was \$94,714 which included the contingency fund of \$94,000. It was **MOVED, SECONDED**, and **CARRIED** to approve the financial statements for the period ending February 28, 2011, 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.

Correspondence was received from Owners for the following;

- A request to have a tree trimmed, as well as a concern regarding condensation on an Owner's window.
- A response from an Owner in regards to a bylaw infraction letter that had been issued to them.

10. **NEW BUSINESS**

a) **Rental Parking Revenue**

It was noted that many of the Owners who rent stalls from the Strata are currently doing so by cheque, which makes it quite difficult to track down who is up to date on their payments. A motion was put forward to adopt the following rule:

10. **NEW BUSINESS CONT'D**

a) **Rental Parking Revenue (cont'd)**

Any Owner who is renting a parking stall from Strata must be on pre-authorized payment.

It was **MOVED, SECONDED, and CARRIED** to adopt this new rule.

b) **Garburators**

It was noted that some Owners have been disposing of their cooking grease through their garburator. These Owners are reminded that when grease is disposed of in the common area pipes, it solidifies which can cause serious water backup damage. Grease should be collected in a can and disposed of in the garbage.

c) **Proposed Bylaws**

Council discussed various bylaws, and these will be presented to the Owners at the Annual General Meeting which will be scheduled for the month of June, 2011.

11. **NEXT MEETING**

The next meeting has been scheduled for **Wednesday, May 4, 2011.**

12. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:40 p.m.

Respectfully Submitted,


Michael Elliott, Strata Agent
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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

INSURANCE

Please be reminded that the Strata's policy only covers the original fixtures installed in the Strata lot by the Developer (ie. hardwood floors installed by the Developers are covered by the Strata's insurance policy, but hardwood floors installed by an Owner after the time of purchase are not covered by the Strata's insurance policy). As per the Act, Owners are required to have insurance for their contents, improvements and betterments, liability, and insurance deductible. Owners should consult an insurance agent to ensure that they have proper coverage.

**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, MARCH 2, 2011 AT 7:00 P.M.

IN ATTENDANCE

Delton Fallis, Vice President
Jane Kim, Treasurer

Teresa Londero, Co-Secretary
Nick Sheehan

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

Mike Elliott, Strata Agent

REGRETS

Brian Ferris, President

Lanie Fajardo, Co-Secretary

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;

- February 9 Montalbano unplugged the kitchen sink drain in #3-5545.
- February 10 Montalbano replaced a portion of the recirculation line in the mechanical room and stopped a leak from a hot water pipe at #3-5545.
- February 11 Latham's replaced the compressor air filter in the mechanical room and fixed the heating in #7-5545.
- February 21 Montalbano replaced a portion of a hot water pipe at 5555.
- February 25 Care Pest Control was onsite to inspect a suite for ants. The suite was fumigated on March 1.
- February 25 Latham's replaced a noisy hot water pump motor in the underground parkade.
- February 28 Latham's replaced the flow switch on the domestic hot water boiler and a pneumatic zone valve in #1 – 5525.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

In vetting through the previous meeting minutes of February 2, 2011, it was noted that under section 4c '*fencing*' should have read "**patio fencing**" as the discussion only related to this specific fencing. There being no further errors and omissions, it was **MOVED, SECONDED, and CARRIED** to adopt the previous meeting minutes, as amended.

4. **MANAGEMENT REPORT**

a) **Cabana Landscaping**

At the previous Council meeting, it was decided to obtain quotations to have grass installed on the Westside of the Cabana. The Strata Agent presented two quotations to Council, one from Ravensbergen Lawn & Garden and the other from Para Space. After discussion, it was decided to retain Ravensbergen Lawn & Garden for this job. The Strata Agent was advised to obtain pricing to have shrubs installed on the north side of the Cabana.

b) **Landscape Contract**

Council was presented with two contracts for landscaping. After discussion, Ravensbergen Lawn & Garden was awarded the contract after clarifying some minor details in their contract proposal.

c) **Tree Removal**

At the previous meeting it was noted that some trees are in danger of falling and damaging a neighbouring complex. Council is currently waiting for two quotations for tree removal.

5. **GARDENING REPORT**

There was no gardening report.

6. **BUILDING/GROUNDS REPORT**

There was no grounds report.

7. **PUBLIC RELATIONS/ACTIVITIES**

It was noted that the welcome package for “Shawnoaks” is outdated. This is currently being revised with the appropriate changes.

8. **TREASURER’S REPORT**

Ms. Jane Kim, the Treasurer, briefly went over the financial statements for the periods ending January 31, 2011. It was noted that the total cash on hand was \$96,087 which included the contingency fund of \$92,951. It was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending January 31, 2011, as presented.

Strata Fees

It was noted that some owners continue to be late on their strata fees and they are reminded of the following bylaws;

- 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.*

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.

Correspondence was received from Owners for the following;

- A request to have the overhead gate altered to allow a taller vehicle to enter the parkade.
- A renovation request.

10. **NEW BUSINESS**

a) **Piping Replacement**

It was noted that the piping replacement is still ongoing and the Strata Agent was advised to obtain quotations to have the remaining areas re-piped so that they can be used for budgetary purposes for next year.

11. **NEXT MEETING**

The next meeting has been scheduled for **Wednesday, April 6, 2011.**

12. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 9:06 p.m.

Respectfully Submitted,



Michael Elliott, Strata Agent
Rancho Management Services (BC) Ltd.
600-1190 Hornby Street, Vancouver, B.C. V6Z 2K5
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