



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

**Property Management Specialists**

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June 28<sup>th</sup>, 2012

**Owner(s) of Shawnoaks**

5505 - 5585 Oak Street

Vancouver, B.C.

V6H 2V5

**Dear Owner(s):**

**Re: 2012 Annual General Meeting for Strata Corporation VR855 – “Shawnoaks”**

Please find enclosed in this Notice of the Annual General Meeting, Meeting Agenda, Minutes of the 2011 Annual General Meeting, Year-End Financial Statements, 2012/2013 Proposed Operating Budget, Council Nomination Form and Proxy. As per the enclosed, the Annual General Meeting has been called for Tuesday, July 17<sup>th</sup>, 2012 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](mailto: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](mailto:melliott@ranchogroup.com)

ME/gj

Encl.



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

**NOTICE OF ANNUAL GENERAL MEETING**

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**TAKE NOTICE THAT THE ANNUAL MEETING OF STRATA PLAN VR855 WILL BE HELD ON TUESDAY, JULY 17<sup>TH</sup>, 2012 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:**

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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 July 19<sup>th</sup>, 2011 Annual General Meeting Minutes (pages 3-14).
5. President's Report.
6. Financial Report (see pages 15-21).
7.  $\frac{3}{4}$  Vote Resolutions
  - Resolution "A" – Operating Deficit (page 22).
8. Motion to approve the Proposed Operating Budget for 2012/2013 (pages 23-25).
9. Report on Insurance (page 26).
10. Election of the new Strata Council.
11. Any other matter.
12. Termination of Meeting.

DATED AT VANCOUVER, B.C. this 28<sup>th</sup> day of June 2012.

**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 19<sup>th</sup>, 2012. PROXY FORMS MAY ALSO BE MAILED TO RANCHO'S OFFICE AT 600 - 1190 HORNBY STREET, VANCOUVER, BRITISH COLUMBIA, V6Z 2K5.



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

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE MEMBERS OF STRATA PLAN  
VR855, SHAWNOAKS, HELD IN THE CEDAR ROOM AT VANDUSEN BOTANICAL GARDEN  
5251 OAK STREET, VANCOUVER, B.C. ON 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 28<sup>th</sup>, 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 30<sup>th</sup>, 2011. It was then **MOVED, SECONDED**, and **CARRIED** to approve the financial statements for the period ending April 30<sup>th</sup>, 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 1<sup>st</sup> and September 1<sup>st</sup>, 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 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 1<sup>st</sup> and September 1<sup>st</sup>, 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 1<sup>st</sup> and September 1<sup>st</sup>, 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 1<sup>st</sup> and September 1<sup>st</sup>, 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 dB.*
- (i) *Any work involving jack hammering, chipping or grinding is limited to the hours of 11:00 a.m. to 3:00 p.m. (maximum 4 hours per day), Monday to Fridays only. There is to be no jack hammering, chipping or grinding on weekends or on statutory holidays. Removal of tile floors also requires special council approval.*
- (j) *In the event that there are noise complaints, the owner will be required to address the issue by placing carpets or mats in the problematic area or by other means in order to reduce the noise to a reasonable level.*

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

9. **Obtain approval before altering common property**

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

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

10. **Alterations to a Strata Lot or common property**

- (1) *Any alteration to a Strata Lot or to common property that has not received the prior written approval of council must be removed at the Owner's expense if the council orders that the alteration be removed. An Owner who receives approval will be liable for all costs connected to the alteration, including the cost of repairing and maintaining the alteration and the cost of repairing and maintaining the common property or a Strata Lot if such repair is required as a result of the alteration. An Owner who receives approval may be required by the council to sign an Assumption of Liability Agreement.*

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](mailto: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.



# **STRATA PLAN VR855**

## **FINANCIAL STATEMENTS**

**For the Twelve Month Period Ending April 30, 2012**

**(Unaudited)**

### **CAUTION TO READER (Owner, Realtor, etc):**

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

**PREPARED WITHOUT AUDIT.**

5087 STRATA PLAN VR855  
 Period Ending 04/30/2012  
 Total Company Budget Code: 1  
 STRATA BALANCE SHEET

05/16/2012 Page: 1  
 9:13AM User: michaela

Description	Year to Date
ASSETS	
CURRENT ASSETS	
1400 Operating Bank Account	22,431.99
1402 Contingency Bank Account	73,121.62
1403 Special Levy Bank Account	11,758.86
1405 Petty Cash	500.00
1410 Accounts Receivable	1,263.00
1415 Due From Operating	11,616.85
1440 Prepaid Insurance	10,880.40
1460 Prepaid Sundry	134.20
2010.1 Term Deposit #1	35,920.70
TOTAL CURRENT ASSETS	167,627.62
LONG TERM ASSETS	
2025 Condo Suite	100,000.00
TOTAL LONG TERM ASSETS	100,000.00
TOTAL ASSETS	267,627.62
LIABILITIES & MEMBERSHIP FUNDS	
LIABILITIES	
CURRENT LIABILITIES	

Continued on next page...

5087 STRATA PLAN VR855  
 Period Ending 04/30/2012  
 Total Company Budget Code: 1  
 STRATA BALANCE SHEET

05/16/2012 Page: 2  
 9:13AM User: michaela

Description	Year to Date
3810 Accounts Payable Control	7,833.94
3811 Accrued Liabilities	22,808.89
3819 Due To Special Levy	11,616.85
TOTAL CURRENT LIABILITIES	42,259.68
TOTAL LIABILITIES	42,259.68
MEMBERSHIP FUNDS	
Contingency Fund	109,042.32
Special Levy Fund	23,375.71
5934 Condo Suite Surplus	100,000.00
5999 Current Surplus (Deficit)	(7,050.09)
TOTAL MEMBERSHIP FUNDS	225,367.94
TOTAL LIABILITIES & MEMBERSHIP FUNDS	267,627.62

End of Financial Statement

5087 STRATA PLAN VR855  
 Period Ending 04/30/2012  
 Total Company Budget Code: 1  
 STRATA B.SHEET SCHEDULE

05/16/2012 Page: 1  
 9:13AM User: michaela

Description	Year to Date
-----	
CONTINGENCY FUND	
5600 Contingency Fund - Opening Balance	96,151.23
5610 Contingency Fund - Current Yr Cont	12,000.00
5630 Contingency Fund - Current Yr Int.	891.09
	-----
TOTAL CONTINGENCY FUND	109,042.32
	-----
SPECIAL LEVY FUND	
5640 Special Levy Fund - Opening Balanc	43,277.74
5641 Special Levy Fund - Current Yr Con	252,974.98
5642 Special Levy Fund - Current Yr Wit	(273,366.93)
5643 Special Levy Fund - Current Yr Int	489.92
	-----
TOTAL SPECIAL LEVY FUND	23,375.71
	-----

End of Financial Statement

5087 STRATA PLAN VR855  
 Period Ending 04/30/2012  
 Total Company Budget Code: 1  
 STRATA INCOME STATEMENT

05/16/12 Page: 1  
 9:13AM michaela

Curr Mth Actual	Curr Mth Budget	Description	YTD Actual	YTD Budget	Total Orig. Budget
REVENUE					
24,032	24,032	6100 Strata Fees	288,384	288,384	288,384
475	475	6210 Rental Revenue	5,700	5,700	5,700
200	183	6250 Parking Revenue	2,508	2,200	2,200
0	42	6255 Late Payment Penalties	50	500	500
(493)	83	6268 Miscellaneous Revenue	0	1,000	1,000
24,214	24,815	TOTAL REVENUE	296,642	297,784	297,784
OPERATING EXPENDITURES					
2,176	2,000	7500 Insurance	25,523	23,996	23,996
0	258	7760 Laundry Machine Rental	1,932	3,100	3,100
18,172	2,158	Mechanical Equipment & Pool Maintenan	36,994	25,900	25,900
3,842	3,836	Caretaker's Expense	47,546	46,035	46,035
1,680	2,238	Grounds Maintenance	23,343	26,850	26,850
9,235	1,756	Building & Common Area Maintenance	21,847	21,069	21,069
1,748	1,686	Management Expense	21,996	20,234	20,234
1,000	1,000	7860 Contingency Fund	12,000	12,000	12,000
8,516	9,883	Utilities	112,512	118,600	118,600
46,371	24,816	TOTAL OPERATING EXPENDITURES	303,692	297,784	297,784
(22,157)	0	SURPLUS (DEFICIT)	(7,050)	0	0

End of Financial Statement

5087 STRATA PLAN VR855  
 Period Ending 04/30/2012  
 Total Company Budget Code: 1  
 STRATA INC. STMT SCHEDULE

05/16/12 Page: 1  
 9:13AM michaela

Curr Mth Actual	Curr Mth Budget	Description	YTD Actual	YTD Budget	Total Orig. Budget
MECHANICAL EQUIPMENT & POOL MTNCE.					
0	242	7610 Mechanical Mtnc. Contract	346	2,900	2,900
18,172	1,583	7611 Mechanical R & M	33,396	19,000	19,000
0	333	7726 Pool R & M	3,252	4,000	4,000
18,172	2,158	TOTAL MECHANICAL EQUIPMENT & POOL MTNCE.	36,994	25,900	25,900
CARETAKER'S EXPENSE					
3,771	3,708	7420 Resident Manager	46,493	44,500	44,500
0	58	7850 Property Taxes	191	700	700
72	70	7925 Intercom & Phone Line	861	835	835
3,842	3,836	TOTAL CARETAKER'S EXPENSE	47,546	46,035	46,035
GROUNDS MAINTENANCE					
1,680	1,796	7625 Gardening Contract	21,853	21,550	21,550
0	17	7665 Gardening Supplies	90	200	200
0	425	7655 Tree Control	1,400	5,100	5,100
1,680	2,238	TOTAL GROUNDS MAINTENANCE	23,343	26,850	26,850
BUILDING & COMMON AREA MAINTENANCE					
9,032	1,281	7711 General Building R & M	18,705	15,369	15,369
67	125	7721 Pest Control	1,327	1,500	1,500
0	117	7770 Fire & Safety Equipment R & M	101	1,400	1,400
0	200	7776 Supplies	375	2,400	2,400

Continued on next page...

5087 STRATA PLAN VR855  
 Period Ending 04/30/2012  
 Total Company Budget Code: 1  
 STRATA INC.STMT SCHEDULE

05/16/12 Page: 2  
 9:13AM michaela

Curr Mth Actual	Curr Mth Budget	Description	YTD Actual	YTD Budget	Total Orig. Budget
136	33	7777 Lights & Ballasts	1,339	400	400
9,235	1,756	TOTAL BUILDING & COMMON AREA MAINTENANCE	21,847	21,069	21,069
MANAGEMENT EXPENSE					
1,532	1,532	7810 Management Fees	18,386	18,384	18,384
199	133	7820 Administration	3,261	1,600	1,600
17	21	7890 Sundry Expense	349	250	250
1,748	1,686	TOTAL MANAGEMENT EXPENSE	21,996	20,234	20,234
UTILITIES					
1,206	1,208	7915 Hydro Expense	13,802	14,500	14,500
6,070	7,083	7917 Gas Expense	78,524	85,000	85,000
1,032	1,208	7920 Sewer & Water	15,499	14,500	14,500
208	383	7788 Waste Removal	4,687	4,600	4,600
8,516	9,883	TOTAL UTILITIES	112,512	118,600	118,600

End of Financial Statement

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

Annual General Meeting  
Tuesday, July 17<sup>th</sup>, 2012 at 7:00 p.m.

*(3/4 Vote Resolution)*  
***Operating Deficit***

**Whereas:**

1. The Owners, Strata Corporation VR855 – "Shawnoaks", have ended the 2011/2012 fiscal period with a deficit of \$7,050;
2. In accordance with the Strata Property Act, the deficit must be eliminated.

**BE IT THEREFORE RESOLVED AS A ¾ VOTE RESOLUTION :**

1. THAT the Owners, Strata Plan VR855 – "Shawnoaks", APPROVE the transferring of \$7,050 from the contingency fund as allowed under section 96(b) of the *Strata Property Act* to eliminate the operating deficit incurred as of April 30, 2012.

**End of Resolution "A".**



**SHAWN OAKS  
STRATA CORPORATION VR855  
2012/2013 PROPOSED OPERATING BUDGET**

	<b>2011/2012 APPROVED Budget</b>	<b>2011/2012 ACTUAL 12 month</b>	<b>2012/2013 APPROVED BUDGET</b>	<u>GL's</u>
<b>REVENUE</b>				
3. Strata Fees	288,384	288,384	288,384	
1. Rental	5,700	5,700	5,700	6210
2. Parking	2,200	2,508	2,500	6250
6. Late Payment Penalties	500	50	200	6100
4. Miscellaneous	1,000	-	1,000	6268
<b>TOTAL REVENUE</b>	<b>\$297,784</b>	<b>\$296,642</b>	<b>\$297,784</b>	
<b>EXPENDITURES</b>				
6. Insurance Expense	23,996	25,523	26,000	7500
7. Laundry Equipment Rental	3,100	1,932	2,747	7760
8. Mechanical & Pool Maint.	25,900	36,994	\$24,711	
9. Caretaker Expense	46,035	47,545	\$47,660	
10. Grounds & Parking Maint.	26,850	23,343	\$27,150	
11. Bldg. & Common Area Maint.	21,069	21,847	\$19,930	
12. Management Expense	20,234	21,996	\$20,236	
35. Contingency Fund	12,000	12,000	12,000	7860
13. Utility Expense	118,600	112,512	\$117,350	
<b>TOTAL EXPENDITURES</b>	<b>\$297,784</b>	<b>\$303,692</b>	<b>\$297,784</b>	
<b>SURPLUS (DEFICIT)</b>	<b>\$0</b>	<b>-\$7,050</b>	<b>\$0</b>	
<b>Monthly Fees:</b>				
1 Bedroom	272			
2 Bedroom	370			
3 Bedroom	470			

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

**SHAWN OAKS  
STRATA CORPORATION VR855  
2012/2013 PROPOSED OPERATING BUDGET**

EXPENDITURES	2011/2012 APPROVED BUDGET	2011/2012 ACTUAL 12 month	2012/2013 PROPOSED Budget	
<b>MECHANICAL &amp; POOL MAINTENANCE</b>				
14. Mechanical Maintenance Contract	2,900	346	1211	7610
15. Mechanical Repairs/Replacements	19,000	33,396	20000	7611
16. Pool Maintenance & Supplies	4,000	3,252	3500	7726
<b>Total Mechanical &amp; Pool Mtce.</b>	<b>\$25,900</b>	<b>\$36,994</b>	<b>\$24,711</b>	
<b>CARETAKER EXPENSE</b>				
17. Salary	44,500	46,493	46500	7420
18. Caretaker Condo Property Tax	700	191	300	7850
19. Telephone	835	861	860	7880
				7925
<b>Total Caretaker Expenses</b>	<b>\$46,035</b>	<b>\$47,545</b>	<b>\$47,660</b>	
<b>GROUNDS MAINTENANCE</b>				
21. Garden Maintenance	21,550	21,853	21850	7625
22. Garden Supplies	200	90	200	7665
23. Tree Control	5,100	1,400	5100	7655
<b>Total Grounds Maintenance</b>	<b>\$26,850</b>	<b>\$23,343</b>	<b>\$27,150</b>	
<b>BUILDING &amp; COMMON AREA MAINTENANCE</b>				
33..General Building Repair and Maintenance	15,369	18705	15480	7710
25. Pest Control Services	1,500	1,327	1350	7721
30. Fire & Safety Equipment	1400	101	1700	7740
31. Supplies	2,400	375	1000	7770
32. Lighting & Ballast Supplies	400	1339	400	7776
				7777
<b>Total Building/ Common Area Maintenance</b>	<b>\$21,069</b>	<b>\$21,847</b>	<b>\$19,930</b>	
<b>MANAGEMENT EXPENSE</b>				
33. Contract Fees	18,384	18,386	18386	
34. Administration	1,600	3,261	1600	7810
36. Sundry	250	349	250	7820
				7890
<b>Total Management Fees</b>	<b>\$20,234</b>	<b>\$21,996</b>	<b>\$20,236</b>	
<b>UTILITY EXPENSE</b>				
37. Electricity	14,500	13,802	14000	
38. Heating/Gas	85,000	78,524	83500	7915
39. Water/Sewer	14,500	15,499	15200	7917
40. Garbage/Waste Removal	4,600	4,687	4650	7920
				7788
<b>Total Utilities</b>	<b>\$118,600</b>	<b>\$112,512</b>	<b>\$117,350</b>	

**2012/2013 STRATA FEE SCHEDULE**  
**"SHAWNOAKS"**  
**STRATA CORPORATION VR855**  
**5505 - 5585 Oak Street, Vancouver, BC**

*[Effective May 1, 2012 - No Increase]*

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



CO-OPERATORS GENERAL INSURANCE COMPANY (hereinafter called the insurer)

## COMMERCIAL PREMIUM NOTICE/OFFER TO RENEW

RETAIN THIS PORTION FOR YOUR RECORDS

PAGE 01 of 01

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

POLICY NUMBER  
003392363

RENEWAL PERIOD  
From 28 SEP 2011 To 28 SEP 2012  
Day/Month/Year Day/Month/Year

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

MAIL TO

OWNERS OF STRATA PLAN VR  
855  
600-1190 HORNBY ST

VANCOUVER BC  
V6Z 2K5

YOUR POLICY EXPIRES ON 28 SEP 2011 12:01 A.M. LOCAL  
TIME. IF YOUR PAYMENT IS RECEIVED BY 28 SEP 2011  
YOUR POLICY WILL BE RENEWED FOR THE PERIOD SPECIFIED.

NAMED INSURED(S)  
OWNERS OF STRATA PLAN VR 855

COVERAGE SUMMARY		RIDER #	% CO-IN	\$ DEDUCTIBLE	\$ LIMIT	RATE	\$ PREMIUM
INSURED LOCATION: - 5505-5585 OAK STREET VANCOUVER							
PROPERTY							
INSURING AGREEMENTS & EXCLUSIONS FORM NO. AB							
APPLICABLE TO ALL COVERAGES OF THIS PROPERTY SECTION							
ALL PROPERTY	B-013	90	1000	16,009,900			
CONDOMINIUM BUILDING EXTENSION	B-013(A)			250,000			
WATER DAMAGE DEDUCTIBLE	B-1(E)		5000	INCLUDED			
EARTHQUAKE	AB-10						
10% EARTHQUAKE DEDUCTIBLE CLAUSE	CGE10			INCLUDED			
FLOOD	AB-100		10000				
SEWER BACK UP	B-1(J)		5000				
GLASS	E-1		500				
BOILER							
BOILER & EQUIPMENT BREAKDOWN	F-06		1000	16,009,900			
INCLUDING A/C							
INSURED EQUIPMENT-OPTION 3	OPT 3			INCLUDED			
TOTAL PREMIUM - THIS LOCATION:							25131.00
LIABILITY							
COMMERCIAL GENERAL LIABILITY	D-1						
BODILY INJURY & PROPERTY DAMAGE	COV A		500	5,000,000			
AGGREGATE LIMIT 5,000,000							
PERSONAL INJURY	COV B			5,000,000			
MEDICAL EXPENSES	COV C			2,500			
TENANTS LEGAL LIABILITY	COV D		500	250,000			
NON-OWNED AUTO	D-6			1,000,000			
DIRECTORS & OFFICERS LIABILITY	D-21			2,000,000			
6 DIRECTORS AND OFFICERS							
DEDUCTIBLE BASIC COVG A: \$1000							
DEDUCTIBLE BASIC COVG B: \$1000							
NON-PROFIT ORGANIZATION	D-21(A)			INCLUDED			
CONDO DIRECTORS & OFFICERS	D-21(C)			INCLUDED			
ADDITIONAL INSURED-MISCELLANEOUS	D-1(Z)						
RANCHO MANAGEMENT SERVICES							
(BC) LTD.							
PREMIUM FOR LIABILITY:							1183.00
AN INFLATION INDEX HAS BEEN APPLIED TO YOUR PROPERTY COVERAGE(S), IF APPLICABLE.							
MINIMUM RETAINED PREMIUM: \$ 350		TOTAL PREMIUM DUE					\$ 26314.00

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

SIGNATURE OF AUTHORIZED REPRESENTATIVE

SECRETARY

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

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN THE CABANA, 5505-5585 OAK STREET, VANCOUVER, B.C., ON WEDNESDAY, MAY 16<sup>TH</sup>, 2012 AT 7:00 P.M.**

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**IN ATTENDANCE**

**Delton Fallis - President**

**Chris Hethrington**

**Brian Ferris**

**Nick Sheehan - Vice President**

**Jane Kim - Treasurer**

**Timothy VanBraeden**

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

**Mike Elliott, Strata Agent**

**REGRETS**

**Teresa Londero - Secretary**

**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, Vivianna, presented a report to Council.

April 23<sup>rd</sup> - 'Latham's' replaced the controller of the heating boiler.

April 24<sup>th</sup> - 'Latham's' replaced the controller for the right pilot and cleaned the left pilot.

April 25<sup>th</sup> - 'Montalbano' installed a new hot water tank.

May 2<sup>nd</sup> - 'Montalba no' replaced a portion of the main hot water line.

May 7<sup>th</sup> - 'Imperial Pool' was on site for the pool heater maintenance.

May 9<sup>th</sup> - 'Phelps' fixed the dryer at 5575

May 15<sup>th</sup> - 'Montalbano' cleaned the pool deck drains.

May 16<sup>th</sup> - 'Latham's' stopped a leak at the heating system at #6 - 5535, by replacing the zone valve.

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

Council reviewed the meeting minutes from the last Strata Council meeting held on April 11<sup>th</sup>, 2012.

There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of April 11<sup>th</sup>, 2012, as presented.

4. **MANAGEMENT REPORT**

a) **Painting:**

It was noted that the weather has become warm enough for painting and Council will be approaching the contractor to have them schedule the painting completion. The Strata Council will also be meeting with the contractor to discuss the various deficiency items that have been noted. **All of the owners are encouraged to report any deficiency items that they notice around their unit to either the property manager via email or drop a note in the strata mailbox advising the specific details of the deficiency.**

b) **Fence:**

It was noted that the Strata Council has met with premium fencing to discuss the various deficiency items and are currently awaiting for them to respond to all of the concerns.

c) **Piping:**

It was noted that the replacement of the hot water recirculation line in the parkade is nearly complete and slightly under budget.

5. **BUILDING/GROUNDS REPORT**

There was no Building/Grounds Report to present.

6. **PUBLIC RELATIONS/ACTIVITIES**

The Strata Council would like to express their condolences to Caron Bernstein for the loss of her mother as well as condolences to the family of Rosemary Kyle in unit 1-5515 who recently passed away.

7. **FINANCIAL REPORT:**

The Treasurer, Ms. Jane Kim, went over the financial statements for the period ending April 31<sup>st</sup>, 2012 and reported that there is currently \$131,975 cash on hand which includes \$109,042 in the Contingency Reserve Fund.

After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending April 31<sup>st</sup>, 2012, as presented.

8. **PROPOSED OPERATING BUDGET:**

Prior to tonight's Strata Council Meeting, the Treasurer had been working with the Strata Agent regarding the proposed operating budget for 2012/2013.

After discussing, this 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 increases for the 2012/2013 fiscal year.

9. **NEW BUSINESS**

a) **Pest Control**

It was noted that the current contract that the Strata has with Care Pest Control allows for three (3) free in suite visits per month. Any owners noticing any issues regarding pests inside the unit are encouraged to contact the building manager, Vivianna who will schedule this with the contractor.

b) **Pool Repairs**

It was noted that the City inspector for the pool has inspected the pool and noted that there are some repairs that are required for the pool before it can be opened.

The Strata Council reviewed a quotation from Imperial Paddock Pool regarding these repairs and it was **MOVED**, **SECONDED**, and **CARRIED** to have this work completed as soon as possible in order to ensure that the pool is opened as soon as possible.

It was noted that the latches for the pool gates need to be repaired and the Strata Agent was advised to have a locksmith take care of this issue.

c) **Mailboxes**

It was noted that the Strata Council still has the old mail boxes that were replaced and is looking to possibly have them recycled. Any owners who still have their keys to their mailbox are asked to please provide them to the building manager or put them in the Strata Council mailbox by the end of June.

d) **Feeding of Animals**

It was noted that some owners have been seen feeding the wild animals and these owners are encouraged not to do so as this attracts rodents into the complex.

e) **Garbage**

It was noted that many owners continue to drop off junk items in the garbage room, and these owners are reminded that only household garbage may be left in this room. The idea having a junk removal day where owners could leave all of their odd items in a certain area for pick-up, once discussed, it was decided to **TABLE** this item for the mean time.

f) **Laundry Machine Service**

It was noted that the service time for Eng's to service the laundry machine has been more than a few days and the Strata Agent was advised to contact the Service Manager regarding this issue.

g) **Caretaker Hours**

Please be advised that the caretaker's hours are from 8:30 a.m. – 5:00 p.m. If you should have a building emergency please contact Rancho Management emergency line at 604-684-4508.

10. **CORRESPONDENCE**

The Strata Council received the following correspondence and advised the Strata Agent on how to respond.

- The Strata Council received a letter from a owner complaining that the heat in the unit would not turn off.
- A request from a potential owner regarding some minor renovations
- A note from an owner stating that a piece of the fence from building 5555 has been broken and needs to be replaced.
- A letter from an owner stating that her zone valve had leaked in her unit and that the carpet had been damaged.
- A request from an owner that a door hinge be replaced as well as the common area carpet.
- A request from an owner to perform renovations in their unit.

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Correspondence can be placed in the drop box at 5555 Oak Street, sent to Rancho's office at Suite 600-1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to [melliott@ranchogroup.com](mailto:melliott@ranchogroup.com).


11. **NEXT MEETING**

The next meeting will be an **Annual General Meeting**, and is scheduled for **Tuesday, July 17<sup>th</sup>, 2012 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 9:31 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](mailto: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.**

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN  
THE CABANA, 5505-5585 OAK STREET, VANCOUVER, B.C., ON WEDNESDAY, APRIL  
11<sup>TH</sup>, 2012 AT 7:00 P.M.**

---

**IN ATTENDANCE**

Delton Fallis - <b>President</b>	Nick Sheehan - <b>Vice President</b>
Teresa Londero - <b>Secretary</b>	Jane Kim - <b>Treasurer</b>
Brian Ferris	Timothy VanBraeden

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

Mike Elliott, Strata Agent

**ABSENT**

Chris Hethrington

**1. CALL TO ORDER**

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

**2. CARETAKER'S REPORT**

The Resident Caretaker, Vivianna, presented a report to Council.

March 8<sup>th</sup> - 'Montalbano' began to unplug the cabana's outside drains.

March 9<sup>th</sup> - 'Matthew Makinso' came and removed the cardboard.

March 20<sup>th</sup> - the new mailboxes were installed.

March 21<sup>st</sup> - 'Care Pest Control' fumigated a suite for silverfish.

March 27<sup>th</sup> - 'Mac's Electric' replaced a light and its ballast at the garbage ramp.

March 28<sup>th</sup> - 'Montalbano' replaced portions of the hot water pipes at 5575 and 5585.

April 3<sup>rd</sup> - 'Montalbano' replaced a section of the hot water main line on the east side.

April 3<sup>rd</sup> - 'A-Pro Locksmith' replaced a padlock at the garbage ramp gate.

April 5<sup>th</sup> - 'Latham's' fixed the heating system.

April 5<sup>th</sup> - 'Montalbano' unplugged the drain at 5575 - 4 suites.

April 7<sup>th</sup> - 'Latham's' started the work to stop a heating system leak at 5 - 5535.

-April 9<sup>th</sup> the seal kit (part of zone valve) was replaced.

-April 10<sup>th</sup> the work was done by replacing the gate valve.

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

Council reviewed the meeting minutes from the last Strata Council meeting held on March 7<sup>th</sup>, 2012.

There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of March 7<sup>th</sup>, 2012, as presented.

4. **MANAGEMENT REPORT**

a) **Painting:**

It was noted that painting is still on hold until the weather becomes warmer; however, it was decided that each Council Member will inspect a building in the complex and report any deficiencies. A report will then be forwarded to the painting contractor.

b) **Fence:**

It was noted that the meeting with Premium Fence to discuss the deficiencies is scheduled for April 25<sup>th</sup>, 2012.

c) **Piping:**

It was noted that the hot water pipe replacement is still ongoing.

d) **Mailboxes:**

It was noted that the new mailboxes have been installed and any Owners wishing to have names on the mailboxes are asked to contact the Caretaker Viviana.

e) **Dryer Vents:**

The Strata Council discussed the repair and cleaning of the dryer vents; however, it was decided to **TABLE** this item until the next Council Meeting in order to obtain a third quotation for this work.

f) **Hot Water Extension Tank:**

It was noted that the warranty expiration date for the hot water tank is June 2012. The Council reviewed a quotation from Montalbano Plumbing for the replacement of the hot water tank, and after discussion, it was then **MOVED, SECONDED, and CARRIED** to have this work proceed immediately to ensure that it is done before the expiration date.

g) **Fire Deficiency Quote:**

At the previous Council Meeting the Strata Agent was advised to obtain a second quotation from Vancouver Fire with regards to their annual inspection. After reviewing the quotation received, it was then **MOVED, SECONDED, and CARRIED** to award the annual inspection to Vancouver Fire.

h) **Leveling the Sidewalk:**

Ms. Jane Kim met with two contractors in order to discuss the leveling of the sidewalk throughout the complex and the quotations were discussed. However, due to the costs involved it was decided that the entire complex cannot be done at once. Council will be reviewing each individual area to determine the worst areas and receive a quote to have only these areas repaired.

i) **Sanitation Lines:**

Council received a quotation from Montalbano Plumbing with regards to cleaning of the sanitation lines. It was noted that the drains were cleaned a few years ago and the Strata Agent was advised to follow up to determine when this was last done.

5. **BUILDING/GROUNDS REPORT**

There is no Building/Grounds Report to present.

6. **PUBLIC RELATIONS/ACTIVITIES**

There are no Public Relations to present.

7. **FINANCIAL REPORT:**

The Treasurer, Ms. Jane Kim, went over the financial statements for the period ending February 29<sup>th</sup>, 2012 and reported that there is currently \$117,577.00 cash on hand which includes \$106,868.00 in the Contingency Reserve Fund.

After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending February 29<sup>th</sup>, 2012, as presented.

8. **CORRESPONDENCE**

The Strata Council received the following correspondence and advised the Strata Agent on how to respond.

- The Strata Council discussed a letter received regarding clarification on a response letter that was sent to an Owner.

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Correspondence can be placed in the drop box at 5555 Oak Street, sent to Rancho's office at Suite 600-1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to [melliott@ranchogroup.com](mailto:melliott@ranchogroup.com).

9. **NEW BUSINESS**

a) **Tree Trimming:**

Ms. Jane Kim will be organizing tree trimming to start shortly.

10. **NEXT MEETING**

The next meeting will be a **Strata Council Meeting**, scheduled for **Wednesday May 16<sup>th</sup>, 2012 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 9:25 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](mailto: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 (i.e. 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 7<sup>TH</sup>, 2012 AT 7:00 P.M.**

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**IN ATTENDANCE**

Delton Fallis - **President**  
Teresa Londero - **Secretary**  
Brian Ferris

Nick Sheehan - **Vice President**  
Jane Kim - **Treasurer**  
Chris Hethrington

**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 7:00 p.m.

2. **CARETAKER'S REPORT**

The Resident Caretaker, Vivianna, presented a report to Council.

February 7<sup>th</sup> – "Montalbano" fixed a leak at the hot water main line

February 14<sup>th</sup> – "Montalbano" installed a hot water expansion tank in the mechanical room

February 17<sup>th</sup> – There were break-ins at:

5535 – storage room

5545 – 2 lockers

5555 – 2 lockers

5565 – 1 locker

Underground Parking – 3 cars

February 20<sup>th</sup> – "Latham's" was onsite for the bi-annual heating equipment maintenance

February 22<sup>nd</sup> – "Montalbano" replaced a section of the hot water line (east side)

February 23<sup>rd</sup> – "Montalbano" fixed the swimming pool waste drain and replaced a toilet bowl and tank (Cabana – ladies')

February 23<sup>rd</sup> – There was another break-in at:  
5545 – 1 locker

2. **CARETAKER’S REPORT – CONT’D**

March 2<sup>nd</sup> – “A-Pro Locksmith” fixed the lock at 5555 on the parking door and replaced a padlock at the northern gate

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

In vetting through the previous meeting minutes, it was noted that the unedited version of the minutes were delivered to the Owners and they were not approved by the Secretary, Teresa Londero. The Strata Agent was advised to look into this and have the proper minutes delivered to each unit.

4. **MANAGEMENT REPORT**

a) **Painting:**

It was noted that painting is still on hold until the weather becomes warmer and discussion of this item was TABLED.

The Strata Agent was also advised to send a letter to the painting contractor to ask them when the address signage will be installed again on the building.

b) **Fence:**

It was noted that the meeting with Premium Fence to discuss the noted deficiencies has not yet been completed and this will be done shortly.

c) **Piping:**

It was noted that the hot water pipe replacement is still ongoing.

d) **Mailboxes:**

As noted in the previous meeting minutes, mail service has been suspended as the Strata was advised by Canada Post that all of the mailboxes were broken into. The quotation that was obtained and forwarded to the Strata’s insurer has now been approved and the mailboxes have been ordered and are expected to be installed the week of March 12, 2012.

e) **Dryer Vents:**

At the previous meeting the Strata Agent was advised to obtain a second quotation with regards to the venting system for the dryers, which was presented to Council at tonight’s meeting. However, after discussion, it was decided that a third quotation should also be received and Jane Kim will also be following up with the references for these contractors.

f) **Hot Water Extension Tank:**

It was noted that the warranty expiration date for the hot water tank is coming close and the Strata Agent was advised to contact Montalbano Plumbing and have them provide a quotation to have this tank removed and replaced.



4. **MANAGEMENT REPORT - CONT'D**

g) **Fire Deficiency Quote:**

At the previous Council Meeting the Strata Agent was advised to obtain a second quotation with regards to the noted fire deficiencies which were presented to Council at tonight's meeting. It was noted that the pricing for the second quotation was better than the first contractor's quote and the Strata Agent was advised to follow up with Vancouver Fire & Safety to determine what their price for an annual fire inspection would be on the building.

h) **Cabana:**

It was noted that there are some small handyman jobs that need to be completed at the Cabana and the Strata Agent was advised to forward the original quotation that was received for this work as well as a name of a contractor to Council to arrange to have a second quote prepared.

5. **BUILDING/GROUNDS REPORT**

There is no Building/Grounds Report to present.

6. **PUBLIC RELATIONS/ACTIVITIES**

It was noted that a two (2) bedroom unit has sold in Shawnoaks.

7. **FINANCIAL REPORT:**

The Strata Council, Ms. Jane Kim, went over the financial statements for the period ending January 31<sup>st</sup>, 2012 and reported that there is currently \$121,898.00 cash on hand which includes \$105,810.00 in the Contingency Reserve Fund.

After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for period ending January 31<sup>st</sup>, 2012, as presented.

8. **CORRESPONDENCE**

The Strata Council received the following correspondence and advised the Strata Agent on how to respond.

- The Strata Council discussed an infraction letter regarding an unauthorized renovation.
- A letter from an Owner requesting that water shut downs that relate to the replacement of the hot water circulation line only occur on certain days.
- A renovation request from an Owner.

8. **CORRESPONDENCE – CONT'D**

- A letter from an Owner requesting clarification on what sort of hooks can be used to hang flower pots, as well as, a concern with smells from another unit being blown into their unit when the other unit has their kitchen fan running.
- A letter from an Owner advising that another Resident has been violating the construction bylaws as they relate to hours that you are allowed to perform renovations.

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Correspondence can be placed in the drop box at 5555 Oak Street, sent to Rancho's office at Suite 600-1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to [melliott@ranchogroup.com](mailto:melliott@ranchogroup.com).

9. **NEW BUSINESS**

a) **Common Area Keys/Storage Room Break-in:**

The storage lockers were recently broken into, however, there is no sign of forced entry which leads Council to believe that perhaps either someone in the building has broken into the rooms or someone has lost a key and a thief has been breaking into the building. The Strata Agent was advised to follow up with the Strata's insurer and report that a key has been lost and would like to file a claim under the lock and key deductible.

10. **NEXT MEETING**

The next meeting will be a **Strata Council Meeting**, scheduled for **Wednesday, April 11<sup>th</sup>, 2012 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 8:52 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](mailto:melliott@ranchogroup.com)

### COMMUNICATION WITH STRATA COUNCIL

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write the Strata Council, via Rancho Management Services at 600-1190 Hornby Street, Vancouver, BC, V6Z 2K5, on any Strata Corporation matter.

Correspondence received will be presented and reviewed by Strata Council. In the event Rancho can answer your questions about standard Strata Corporation-related matters, please call us at 604-684-4508.





**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](http://www.ranchovan.com)

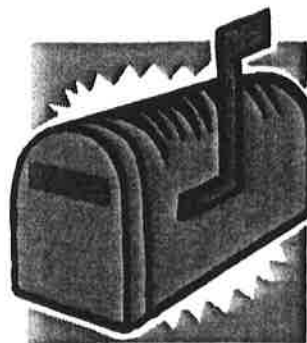
**MEMORANDUM**

**TO: All Owners/Residents of "Shawnoaks"**  
**Strata Corporation VR855**

**FROM: Mike Elliott, Strata Agent**

**DATE: March 9, 2012**

**RE: NEW MAILBOX INSTALLATION**



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Dear Owners/Residents:

We apologize for the ongoing inconvenience of not being able to have your mail delivered, however, the Strata's insurer has approved the quotation, which was mentioned in the February minutes, to have the new mailboxes installed and they have been ordered and expected to be installed the week of March 12<sup>th</sup>, 2012.

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

Sincerely yours,

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

Agents for the Owners

Per:

Mike Elliott

Strata Agent

Direct Line: (604) 331-4280

Email: [melliott@ranchogroup.com](mailto:melliott@ranchogroup.com)

cc: Strata Council

ME/ty





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

**Property Management Specialists**

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Vancouver, B.C. V6Z 2K5

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## **NOTICE**

**TO: Residents of VR 855, "Shawnoaks"**

**FROM: Mike Elliott, Strata Agent**

**DATE: March 9, 2012**

**RE: FEBRUARY MINUTES REVISION**

---

Dear Residents,

We sincerely apologize for sending you the incorrect copy of the Strata Council Meeting Minutes, held on Wednesday, February 1<sup>st</sup>, 2012.

**Please be advised that we at Rancho Management Services are responsible for this error and not that of Strata Council Secretary, Teresa Londero. Rancho is also covering the costs of the photocopying.**

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

Yours truly,

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

Agents for the Owners

Per:

Mike Elliott

Strata Agent

Direct Line: (604) 331-4280

Email: [melliott@ranchogroup.com](mailto:melliott@ranchogroup.com)

ME/cc

cc Strata Council





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

**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN  
THE CABANA, 5505-5585 OAK STREET, VANCOUVER, B.C., ON WEDNESDAY,  
FEBRUARY 1<sup>ST</sup>, 2012 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 at 7:00 p.m.

**2. CARETAKER'S REPORT**

The Resident Caretaker, Vivianna, presented a report to Council.

December 12<sup>th</sup> - 'ENG's' installed new washers and dryers

December 12<sup>th</sup> - 'Latham's' was onsite to check suite 7 – 5545 for lack of heat complain.  
The technician raised the boiler temperature and started the second heating pipe. On  
December 28<sup>th</sup> 'Latham's' checked the suite again.

December 13<sup>th</sup> - 'Montalbano' replaced a hot water pipe at 5515

December 15<sup>th</sup> - 'Montalbano' fixed a leaking washer drain in the 5515 laundry room and  
a shut off valve in the 5565 laundry room

December 18<sup>th</sup> - 'Montalbano' cleaned the laundry room drains in 5515 and 5525

January 4<sup>th</sup> - 'Montalbano' cleaned the plugged drains at 5515 and unplugged the kitchen  
sink drain in suite 4 – 5505 due to an overflow

January 4<sup>th</sup> - 'On Side Restoration' brought in fans to dry the kitchen in suite 4 - 5505

Mailbox break ins:

January 6<sup>th</sup>: 5505 and 5575 – Police file number: VA 12-2020

January 8<sup>th</sup>: 5515 – Police file number: VA 12-4227

5545 – Police file number: VA12-4231

5565 – Police file number: VA 12-4232

January 11<sup>th</sup>: 5505 and 5575 – Police file number: VA 12-5478

2. **CARETAKER’S REPORT – CONT’D**

January 10<sup>th</sup> – ‘Montalbano’ replaced a section of the main hot water line and insulated it on January 12<sup>th</sup>

January 24<sup>th</sup> - ‘Montalbano’ replaced leaking hot and cold water pipes at 5585 from suite #3 to the parking

January 31<sup>st</sup> - ‘Montalbano’ replaced a section of the main hot water line

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

Council reviewed the meeting minutes from the last Strata Council meeting held on December 7<sup>th</sup>, 2011, and made an amendment to the **council attendance** removing Timothy VanBraeden, and placing him in the **Regrets** column. The Council also added in 1) **Guest Speaker**, the Owner of Strata Lot 7-5565 arrived to the meeting with her lawyer to briefly discuss moisture issues in her unit.

There being no other errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of December 7<sup>th</sup>, 2011, as amended.

4. **MANAGEMENT REPORT**

a) **Painting:**

It was noted that painting is still on hold until the weather becomes warmer and discussion of this item was **TABLED**.

b) **Fence:**

It was noted that the fence still remains to be painted and this will be done when the weather is warmer. It was also noted that some of the outstanding issues in regards to the fencing of the units has still not been addressed and a meeting still needs to be scheduled to review these items with the contractor.

c) **Piping:**

The replacement of the hot water lines in the parkade is still ongoing and currently there has been 50% of the branch lines completed and 90% of the hot water lines completed.

It was noted that some Owners are experiencing issues with the water temperature flocculating inside their units; the Strata Agent was advised to follow up with **Montalbano Plumbing** on this issue.

4. **MANAGEMENT REPORT – CONT'D**

d) **Mailboxes:**

The mail service has currently been suspended as the strata was advised by Canada Post that currently all of the mailboxes outside the buildings have been broken into and that the locking system is no longer functional. The Council has obtained quotations to have the mail boxes replaced and this has been forwarded to the strata's insurer, as the Strata Council is hoping to have these replaced under the insurance policy after paying a deductible of \$1,000.00.

It was noted that the estimate to replace all of the mail boxes came to approximately \$15,000.00. A memo will be posted by the mailboxes providing Owners of an update on this issue.

e) **Fire Deficiency Quotes:**

The Annual Fire Test was preformed and the Strata Council was provided with a quotation to have some deficiencies completed. The quotation was discussed and the Strata Agent was advised to contact Vancouver Fire Protection to receive a second quote on the work.

f) **Dryer Vents:**

It was noted by the new laundry machine rental company, **ENGs**; that the current venting system for the dryers is not adequate and advised Council to look into the option of having this changed.

The Strata Agent presented to Council a quotation from National Air Technology to have this work performed. After discussion, the Strata Agent was advised to obtain a second quotation and present this at the next meeting.

g) **Hot Water Extension Tank:**

It was brought to the Council's attention by **Montalbano**, the company that is currently in charge of re-piping the hot water lines that the current domestic hot water system does not have an expansion tank that allows for thermal expansion when the boiler is heating the water.

It was also advised that without this expansion tank, if there is no room for the heat to go, the piping itself expands and adds unnecessary stress that leads to a shorter lifespan of the pipe.

After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having this expansion tank installed.

h) **Landscape Contract:**

The landscaping contract was reviewed and it was noted that there is no increase for this year. After discussion, it was **MOVED, SECONDED, and CARRIED** to accept the contract as presented.

5. **BUILDING/GROUNDS REPORT**

There is no Building/Grounds Report to present.

6. **PUBLIC RELATIONS/ACTIVITIES**

Shawnoaks held it's Festive Season Get-together in the Cabana on Wednesday, 28<sup>th</sup> December. Those who dropped by (about 23 Owners and guests) brought a tasty selection of appetizers and other goodies. There was lively conversation and it was good to see some new members of the Shawnoaks community present along with the “regulars” and even past Residents of our complex.

We would like to offer our appreciation to Vivianna for her willing help in setting up the Cabana for the party and our thanks go to those who helped tidy up afterwards.

7. **FINANCIAL REPORT**

The Strata Council Treasurer, Ms. Jane Kim, went over the financial statements for the period ending December 31<sup>st</sup>, 2011 and reported that there is currently \$113,931 cash on hand, including \$104,695 in the Contingency Reserve Fund.

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

8. **CORRESPONDENCE**

The Strata Council discussed an infraction letter regarding an unauthorized renovation and advised the Strata Agent on how to respond.

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Correspondence can be placed in the drop box at 5555 Oak Street, sent to Rancho's office at Suite 600-1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to [melliott@ranchogroup.com](mailto:melliott@ranchogroup.com).

9. **NEW BUSINESS**

a) **Depreciation Report:**

The Strata Agent advised the Council that the B.C. Government has recently passed new regulations with regards to depreciation reports that mandate all Stratas greater than four (4) units must prepare a depreciation report by December 13, 2013. A depreciation report is a planning tool used by a Strata Corporation to clearly understand what the Strata is responsible for maintaining or repairing as part of its building system, the age of the building systems and their life expectancy, as well as when they should be planned for renewal. The depreciation report also takes into account what these items will cost when the time comes to renew them and provide

9. **NEW BUSINESS – CONT'D**

options on how the Strata can prepare for payment. The Strata Agent will be obtaining quotations from various engineering firms for a depreciation report and presenting these to Strata Council at the next meeting.

b) **Garbage/Laundry Room Cleanliness:**

It was noted that recently some Owners have been leaving a mess in both the Garbage rooms and Laundry rooms.

Owners are reminded that, particularly in the laundry rooms, no diapers are to be washed in the washing machines and no garbage is to be left on the floor in either of the rooms.

c) **Cardboard:**

The Strata Agent was advised to look into options of having a contractor remove the cardboard from the building.

10. **NEXT MEETING**

The next meeting will be a Strata Council Meeting, scheduled for **Wednesday, March 7<sup>th</sup>, 2012** 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: mellott@ranchogroup.com

**STRATA FEES/PRE-AUTHORIZED DEBIT**

Should you ever have any questions regarding your strata account, please feel free to contact our Strata Accounts Receivables Department at: 604-331-4258. Owners who are not yet on Pre-Authorized Debit (P.A.D.) Program, our preferred payment option, should contact the same number to obtain a form. The P.A.D. Program is a convenient payment method whereby we can debit your account with your monthly strata fees on the first of every month.



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

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**MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN VR855, HELD IN THE CABANA, 5505-5585 OAK STREET, VANCOUVER, B.C., ON WEDNESDAY, FEBRUARY 1<sup>ST</sup>, 2012 AT 7:00 P.M.**

---

**IN ATTENDANCE**

Delton Fallis - <b>President</b>	Nick Sheehan - <b>Vice President</b>
Teresa Londero - <b>Secretary</b>	Jane Kim - <b>Treasurer</b>
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. **CARETAKER'S REPORT**

The Resident Caretaker, Vivianna, presented a report to Council.

December 12<sup>th</sup> - 'ENG's' installed new washers and dryers.

December 12<sup>th</sup> - 'Latham's' was onsite to check suite 7 – 5545 for lack of heat complaint. The technician raised the boiler temperature and started the second heating pipe. On December 28<sup>th</sup> 'Latham's' checked the suite again.

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December 15<sup>th</sup> - 'Montalbano' fixed a leaking washer drain in the 5515 laundry room and a shut off valve in the 5565 laundry room.

December 18<sup>th</sup> - 'Montalbano' cleaned the laundry room drains in 5515 and 5525.

January 4<sup>th</sup> - 'Montalbano' cleaned the plugged drains at 5515 and unplugged the kitchen sink drain in suite 4 – 5505 due to an overflow.

January 4<sup>th</sup> - 'On Side Restoration' brought in fans to dry the kitchen in suite 4 – 5505.

Mailbox break ins:

January 6<sup>th</sup>: 5505 and 5575 – Police file number: VA 12-2020

January 8<sup>th</sup>: 5515 – Police file number: VA 12-4227

5545 – Police file number: VA12-4231

5565 – Police file number: VA 12-4232

January 11<sup>th</sup>: 5505 and 5575 – Police file number: VA 12-5478

2. **CARETAKER'S REPORT – CONT'D**

January 10<sup>th</sup> – ‘Montalbano’ replaced a section of the main hot water line and insulated it on January 12<sup>th</sup>.

January 24<sup>th</sup> - ‘Montalbano’ replaced leaking hot and cold water pipes at 5585 from suite #3 to the parking.

January 31<sup>st</sup> - ‘Montalbano’ replaced a section of the main hot water line.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

Council reviewed the meeting minutes from the last Strata Council meeting held on December 7<sup>th</sup>, 2011, and made an amendment to the **Council attendance** removing Timothy VanBraeden, and placing him in the **Regrets** column. The Council also added in 1) **Guest Speaker**, the Owner of Strata Lot 7-5565 arrived to the meeting with her lawyer to briefly discuss moisture issues in her unit.

There being no other errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of December 7<sup>th</sup>, 2011, as amended.

4. **MANAGEMENT REPORT**

a) **Painting:**

It was noted that painting is still on hold until the weather becomes warmer and discussion of this item was TABLED.

b) **Fence:**

It was noted that the fence still remains to be painted and this will be done when the weather is warmer. It was also noted that some of the outstanding issues in regards to the fencing of the units has still not been addressed and a meeting still needs to be scheduled to review these items with the contractor.

c) **Piping:**

The replacement of the hot water line in the parkade is still ongoing and currently there has been 50% of the hot water main lines completed and 90% of the branch lines completed.

It was noted that some Owners are experiencing issues with the water temperature flocculating inside their units; the Strata Agent was advised to follow up with **Montalbono Plumbing** on this issue.

d) **Mailboxes:**

The mail service has currently been suspended as the Strata was advised by Canada Post that currently all of the mailboxes in the building have been broken into and that the locking system is no longer functional. The Council has obtained quotations to have the mail boxes replaced and this has been forwarded to the Strata's insurer, as



4. **MANAGEMENT REPORT – CONT'D**

d) **Mailboxes – cont'd:**

the Strata Council is hoping to have these replaced under the insurance policy after paying a deductible of \$1,000.00.

It was noted that the estimate to replace all of the mailboxes came to approximately \$15,000.00. A memo will be posted by the mailboxes providing Owners of an update on this issue.

e) **Fire Deficiency Quotes:**

The Annual Fire Test was performed and the Strata Council was provided with a quotation to have some deficiencies completed. The quotation was discussed and the Strata Agent was advised to contact Vancouver Fire Protection to receive a second quote on the work.

f) **Dryer Vents:**

It was noted by the new laundry machine rental company, **ENG's**, that the current venting system for the dryers is not adequate and advised Council to look into the option of having this changed.

The Strata Agent presented to Council a quotation from National Air Technology to have this work performed. After discussion, the Strata Agent was advised to obtain a second quotation and present this at the next meeting.

g) **Hot Water Extension Tank:**

It was brought the Council's attention by **Montalbono**, the company that is currently in charge of re-piping the hot water lines that the current domestic hot water system does not have an expansion tank that allows for thermal expansion when the boiler is heating the water.

It was also advised that without this expansion tank, if there is no room for the heat to go, the piping itself expands and adds unnecessary stress that leads to a shorter lifespan of the pipe.

After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having this expansion tank installed.

g) **Landscape Contract:**

The landscaping contract was reviewed and it was noted that there is no increase for this year. After discussion, it was **MOVED, SECONDED, and CARRIED** to accept the contract as presented.

5. **BUILDING/GROUNDS REPORT**

There is no Building/Grounds Report to present.

6. **PUBLIC RELATIONS/ACTIVITIES**

Shawnoaks held it's Festive Season Get-together in the Cabana on Wednesday, 28<sup>th</sup> December. Those who dropped by (about 23 Owners and guests) brought a tasty selection of appetizers and other goodies. There was lively conversation and it was good to see some new members of the Shawnoaks community present along with the “regulars” and even past Residents of our complex.

We would like to offer our appreciation to Vivianna for her willing help in setting up the Cabana for the party and our thanks go to those who helped tidy up afterwards.

7. **FINANCIAL REPORT**

The Strata Council Treasurer, Ms. Jane Kim, went over the financial statements for the period ending December 31<sup>st</sup>, 2011 and reported that there is currently \$113,931.00 cash on hand, including \$104,695.00 in the Contingency Reserve Fund.

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

8. **CORRESPONDENCE**

The Strata Council discussed an infraction letter regarding an unauthorized renovation, the Strata Council advised the Strata Agent on how to respond.

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (*i.e. suggestions, concerns, etc.*). Correspondence can be placed in the drop box at 5555 Oak Street, sent to Rancho's office at Suite 600-1190 Hornby Street, Vancouver, BC V6Z 2K5, or by fax to 604-684-1956, or by email to [melliott@ranchogroup.com](mailto:melliott@ranchogroup.com).

9. **NEW BUSINESS**

a) **Depreciation Report:**

The Strata Agent advised the Council that the B.C. Government has recently passed new regulations with regard to depreciation reports that mandate all Stratas greater than four (4) units must prepare a depreciation report by December 13, 2013. A depreciation report is a planning tool used by a Strata Corporation to clearly understand what the Strata is responsible for maintaining or repairing as part of its building system, the age of the building systems and their life expectancy, as well as when they should be planned for renewal. The depreciation report also takes into account what these items will cost when the time comes to renew them and provide options on how the Strata can prepare for payment. The Strata Agent will be obtaining quotations from various engineering firms for a depreciation report and presenting these to Strata Council at the next meeting.

9. **NEW BUSINESS – CONT'D**

b) **Garbage/Laundry Room Cleanliness:**

It was noted that recently some Owners have been leaving a mess in both the garbage rooms and laundry rooms.

Owners are reminded that; particularly in the laundry rooms, that no diapers are to be washed in the washing machine and no garbage is to be left on the floor in either of the rooms.

c) **Cardboard:**

The Strata Agent was advised to look into options of having a contractor remove the cardboard from the building.

10. **NEXT MEETING**

The next meeting will be a **Strata Council Meeting**, scheduled for **Wednesday, March 7<sup>th</sup>, 2012 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.

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Direct Line: 604-331-4280

Email: [melliott@ranchogroup.com](mailto:melliott@ranchogroup.com)

**STRATA FEES/PRE-AUTHORIZED DEBIT**

Should you ever have any questions regarding your strata account, please feel free to contact our Strata Accounts Receivables Department at: 604-331-4258. Owners who are not yet on Pre-Authorized Debit (P.A.D.) Program, our preferred payment option, should contact the same number to obtain a form. The P.A.D. Program is a convenient payment method whereby we can debit your account with your monthly strata fees on the first of every month.

