

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 AT THE VANDUSEN BOTANICAL GARDEN IN THE CEDAR ROOM, 5251 OAK STREET, VANCOUVER, B.C. ON THURSDAY, JUNE 21ST, 2007 AT 7:00 P.M.

IN ATTENDANCE:

There were 41 Owners present either in person or by proxy.

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

Gus Ramirez, Property Manager

1. CALL TO ORDER

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

2. CALLING THE ROLL AND CERTIFYING PROXIES

The President, Mr. Arnold Selwyn, informed the Owners that a quorum existed being made up of 41 Owners present either in person or by proxy.

3. PROOF OF NOTICE OF MEETING

As per the notice provisions of the *Strata Property Act*, Owners are required to be notified a minimum of fourteen (14) days in advance for an Annual General Meeting.

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

4. READING AND DISPOSING OF THE 2006 SPECIAL GENERAL MEETING MINUTES

Mr. Arnold Selwyn informed the Owners that the Special General Meeting minutes of August 30th, 2006 were enclosed with the notice of the meeting. He then asked if there were any errors or omissions in the minutes.

There was one amendment to the minutes and it is for item #5, paragraph #3, wherein the first sentence should be amended to read: "An Owner then moved to approve the return of the Special Levy monies that have been paid thus far by the Owners to those Owners that have paid the monies and to recollect the monies next year, at which time the roof replacement project cost will be known.

It was then **MOVED, SECONDED**, and **CARRIED** to approve the August 30th, 2006 Special General Meeting minutes as presented and amended.

5. **PRESIDENT'S REPORT**

The President, Mr. Arnold Selwyn, presented a report to the General Membership pertaining to the various items that occurred over the past year.

First, I want to welcome those new Owners, if present, who have come to Shawnoaks since our last AGM. I understand that they are:

Jocelyne Beverel of Suite #2-5535

Lanie Fajardo of Suite #3-5515

Linda Ferguson of Suite #7-5565

As you are all aware from the minutes of the Strata Council Meetings that you receive, , the ongoing maintenance of the complex has been very competently undertaken by Rancho and our Resident Managers Jean-Louis and Jocelyn, with of course, the need for pest control , plumbing and electrical repairs, heating and hot water problems, etc. All taken care of when required, just the same as caring for a house – only more extensive.

We were very fortunate to have escaped the fury of last winter's wind storm, although a couple of trees had to be removed, and some extra tree trimming was required for safety reasons.

As you read in the minutes, the roof replacement project was on every council meeting agenda. I have to tell you that Council Members and Rancho Management on behalf of all Owners have devoted countless hours to the project, to bring what we believe is the best solution for us all.

An update on the roof replacement project will be given under item #8 on the agenda, with time for any discussion and/or questions.

A couple of items that need to be mentioned, just in case there are some Residents that did not get a chance to read the Council Minutes or forgot to pass them on to guests, home keepers etc.

It is quite amazing that there are still several drivers who drive into the underground parking and zoom straight to their parking stall without pausing for just five seconds to make sure that the gate behind them at least starts to close. Many times, Nassa, others and myself have been able to drive underneath while the gate is still open and there's not a car in sight. This is our home. We would not drive into our garage; go into the house without making sure that the garage door shuts. Please, before we have a bad incident of unwanted visitors creating havoc with the cars, and giving them easy access to the grounds; just wait those few seconds after entry. Also, on the subject of cars, please slow down when in the underground before we have a serious accident. There have been some near misses of people coming to or walking from their cars.

With summer here, today being the official first day – I wish all Shawnoakers a great summer. It seems to be necessary every year to remind all Owners to make sure that the pool regulations are also made known to their guests, especially, that the Cabana showers are to be used prior to bathing, that there is a maximum of two guests per suite,

5. PRESIDENT'S REPORT – CONT'

and no children under 16 in the pool. This will avoid any embarrassments. On a different subject, we are asking everyone to please examine the plastic bags that you use for garbage, to make sure there are no holes in the bottom. One can see the results of what happens when wet garbage leaks out onto the stairs and carpets. Carpet cleaning can cost all of us a lot of money.

All in all it's been a pretty good year at Shawnoaks, and I hope to see many of you at our summer pot luck event – to be announced in the future.

I'm sure we've all noticed how beautiful the flower beds are this year all around the complex. They are there because of the very hard work and dedication of Barbara Sutherland and Nassa Selwyn. They not only go out, choose, buy the plants with a pretty small budget, and haul them back, but they do all the digging and planting. They certainly deserve recognition and our thanks.

This is also the time to thank Rancho Management and in particular, Gus Ramirez for their guidance during the year. Special thanks to our Resident Managers, Jean-Louis and Jocelyn for doing all the things they do to keep Shawnoaks in such a good shape, and for being so approachable.

At this time, the Gardening Committee was called upon to provide a report pertaining to the gardening activities over the past year.

Many Residents are maintaining their patio spaces with very beautiful displays of seasonal flowers and shrubs. They may consider themselves members de facto of the Committee which now comprises of Barbara Sutherland and Nassa Selwyn, with help periodically from many interested people.

As many of you know, our grounds and trees suffered damage in our recent winter storm. Our Caretaker, Manager and Gardener have done an exceptional job in keeping our grounds beautiful and safe.

The poplar trees on the south property have been pruned.

Barbara and Nassa have planted impatiens along the walkway in the front oval, on the east side of the Cabana, in front of 5525 and 5545. Margarites and impatiens were planted in front of 5555 and are doing well. Barbara also planted zinnias in the pool area. Flowering ferns and Japanese wonderplants were purchased at the Van Dusen Garden show and have been planted in shaded area. They will take 5-6 weeks to bloom. They are perennial so hopefully will put on a show yearly.

The remaining gardens are in perennial bloom and the biggest job is keeping the plants under control. Anyone who is interested in being part of this committee is welcome to participate.

5. **PRESIDENT'S REPORT – CONT'D**

Our sprinkler people have assured us that although trees on Oak Street are not receiving direct watering, their roots are getting moisture. The sprinkler system running along Oak Street is damaged and it would be a big repair bill to dig up and replace it. However, please help the Committee by observing the area or any other areas that seem to be lacking watering and informing either Jean-Louis or Committee Members if you feel the plants and trees are in danger. We may have to start watering by hand if we experience drought the way we did last year.

Just a reminder to those Residents who are depositing vegetable and fruit peelings into the compost bins; the fourth, smaller bin is for grass cuttings, which our gardeners keep filled for us to transfer to cover our deposits in the compost bins. Please remember to do so. It substantially cuts down on the bug attack when the lids are lifted. Also, those who deposit eggshells into the bins, please be sure they are washed well and crushed otherwise they do not break down and they also attract rats.

6. **FINANCIAL REPORT**

The Treasurer, Mr. Bill Thompson, informed the Owners that as of April 30th, 2007, there was \$72,552.00 in the contingency fund. He further informed the Owners that the Strata Corporation had incurred an operating surplus of \$4,515.00.

Mr. Bill Thompson then answered specific questions from the Owners in regards to the financial statements for the period ending April 30th, 2007. After further discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve the financial statements for the period ending April 30th, 2007 as presented.

7. **MOTION TO APPROVE THE 2007/2008 OPERATING BUDGET**

Mr. Bill Thompson reviewed the proposed 2007/2008 operating budget with the Owners. He informed the Owners that the budget assumes no increase in the overall Strata fees. He then reviewed each revenue and expenditure category in detail with the Owners. After discussion, it was **MOVED, SECONDED** and **CARRIED** to approve the budget with no increase in the overall Strata fees as presented.

8. **RESOLUTIONS FOR CONSIDERATION**

a) **Resolution "A":**

"Be it therefore resolved by a ¾vote Resolution that the Owners, Strata Plan VR855, Shawnoaks do hereby authorize and approve a Special Levy of \$1,042,924.00 a) due in three (3) installments: April 30th, 2008, May 31st, 2008 and June 30th, 2008 or b) due in one (1) installment on May 31st, 2008 for the purpose of replacing the roofs at Shawnoaks. The Special Levy will be assessed to all Owners on title as of tonight's meeting in accordance with a schedule of unit entitlement. Note: if approved, you must notify the Strata Council via Rancho Management by no later March 31st, 2008 for which installment option you have chosen (option a or option b)."

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

a) **Resolution "A" - Cont'd:**

At this time, Mr. Arnold Selwyn called upon Mr. Gus Ramirez, the Property Manager from Rancho Management to provide the Owners with a summary of the roof replacement project and the activities that have taken place since this process was first started.

- In July 2005, Inter-provincial was hired to conduct an assessment on the condition of the roofs. Their assessment report indicated that the roofs required replacement within 1-2 years from July 2005.
- In April 2006, a Special General Meeting with the Owners was held to collect funds from the Owners for the purpose of replacing the roofs at "Shawnoaks" based on the budgets provided by Inter-provincial Roofing Inspectors. The total money that was collected was \$476,000.00. This included the various contingency and consulting fees affiliated with the project.
- In May 2006, Inter-Provincial was hired to prepare the specifications for the roof replacement project and subsequently tendered the project to seven (7) roofing companies. The bids that were submitted ranged from \$844,000.00 to \$1,100,000.00.
- Since the time that Inter-Provincial provided the roof condition assessment report and a budget for the work, they did not inform the Strata Corporation that within that 1 year time frame, roof prices had doubled. Therefore, Council concluded that due to time constraints, the roof replacement project would not be completed in 2006.
- In September 2006, the monies that were collected at the April 2006 Special General Meeting, were returned to all Owners.
- In November 2006, RDH Building Engineering Ltd. was retained in order to prepare the specifications and re-tender the roof replacement project.
- In March and April 2007, the specifications were completed and the roof replacement work was tendered to five (5) roofing contractors. Of the five (5) roofing contractors, three (3) roofers submitted bids which ranged from \$875,000.00 to \$1,280,000.00.
- Of the proposals, the lowest bidder noted that they could not commence the work until late August 2007. Therefore, the Strata Council deemed it pointless to commence the roof replacement work in 2007 and negotiated with the lowest bidder to hold their price until Spring 2008 at which time the roof replacement work would be completed. The only change in price might be the change in materials which could increase anywhere from 1%-3%. The total costs for the materials for the project are estimated to be approximately \$200,000.00.

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

a) **Resolution “A” – Cont’d:**

At this time, the floor was open for discussion. Several questions were raised and subsequently answered by the Strata Council and Rancho Management. After further discussion, the $\frac{3}{4}$ vote Resolution as presented was **MOVED** and **SECONDED**. (16 in favour, 25 opposed, 0 abstentions). Therefore, the $\frac{3}{4}$ vote Resolution was **DEFEATED**.

9. **REPORT ON INSURANCE**

Gus Ramirez informed the Owners that the building is currently being insured for \$10,278,000.00 with a \$10,000,000.00 coverage for general liability and \$2,000,000.00 for Directors and Officers (The Strata Council). The deductibles are as follows:

- 10% for earthquake
- \$100.00 for glass
- \$10,000 for flood
- \$2,500 for water related damages
- \$1,000 for all property risks

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 tenant package 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 OF THE CURRENT STRATA COUNCIL**

As is required by law, a new Council is elected every year. I want to take this opportunity to say that I have considered it an honour to have been elected to Council by the Owners of this Strata Corporation for well over 25 years, and for a great part of that time to have been chosen by the Council Members to be its Chairman, and in more recent years, its President, and I also considered it to be a privilege to serve on Council.

I ask that my name not be put forward for Council this year as Nassa and I plan on some extensive traveling and I will be devoting more time to other commitments. I will of course continue to participate in all Shawnoaks activities, and be available if my services are needed.

We have been extremely fortunate to have had such able, qualified and hard working Members on Council over the years, and especially this past year. It has been a pleasure presiding over and participating in Council Meetings. A more harmonious group would be hard to find, and I speak from experience with other Committees over the past years.

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

On behalf of all Owners, I want to thank Jane Kim, my Vice-President, Bill Thompson, our hard working Treasurer, Gerry Millett, Secretary and Public Relations, Brian Ferris for his work with building and grounds, Delton Fallis for all his efforts with the roof project, and Yee Pang, a man with good ideas, and one to listen to. All were extremely dedicated in tackling the Owners' and property problems as they occurred. They are a great and competent group who deserve our gratitude. Please let's show them our thanks.

Mr. Gus Ramirez and the Owners thanked the Strata Council for their efforts over the past year with a round of applause. Mr. Ramirez then informed the Owners 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:

Bill Thompson
Jane Kim
Yee Pang
Delton Fallis
Lanie Fajardo
Teresa Londero

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

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

11. **ANY OTHER MATTER**

a) **Roof Replacement Work:**

A discussion ensued with regards to the roof replacement project which was **DEFEATED** earlier on in tonight's meeting. The mandate from the Owners to the Strata Council was to defer this item until next year's Annual General Meeting.

12. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the Annual General Meeting at 8:18 p.m.

Respectfully Submitted,



Gus Ramirez, Property Manager
Rancho Management Services (BC) Ltd.
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RANCHO'S INTERNET SITE

Rancho's website contains lots of features such as accessing minutes and bylaws online. We invite you to check us out at **<http://www.ranchovan.com>**. The log in for Shawnoaks is VR855, and the password is shawnoaks.

Any questions and comments can be forwarded to us by email at: pmgr@ranchogroup.com or by calling us at: (604) 684-4508.

2007-2008 STRATA FEE SCHEDULE

"SHAWNOAKS"
STRATA CORPORATION VR855
Oak Street, Vancouver, BC

# OF BEDROOMS	UNIT ENTITLE	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	TOTAL AMOUNT DUE [No Increase]
1 Bedroom Strata Lots	11	\$224	\$11	\$235
2 Bedroom Strata Lots	15	\$305	\$15	\$321
3 Bedroom Strata Lots	19	\$387	\$20	\$406

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