

**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 AT 5505-5585 OAK STREET, VANCOUVER BC, ON TUESDAY,
SEPTEMBER 7TH, 2006, AT 6:30 P.M.**

IN ATTENDANCE

Arnold Selwyn – President
Delton Fallis
Bill Thompson - Treasurer

Jane Kim - Vice President
Brian Ferris
Yee Pang

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

Gus Ramirez, Property Manager

REGRETS

Gerry Millett - Secretary

1. CALL TO ORDER

There being a quorum, the meeting was officially called to order at 6:30 P.M.

2. CARETAKER'S REPORT

The Resident Caretaker, Jean Louis, presented to the Strata Council a report pertaining to various issues that have arisen over the past month.

- On August 7th, 2006, Pacific West Plumbing & Heating was called in to repair a drain pipe in behind the wall in one of the units.
- On August 8th, 2006, a door closure was replaced on the door leading to the parking area at 5525 Oak Street. Also, the handle on the west gate of the pool area was replaced.
- On August 25th, 2006, Pacific West Plumbing & Heating was called in to repair a two inch main domestic hot water pipe.
- On August 31st, 2006, Pacific West Plumbing & Heating was called in to replace the kitchen sink faucet in the resident caretakers Unit at Unit 7 – 5555 Oak Street.

The Strata Council inquired with the Resident Manager with regards to ongoing maintenance of the roof (i.e. clearing all of the leaves and debris away from the drains, so that when the heavy rains start to occur, the rains are able to properly drain away from the roof). After discussion, it was decided that the Strata Council will consider options for more frequent cleaning of the roof drains.

3. APPROVAL OF PREVIOUS MINUTES

After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the Strata Council Meeting minutes of August 2nd, 2006, as amended and presented.

4. **MANAGEMENT REPORT**

a) **Roof Replacement Project:**

As per the Special General Meeting which recently took place, those Owners that have paid their special levy amount for the roof replacement, could expect to receive a reimbursement cheque for the special levy monies some time in September 2006.

The Strata Council discussed a timeline for the roof replacement project which will take place some time in 2007. After discussion, the Strata Council instructed Rancho to inquire with two (2) roofing consultants about the possibility of reviewing the specifications for the roof replacement work which were put together by Interprovincial Roofing Consultants and to inquire if in their opinion new specifications need to be drafted before the project is tendered some time in 2007. Once a roofing consultant is selected, the Strata Council will invite the consultant to attend a Strata Council Meeting so that Council can query the consultant on the process for tendering the project and establishing a timeline for it.

b) **Fire Doors:**

Rancho informed the Strata Council that as per instructions given at the previous Council Meeting, Rancho has inquired with the Fire Department with regards to the necessity for having fire door notices posted on the fire doors which are located on the 2nd level of the breezeways. The Fire Department has confirmed that those indeed are fire doors and that proper signage should be placed on the doors and the doors should be left closed at all times.

Rancho also inquired with the Fire Department with regards to the keys which have been placed in the Fire Department lock box. The Fire Department will confirm which keys are currently in the lock box and will inform Rancho if new keys need to be placed in the lock box.

c) **HVAC Recommendations:**

Rancho informed that Strata Council that Latham's has recently conducted their preventative maintenance on the HVAC equipment at Shawnoaks. During their visit, they have made the following recommendations:

- To clean the pool boiler and the heat exchanger for a cost of \$533.00 (plus GST). It was noted that the pool maintenance company Imperial Paddock Pools cleaned the pool boiler and heat exchanger prior to the pool opening each year. This work was done in early May 2006. Therefore, this work does not need to be redone at this time.

4. **MANAGEMENT REPORT – CONT'D**

c) **HVAC Recommendations:**

- To replace the pressure switch on the compressor, a budget of \$450.00 - \$800.00 is needed. Due to the fact this item is not a necessity, it was decided not to proceed with this item.

d) **Pressure Reducing Valve:**

As part of the 2006/2007 Operating Budget, the Strata Corporation has allocated funds for replacing the faulty pressure reducing valve at Shawnoaks. The cost for replacing the valve is approximately \$2,000.00. After discussion, it was **MOVED, SECONDED** and **CARRIED** to proceed with replacing the pressure reducing valve for a cost of approximately \$2,000.00.

5. **GARDENING REPORT**

There was no Gardening Report presented at this time.

6. **BUILDING/GROUNDS COMMITTEE REPORT**

There was no Building/Grounds Report presented at this time.

7. **PUBLIC RELATIONS/ACTIVITIES**

It was noted that there are new Owners currently residing in unit number 5 - 5565 Oak Street. The Strata Council would like to extend an invitation to these Owners to attend the next Strata Council Meeting so that the Owners can introduce themselves to the Strata Council.

8. **TREASURER'S REPORT**

The Treasurer, Mr. Bill Thompson, presented a report to the Strata Council pertaining to the financial statements for the period ending July 31st, 2006. Mr. Thompson noted that the total cash on hand was approximately \$113,990.00, which included the contingency fund of \$61,775.00. Mr. Thompson also informed the Strata Council that the Resident Managers suite has been re-mortgaged for a period of one year at a rate of 5.25% and the monthly payments are \$707.00 per month.

9. **CORRESPONDENCE**

Owners are encouraged to write to the Strata Council, via Rancho Management Services, on any strata related matter. Correspondence can be placed in the drop box at 5555 Oak Street, mailed to Rancho's office at #701-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, or e-mailed to gramirez@ranchogroup.com.

9. **CORRESPONDENCE – CONT'D**

The following correspondence was received:

- An Owner requesting to have a section of a fence painted.
- An Owner requesting to have some repairs done within their unit as a result of a roof leak that occurred over a year ago.
- An Owner requesting to have a minor repair done to the Owner's balcony and requesting to have a tree outside of their dining room window trimmed.

After reviewing the letters, the Strata Council instructed Rancho on how to respond.

11. **NEW BUSINESS**

a) **Pool Usage:**

A concern was raised with regards to Guests and Residents not showering before entering the pool. Specifically, it was noted that the current sign on the pool should specifically state that anyone using the pool must use the cabana showers before first entering the pool as is clearly stated in the Strata's By-laws. It was decided that this sign will be replaced next year before the opening of the pool season.

b) **Speeding in the Underground Parkade:**

Several concerns were expressed by the Strata Council with regards to vehicles speeding in the underground parkade. Specifically, it was noted that one Resident is speeding excessively in the underground parkade on an ongoing basis. After discussion, the Strata Council instructed Rancho to issue a letter to this Owner. Furthermore, the Strata Council would like to take this time to remind all Residents to ensure that they are adhering to the speed limit in the underground parkade which is 8 kilometers per hour. Also, Residents should wait for the entrance and exit gates to begin closing before driving away once you enter and/or exit the parkade.

c) **Horizontal & Vertical Drain Lines:**

Strata Council requested Rancho provide the Strata Council with updated quotations for cleaning the horizontal and vertical drain lines throughout the complex. This information will be presented to the Strata Council at the next Strata Council Meeting.

d) **Jewish New Year:**

The Strata Council would like to wish all of the members of the Jewish faith a happy and prosperous new year.

12. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for Wednesday, October 4th, 2006, at 6:30 P.M. in the cabana at 5505-5585 Oak Street.

13. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:30 p.m.

Respectfully Submitted,



Gus Ramirez, Property Manager
Rancho Management Services (BC) Ltd.
#701-1190 Hornby Street, Vancouver, B.C. V6Z 2K5
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Email: gramirez@ranchogroup.com

STRATA LICENSING

As you may be aware the Real Estate Act changed so that Strata property management companies and its employees require an additional Strata license, effective January 1, 2006. Please be advised that Rancho was already a licensed property management company and that all of Rancho's Property Managers have received this additional license.

Also, all Strata's will receive their financial statements every month and have attached a copy of the bank statement(s), which is a new requirement of the Real Estate Act.