



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

Property Management Specialists
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M E M O R A N D U M

TO: All Residents / Owners of Shawnoaks (VR855)
FROM: Gus Ramirez, Property Manager
DATE: Friday, August 11, 2006
RE: Bicycle Ownership / Clean up of Bicycle Rack



Please note that Strata Council will be removing all unidentified bicycles from the bicycle rack on October 1st, 2006.

As such, we request that:

All Resident / Owners place identification tags on their bicycles that are stored in the bicycle rack by no later than September 30, 2006. The tags must clearly visible and should include your name, building and suite number.

Failure to do so by no later than September 30, 2006 will result in all unidentified bicycles being removed and donated to charity by the Strata Council without any further notice.

We thank you for your prompt attention and cooperation in this matter. Should you have any questions and/or concerns, please do not hesitate to contact the undersigned.

Yours truly,

RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Agents for the Owners

Per:

Gus Ramirez

Property Manager

Direct: 604-331-4251

Email: gramirez@ranchogroup.com

GR/mv
VR855/87-393

**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 WEDNESDAY, AUGUST 2ND, 2006 AT 6:30 P.M.

IN ATTENDANCE

Arnold Selwyn – President
Gerry Millett - Secretary
Bill Thompson - Treasurer

Jane Kim - Vice President
Delton Fallis
Yee Pang

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

Gus Ramirez, Property Manager

REGRETS:

Brian Ferris

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 July 5th, 2006, Pacific West Plumbing & Heating was called in to repair a leak being generated from a dishwasher in one of the units.
- On July 11th, 2006, Latham's was on site to repair the compressor to supply additional heat to the unit.
- On July 13th, 2006, Latham's was on site to repair a heating line.
- On July 25th, 2006, a compressor malfunctioned again and the heat in the units was raised to a maximum as a result. Therefore, the heating boiler was turned off.
- On July 23rd, 2006, Latham's removed and placed the motor on the compressor.
- On July 25th, 2006, Easy Care Restoration was called in to unit #1-5565 Oak Street to extract the water which resulted from a leaking zone valve on one of the heating radiators.
- On July 29th, 2006, there was a break-in at 5525 into the door leading to the parkade and the laundry room.
- On July 31st, 2006, Latham's was called to repair a leaking air tube in the heating line of #8-5525 Oak Street.
- A-Pro Locksmith was called to change three broken doorknobs.
- A complaint was received with regards to the heating not working inside the units. Therefore, the heat was turned back on.
- Some clothing was left in the laundry room at 5515 Oak Street for a number of days. Therefore, the clothes were removed.
- The power-washing throughout the common areas has been completed.
- The windows in the breezeways were cleaned.
- The light fixtures in the breezeways were cleaned.

2. **CARETAKER'S REPORT – CONT'D**

Thereafter, the Resident Manager was excused from the meeting.

3. **APPROVAL OF PREVIOUS MINUTES**

Rancho presented to Council the July 5th, 2006 Strata Council Meeting minutes for Council's review.

After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the Strata Council Meeting minutes of July 5th, 2006, as amended and presented.

5. **MANAGEMENT REPORT**

a) **Roof Replacement Project:**

As per discussion at the previous Council Meeting, Rancho informed the Strata Council that it has been very difficult to obtain additional proposals from other roofing contractors as most of the roofing contractors are occupied with other jobs. Further, it is anticipated that Cambie Roofing will be providing a proposal for the roof replacement project.

A discussion ensued with regards to the timing for the roof replacement work. Specifically, it was noted if any roofing contractor was to start the work in late August, the work would not be fully completed this year. Therefore, the prices for the replacement of all roofs will not be honored until next year. After a lengthy discussion, it was agreed to call a Special General Meeting for Wednesday, August 30th, 2006 at 7:00 p.m. in the Cabana to discuss the options for moving forward with the roof replacement project and also to discuss the possibility of returning the monies to those Owners that have paid the Special Levy if the work is to take place in 2007.

6. **GARDENING REPORT**

There was no Gardening Report presented at this time.

7. **BUILDING/GROUNDS COMMITTEE REPORT**

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

8. **PUBLIC RELATIONS/ACTIVITIES**

The Public Relations/Activities Committee informed that the potluck party took place on July 30th, 2006. Several Residents and Owners showed and it was deemed to have been a successful event.

9. **TREASURER'S REPORT**

The Treasurer, Mr. Bill Thompson, provided the Strata Council with the financial report for the period ending June 30th, 2006. He noted that the total cash on hand as of June 30th, 2006 was \$106,514.00 which included a contingency fund of \$76,410.00.

10. **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.

The following correspondence was received:

- An Owner expressing concern with regards to other Residents using other Owners allotted times for the use of the laundry machines in the common laundry rooms.
- An Owner requesting permission to leave a motorized scooter in one of the breezeways.

After discussion, Strata Council instructed Rancho on how it wishes to respond.

11. **NEW BUSINESS**

a) **Bicycle Racks:**

Council Members have had requests from Resident/Owners as to the possibility of adding additional racking for the storage of bicycles. Discussion was held with concern that there may be bicycles that are currently in the rack where the Owners of these bicycles are no longer Residents of Shawnoaks. Council discovered with clean up of the storage rooms last year that in fact this can be the case where previous Owners have moved on and not taken those items with them. Before Council decides to approve the expenditure to add bicycle racks, they felt that they should confirm that the bicycles in the rack currently are owned by current Resident/Owners. It was decided that all bicycles in the rack must be identified with Owner's name, building and unit number by no later than September 30th, 2006. All bicycles not identified with this information will be removed and donated to charity.

b) **Fire Door Notices:**

A discussion ensued with regards to the signs which have been placed on the breezeway doors with regards to keeping the fire doors closed. Specifically, it was noted that the doors are not fire doors and therefore there should not be a need to have the signs installed. A second discussion ensued with regards to a lock box which has been installed in the unit at the front entrance of the complex. After discussion, Strata Council instructed Rancho to inquire with Vancouver Fire Department with regards to the signs, i.e. if they are necessary, and also to inquire if the proper keys have been placed inside of the lock box.

c) **Laundry Room Use:**

The Strata Council would like to remind all Residents to ensure that you are not using other Residents allotted time for the laundry rooms. The schedules are posted within the laundry room. Please ensure that you are familiar with the time.

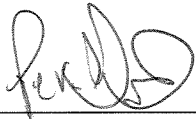
12. **NEXT MEETING**

The next meeting will be a Special General Meeting and has been scheduled for Wednesday, August 30th, 2006 at 7:00 p.m. in the Cabana at 5505-5585 Oak Street, Vancouver, BC. Official notice of the meeting will be sent to all Owners in accordance with the notice provisions of the *Strata Property Act*.

13. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:55 p.m.

Respectfully Submitted,



Gus Ramirez, Property Manager
Rancho Management Services (BC) Ltd.
#701-1190 Hornby Street, Vancouver, B.C. V6Z 2K5
Phone: (604) 684-4508 (**24-HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4251
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EMERGENCY PROCEDURES

(After regular hours)

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