

**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, MAY 3rd, 2006 AT 6:30 P.M.

IN ATTENDANCE

Jane Kim - Vice President
Gerry Millett - Secretary
Bill Thompson - Treasurer
Brian Ferris

Yee Pang
Delton Fallis

Representing Rancho Management Services (B.C.) Ltd.:
Gus Ramirez, Property Manager

REGRETS

Arnold Selwyn - President
Oscar Dirnfeld - Alternate

1. CALL TO ORDER

There being a quorum, the meeting was officially called to order at 6:30 p.m. by the Strata Council Vice President Ms. Jane Kim then proceeded to chair the Strata Council Meeting.

2. CARETAKER'S REPORT

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

- On April 6th, 2006, Latham's Plumbing and Heating was called to repair a circulating pump for the heating system at 5505 and 5515 Oak Street.
- On April 12th, 2006, National Air Technologies was on site to conduct the quarterly cleaning of the dryer vents for the common laundry rooms.
- On April 22nd, 2006, Triple A Wildlife was called in order to investigate a skunk problem by Unit #2-5545 Oak Street. Triple A Wildlife has provided a proposal for rectifying this skunk problem which will be discussed later on in tonight's meeting.
- Pacific West Plumbing and Heating has recently completed plumbing repairs at Unit #3 and Unit #7 at 5515 Oak Street.
- Mr. David Brown, the Caretaker relief during Jean Louis' holiday time, repaired and painted the ceiling that was damaged due to the above noted plumbing leak.
- On May 3rd, 2006, it was discovered that one of the heating pumps above one of the parking stalls closest to 5525 Oak Street is leaking. As such, Latham's will be called upon to repair the pump.

The Strata Council requested that the Resident Manager complete the following items:

- To have an extra bin available for grass-cuttings in order to cover the compost.
- To replace one of the burnt out lights near the entrance garage door.
- One of the globes on the stand alone lights within the ground is loose and needs to be repaired.

2. **CARETAKER'S REPORT – CONT'D**

- An inquiry was made by a Strata Council Member with regards to protocols for dealing with pest activities. Specifically, it was suggested that whenever activities such as skunks and/or bees are reported, this should be dealt with immediately without having to wait for the Council Meeting for approval. After discussion, the Strata Council instructed Rancho that when such incidents arise, to phone to the majority of Council in order to obtain approval if an expenditure is required to treat a pest activity.

After further discussion, the Resident Caretaker was excused from the rest of the meeting.

3. **APPROVAL OF PREVIOUS MINUTES**

Rancho presented to Council the April 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 April 5th, 2006, as amended and presented.

4. **MANAGEMENT REPORT**

a) **Roof Replacement:**

As per the approval of the Owners at the Special General Meeting which took place on April 3rd, 2006, Rancho informed the Strata Council that Inter-Provincial Roofing Consultants Ltd. have been given the approval to put together the specification documents for the roof replacement project. It is anticipated that the specifications will be prepared within the next two to three weeks. Once the specifications are prepared, a draft of the specifications will be presented to the Strata Council for review. Once Council has reviewed and approved the specs, Inter-Provincial Roofing Consultants Ltd. will be in the position to tender the project, i.e. to obtain price quotations for the roof replacement at Shawnoaks.

A suggestion was made to strike a Roof Replacement Committee in order to review the specifications once they are ready. The purpose of having a committee is for the committee to review the specifications and make any suggested changes to the Strata Council accordingly. Thereafter, the Strata Council will decide whether or not to approve the changes and to inform Inter-Provincial Roofing Consultants Ltd. accordingly. After discussion, it was **MOVED, SECONDED, and CARRIED** to strike a Roof Replacement Project Committee which consists of the following Members:

- Delton Fallis
- Yee Pang
- Brian Ferris

b) **Skunk Issue:**

As previously discussed earlier on tonight's meeting, a report of skunks outside of Unit #2-5545 Oak Street has been noted. As such, Triple A Wildlife Control was called upon and has subsequently provided a price quotation in the amount of \$337.05 in order to rectify the problem, i.e. to remove the skunks from the area and to screen off the area. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with the above noted price quotation.

5. **GARDENING REPORT**

There was no gardening report presented at this time.

6. **BUILDING/GROUNDS COMMITTEE REPORT**

There was no building/grounds activities report presented at this time.

7. **PUBLIC RELATIONS/ACTIVITIES**

There was no public relations/activities report presented at this time.

8. **TREASURER'S REPORT**

Mr. Bill Thompson provided the Strata Council with the financial report for the period ending March 31st, 2006. He noted that the total cash on hand as of March 31st, 2006 was \$74,487.00 which included the contingency fund balance of \$71,181.00.

a) **Draft Operating Budget:**

Mr. Bill Thompson provided the Strata Council with a preliminary draft of the 2006/2007 proposed operating budget. It was decided that the Strata Council will meet on Wednesday, May 17th, 2006 at 6:30 p.m. at the Cabana to specifically discuss the budget.

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.

10. **NEXT MEETING**

The next meeting will be a Budget Meeting and has been scheduled for Wednesday, May 17th, 2006 at 6:30 p.m. at the Cabana. Thereafter, the next Strata Council Meeting will be held on Monday, June 5th at 6:30 p.m. in the Cabana. The Annual General Meeting has been scheduled for Tuesday, June 20th, 2006 at the VanDusen Botanical Garden 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 7:35 p.m.

Respectfully Submitted,



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

Rancho's website has been updated with lots of new features. We invite you to check us out at <http://www.ranchovan.com>.

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