

**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 AT 5505-5585 OAK STREET, VANCOUVER BC, ON WEDNESDAY, DECEMBER 7, 2005 AT 6:30 P.M.**

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**IN ATTENDANCE**

Arnold Selwyn  
Jane Kim  
Bill Thompson  
Brian Ferris

Delton Fallis  
Yee Pang  
Gerry Millett  
Oscar Dirnfeld, Alternate

**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 at 6:30 p.m.

**2. CARETAKER'S REPORT**

The Resident Caretaker, Jean Louis, submitted to the Strata Council a report pertaining to various issues that have risen over the past two months. Jean Louis was not present at tonight's meeting.

- On October 4<sup>th</sup>, 2005, a pump for the heating system was repaired at 5545 and 5557 Oak Street.
- On October 9<sup>th</sup>, 2005, there was a patio drain unblocked at unit #1- 5555 Oak Street.
- On October 17<sup>th</sup>, 2005, there was water dripping over parking stall #93. As such, the Owner was given a temporary parking stall and the area above parking stall #93 has since been repaired.
- On October 19<sup>th</sup>, 2005, an inspection in unit #5- 5515 Oak Street was conducted due to a possible roof leak. There was no water found at the time, the situation is, however, being monitored.
- On October 24<sup>th</sup>, 2005, the moss and leaves were removed from the rooftops.
- On October 29<sup>th</sup>, 2005 there was a roof repair conducted above unit #8- 5505 Oak Street.
- There was a water leak discovered in the laundry room at 5565 Oak Street. The leak has since been repaired.
- On November 1<sup>st</sup>, 2005, the Vancouver Fire Department conducted an inspection of the fire equipment at Shawnoaks. They provided a report and recommended several minor items such as, adding signage to the fire alarm pull stations. The items on the report have been addressed as of November 16<sup>th</sup>, 2005.
- On November 15<sup>th</sup>, 2005, Hunter Roofing was called due to a roof leak at #5-5515 Oak Street. The leak has since been repaired. On the same day, Hudson Roofing also attended to a roof leak at #6-5535 Oak Street.

2. **CARETAKER'S REPORT – CONT'D**

- On November 16<sup>th</sup>, 2005, Easy Care was called in to assess the damage that was caused by a roof leak several months ago at Unit #2-5565 Oak Street. Easy Care will submit a report pertaining to the recommended repairs shortly.
- Easy Care will also provide a repair estimate for drywall/ceiling repairs at #6-5565 and #2-5565 Oak Street due to a leak.
- On November 17<sup>th</sup>, 2005, Easy Care was in to assess the water damage that was caused in Unit #5-5515 Oak Street due to a roof leak. It is anticipated that Easy Care will provide a quotation for repairs in the above unit.
- Hunter Roofing was called in to repair a section of the roof above Unit #5-5585 Oak Street.
- On November 18<sup>th</sup>, 2005, Pacific West Plumbing & Heating was called to repair a blocked drain stack at Unit #5-5585 Oak Street.
- Pacific West Plumbing & Heating is in the process of diagnosing a possible pipe leak in between Unit #3-5515 and Unit #7-5515 Oak Street.
- On November 28<sup>th</sup>, 2005, Mac's Electric was called in to replace the high pressure sodium light and ballast at 5585 Oak Street behind the breezeway.
- Pacific West Plumbing & Heating was called in to change the valve on the air compressor in the boiler room as it was rusted and needed to be replaced.

3. **APPROVAL OF PREVIOUS MINUTES**

Rancho presented to Council the October 5<sup>th</sup>, 2005, Strata Council Meeting Minutes for Council's review.

There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the Strata Council Meeting Minutes of October 5<sup>th</sup>, 2005, as circulated.

4. **MANAGEMENT REPORT**

a) **Roof Quotes:**

As per discussion at the previous Council meeting, Rancho presented to the Strata Council a priority list from Interprovincial Roofing Consultants Ltd. pertaining to the recommended roof replacement work. The list is as follows (beginning with the highest priority):

1. The Cabana/Pool area.
2. 5505-5515 Oak Street.
3. 5525-5535 Oak Street.
4. 5545-5565 Oak Street.
5. 5575-5585 Oak Street

Rancho further informed the Strata Council that Rancho is in the process of obtaining an estimate according to the prioritization list that has been submitted by Interprovincial Roofing Consultants.

4. **MANAGEMENT REPORT – CONT'D.**

b) **Tree Pruning**

Several months ago, an Owner had requested that a tree in front of his or her balcony be trimmed as there is insufficient lighting within the unit. As well, the tree is overhanging on to the roof of the building at 5585 Oak Street. As such, Rancho presented a proposal from Tree Care Ltd. for the removal of the dead hemlock tree and for pruning another hemlock tree in the same area. The cost for having the above and other items completed is \$481.50 (including GST).

After discussion, it was **MOVED, SECONDED** and **CARRIED** to approve the price quotation from Tree Care Ltd for the above noted work in the amount of \$481.50.

5. **GARDENING REPORT**

There was no Gardening Report presented at this time.

6. **BUILDING/GROUNDS COMMITTEE REPORT**

There were no building/ground activities to report at this time.

7. **PUBLIC RELATIONS/ACTIVITIES**

This year's winter potluck party will be on Wednesday, December 28<sup>th</sup>, 2005. Notices closer to this date will be posted throughout Shawnoaks.

The Strata Council would also like to take this time to wish all Residents of Shawnoaks a Happy Hanukkah, a Merry Christmas, and a Prosperous New Year.

8. **TREASURER'S REPORT**

The Treasurer, Mr. Bill Thompson, presented the financial report for the period ending September 30<sup>th</sup>, 2005 and October 31<sup>st</sup>, 2005. He noted that as of October 31<sup>st</sup>, 2005 the total cash on hand was \$60,677.00 which included the contingency fund of \$57,715.00. Mr. Thompson noted that as of tonight's meeting there is one Owner in arrears in regards to strata fees owing to the Strata Corporation. Measures to collect this amount are currently being taken.

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. The following correspondence was received:

An Owner requesting that a drain within the Owner's patio be looked at as the drain appears to be clogged. After discussion, Strata Council instructed Rancho on how it wishes to respond.

10. **NEW BUSINESS / BUSINESS ARISING FROM PREVIOUS MINUTES**

a) **Storage in the Parkade:**

As per notice in the October 5<sup>th</sup>, 2005 Minutes, the Strata Council would like to inform all Residents that no items must be left in the parkade after December 30<sup>th</sup>, 2005. After December 30<sup>th</sup>, 2005, all items temporarily placed in the areas of the parking lot will be removed from the parkade.

11. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Wednesday, February 1<sup>st</sup>, 2006**, at 6:30 p.m. in the Cabana at 5505-5585 Oak Street, Vancouver, BC.

12. **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  
Phone: (604) 684-4508 (**24-HOUR EMERGENCY SERVICES**)  
Direct Line: (604) 331-4251  
Email: gramirez@ranchogroup.com

**HOLIDAY GREETINGS**

At this time, Rancho Management Services would like to wish everyone the best of the Holiday Season!

Please note that during the Xmas Holidays and the New Year period any emergency situations can be handled by contacting Rancho's 24 hour emergency number.



**RANCHO'S XMAS HOURS**

FRIDAY	DECEMBER 16 <sup>TH</sup>	OPEN TILL 1:00PM
FRIDAY	DECEMBER 23 <sup>RD</sup>	OPEN TILL 3:00PM
MONDAY	DECEMBER 26 <sup>TH</sup>	CLOSED
TUESDAY	DECEMBER 27 <sup>TH</sup>	CLOSED
FRIDAY	DECEMBER 30 <sup>TH</sup>	OPEN TILL 3:00PM
MONDAY	JANUARY 2 <sup>RD</sup>	CLOSED