

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

Property Management Specialists
701 - 1190 Hornby St
Vancouver, British Columbia
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MEMORANDUM

TO: All Residents / Owners of Shawnoaks (VR855)

FROM: Gus Ramirez, Property Manager

DATE: Thursday, September 15, 2005

RE: Etiquette for Compost Bin

Dear Residents,

The Strata Council would like to remind all residents of the following etiquette for disposing of items in the buildings compost:

- *Only soft vegetable matter can be used in the bins such as vegetable and fruit peels, soft garden refuse such as decaying flowers and soft stems, coffee and tea grounds (no tea bags) and only washed, skinned and crushed egg shells. This is to prevent the local rodent population from having a feast and multiplying further!*
- *Fresh deposits must be covered with grass clippings and/or soil or turned under with the turning rod beside the bins. This is to prevent the army of gnats and bugs that attack the deposits from also attacking the residents when they lift the lids to make their deposits! It is also an important step to speed up the decomposting process. Please be considerate of our neighbours.*
- *When the bins are filled to the top please push down on the matter to make room for your deposit. This will prevent an overflow of the bins and debris collecting around the bins. Remember that this is a resident responsibility not our caretakers or gardeners. If the bins are too full and can't be compressed please deposit your collection into the regular refuse container until the decaying matter has a chance to settle. This will prevent an unsightly mess happening in the area.*

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/tk
VR855/87-385

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 THURSDAY, SEPTEMBER 8, 2005 AT 6:30 P.M.

IN ATTENDANCE:

Arnold Selwyn
Jane Kim
Bill Thompson
Delton Fallis
Yee Pang
Brian Ferris

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

Gus Ramirez, Property Manager

REGRETS:

Gerry Millett
Oscar Dirnfeld, Alternate

1. CALL TO ORDER

There being a quorum, the meeting was officially called to order at 6:35 p.m.

2. CARETAKER'S REPORT

The Resident Caretaker, John Louis, presented a report to the Council pertaining to various issues that have arisen over the past two months. They are:

- On July 11, 2005, there were several moisture tests conducted in various suites. The moisture tests were conducted in an effort to determine whether or not there is a pipe or roof leak that needs to be addressed. Some units have been identified and action is currently being taken to rectify the problem.
- There was a banging noise behind the wall in Unit 4, 5505 Oak Street whenever there was a demand for water in the upstairs unit. As such, Hillcrest Plumbing and Heating was called upon and they discovered that there was a roof pipe behind the wall which was repaired by Hillcrest Plumbing.
- On July 22, 2005, a circulating pump in the boiler room was repaired by Hillcrest Plumbing as it was leaking.
- On July 27, 2005, a small section of the roof around the air vent over top of the kitchen areas at 5565 Oak Street was repaired.
- On July 29, 2005, the Resident Caretaker was on holidays and Shawn Mackenrot provided relief caretaker services to the complex.
- On August 14, 2005, there was a break-in in the underground parkade and three vehicles were broken into.

Held on September 8, 2005

2. **CARETAKER'S REPORT – CONT'D**

- On August 20, 2005, there was another break-in in the underground parkade and four vehicles were broken into and one of the garage remotes was stolen from one of the vehicles. The remote has since been deleted from the system. The door leading into the parking area at 5505 Oak Street, was forced open and the storage door in that same area was also damaged. Both doors have since been repaired.
- On August 25, 2005, a moving company dropped a refrigerator down the stairs at #5 5555 Oak Street and damaged the metal stripping on the staircases. The repairs have since been repaired.
- On August 26, 2005, a safety valve was replaced by Latham's Plumbing.
- On August 26, 2005, the City of Vancouver was onsite to inspect the building's water pressure as there was a lack of pressure in the suites. The pressure was found to be a 59 PSI which is adequate pressure. The building is currently being operated on the pressure reducing valve at a pressure of 70 PSI, i.e. the pressure reducing valve is currently disconnected and the building's water pressure is being received directly from the City of Vancouver. The building's pressure reducing valves are currently operating at 42 PSI and therefore needs to be replaced.
- On September 3, 2005, the metal strips at the stairs in the breeze ways were repaired at 5515, 5505 and 5555 Oak Street.
- On September 6, 2005, one of the trees in front of Unit 1, 5565 Oak Street was trimmed by the gardener, Rick Ravensbergen.

A question was raised by a Strata Council member with regards to the amount of pool supplies that were purchased during the pool season. The Resident Caretaker informed the Council that a large amount of pool supplies were purchased and therefore, only a small amount of items will need to be purchased next year.

A question was raised by Strata Council with regards to overnight visitors parking. Specifically, a Council member inquired as to whether or not there are many requests for overnight parking in the visitor's area. The Resident Caretaker informed Council that recently there have been a couple of requests for such parking.

The Resident Caretaker, John Louis was then excused from the meeting.

3. **APPROVAL OF PREVIOUS MINUTES**

Rancho presented to Council the August 4, 2005, Strata Council meeting minutes for Council's review.

It was noted that the following amendments should be made, on page 3, item 8, \$60,954 should be deleted and replaced with \$68,954.

There being no further errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the Strata Council meeting minutes of August 4, 2005, as amended and presented.

Held on September 8, 2005

4. **MANAGEMENT REPORT**a) **Insurance Renewal:**

As per instructions given at the previous Council Meeting, Rancho confirmed with the Strata Council that the Strata Corporation's insurance policy has been renewed with the Co-Operators Insurance for an annual premium of \$17,285 which is approximately \$500 more than last year's policy. The increase can be attributed to the increase in the value of the building, i.e. the building was recently appraised at approximately \$300,000 more than it was last year at this time.

b) **Roof Inspection:**

As per discussions at the previous Council Meeting, Rancho informed the Strata Council that Inter-Provincial Roofing Consultants Ltd. has advised that the report pertaining to the condition of the roof will be received by Friday, September 9, 2005. Thereafter, the report will be distributed to the Strata Council for review.

c) **Common Storage Rooms:**

A discussion ensued with regards to the common storage rooms. Three notices have been distributed to all residents reminding them to identify all of their belongings in the storage room by no later than August 31, 2005. Furthermore, the tags should be clearly visible and should include the Owner's suite number, name and the year (i.e. 2005).

After discussion, several Council members volunteered to visually inspect the common storage rooms in order to determine if there are any unidentified items. Thereafter, the Strata Council will dispose of the unidentified items accordingly.

d) **Pressure Reducing Valve:**

As per discussions early on at tonight's meeting, Rancho presented three quotations for reducing the pressure reducing valves at Shawnoaks. The prices were as follows:

- Pacific West Plumbing and Heating - \$2,850 + GST
- Latham's - \$1,972 + GST
- Hillcrest Plumbing & Heating - \$3,278 + GST

After discussion, it was **MOVED**, **SECONDED** and **CARRIED** that the bypass of the pressure reducing valve should be taken off and therefore the water pressure should be reinstated so that it goes through the pressure reducing valve. Furthermore, the issue of replacing the pressure reducing valve has been **TABLED** until after the bypass feature has been removed.

5. **GARDENING REPORT**

There was no gardening report presented at this time.

A discussion then ensued with regards to improperly disposing of items in the compost bin. It was noted that several items such as candy wrappers, banana peels, etc. have been found in the compost bin.

To this end, the Strata Council would like to remind all Owners of the following protocols with regards to disposing of items in the compost:

- **Only soft vegetable matter can be used in the bins** such as vegetable and fruit peels, soft garden refuse such as decaying flowers and soft stems, coffee and tea grounds (no tea bags) and only washed, skinned and crushed egg shells. This is to prevent the local rodent population from having a feast and multiplying further!
- **Fresh deposits must be covered with grass clippings and/or soil** or turned under with the turning rod beside the bins. This is to prevent the army of gnats and bugs that attack the deposits from also attacking the residents when they lift the lids to make their deposits! It is also an important step to speed up the decomposting process. Please be considerate of our neighbours.
- **When the bins are filled to the top please push down on the matter to make room for your deposit.** This will prevent an overflow of the bins and debris collecting around the bins. Remember that this is a resident responsibility not our caretakers or gardeners. If the bins are too full and can't be compressed please deposit your collection into the regular refuse container until the decaying matter has a chance to settle. This will prevent an unsightly mess happening in the area.

6. **BUILDING/GROUNDS COMMITTEE REPORT**

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

7. **PUBLIC RELATIONS/ACTIVITIES**

There are no public relations/activities to report at this time.

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 31, 2005. He noted that as of July 31, 2005, the total cash on hand was \$75,055 which included the contingency fund of \$66,286. He further informed the Strata Council that currently all Owners are up to date with their strata fee payments.

Held on September 8, 2005

9. **CORRESPONDENCE**

Owners are encouraged to write 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 making several suggestions with regards to security improvements.
- An Owner expressing concern with regards to a lack of water pressure in the building.
- An Owner providing Council with information pertaining to internal venting for dryer.

After reviewing the correspondence, the Strata Council instructed Rancho on how it wishes to respond.

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

a) **Occupants:**

A concern was raised by a Strata Council member with regards to occupants in one of the suites who appear to be renting. As per the Shawnoaks bylaws, there are only certain suites that are allowed as rentals. Therefore, after discussion, Strata Council instructed Rancho to issue a letter to the above noted unit requesting clarification on the rental status.

b) **Storage of Items in Common Room:**

A concern was raised by Strata Council with regards to an Owner that is storing a bedding material (i.e. a boxspring) in the common storage room. After discussion, the Strata Council instructed Rancho to issue a letter to the above noted Owner requesting that they remove the boxspring from the common storage room.

c) **New Owners:**

A discussion ensued with regards to new Owners at Shawnoaks. Specifically, discussion ensued with regards to orienting new Owners with the various policies/rules of Shawnoaks and also to familiarize the new Owners with the complex. After discussion, the Strata Council decided that all new Owners should be invited to future Council meetings in order to introduce themselves to the Strata Council. To this end, the Strata Council would like to inform all new Owners as of June, 2005, that you are invited to attend the next Strata Council Meeting at 6:30 p.m. in the Cabana in order to introduce yourself to the Strata Council.

11. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Wednesday, October 5, 2005**, at 6:30 p.m. in the Cabana at 5505-5585 Oak Street, Vancouver, BC.

Held on September 8, 2005

12. **TERMINATION OF MEETING**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:15 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**)

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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.