

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

Property Management Specialists

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MEMORANDUM

TO: All Residents / Owners of Shawnoaks (VR855)

FROM: Gus Ramirez, Property Manager

DATE: Thursday, August 18th, 2005

RE: Storage Room Clean-Up (3rd and Final Notice)

Further to our previous notices, please note that Strata Council will be removing all unidentified items from the storage rooms on September 1st, 2005.

As such, we request that:

All Residents / Owners place identification tags on all their belongings in the storage rooms by no later than August 31st, 2005. The tags should be clearly visible and should include your suite number, name and the year (i.e. 2005).

Failure to do so by no later than August 31st, 2005 will result in all unidentified items being removed and disposed of by the Strata Council **without further notice.**

We thank you for your prompt attention and cooperation in this matter. Should you have any questions 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/sro
VR855/87-383

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, AUGUST 4, 2005 AT 6:30 P.M.

IN ATTENDANCE:

Arnold Selwyn
Jane Kim
Bill Thompson
Delton Fallis
Gerry Millett
Oscar Dirnfeld, Alternate
Yee Pang
Brian Ferris

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

REGRETS:

None

1. **CALL TO ORDER**

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

2. **CARETAKER'S REPORT**

As the Caretaker is currently on holidays, there was no Caretaker's report presented at this time.

3. **APPROVAL OF PREVIOUS MINUTES**

Rancho presented to Council the July 7, 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 July 7, 2005, as presented and circulated.

4. **MANAGEMENT REPORT**

a) **Walkway Repairs:**

As per discussions at previous Council meetings, Rancho informed the Strata Council that Payless Paving Ltd. has recently completed the walkway repairs throughout the complex.

4. **MANAGEMENT REPORT – CONT'D**

a) **Walkway Repairs – Cont'd:**

It was noted that when the work was being completed, Payless damaged one of the sprinkler heads. As such, this cost should be billed back to Payless. Instructions were given to Rancho, accordingly.

b) **Roof Inspection:**

Rancho informed the Strata Council that as per instructions given at the previous Council meeting, Interprovincial Roofing Consultants Ltd., has recently conducted a survey of the condition of the roofs at Shawnoaks. It is anticipated that a report pertaining to the condition of the roofs will be received shortly. Once the report is received, it will be presented to the Strata Council prior to the next Council meeting so that Council can review the report in detail.

c) **Pool Inspection:**

Rancho presented a report from the Vancouver Coastal Health Authority with respect to a recent inspection which was completed at Shawnoaks. Several recommendations were made such as ensuring that there is adequate protective equipment for staff handling the pool chemicals, a daily log of the maintenance of the swimming pool, etc. Most of these items will be resolved and looked after by the Resident Manager. Furthermore, the Vancouver Coastal Health Authority has informed the Strata Corporation that as per Swimming Pool, Spray Pool and Wadding Pool Regulations, Section 45, all swimming pools are to be equipped with automatic disinfection equipment sufficient to feed up to 8 ppm of chlorine in an outdoor pool based upon the design flow rate. This requires Shawnoaks to install an automatic chlorine feeder to ensure residual is being adequately maintained at all times. As such, Rancho presented a quote from Imperial Pools Ltd. for having the above noted pool chlorinator and foam reader installed for a cost of \$475 + GST.

After discussion, due to the fact that the pool will be closed shortly for the fall/winter season, it was decided to TABLE the approval of such items until next year when the pool reopens.

d) **Insurance Renewal:**

Rancho informed Strata Council that the Strata Corporation's insurance policy is up for renewal on August 31, 2005. The existing insurance provider, The Co-operators, is currently working on providing the Strata Corporation with renewal terms. It is anticipated that their renewal terms will be received on August 5, 2005.

After discussion, it was **MOVED**, **SECONDED** and **CARRIED** to give Mr. Bill Thompson, the authority to negotiate with The Co-operators in order to renew the Strata Corporation's insurance policy for a term of one year effective August 31, 2005.

4. **MANAGEMENT REPORT – CONT'D**

d) **Insurance Renewal – Cont'd:**

A discussion ensued with regards to paying the annual premium costs for the insurance once it becomes due. It is anticipated that the insurance premium will be approximately \$16,000. There might not be enough money in the operating bank account to pay the insurance premium, therefore, it was **MOVED, SECONDED** and **CARRIED** to borrow approximately \$16,000 from the contingency fund to pay the insurance premium and to repay the monies that are withdrawn from the contingency fund before the end of the fiscal period.

5. **GARDENING REPORT**

There was no gardening report presented at this time.

6. **BUILDING/GROUNDS COMMITTEE REPORT**

The Building/Grounds Committee informed the informed the Strata Council that a recent inspection of the parkade has taken place and the following two items have been noted for action:

- There is a pipe above the car wash parking stall that has developed a small leak.
- There is a build-up of water on the aluminum drip tray located above Stall 68. The water needs to be drained/removed from the drip tray.

7. **PUBLIC RELATIONS/ACTIVITIES**

The Public Relations/Activities Committee informed the Strata Council that this year's Summer Potluck Party will be held on Sunday, August 7, 2005 in the Cabana. All residents are invited to attend the event. Notices have been posted throughout the building informing residents of the potluck party.

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 June 30, 2005. He noted that as of June 30, 2005, the total cash on hand was \$60,954.00 which included the contingency fund of \$65,305. He further informed the Strata Council that currently all Owners are up to date with respect to strata fee payments.

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.

9. **CORRESPONDENCE – CONT'D**

The following correspondence was received:

- An Owner requesting permission to install a stacker washer/dryer within the Owner's suite.
- An Owner requesting that a notice be put in the cabana reminding residents to please use their own chairs.
- An Owner requesting that some of the trees in between 5565 and 5575 be trimmed.

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

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

a) **Lost Reading Glasses:**

The Strata Council would like to inform all residents that a pair of reading glasses were left in the pool area and have not, as yet, been claimed. The glasses can now be collected from the book-shelves in the Cabana.

11. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Thursday, September 8, 2005**, 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 7:20 p.m.

Respectfully Submitted,



Gus Ramirez, Property Manager
Rancho Management Services (BC) Ltd.
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