

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

Property Management Specialists
701 - 1190 Hornby St
Vancouver, British Columbia
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(604) 684-4508
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MEMORANDUM

TO: All Residents / Owners of Shawnoaks (VR855)

FROM: Gus Ramirez, Property Manager

DATE: Friday, July 15, 2005

RE: Storage Room Clean-Up (2nd Notice)

Further to our previous memo, 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
VR855/87-379

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, JULY 7TH, 2005 AT 6:30 P.M.

IN ATTENDANCE:

Arnold Selwyn
Jane Kim
Bill Thompson
Delton Fallis
Gerry Millett
Oscar Dirnfeld, Alternate
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 a report to the Strata Council pertaining to various issues that have arisen over the past month:

- There were two roof leaks at #2 and at #6 at 5565 Oak Street which were generating from the air vent on the roof. As such, the air vent around the roof has been re-sealed and the problem has been remedied.
- On June 21st, 2005, there was a pipe leak at 5525 Oak Street. Some of the copper hot water pipes had pin holes in them and thus were replaced. The resultant damage in the suite (i.e. painting of drywall, repairing of floors, etc.) will be addressed shortly.
- On June 24th, 2005 the Health Inspector from the City of Vancouver was onsite to inspect the pool. It is anticipated that the Health Inspector will provide a written report to the Strata Corporation shortly.
- All of the light fixtures throughout the complex have been washed.
- The bricks for the hot water boiler that was recently repaired by Latham's were left in the underground parking area by Latham's. The bricks will be disposed of by the Resident Caretaker shortly.
- Two wasp nests were removed from outside of unit #7 at 5555 Oak Street and #6 at 5565 Oak Street.

Held on July 7th, 2005

2. **CARETAKER'S REPORT – CONT'D**

- The asphalt repairs throughout the complex are tentatively scheduled to be completed on Friday, July 8th, 2005. This work is weather dependent and therefore, if it is raining on July 8th, 2005, the contractor will be onsite the following week to carry out the necessary repairs.

The Strata Council then instructed Jean Louis to complete the following:

- Repair the metal stripping on the steps at 5505 Oak Street and 5515 Oak Street.
- Repair the carpet at 5575 Oak Street.
- To obtain a price quotation for replacing the gates that lead into the pool area with aluminum gate doors.

Jean Louis was then excused from the meeting.

3. **APPROVAL OF PREVIOUS MINUTES**

Rancho presented to Council the May 31st, 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 May 31st, 2005, as presented and circulated.

4. **MANAGEMENT REPORT**

a) **Walkway Repairs:**

As discussed earlier on in tonight's meeting, Rancho informed the Strata Council that the walkway repairs throughout the complex have been scheduled to be completed on July 8th, 2005. The work is weather dependent and therefore, if it is raining on July 8th, 2005, the contractor will commence the work the following week.

Rancho further informed the Strata Council that the delay in getting this work done was due to the fact that the initial contractor who was retained to complete the work demanded to be paid immediately after the job was finished. Therefore, the contractor was asked not to proceed with the work and another contractor, Payless Paving Ltd., was retained to complete the repairs.

b) **Roof Inspection:**

As per discussions at the previous Council meeting, Rancho informed the Strata Council that Inter-Provincial Roofing Consultants Ltd. tentatively scheduled the roof surveys for late next week. It is anticipated that a full survey report will be presented to the Strata Council at the next Strata Council meeting.

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4. **MANAGEMENT REPORT – CONT'D**

c) **Exterior Lights:**

As per discussions at the previous Council meeting, Rancho presented a price quotation from Mac's Electric Ltd. for repairing the light fixture near the front entrance of the complex which was knocked down by a vehicle. The cost for having the light fixture replaced was \$1,575.00. After discussion, due to the excessive amount for repairing the light, the Strata Council instructed Rancho to have Jean Louis carry out the repairs to the existing light fixture.

d) **Common Area Storage Room:**

As per discussions at the previous Council meeting, the Strata Council instructed Rancho to attach a memo to tonight's meeting minutes with regards to informing Residents that the items stored in the common storage rooms must be properly identified by no later than August 31st, 2005. All labels should include suite numbers along with the names and the year (i.e. 2005).

5. **GARDENING REPORT**

The Strata Council was informed that the Gardening Committee has been very busy throughout the summer months planting several summer annuals throughout the complex.

6. **PUBLIC RELATIONS/ACTIVITIES**

The Public Relations/Activities Committee informed the Strata Council that this year's summer pot luck party will be held on August 7th, 2005. Notices will be posted throughout the complex informing the Residents of this event.

Strata Council requests that all chairs and recliners that Owners currently store in the Cabana be clearly labeled with your name and/or suite number by the end of July (i.e. by July 31st, 2005). There are several un-labeled chairs presently set against the west wall of the Cabana. If these chairs are not clearly labeled by July 31st, 2005, they will be disposed of or recycled at Strata Council's discretion.

The Committee also presented a written report to the Strata Council pertaining to the following:

- Clive Himsworth in unit 6 at 5565 Oak Street has very kindly donated his Gazelle Freestyle exercise machine to the complex.

Using this machine:

1. You get all the benefits of stretching, walking, cross country skiing, aerobic dance, and resistance training with virtually no jarring impact or damaging movements.
2. Designed for men and women of all ages, the machine will help you burn calories while you firm and tone your body's muscles.
3. It is in the Cabana. Give it a try; but use it at your own risk.

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6. **PUBLIC RELATIONS/ACTIVITIES – CONT'D**

4. You may sign out the accompanying VHS videos to learn more about using this machine effectively. They are on the bookshelf in the Cabana. Please be sure to sign out any video you borrow on the sheet provided on the clipboard and return it (sign again when you do) as soon as possible so your neighbours can check it out.
 - Video #1 - *Basic Techniques for Using the Machine*
 - Video #2 – *Lower Body Solution* (A workout video with some techniques for using the machine described near the end of the tape).
 - Video #3 – *Advanced Total Body Butt Kicking Work Out*

The Strata Council would like to express their appreciation to Clive Himsworth for this generous donation.

7. **BUILDING / GROUNDS COMMITTEE REPORT**

There was no Building / Grounds Committee report presented 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 May 31st, 2005. He noted that as of May 31st, 2005, the total cash on hand was \$70,902.00 which included the contingency fund of \$51,774.00. He further informed the Strata Council that currently there is one Owner in arrears with respect to strata fee payments. Measures to collect the outstanding amounts are currently being taken.

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 requesting permission to carry out renovations within the Owner's suite.
- An Owner requesting that the branches adjacent to the Owner's balcony be trimmed away from the balcony so as to allow more light into the unit.

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

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

a) **Inspection of Pipes:**

A suggestion was made by a Strata Council member to have the Resident Caretaker be more pro-active with respect to inspecting pipes that may need to be repaired. Specifically, it was suggested that any areas where there may be dampness in the wall should be inspected and the pipes should be replaced accordingly.

After discussion, the Strata Council instructed Rancho to have the Caretaker Jean Louis complete the above.

b) **Pumps in the Underground Parkade:**

A Strata Council member noted that there are three pumps in the underground parkade which appear to be leaking. These pumps should be looked at by the Mechanical Contractor.

After discussion, the Strata Council instructed Rancho to have the above noted pumps inspected.

c) **Stroller in Common Areas:**

A concern was raised by the Strata Council with regards to an Owner leaving a baby stroller underneath the stairwell in one of the breezeways on a regular basis. It was further noted that it is in contravention of the Strata Corporation's bylaws.

After discussion, the Strata Council instructed Rancho to send a letter to the above noted Owner informing them of this bylaw contravention.

d) **Bird Feeder:**

A concern was raised by a Strata Council member with regards to an Owner who has placed a bird feeder on one of the trees in front of his/her property.

After discussion, the Strata Council decided to contact the Owner and inform him/her that the bird feeder needs to be removed as it is in contravention of the Strata Corporation's bylaws.

e) **Minutes:**

A discussion ensued with regards to Owners keeping copies of Strata Council meetings and Annual General meeting minutes. Specifically, it was noted that all Owners should be keeping at least two years worth of minutes in the event that the Owners decide to sell their property.

As such, the Strata Council would like to inform all Owners that you should be keeping at least two years of minutes.

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10. **NEW BUSINESS / BUSINESS ARISING FROM PREVIOUS MINUTES – CONT'D**

e) **Minutes – Cont'd:**

Rancho informed the Strata Council that minutes and bylaws can also be posted online via the Rancho Management website. After discussion, the Strata Council instructed Rancho to have the minutes and bylaws posted online and to circulate a memo to all Residents informing them of this service.

11. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Thursday, August 4th, 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 7:30 p.m.

Respectfully Submitted,

Per: 

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

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.