

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

IN ATTENDANCE:

Arnold Selwyn, President
Jane Kim, Vice President
Bill Thompson, Treasurer
Brian Ferris
Delton Fallis
Patricia McCuaig
Gerry Millett, Secretary

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, was away from tonight's meeting. As such, Council presented the Caretaker's report as follows:

- City Irrigation was onsite to turn on and inspect the irrigation system.
- Imperial Paddock Pools has recently cleaned and turned on the boiler which heats up the water in the pool. The pool is ready to be put into operation.
- Donna Maintenance will be onsite within the next few weeks to paint the ceilings in unit 5-5535 Oak Street and units 8, 5, 7-5515 Oak Street due to the roof leaks that occurred throughout the year.
- Donna Maintenance is currently working on repairing the balcony flooring at 5-5585 Oak Street.
- All of the leaves and a large amount of moss have been removed from the roof. Further, all of the gutters have been cleaned.
- Parkade entrance and exit driveways, along with the white walls, have been power washed.
- The net from the pool has been removed. Further, the pool has been cleaned and the pool deck area has been power washed.
- A bookshelf has been installed in the Cabana. The bookshelf has been donated by Gerry Millett.
- One of the concrete tables in the pool deck area has been relocated so as to allow more room for the sun tanning chairs.

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2. **CARETAKER'S REPORT – CONT'D**

- A very colourful sun-umbrella has been donated by Lucette Kirbach at 5-5585 Oak Street.
- The following items are on the “to do” list for the summer months:
 1. All of the benches in the pool deck area will be painted.
 2. All of the windows in the breezeways will be cleaned.
 3. All of the lights in the breezeways will be cleaned.
 4. All of the walkways throughout the complex will be power washed.
 5. The parkade floor will be swept and vacuumed.
 6. All of the floors in the laundry rooms will be sealed.

3. **APPROVAL OF PREVIOUS MINUTES**

Rancho presented to Council the April 6th, 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 April 6th, 2005, as presented and circulated.

4. **MANAGEMENT REPORT**

a) **Walkway Repairs:**

As per instructions given at the previous Council meeting, Rancho informed the Strata Council that four quotes have been obtained for carrying out several repairs to the walkways located throughout the property, specifically, the walkways at 5515 Oak Street and 5545 Oak Street. The lowest of the prices was from Metro Black Top Company Ltd. for the amount of \$3,085.95 (including GST).

The Resident Caretaker, Jean Louis, is in the process of identifying all of the areas that will be repaired prior to the work being completed. It is anticipated that the work will be completed within the next two weeks.

5. **GARDENING REPORT**

There was no Gardening Report presented at this time.

6. **BUILDING/GROUNDS COMMITTEE REPORT**

a) **Heat Exchanger:**

The Strata Council was informed that as per discussions at the previous Council meeting, the Committee has obtained further clarification on the specifications pertaining to the heat exchanger that was quoted on by Latham's and Hillcrest. It has been noted that the heat exchangers that were quoted on at the last meeting, were for the exact same product.

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6. **BUILDING/GROUNDS COMMITTEE REPORT – CONT'D**

a) **Heat Exchanger – Cont'd:**

As such, Latham's has been asked to proceed with the replacement of the heat exchangers for a cost of \$3,400.00 (plus GST).

The heat exchanger was ordered shortly after the last Council meeting. There was a 30 day delivery time on the heat exchanger. As such, it is anticipated that the heat exchanger will be replaced some time next week.

b) **HVAC Recommendations:**

As per discussions at the previous Council meeting, the Building/Grounds Committee informed the Strata Council that the following items require attention as per Latham's recommendations:

- A 1 inch elbow copper fitting servicing the domestic hot water located above parking stall 45 at 5585 Oak Street is leaking.
- A ¾inch elbow copper fitting servicing the domestic cold water and located above stall 73 at 5545 Oak Street is dripping.
- A ½inch elbow copper fitting serving the domestic cold water located above parking stall 96 at 5505 Oak Street is dripping.

As such, the Committee recommended that the above noted items be repaired. Instructions were given to Rancho to proceed with having the above noted items repaired.

7. **PUBLIC RELATIONS/ACTIVITIES**

The following real estate activities have taken place over the past month:

- Unit 3-5535 Oak Street (1 bedroom) has been sold for \$232,000.00.

The Strata Council would like to welcome the following new Owner to Shawnoaks:

- Yehuda Herari – Unit 8-5505 Oak Street

The Strata Council would also like to extend their belated condolences to the Blum family at 6-5585 Oak Street on Andre's recent passing.

8. **TREASURER'S REPORT**

The Treasurer, Mr. Bill Thompson, presented to the Strata Council a report pertaining to the financial statements for the period ending March 31st, 2005. He noted that as of March 31st, 2005, total cash on hand was \$64,071.00 which included the contingency fund of \$57,553.00. He then noted that most of the expense accounts are within the year-to-date budget figures.

Held on May 4th, 20058. **TREASURER'S REPORT – CONT'D**a) **Proposed 2005/2006 Operating Budget:**

The treasurer reviewed with the Strata Council the 2005/2006 operating budget which will be presented to the Owners at the Annual General Meeting for approval. He noted that the budget assumed no increase in the overall Strata fees. Mr. Bill Thompson then proceeded with reviewing each revenue and expenditure category with the Strata Council. Several minor amendments were made and thereafter, it was agreed by Council to present the proposed operating budget to the Owners at the Annual General Meeting for approval.

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.

There was no correspondence reviewed at this time.

10. **NEW BUSINESS / BUSINESS ARISING FROM PREVIOUS MINUTES**a) **Pool Opening:**

The Strata Council would like to inform all Owners that the pool will be opened for the season starting on the May long weekend. Notices will be posted throughout Shawnoaks informing the Owners of this.

b) **Liquid Pool Cover:**

Mr. Gerry Millett informed the Strata Council that he is in the process of reviewing the costs for having a liquid pool cover installed closer to the end of the pool season so as to retain the heat in the pool in order to save heating costs for the Strata Corporation. A report pertaining to this will be presented to the Strata Council at a further date.

c) **Roof Replacement:**

The issue of having the roofs at Shawnoaks replaced has been discussed in the past. The current roofs of Shawnoaks are approximately 15 years old. It is anticipated that the roofs will require replacement within the next 5 years or so. In order to establish a plan of action for having the roofs replaced, the Strata Council discussed the idea of retaining the services of a roofing consultant to review the existing conditions of the roof and to provide recommendations for replacement at a further date.

After a brief discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to engage the services of a roofing consultant in order to provide an assessment of the roofs at Shawnoaks. Thereafter, the Strata Council will decide on how to proceed with future repairs.

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11. **NEXT MEETING**

The next meeting will be the Annual General Meeting to be held in the Cedar Room at the Van Dusen Botanical Gardens on **Thursday, May 26th, 2005 at 7:00 p.m.** Official notice of the meeting will be sent to each Owner in accordance with the notice provisions of the *Strata Property Act*.

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.

#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

STRATA FEES

Owners are reminded that strata fees are due on the first of every month. Cheques received later than the first, may result in late penalties being assessed.