

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

**Property Management Specialists**

701 - 1190 Hornby St  
Vancouver, British Columbia  
V6Z 2K5  
(604) 684-4508  
Fax: (604) 684-1956



June 13, 2005

**Owners of Shawnoaks  
Strata Plan VR855**  
5505-5585 Oak Street  
Vancouver, B.C.

Dear Owners:

**Re: 2005/2006 Strata Fees for Strata Corporation VR855**

Please find attached the minutes of the Annual General Meeting held May 26<sup>th</sup>, 2005. As per the minutes and the following schedule of your strata fees, you will note that there has been no increase in your strata fees (retroactive to May 1<sup>st</sup>, 2005).

Please note that the preferred method of paying your strata fees is by way of the Pre-Authorized Payment Plan, whereby we can debit your account with your monthly strata fees. If you are not already on this payment plan and would like to take advantage of this convenient way to pay your strata fees, please complete the attached form and return it to our Accounts Receivable Department.

***Important Note: Those Owners already on the Pre-Authorized Payment Plan (P.A.P.) do not have to fill in the form again. Your strata fees will continue to be withdrawn from your account.***

If you have any questions with regards to the above and/or enclosed, please do not hesitate to contact our Accounts Receivable Department (Direct Line 604-331-4258) or the undersigned.

Yours truly,

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

Agents for the Owners

Per: 

Gus Ramirez

Property Manager

Direct Line: (604) 331-4251

Email: [gramirez@ranchogroup.com](mailto:gramirez@ranchogroup.com)

GR/sro

2005COVERLTR.P87

**SHAWNOAKS**  
**5505-5585 OAK STREET, VANCOUVER, B.C.**  
**STRATA PLAN VR855**

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**MINUTES OF THE ANNUAL GENERAL MEETING OF THE MEMBERS OF STRATA PLAN VR855, SHAWNOAKS, HELD AT THE VANDUSEN BOTANICAL GARDEN IN THE CEDAR ROOM, 5251 OAK STREET, VANCOUVER, B.C. ON THURSDAY, MAY 26TH, 2005 AT 7:00 P.M.**

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**IN ATTENDANCE:**

Present: 26  
Proxies: 11  
Total Represented: 37

**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 7:05 p.m.

**2. CALLING THE ROLL AND CERTIFYING PROXIES**

The President, Mr. Arnold Selwyn, informed the Owners that a quorum existed being made up of 26 Owners present and 11 Owners represented by proxy for a total of 37 Owners represented.

**3. PROOF OF NOTICE OF MEETING**

As per provisions of the *Strata Property Act*, Owners are required to be notified a minimum of fourteen (14) days in advance for an Annual General Meeting.

It was then **MOVED, SECONDED, and CARRIED** that the notice of tonight's meeting was duly served, in accordance with the provisions of the *Strata Property Act*.

**4. READING AND DISPOSING OF THE 2004 ANNUAL GENERAL MEETING MINUTES**

Mr. Arnold Selwyn informed the Owners that the Annual General Meeting minutes of May 27, 2004 were enclosed with the notice of the meeting. He then asked if there were any errors or omissions in the minutes.

There being no errors or omissions, it was then **MOVED, SECONDED, and CARRIED** to approve the May 27, 2004 Annual General Meeting minutes as presented.

5. **PRESIDENT'S REPORT – Mr. Arnold Selwyn**

The President, Mr. Arnold Selwyn, presented a report pertaining to several issues that Council has dealt with throughout the year:

*"I would like to welcome the recent additions to our Shawnoaks family. Yehuda Harrari of 8-5505 Oak Street, Dvir & Natallie Steen & Bella Grinhute of 7-5585 Oak Street.*

*Now a recap of the main noticeable happenings that took place at Shawnoaks since our last AGM in May of last year.*

- 1. In order to improve the security situation in the parking area, the hose that was located at the exit, which activated the exit gate, was removed. This helps prevent cars from being stolen even if the car thieves gain entrance to the underground, unless of course they break into and find a remote in one of the cars. So please don't ever leave your remote in the car. Even if you try to hide it, they will find it. And on the subject of security, when driving into the underground please stop and wait a few seconds for the gate to begin to close. Look in the mirrors to make sure that nobody walks in or bikes in behind you. And please watch your speed. There have been a couple of near misses of people entering the parking area, so take a few extra seconds to get to your parking stall or the exit.*
- 2. After an in-depth study by Council member Brian Ferris and our resident manager Jean-Louis, the cartridges in the bathtub/shower faucets were replaced in all the units at 5515 and the hot water supply was greatly improved. As a result, all the old cartridges throughout the complex were changed resulting in a much-improved supply of hot water in most units. This was achieved with an outlay of only a few hundred dollars compared to the tens of thousands of dollars that the "expert" opinions said it would cost to replace all the hot water piping throughout the complex. Even then, there would have been no guarantee of complete success. Brian Ferris has already received the thanks of Council for his suggestion and initiative, but I ask all present in joining me in a vote of thanks to him and Jean-Louis.*
- 3. A new power washing machine was purchased and Jean-Louis has power washed all the exterior walkways and ramps leading to and from the underground parking. Also, the white walls at the entrance and exit ramps were repainted.*
- 4. A very successful potluck party took place last August as well as one in December. I'm sure that your next council will continue with this Shawnoaks tradition.*
- 5. Those of us who use the walkways around the complex will have noted the paint designating areas which have been approved to be repaired. This will be done shortly but please be careful when going across these areas especially at night.*

5. PRESIDENT'S REPORT – Mr. Arnold Selwyn – CONT'D

6. *A major expenditure took place recently when the heat exchanger in the boiler began leaking badly. It was necessary to replace the heat exchanger as well as some other boiler parts.*
7. *For over a year of no Shawnoaks units being on the market, two suites recently sold. I believe that this sets a record of stability for Shawnoaks.*
8. *The situation with regards to the common storage rooms is getting progressively worse, and there is no doubt that the use of these spaces by some residents has been and is being abused. This makes it not only unfair for some but a hazard as well. I recommend that a concerted effort be made by the next council to deal with this, maybe by setting a fair date by which time all items in these rooms are to be clearly marked as to the owner. After that date, all unidentified items will be given to charity or disposed of. Over the years, Owners have moved away leaving goods sitting there unmarked and obviously unwanted.*
9. *With regards to the lawn chairs in the cabana – some are broken and some are from owners long gone. I propose that all chairs that do not have a name and unit number of a current resident clearly marked by the end of June should be junked or given away to a needy cause.*
10. *We all appreciate how important the general appearance of the complex is. We are very pleased with how Jean-Louis and Jocelyn, our Resident Managers, have been attending to their duties. We have received only good comments about them. Flowers are blooming throughout the complex and I would like us all to thank the gardening committee for all the hours and work that they have volunteered for the benefit of all of us. They are Barbara Sutherland, Murray Belkin, Ann Bremner, Nassa Selwyn, Tudi Brown and Lucette Kirbach to whom we owe our thanks.*
11. *On behalf of Council I want to thank Gus Ramirez and Rancho Management for their contribution in making the running of our strata as smooth as we have had. In closing, my personal thanks to all members of Council for their dedication, energy and the giving of their valuable time for the benefit of all residents. So thank you to Jane Kim, Vice President, Bill Thompson, Treasurer who watches every penny, Gerry Millet, Secretary and Public Relations, Brian Ferris, Building and Grounds Chair, Delton Fallis and Patricia McCuaig. As President they made my task easy, and the council meetings a pleasure to chair.*
12. *The summer is here and the pool is in beautiful condition, thanks to the efforts of Jean-Louis. Let's hope we have a long warm season. Just a reminder to all pool users to please use the cabana showers before entering the pool, not only for hygienic reasons but it looks good to the other pool users. Please advise any of your guests as to this bylaw, and keep the number of guests to the pool at 2 per unit."*

6. **GARDENING COMMITTEE REPORT**

The Gardening Committee submitted a report pertaining to the gardening activities that took place over the past year:

*"The Gardening Committee members are Barbara Sutherland, Murray Belkin, Ann Bremner, Nassa Selwyn, Arnold Selwyn, Tudi Brown, Lucette Kirbach and all the residents who diligently maintain their patios and balcony gardens to keep our grounds looking well cared for. Any resident who has a suggestion or wishes to be on the committee to help with ground clean-up and to give input into annual plantings are welcome to contact the above people to make themselves known. They will then be called whenever it is time to consider new plantings or clean-up work parties.*

*Richard Ravensbergen has been our gardener for many years and is doing a great job with this monumental task. His company is now hired on a yearly basis, which has improved our grounds' appearance particularly over the winter months.*

*This past year we have had to remove several trees which were either decayed or threatening our buildings. We still have many more that need removing. We recommend a plan be established to gradually remove them, particularly the poplars along the fence, and replace them with columnar cedars as our funds allow.*

*We have several new residents since the last posting of our suggestions for donating to the compost bins so we include composting protocol here:*

***Composting Etiquette***

- *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 decomposing 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.*

*Respectfully submitted: Nassa Selwyn"*

7. **FINANCIAL REPORT – Mr. Bill Thompson**

Mr. Bill Thompson informed the Owners that as of April 30, 2005, there was \$60,682.00 in the contingency account. He further informed the Owners that the Strata Corporation has incurred an operating surplus of \$2,882.00. Mr. Thompson reviewed the financial statements and advised the Owners that most categories were within budget.

Mr. Thompson then answered questions from the Owners in regards to the financial statements for April 30, 2005. As there were no further questions or discussions, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the fiscal year-end April 30, 2005 as presented.

8. **MOTION TO APPROVE THE 2005/2006 OPERATING BUDGET**

Mr. Bill Thompson reviewed the proposed 2005\2006 operating budget with the Owners. He then advised the Owners present that the proposed budget assumes no increase in the overall strata fees for the 2005/2006 fiscal period.

There being no further queries, it was **MOVED, SECONDED, and CARRIED** unanimously to approve the proposed 2005/2006 operating budget as presented.

9. **REPORT ON INSURANCE COVERAGE**

Gus Ramirez informed the Owners that the building is currently being insured for \$9,325,000.00 with a \$10,000,000.00 coverage for general liability and \$2,000,000.00 for Directors and Officers (The Strata Council). The deductibles are as follows:

- 10% for earthquake
- \$100.00 for glass
- \$10,000 for flood
- \$2,500 for water related damages
- \$1,000 for all property risks

Owners were then reminded that the Strata Corporation's insurance policy does not provide for individual contents, betterments or improvements (i.e.: clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners must carry their own tenant package insurance for such coverage, including any improvements and liability coverage. Furthermore, the Strata Corporation's insurance policy only covers original fixtures within the strata lots i.e. original carpets, original cabinets, etc.

There being no discussion, it was **MOVED, SECONDED, and CARRIED** to accept the insurance report as presented.

10. **RESIGNATION OF THE CURRENT STRATA COUNCIL**

Mr. Gus Ramirez, on behalf of all Owners, thanked the Strata Council for their efforts over the past year. Mr. Ramirez then informed the Owners that the election of the Strata Council is normally done by way of nomination. A motion was then made by an Owner to open the floor for nominations. The motion was **SECONDED** and **CARRIED** unanimously.

Eight (8) Owners were then nominated, and subsequently accepted the nomination. Mr. Ramirez then asked for any further nominations. There being none, it was **MOVED**, **SECONDED**, and **CARRIED** unanimously to close all nominations.

Thereafter, it was **MOVED**, **SECONDED**, and **CARRIED** unanimously to declare the following Owners duly elected to serve on Council for the ensuing year by way of acclamation and to have Oscar Dirnfeld as an alternate member:

Bill Thompson  
Jane Kim  
Yee Pang  
Brian Ferris

Arnold Selwyn  
Gerry Millett  
Delton Fallis  
Oscar Dirnfeld (Alternate)

11. **ANY OTHER MATTER**

a) **Tenants:**

A question was raised by an Owner in regards to the number of rental units. The Owners were informed that currently there are two original rental units.

b) **Parking Garage Entrances:**

A suggestion was made to install windows on the entrance doors from the breezeways into the garage. Owners were informed that this was not feasible due to the fact that the doors are metal and fire resistant.

c) **Repiping:**

A suggestion was made by an Owner to consider repiping the building. Owners were informed that over the years, several sections of pipes have been replaced. As such, Council will continue to monitor the condition of the pipes.

d) **Driveway Entrance to Parkade:**

A suggestion was made by an Owner to place a larger sign near the parkade driveway entrance in order to facilitate entering the driveway safely. Several suggestions were made by other Owners to facilitate entering the driveway:

1. Turn on hazard lights when driving in the right lane along Oak Street before turning into the parkade.
2. Slow down about four blocks before entering the parkade.

11. **ANY OTHER MATTER – CONT'D**

e) **Breezeway Carpets:**

A suggestion was made to have all of the carpets in the breezeways cleaned.  
This was left for the new council to look into.

12. **NEXT MEETING**

The next meeting will be a Strata Council Meeting to be held in the Cabana at 5505-5585 Oak Street, Vancouver, BC on Tuesday, May 31<sup>st</sup>, 2005 at 6:30 p.m.

13. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:30 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](mailto: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.



# 2005 STRATA FEES SCHEDULE

## "SHAWNOAKS" STRATA CORPORATION VR-855 Oak Street, Vancouver, BC

*Strata Fees retroactive to May 1, 2005*

STRATA LOT#	SUITE #	UNIT ENTITLE	OPER FUND CONTRIB	CRF FUND CONTRIB	TOTAL AMOUNT DUE
11	1-5505	15	\$295	\$12	\$308
12	2-5505	15	\$295	\$12	\$308
9	3-5505	15	\$295	\$12	\$308
10	4-5505	15	\$295	\$12	\$308
15	5-5505	15	\$295	\$12	\$308
16	6-5505	15	\$295	\$12	\$308
13	7-5505	15	\$295	\$12	\$308
14	8-5505	15	\$295	\$12	\$308
3	1-5515	15	\$295	\$12	\$308
4	2-5515	19	\$374	\$16	\$390
1	3-5515	15	\$295	\$12	\$308
2	4-5515	15	\$295	\$12	\$308
7	5-5515	15	\$295	\$12	\$308
8	6-5515	19	\$374	\$16	\$390
5	7-5515	15	\$295	\$12	\$308
6	8-5515	15	\$295	\$12	\$308
17	1-5525	11	\$217	\$9	\$226
18	2-5525	11	\$217	\$9	\$226
19	3-5525	15	\$295	\$12	\$308
20	4-5525	15	\$295	\$12	\$308
21	5-5525	11	\$217	\$9	\$226
22	6-5525	11	\$217	\$9	\$226
23	7-5525	15	\$295	\$12	\$308
24	8-5525	15	\$295	\$12	\$308
25	1-5535	19	\$374	\$16	\$390
26	2-5535	15	\$295	\$12	\$308
27	3-5535	11	\$217	\$9	\$226
28	4-5535	11	\$217	\$9	\$226
29	5-5535	19	\$374	\$16	\$390
30	6-5535	15	\$295	\$12	\$308
31	7-5535	11	\$217	\$9	\$226
32	8-5535	11	\$217	\$9	\$226
33	1-5545	11	\$217	\$9	\$226
34	2-5545	11	\$217	\$9	\$226
35	3-5545	15	\$295	\$12	\$308
36	4-5545	19	\$374	\$16	\$390
37	5-5545	11	\$217	\$9	\$226
38	6-5545	11	\$217	\$9	\$226
39	7-5545	15	\$295	\$12	\$308
40	8-5545	19	\$374	\$16	\$390
41	1-5555	11	\$217	\$9	\$226

# 2005 STRATA FEES SCHEDULE

## "SHAWNNOAKS" STRATA CORPORATION VR-855 Oak Street, Vancouver, BC

*Strata Fees retroactive to May 1, 2005*

STRATA LOT#	SUITE #	UNIT ENTITLE	OPER FUND CONTRIB	CRF FUND CONTRIB	TOTAL AMOUNT DUE
42	2-5555	11	\$217	\$9	\$226
43	3-5555	11	\$217	\$9	\$226
44	4-5555	11	\$217	\$9	\$226
45	5-5555	11	\$217	\$9	\$226
46	6-5555	11	\$217	\$9	\$226
48	8-5555	11	\$217	\$9	\$226
49	1-5565	15	\$295	\$12	\$308
50	2-5565	15	\$295	\$12	\$308
51	3-5565	11	\$217	\$9	\$226
52	4-5565	11	\$217	\$9	\$226
53	5-5565	15	\$295	\$12	\$308
54	6-5565	15	\$295	\$12	\$308
55	7-5565	11	\$217	\$9	\$226
56	8-5565	11	\$217	\$9	\$226
57	1-5575	11	\$217	\$9	\$226
58	2-5575	11	\$217	\$9	\$226
59	3-5575	15	\$295	\$12	\$308
60	4-5575	15	\$295	\$12	\$308
61	5-5575	11	\$217	\$9	\$226
62	6-5575	11	\$217	\$9	\$226
63	7-5575	15	\$295	\$12	\$308
64	8-5575	15	\$295	\$12	\$308
65	1-5585	19	\$374	\$16	\$390
66	2-5585	15	\$295	\$12	\$308
67	3-5585	11	\$217	\$9	\$226
68	4-5585	11	\$217	\$9	\$226
69	5-5585	19	\$374	\$16	\$390
70	6-5585	15	\$295	\$12	\$308
71	7-5585	11	\$217	\$9	\$226
72	8-5585	11	\$217	\$9	\$226
		973	19167	800	19967

**PRE-AUTHORIZED PAYMENT PLAN FOR STRATA FEES**

FAX: (604) 684-1956

**ATTACH VOID  
CHEQUE HERE**

Strata Plan: \_\_\_\_\_  
Strata Lot No. \_\_\_\_\_  
Unit No.: \_\_\_\_\_

1. I/We hereby authorize Rancho Management Services (B.C.) Ltd. on behalf of our Strata Corporation to debit my/our account monthly, effective \_\_\_\_\_ for monthly operating fee(s) of \$ \_\_\_\_\_ due by the undersigned to the Strata Corporation. I/We agree to pay any increase in fee(s), parking fee(s), and special levy fee(s) up to \$1,000.00 as voted upon and passed by the general membership of the Strata Corporation, as well as any fines and penalties as assessed according to the Strata Corporation Bylaws and Rules and Regulations.

I/We acknowledge that any maintenance fee increase will be retroactive to the start of the Strata Corporation's fiscal year.

2. The account that Rancho Management Services (B.C.) Ltd. is authorized to draw upon is indicated below. A specimen cheque has been marked "VOID" and attached to this authorization. If your account does not provide cheques, please have your bank fill out the information below to ensure the account is coded correctly and will allow pre-authorized payment.

\_\_\_\_\_  
Surname, First Name

\_\_\_\_\_  
Address of Strata Lot

\_\_\_\_\_  
Mailing Address (if different than property address)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Branch

/ \_\_\_\_\_  
Account No.

3. I/We undertake to inform Rancho Management Services (B.C.) Ltd. of any change in the account or address information provided in this authorization within fifteen (15) days after the change occurs. If the account is transferred to another financial institution, this authorization becomes null and void on the date of the transfer and it will be necessary to provide a new authorization to Rancho Management Services (B.C.) Ltd.
4. This authorization may be cancelled at any time upon written notice to Rancho Management Services (B.C.) Ltd.
5. I/We acknowledge that delivery of this authorization to Rancho Management Services (B.C.) Ltd. constitutes delivery by me/us to the above financial institution.
6. I/We warrant that all persons whose signatures are required to sign on this account have signed this agreement below.

**PLEASE NOTE THAT THIS FORM MUST BE RECEIVED BY US NO LATER THAN THE 20<sup>TH</sup> OF THE MONTH PRIOR TO THE MONTH THE P.A.P. IS TO COMMENCE**

(ie. to be on the Pre-Authorized Payment Plan for the month of June, the form must be in our office prior to the 20<sup>th</sup> of May. Forms received after the 20<sup>th</sup> of the current month (ie. May) will be processed but your first payment will not come out of your account until July 1<sup>st</sup>).

As this system is set up in conjunction with the bank, and processing time is required, **THERE ARE NO EXCEPTIONS TO THE ABOVE PROCEDURE.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_