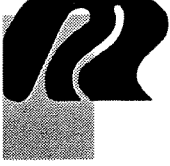


RANCHO MANAGEMENT SERVICES
(B.C.) LTD.



Property Management Specialists

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

June 23, 2004

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

Dear Owners:

Re: 2004/2005 Strata Fees for Strata Corporation VR855

Please find attached the minutes of the Annual General Meeting held May 27, 2004. 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 1st, 2004).

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. Please note that you may pay your strata fees by way of a series of post-dated cheques up to and including the month of May 2005. Cheques should be made payable to Strata Corporation VR855 and are due on the first of each month, to avoid late payment penalties.

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 Your strata fees will continue to be withdrawn from your account.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

GR/sro

2004COVERLTR.P87

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

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 27TH, 2004 AT 7:00 P.M.

IN ATTENDANCE:

Present: 22
Proxies: 11
Total Represented: 33

**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 7:10 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 22 Owners present and 11 Owners represented by proxy for a total of 33 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 2003 ANNUAL GENERAL MEETING MINUTES

Mr. Arnold Selwyn informed the Owners that the Annual General Meeting minutes of May 29, 2003 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 29, 2003 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 wish to welcome all the new Owners who have joined our community since our last AGM. Would you please stand so that we can all say "hello" to you.

<i>Diane Dominick</i>	<i>1-5555</i>
<i>Shiyi & Yuan Wang</i>	<i>3-5525</i>
<i>Marilyn Bricker</i>	<i>5-5535</i>
<i>Karen Lewis</i>	<i>4-5575</i>
<i>Roberta Reilly &</i>	
<i>Mark Smith</i>	<i>7-5545</i>
<i>Lye Lang & John C</i>	<i>3-5555</i>
<i>David & Gail Roddan</i>	<i>8-5505</i>
<i>Leo George &</i>	
<i>Maria Verdolaga</i>	<i>8-5535</i>

All in all this past year has been relatively quiet with no earthshaking happenings, just the normal things that can occur in any home such as an occasional leak with the necessary roof repair, drain blockages, balcony and fence repairs, carpet cleaning, tree control, pest control, etc.

The minutes of the regular council meetings serve to keep all residents up to date with the then current problems and actions taken on behalf of the Strata Corporation.

The July Pot Luck Party was a great success, and I'm sure that another will be planned for this summer.

Because of the nuisance of everyone having to change the one number programmed into our garage door openers whenever one was stolen or lost, the new opener if lost or stolen just has to be replaced since each one has a different code. When reported missing, the code is removed from the system and cannot be used.

Of specific importance to Shawnoaks are the following:

- 1. Thanks to the diligent work of council member, Delton Fallis, and Rancho Management, a new contract was obtained from Coin-O-Matic for our washers and dryers which is going to save us over \$2,000.00 a year.*
- 2. The one continuing problem, which has plagued us for years, has been the hot water system.*

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

Up until now none of the experts have been able to come up with a solution that would not involve a massive plumbing operation costing many thousands of dollars. Council member, Brian Ferris, has his own idea as to the possible cause of the problem and he, together with Jean-Louis, our resident manager spent many hours, some at 3:30 in the morning, conducting tests in the underground garage. It resulted in a trial at 5515, which was the worst affected apartments, by replacing all the old cartridges in the bathtub faucet, and it seems to have been successful.

So now it is expected that the new council will authorize all suites to be examined, and that new cartridges be installed where indicated. With a cost of only \$65.00 per installation, the Strata will be saving many thousands of dollars. Since the cartridges are located inside the suite and are not part of a common area, the cost will be borne by each Owner. Those Owners who have recently installed new bathtub fixtures may not need the replacement, however all units will have to be tested since it takes only one unit to be faulty to affect all suites in that block.

3. *The mail delivery crisis brought about by the mail carrier, which almost resulted in no mail service to the complex, was finally resolved by installing the floodlight over the mailboxes. However, even with the new lighting, which tested out as way above the required minimum, we are still getting wrong delivered mail. We would like to be informed of any such errors you have by making a note of the date it happens on the envelope and dropping it in the notice box at 5555. If the practice continues, we will make a formal complaint to the Post Office.*

Jean Louis must be complimented on having the pool in such good shape, and let's look forward to a long and warm summer. Just reminders that all pool users are asked to please use the cabana showers before entering the pool. To avoid any embarrassment, let's make sure that all guests are made aware of this bylaw, and to keep in mind the limit of two guests per suite.

We are all very pleased with the way the complex is being maintained, and council has received only positive comments about our resident managers Jean Louis and Jocelyn and we congratulate them on the fine standards they are attaining.

Our gardener, Rick Ravensbergen is doing a great job on our extensive property. The complex looks great, and he is very dedicated in his work.

I would be remiss if I did not mention and give credit to our Gardening Committee, who once again have given countless hours of their time in buying, planting and taking care of the flowers and plants you see all over the complex. Let's show our appreciation and thanks to: Barbara Sutherland, Nassa Selwyn, Anne Bremner, Muray Belkin, Jane Kim and Joyce Williams.

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

On behalf of the council I want to thank Gus Ramirez and Rancho Management for the guidance, help and support throughout the year, and last but certainly not least I personally thank all my council members for all the time and dedication they have given for the benefit of all Owners and residents. They helped to make all our meetings productive and pleasurable. So I ask you to join me in thanking:

Jane Kim – Vice President

Bill Thompson – Treasurer and financial watchdog, a very time-consuming job. He is due for a raise.

Gerry Millett – Secretary and PR Man

Brian Ferris – Buildings and Grounds

Patricia McCaig

Delton Fallis”

6. **GARDENING COMMITTEE REPORT**

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

“Our gardener, Richard Ravensbergen, continues to maintain our grounds in beautiful condition. Many residents have contributed time and ideas to the gardening committee. They are: Barbara Sutherland, Anne Bremner, Murray Belkin, Joyce Williams, Lucette Kirbach, Jane Kim, and Nassa Selwyn.

Notable undertakings this past year:

- 1. Major work was done by a contracted arborist to remove dead and rotting trees from our property. This has left many bare areas along the west fence that borders the lane.*
- 2. Trailing ivy that was planted along the fence areas did not take well due to drought conditions.*
- 3. Bedding plants have been put in strategic areas for colour.*
- 4. Shrubs have been transplanted into the space on Oak Street to close in the hole that was left by dying rhododendrons.*

Recommendations:

- 1. That the Strata Council do long range planning to reclaim privacy along the exposed fence line as well as planning for the removal of the remaining dying poplar trees.*
- 2. That the Strata Council allocate as the budget allows, small increments such as \$200-\$300 expenditures per year until the fence is covered.*

6. **GARDENING COMMITTEE REPORT – CONT'D**

3. *That the Gardening Committee investigate suitable plantings within the budget that will complement the property. Some suggestions to date are: planting Pyramidalis cedars similar to those behind 5525; evergreen clematis or Montana rubra clematis; honeysuckle vine; rambling roses; ivy; Yew hedge; or boxwood.*
4. *That an arborist be brought in yearly to keep the trees in good health by removing dead branches that are too high for our gardener to reach as well as the annual spraying that is needed to keep out pests.*
5. *That residents recycling plant products into the compost bins be reminded to cover the addition with grass cuttings, dry leaves or some soil to prevent bugs hitting their faces when the lid is lifted.*

*Respectfully submitted:
Nassa Selwyn"*

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

Mr. Bill Thompson informed the Owners that as of April 30, 2004, there was \$47,878.00 in the contingency account. He further informed the Owners that the Strata Corporation has incurred an operating deficit of \$6,899.00. Mr. Thompson reviewed the financial statements and advised the Owners that most categories were within budget with the exception of the exterior building repair and maintenance and the parking garage repair and maintenance which were over the budgeted amounts. Thus, the deficit was mainly attributed to several roof repairs that were conducted and due to the replacement of the exit garage door (due to an intruder damaging it).

Mr. Thompson then answered questions from the Owners in regards to the financial statements for April 30, 2004. 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, 2004 as presented.

8. **RESOLUTION "A" – ¾ VOTE**

¾ Vote to approve the transferring of the 2003/2004 operating deficit in the amount of \$6,899.00 from the contingency fund.

The ¾ vote was **MOVED, SECONDED**, and the floor was opened for discussion. As there were no comments made by the Owners, the above noted ¾ resolution was put to a vote and it **CARRIED** unanimously.

9. **MOTION TO APPROVE THE 2004/2005 OPERATING BUDGET**

Mr. Bill Thompson reviewed the proposed 2004\2005 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 2004/2005 fiscal period.

There being no further queries, it was **MOVED, SECONDED,** and **CARRIED** unanimously to approve the proposed 2004/2005 operating budget as presented.

10. **COMMON STORAGE ROOMS**

Mr. Selwyn informed the Owners that this item was put on the agenda in order for the new Council to get a general consensus from the Owners as to how to keep the rooms organized and uncluttered. Presently, there are two issues with residents storing items within the common storage rooms:

- a) Some residents are abusing their privilege storing several items which has resulted in other residents not being able to use the rooms.
- b) Some previous Owners that have sold and moved out may have left items in the rooms.

Thereafter, the following suggestions were made by the Owners:

- a) Build storage lockers and rent them out to residents.
- b) Add shelves to the rooms.
- c) Have Council specifically outline which items are permitted to be stored within the rooms.
- d) Clean the rooms and allow residents to store items for a period of one (1) year. Thereafter, Council would do an inspection of the rooms and remove any unwanted items.

After further discussion, the general consensus from the Owners was that Council should look at ways/ideas for better organizing the common storage rooms.

11. **REPORT ON INSURANCE COVERAGE**

Gus Ramirez informed the Owners that the building is currently being insured for \$9,050,000.00 with a \$5,000,000.00 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

11. **REPORT ON INSURANCE COVERAGE – CONT'D**

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.

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

Mr. Arnold Selwyn and 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 have the election of the Strata Council done by way of nominations. The motion was **SECONDED and CARRIED** unanimously.

Seven (7) 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:

Bill Thompson

Arnold Selwyn

Jane Kim

Gerry Millett

Patricia McCuaig

Delton Fallis

Brian Ferris

13. **ANY OTHER MATTER**

a) **Walkways:**

A concern was raised by an Owner in regards to several cracks that have developed in the walkway in front of 5515 Oak Street. Specifically, the Owner noted that the cracks may be caused by the roots from the trees within the area. This was left for Council to further look into.

b) **Trees/Plants on Southside:**

An Owner suggested that Council consider planting new bushes and trees such as cedars along the fence line on the south side of the property. The Owners were informed that the Gardening Committee has received several suggestions on which types of bushes/trees to plant in the above noted area. After further discussion, this was left for the Gardening Committee to further look into.

13. **ANY OTHER MATTER – CONT'D**

c) **Swimming Pool Restrictions:**

An Owner requested permission to give her son, who is under 16 years of age, use of the pool. The Owner was informed that the Strata Corporation has a rule in place whereby children under 16 years of age are not permitted in the pool. The Owner was further informed that if he/she wishes to have this rule changed, he/she must submit such request in writing to Council prior to the next Annual General Meeting.

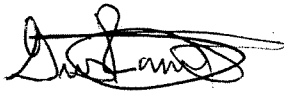
14. **NEXT MEETING**

The next meeting will be a Strata Council Meeting to be held in the Cabana at 5505-5585 Oak Street, Vancouver, BC on Wednesday, June 2, 2004 at 6:30 p.m.

15. **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

MAINTENANCE FEES

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

2004 STRATA FEES SCHEDULE

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

Strata Fees retroactive to May 1, 2004

STRATA LOT#	SUITE #	UNIT ENTITLE	OPER FUND CONTRIB	CRF FUND CONTRIB	TOTAL AMOUNT DUE
11	1-5505	15	\$292	\$15	\$308
12	2-5505	15	\$292	\$15	\$308
9	3-5505	15	\$292	\$15	\$308
10	4-5505	15	\$292	\$15	\$308
15	5-5505	15	\$292	\$15	\$308
16	6-5505	15	\$292	\$15	\$308
13	7-5505	15	\$292	\$15	\$308
14	8-5505	15	\$292	\$15	\$308
3	1-5515	15	\$292	\$15	\$308
4	2-5515	19	\$370	\$20	\$390
1	3-5515	15	\$292	\$15	\$308
2	4-5515	15	\$292	\$15	\$308
7	5-5515	15	\$292	\$15	\$308
8	6-5515	19	\$370	\$20	\$390
5	7-5515	15	\$292	\$15	\$308
6	8-5515	15	\$292	\$15	\$308
17	1-5525	11	\$214	\$11	\$226
18	2-5525	11	\$214	\$11	\$226
19	3-5525	15	\$292	\$15	\$308
20	4-5525	15	\$292	\$15	\$308
21	5-5525	11	\$214	\$11	\$226
22	6-5525	11	\$214	\$11	\$226
23	7-5525	15	\$292	\$15	\$308
24	8-5525	15	\$292	\$15	\$308
25	1-5535	19	\$370	\$20	\$390
26	2-5535	15	\$292	\$15	\$308
27	3-5535	11	\$214	\$11	\$226
28	4-5535	11	\$214	\$11	\$226
29	5-5535	19	\$370	\$20	\$390
30	6-5535	15	\$292	\$15	\$308
31	7-5535	11	\$214	\$11	\$226
32	8-5535	11	\$214	\$11	\$226
33	1-5545	11	\$214	\$11	\$226
34	2-5545	11	\$214	\$11	\$226
35	3-5545	15	\$292	\$15	\$308
36	4-5545	19	\$370	\$20	\$390
37	5-5545	11	\$214	\$11	\$226
38	6-5545	11	\$214	\$11	\$226
39	7-5545	15	\$292	\$15	\$308
40	8-5545	19	\$370	\$20	\$390
41	1-5555	11	\$214	\$11	\$226

2004 STRATA FEES SCHEDULE

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

Strata Fees retroactive to May 1, 2004

STRATA LOT#	SUITE #	UNIT ENTITLE	OPER FUND CONTRIB	CRF FUND CONTRIB	TOTAL AMOUNT DUE
42	2-5555	11	\$214	\$11	\$226
43	3-5555	11	\$214	\$11	\$226
44	4-5555	11	\$214	\$11	\$226
45	5-5555	11	\$214	\$11	\$226
46	6-5555	11	\$214	\$11	\$226
48	8-5555	11	\$214	\$11	\$226
49	1-5565	15	\$292	\$15	\$308
50	2-5565	15	\$292	\$15	\$308
51	3-5565	11	\$214	\$11	\$226
52	4-5565	11	\$214	\$11	\$226
53	5-5565	15	\$292	\$15	\$308
54	6-5565	15	\$292	\$15	\$308
55	7-5565	11	\$214	\$11	\$226
56	8-5565	11	\$214	\$11	\$226
57	1-5575	11	\$214	\$11	\$226
58	2-5575	11	\$214	\$11	\$226
59	3-5575	15	\$292	\$15	\$308
60	4-5575	15	\$292	\$15	\$308
61	5-5575	11	\$214	\$11	\$226
62	6-5575	11	\$214	\$11	\$226
63	7-5575	15	\$292	\$15	\$308
64	8-5575	15	\$292	\$15	\$308
65	1-5585	19	\$370	\$20	\$390
66	2-5585	15	\$292	\$15	\$308
67	3-5585	11	\$214	\$11	\$226
68	4-5585	11	\$214	\$11	\$226
69	5-5585	19	\$370	\$20	\$390
70	6-5585	15	\$292	\$15	\$308
71	7-5585	11	\$214	\$11	\$226
72	8-5585	11	\$214	\$11	\$226
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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 20TH 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 20th of May. Forms received after the 20th of the current month (ie. May) will be processed but your first payment will not come out of your account until July 1st).

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: _____