

Wed Aug 15 2004

Airport Square, 815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

**MEETING OF THE STRATA COUNCIL
STRATA PLAN VR 1691 – THE SOMERSET**

TO BE HELD ON WEDNESDAY, JUNE 13th, 2007

AT 6:00 P.M.

LOCATION: SUITE #105 – 1147 NELSON STREET, VANCOUVER, B.C.

**IF FOR ANY REASON YOU CANNOT ATTEND THE SCHEDULED COUNCIL MEETING,
PLEASE ADVISE THE PROPERTY MANAGER NO LATER THAN THE DAY OF THE
MEETING THAT YOU WILL NOT BE IN ATTENDANCE.**

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. MINUTES OF THE PREVIOUS MEETING – April 11th, 2007 (for approval & signature)**
- 4. ELECTION OF OFFICERS**
- 5. BUSINESS ARISING FROM THE MINUTES**
 - A. Interior Decorating Project ATTACHED 1-3
 - B. Hallway Heat ATTACHED 4
 - C. Dog Incident – Unit #206 ATTACHED 5-6
 - D. Recycling Bins
 - E. Hot Water Supply
 - F. Front Garden
- 6. NEW BUSINESS**
 - A. Key / Remote Distribution
 - B. Window Cleaning
 - C. Enterphone Timer Repair
 - D. Flooring – Unit #401 ATTACHED 7-9
 - E. Water Back-up – Unit #101
 - F. Neil & Sons – Quotes ATTACHED 10-11

7. FINANCIAL REPORT

- A. Operating Statements – March & April 2007
- B. Receivables Report
- C. Invoice Approvals

ATTACHED 12

8. PROPERTY MANAGER'S REPORT

- A. Correspondence
 - 1. To Council Members re: Management Contract Amendments
 - 2. To #206 re: pet complaint (x3)
 - 3. To #308 / #408 re: parking stall painting

9. MEETING TERMINATION

Next Meeting Date: _____

THE WYNFORD GROUP
Managing Agents for
VR 1691, The Somerset
Per:



Marc Rothberg
Property Manager

Attachments



Airport Square, 815 - 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

June 6, 2007

To All Owners
Strata Plan VR 1691, The Somerset

Dear Owner(s):

At the Annual General Meeting held on Thursday, May 24th, 2007, the Owners approved the 2007 / 2008 Operating Budget as presented, which reflects an increase in Strata Fees effective April 1st, 2007. A list of the new Strata Fees is attached.

For those Owners who pay by Pre-authorized Payment (PAP), we will adjust the debit to your bank account and take the one-time adjustment payment on July 1st, 2007, to cover for April, May, and June 2007. If you do not use the PAP plan, we urge you to take advantage of this payment method and we enclose the PAP application form.

If you pay your Strata Fees by cheque, you will need to send in payment for the retroactive increase to cover for April, May, and June 2007. Also, please remember to provide a series of post-dated cheques for 2007 / 2008 (**made payable to "Strata Plan VR 1691"**); ensure that your unit number is clearly marked on the face of each of your cheques and that the amounts are correct.

The Owners also approved 3/4 Vote Resolution #3, which results in several amendments to the Strata Corporation's Bylaws regarding pets. For further details on this and other items of business conducted at the Annual General Meeting, please refer to the attached Minutes.

Since it is imperative that we be able to contact you quickly in the event of an emergency, please complete the enclosed "Notification in Case of Emergency" form and return it to this office at your earliest convenience.

Yours truly,

THE WYNFORD GROUP
Managing Agents for
VR 1691, The Somerset

Per:

Marc Rothberg
Property Manager

Encls.

cc: Accounting

(AGM-OWN-07.1691)



Marc Rothberg

From: Dave Humphries [daveh@remdal.com]
Sent: Wednesday, June 06, 2007 3:15 PM
To: 'Megan Kennedy'
Cc: mrothberg@wynford.com
Subject: RE: 1147 Nelson St. (Attn: Megan Kennedy)

Hi Megan,

I am back in town and trust that you are back too. Please feel free to call me to set up a time to go over the specs for the job at 1147 Nelson.

I have placed the order for the carpet and am in the process of lining up the other required items.

I am also scheduling a crew to get in there to start with the paper removal.
Let me know your thoughts and time for availability.

Thanks,

Dave

PS Marc, do you have a site contact from whom we can get the keys for building access and where we can locate our trailer in the garage. I think Mike had this info before when I first looked at the job.

Thanks again.

Dave Humphries

Manager/Estimator

Remdal Painting and Restoration

Ph: 604-882-5155 Fax: 604-882-5156 Cell: 604-837-5197

E-mail: dh@remdal.com

From: Megan Kennedy [mailto:megkennedy@shaw.ca]
Sent: Friday, May 25, 2007 8:46 AM
To: daveh@remdal.com
Cc: mrothberg@wynford.com
Subject: Re: 1147 Nelson St. (Attn: Megan Kennedy)

Dave, Marc asked me to call you in regards to setting up a site meeting for 1147 Nelson. Please call me when you are back in town, though we are then away until June 4th -

6/7/2007

Thank you
Megan Kennedy

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Balfiston Homes Ltd.,
962 Plymouth Place
North Vancouver, BC V7H 2J2
Tel. 604.980.2121 Fax. 604.980.2451
www.balfistonhomes.com

Hi Megan,

Thanks for getting back to me quickly. The contact at Remdal is Dave Humphries. His cell is 604-837-5197. I believe Dave is away until May 28. Please let me know when you will be meeting, as I should also attend. Dave had mentioned the materials are on order, and the work is scheduled to commence toward the end of June, so there is plenty of time to go over any details onsite before the work begins. Please note, all the work per your specifications is being done except for the elevator work, the only exception is the elevator floor will be done by Remdal with the supervision of Richmond Elevator. Please let me know if you have any questions.

Have a great weekend.

Regards,
Marc Rothberg
Property Manager

The Wynford Group
815-1200 West 73rd Ave.
Vancouver, BC V6P 6G5
T: 604-261-0285
F: 604-261-9279

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-----Original Message-----

From: Megan Kennedy [mailto:megkennedy@shaw.ca]
Sent: Friday, May 18, 2007 4:22 PM
To: mrothberg@wynford.com
Subject: Re: 1147 Nelson St. (Attn: Megan Kennedy)

Hello Marc,

Yes, I will be able to meet on site with the painting contractor. Can you please forward to me the contact information so I can set this up. In regards to my initial ID proposal I have remaining 4.0 hrs for on site meetings which I have not done my final billing for -

Thank you

Regards Megan Kennedy

Balfiston Homes Ltd.,
962 Plymouth Place
North Vancouver, BC V7H 2J2
Tel. 604.980.2121 Fax. 604.980.2451
www.balfistonhomes.com

>

> ----- Original Message -----

> From: "Marc Rothberg" <mrothberg@wynford.com>

> To: <info@balfistonhomes.com>

> Cc: "Betty Carter (E-mail)" <betjoyce@shaw.ca>; "David Nelson (E-mail)"

> <linda@inuit.com>; "Mike Maslenki (E-mail)" <maslenki@axion.net>; "Paul

> Friesen (E-mail)" <pfriesen@microsoft.com>; "Rod Todrick (E-mail)"

6/7/2007

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> <flyboy146@hotmail.com>; "Susan Munroe (E-mail)" <sqmunroe@yahoo.com>

> Sent: Friday, May 18, 2007 2:28 PM

> Subject: 1147 Nelson St. (Attn: Megan Kennedy)

>

>

>> Hi Megan.

>>

>> I understand that you did the specifications for the interior redecorating

>> project at 1147 Nelson St. The Strata Council has contracted Remdal

>> Painting

>> & Restoration to do the work. Will you be available to set-up a meeting on

>> site prior to the work commencing with Remdal?

>>

>> Sincerely,

>>

>> Marc Rothberg

>> Property Manager

>>

>> The Wynford Group

>> 815-1200 West 73rd Ave.

>> Vancouver, BC V6P 6G5

>> T: 604-261-0285

>> F: 604-261-9279

>>

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6/7/2007

ARTISAN PLUMBING & HEATING LTD.

Invoice

201 - 4095 1st Ave
Burnaby BC V5C 3W5
Phone: 298 - 5100 Fax: 298 - 0500



RECEIVED APR 25 2007

DATE	INVOICE NO.
4/18/2007	45284

BILL TO:
STRATA PLAN VR 1691 C/O THE WYNFORD GROUP 815-1200 W. 73RD AVE VANCOUVER, BC V6P 6G5

JOB SITE:
VR 1691 1147 NELSON VANCOUVER, BC

P.O. NO.	TERMS	DUE DATE	SERVICE DATE	MANAGER
	NET 30	5/18/2007	4/12/07	MIKE

DESCRIPTION	QTY	RATE	AMOUNT
Plumber regular rate	1.5	80.00	120.00
Truck Charge	1	20.00	20.00
Call to check heating to building. Found electric baseboard for hallway and roof top unit is only for fresh air, not heating.			
APPROVAL FOR EXPENSE			
STRATA # <u>1691</u> PROP# <u>4031</u>			
AMT \$ <u>148.40</u> DATE <u>5/19/07</u>			
APPROVED BY <u>mm</u>			
G/L CODE <u>5580</u> POST MONTH <u></u>			
CONTROL # <u>236960</u>			
PAID MAY 16 2007			

G.S.T. #128238375 8.40

WE THANK YOU FOR YOUR
PATRONAGE.

TOTAL \$148.40

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Zoran Jelenovic,
16091 - 108 Ave
Surrey, B.C.
V4N 1P2

June 1, 2007

The Wynford Group,
Managing Agents for VR 1691, The Somerset
ATT: Property Manager, Mr. Marc Rotheberg
CC: Council President

Subject: Pet Complaint - Strata Plan VR 1691, The Somerset, # 206 - 1147 Nelson Street,
Vancouver, B.C.

Dear Property Manager:

Further to my letter in response to two letters received from you on behalf of Strata Council regarding the incident in which the dog of the tenants of our unit (#206) was involved, I understand that same was received by Strata Council. At this point I have not yet received official reply to that but hope that Strata Council will agree with proposed solution.

Regardless to outcome and Strata Council decision on that hereby I'm requesting following to be provided to undersigned:

- 1) Copy of the incident report that my tenant's dog was involved at
- 2) Facts and bases on which Strata Council has decided to request me to ask my tenants not to bring the dog back to the building
- 3) List of the units that have more than one dog
- 4) Actions that Strata Council is taking to address non authorized number of pets in the building
- 5) Actions that Strata Council is taking to address problem with pets at the common areas not being under the leash.

Hereby I also request following changes to our Strata Bylaws:

- 1) Owners of the units to be charged additional 15 % of maintenance fee per each dog that resides in their units

06/01/2007 06.01 0046423630

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June 1, 2007

Page 2

2) Owners of the units to be charged additional 15 % of their portion of the costs associated with maintenance or upgrade of the building interior per each dog that resides in their units. This is to apply for all current and future projects.

3) People who have been or are in violation of any part of Strata Bylaws not to be permitted to be at the Strata Council

I thank you for your attention and kindly request your confirmation on receipt of this letter.

Sincerely,


Zoran Jelenovic (Unit #206)

Home: +1 604 930 0945

Cell: +1 604 376 4665

Email: zoran.jelenovic@teekay.com

**Marc Rothberg**

From: Marc Rothberg [mrothberg@wynford.com]
Sent: Thursday, June 07, 2007 4:32 PM
To: 'Andrée Laplante'
Subject: RE: Flooring

Andree,

Thank you for advising of the specifications for your your underlay.

Regarding the cracking of the cement: building settlement would be an obvious cause. I will forward your concern to the Strata Council at the next meeting on June 13th. It would be great if you can send me some photographs, or I can see if a member of the Strata Council can inspect your unit. Please provide me with a contact number you can be reached at.

Note, if it's normal settlement cracks, and not a structural issue, it would be Owner responsibility to lay proper sub flooring to level out your new choice of flooring. Have you had a professional flooring contractor investigate the flooring in your unit?

Regards,

Marc Rothberg
Property Manager
The Wynford Group
815-1200 West 73rd Ave.
Vancouver, BC V6P 6G5
T: 604-261-0285
F: 604-261-9279

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-----Original Message-----

From: Andrée Laplante [mailto:andreelaplante@hotmail.com]
Sent: Monday, June 04, 2007 12:38 PM
To: mrothberg@wynford.com
Cc: Nathalie Travail
Subject: RE: Flooring

Hi Marc,

We are doing the floors on June 13-14. It is Aqualock laminate 12.4 mm with Dura-son underlayment 3.5 mm for an acoustical result of 65 FIIC (ASTM E1007-97). We are told it is the best choice for soundproofing of strata units.

We already removed the carpets as this W-E was the only time we could do it. Our apologies to the cleaning people for the dust. Our downstairs neighbour came to let us know it is noisy without the carpet so we are trying our best to reduce sounds until the work is completed.

The cement layer is badly cracked everywhere, the worst being in the dining room and living room. Mike Chess had told us he was aware of this - some of it was partially fixed before those carpets were put in, but obviously

6/7/2007



not successfully done. We took pictures of the worst cracks and are trying to find out to what extent it needs to be fixed before to put the laminate floor. Unless you know more about this yourself? An obvious result of the building settlement!

Regards,

Andree Laplante
Strata R-1691
Unit 401

From: mrothberg@wynford.com
To: andreelaplane@hotmail.com
Subject: RE: Flooring
Date: Mon, 21 May 2007 17:12:32 -0700

Andree,

The Bylaws of VR 1691 do not require an owner to apply to the Strata Council for permission to install hardwood flooring. You can still forward me the specifications of the work you intend to do, so that it can be kept on file. I highly recommend that you install an appropriate underlay with any hardwood flooring, to mitigate any noise complaint issues. It would also be a good idea to ensure your contractor has valid WCB coverage and 3rd party liability insurance. You may want to request proof of insurance and forward it to me along with the specifications.

Bylaws can be requested by contacting Bruce in our Forms Department, just call our main line. I don't think we are able to distribute electronic copies of Bylaws, you will have to check with Bruce.

I was not previously aware of the floor slope issue in your unit. I will check with Mike Chess. I may have to get the details from you again, and then forward the information to the Strata Council.

Sincerely,
Marc Rothberg
Property Manager
The Wynford Group
815-1200 West 73rd Ave.
Vancouver, BC V6P 6G5
T: 604-261-0285
F: 604-261-9279

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-----Original Message-----

From: Andrée Laplante [mailto:andreelaplane@hotmail.com]
Sent: Monday, May 14, 2007 1:10 PM
To: mrothberg@Wynford.com
Subject: Flooring

Hi Marc,

I was sure I had seen something regarding obtaining an authorization before to undertake any renovations (other than structural) within a strata unit. I even checked the minutes for the past couple of years. I may have gathered that following complain letters regarding noise linked to hardwood floors, renovation work or the like.

6/7/2007



To be on the safe side, we would appreciate if you could confirm we do not need to file any type of request to the Strata Council when we will decide to replace our carpets with either engineered and some kind of hardwood floors (using proper soundproofing layers of course). We wish to undertake this work some time this year.

Also, could you please forward an electronic copy of Somerset By-Laws ; this would help for quick searches !

Finally, I trust that Michael Chess forwarded to you his notes from his visit to our unit regarding notification of a slope in the corridor floor inside our unit, most likely due to building settlement, which we thinking strata council should be made aware of for future reference. Michael took pictures. I also mentioned to him that following inspection of the unit prior to purchasing it, we were notified by the inspector that one of the skylights was loose (enough to lift one of the corners by over an inch) and needed to be tightened. If I well remember, it is the small one over the kitchen.

Thank you !

Andree Laplante & Nathalie Michaud
401-1147 Nelson St.
604-647-1367
Andree's cell#604-219-1399

Do You Think That Your Home Is Bland And Boring? Add A Little Spice With The Help Of Professionals.

Invite your mail contacts to join your friends list with Windows Live Spaces. It's easy! Try it!

Neil & Son Restorations Ltd.

3441 Worthington Drive
Vancouver, B.C.
V5M 3Y1

Phone #	Fax #	E-mail	Date:
778 - 688 - 2554	604 - 434 - 2554	neil.son@telus net	5/10/2007

Estimate**44****RE: Mark Rothberg**

Strata Plan VR1691
The Somerset-
1147 Nelson Street
Vancouver, B.C.

Terms

Net 30

Customer Message:

PO# Required

Item	Description	Total
Pressure Washing	Pressure wash the underground parkade floor. Dates will need to be set for work to be completed in two stages: 1. Top half and then bottom half. 2. Owners will need to move vehicles to accommodate work in progress. Business Number: 859332371	500.00T
Extra work will be billed at \$35hr for one man \$70hr for two men Price does not include: - Removal of personal items. - Cost of labour and materials due to changes of specifications and materials stated above. Price good for 30 days		Subtotal \$500.00 GST \$30.00 PST#R375731 \$0.00 Total \$530.00

13 May 2007 12:02 PM HP LASERJET FAX

Neil & Son Restorations Ltd.

3441 Worthington Drive
Vancouver, B.C.
V5M 3Y1

Phone #	Fax #	E-mail	Date:
778 - 688 - 2554	604 - 434 - 2554	neil.son@telus.net	5/10/2007

Estimate

47

RE: Mark Rothberg

Strata Plan VR1691
The Somerset
1147 Nelson Street
Vancouver, B.C.

Terms

Net 30

Customer Message:

PO# Required

Item	Description	Qty	Total
Repairs & Mainte...	Repair crumbled/cracked concrete on the parkade floor's manhole near the garden hose. Open up cracked areas with jackhammer, refill cracks with concrete a skim coat over rough concrete to smooth out. Cars that are parked in stalls 16 and 38 will need to be notified to park in the main roadway for a 24-hour period to allow access to the upper parkade. NOTE: Price is based on pressure washing of the concrete surface around manhole, done FIRST but is not included in this quote to clean surface for the bonding of the new concrete to be applied. Business Number: 859332371		700.00T
Extra work will be billed at \$35/hr for one man \$70/hr for two men Price does not include:		Subtotal	\$700.00
- Cost of labour and materials due to changes of specifications and materials stated above.		GST	\$42.00
- Removal / installation of electrical/plumbing fixtures not stated above		PST#R375731	\$0.00
- Building permits or approvals, engineering, etc. are the owner's responsibility		Total	\$742.00
Price good for 30 days			

CLARK WILSON LLP

BC's Law Firm for Business

12

File No. 18166-0001

May 1, 2007

RECEIVED MAY 16 2007

Bill # 1756858



ATTENTION: Marc Rothberg
The Owners, Strata Plan VR 1691
c/o The Wynford Group
#815 - 1200 West 73rd Avenue
Vancouver, BC V6P 6G5

800-885 W Georgia Street
Vancouver, BC V6C 3H1
Tel. 604.687.5700
Fax 604.687.6314
G.S.T. No. R 121986806

ALL ACCOUNTS ARE DUE WHEN RENDERED. INTEREST AT THE RATE OF 14% PER ANNUM (1.17% PER MONTH) WILL BE CHARGED FROM THE DATE OF THIS ACCOUNT ON ANY PORTION HEREOF REMAINING OUTSTANDING FOR 30 DAYS.

Re: General

TO PROFESSIONAL SERVICES RENDERED to May 1, 2007 AS FOLLOWS:

04/24/07 To telephone call from and to Marc Rothberg, strata agent, regarding review of pet bylaw with instructions to review materials to be forwarded, including proposed pet bylaw;
04/25/07 To review of pet bylaw and related documentation forwarded by Mark Rothberg, strata agent;
05/01/07 To receipt of email from Marc Rothberg, strata agent; to responding by email to specific questions regarding "grandfathering" of pets; to amendments to draft pet bylaw; to forwarding amended bylaw to Marc Rothberg, strata agent, for review and comment;

TO OUR FEE: \$ 1,095.00

OUR ADMINISTRATION CHARGES

Copies \$ 1.20
\$ 1.20

TOTAL BEFORE TAXES: \$ 1,096.20

GOVERNMENT TAXES:

GST @ 6.0% on fees and disbursements \$ 65.77
except GST exempt disbursements:
Provincial Sales Tax @ 7.0% on fees: \$ 76.65
TOTAL TAXES: \$ 142.42

TOTAL INCLUDING GOVERNMENT TAXES: \$ 1,238.62

THIS IS OUR ACCOUNT

CLARK WILSON LLP

Per: *B. Elster*
Bonnie S. Elster

PAW/lcd
E. & O. E.

APPROVAL FOR PAYMENT

STRATA # _____ PROP# _____

AMT \$ _____ DATE _____

APPROVED BY _____

G/L CODE _____ POST MONTH _____

STRATA PLAN VR 1691 - THE SOMERSET
2007 / 2008 MONTHLY STRATA FEES and CRF CONTRIBUTIONS
(EFFECTIVE APRIL 1, 2007)

Annual Strata Fees	\$ 91,442.00	Total Aggregate	<u>26,527</u>
Annual CRF Contributions	\$ 17,210.00		
Total Annual Contributions	<u>\$ 108,652.00</u>		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	2007 / 2008 Monthly Operating Contribution	2007 / 2008 Monthly CRF Contribution	2007 / 2008 Total Monthly Strata Fees	One-time Adjustment for April, May, & June 2007
1	101	791	0.0298187	\$227.22	\$42.76	\$269.99	\$18.36
2	102	796	0.0300072	228.66	43.04	271.69	18.45
3	103	814	0.0306857	233.83	44.01	277.84	18.87
4	104	787	0.0296679	226.07	42.55	268.62	18.24
5	105	801	0.0301956	230.10	43.31	273.40	18.57
6	106	883	0.0332868	253.65	47.74	301.39	20.49
7	107	869	0.0327591	249.63	46.98	296.61	20.16
8	108	834	0.0314397	239.58	45.09	284.67	19.35
9	201	811	0.0305726	232.97	43.85	276.81	18.81
10	202	798	0.0300826	229.23	43.14	272.38	18.51
11	203	814	0.0306857	233.83	44.01	277.84	18.87
12	204	815	0.0307234	234.12	44.06	278.18	18.90
13	205	870	0.0327968	249.92	47.04	296.95	20.16
14	206	883	0.0332868	253.65	47.74	301.39	20.49
15	207	860	0.0324198	247.04	46.50	293.54	19.95
16	208	861	0.0324575	247.33	46.55	293.88	19.98
17	301	825	0.0311004	236.99	44.60	281.59	19.11
18	302	796	0.0300072	228.66	43.04	271.69	18.45
19	303	814	0.0306857	233.83	44.01	277.84	18.87
20	304	865	0.0326083	248.48	46.77	295.25	20.07
21	305	906	0.0341539	260.26	48.98	309.24	21.00
22	306	883	0.0332868	253.65	47.74	301.39	20.49
23	307	860	0.0324198	247.04	46.50	293.54	19.95
24	308	875	0.0329853	251.35	47.31	298.66	20.31
25	401	825	0.0311004	236.99	44.60	281.59	19.11
26	402	798	0.0300826	229.23	43.14	272.38	18.51
27	403	814	0.0306857	233.83	44.01	277.84	18.87
28	404	656	0.0247295	188.44	35.47	223.91	15.21
29	405	705	0.0265767	202.52	38.12	240.63	16.35
30	406	883	0.0332868	253.65	47.74	301.39	20.49
31	407	860	0.0324198	247.04	46.50	293.54	19.95
32	408	875	0.0329853	251.35	47.31	298.66	20.31
		26527	100%	\$7,620.17	\$1,434.17	\$9,054.33	\$615.21

Yearly (x 12)	<u>\$91,442.00</u>	<u>\$17,210.00</u>	<u>\$108,652.00</u>
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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 1691, THE SOMERSET, HELD ON WEDNESDAY, JUNE 13th, 2007, AT 6:00 P.M., IN UNIT #105 – 1147 NELSON STREET, VANCOUVER, B.C.

In Attendance:	Eshtel Issa	#404
	Randy Atkinson	#102
	David Nelson	#204
	Betty Carter	#407
	Susan Munroe	#105
	Loreya Montayne	#203
	Shana Orlowsky	#305

Property Manager: Marc Rothberg The Wynford Group

1. CALL TO ORDER

The Property Manager called the meeting to order at 6:05 p.m.

2. ELECTION OF OFFICERS

The following Council members were nominated/volunteered to take on Executive positions, and it was agreed by Council to accept:

President	Esthel Issa
Vice-President	Randy Atkinson
Treasurer	David Nelson
Secretary	Betty Carter

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED AND CARRIED (Unanimously)** to approve the Minutes of the April 11th, 2007 Council meeting, as circulated.

4. BUSINESS ARISING FROM MINUTES

A. Interior Decorating Project

The contractor, Remdal Painting & Restoration, has ordered materials for the project. A meeting is being coordinated with Remdal and the interior designer to review the specifications/scope-of-work. It is expected, pending the availability of the materials, that the work will commence between June 15th – 30th, 2007. Council agreed that two hooks should be installed in the front lobby for Residents to attach a dog leash to facilitate cleaning of dogs. Council will supply the hooks, and provide them to Remdal to be installed as part of the project. Council also noted that new entrance mats and a mud scraper should be put in the front lobby. Council will investigate various options for mats that would look nice with the new interior.

B. Hallway Heat

Further to complaints about the hallways being too cold, Artisan Plumbing investigated the make-up air unit, and advised that the hallway vents circulate outside air into the hallways but do not heat the air.

Council noted that there are electric baseboard heaters in the hallways that do not seem to provide any heat. Council will investigate if there is a breaker/thermostat to control them. An electrician may investigate the heaters, if necessary.

C. Dog Incident – Unit #206

The Owner of Unit #206 sent in correspondence and advised that the tenants with the 'aggressive dog' have moved out of the building. The Owner inquired about various other items that the Property Manager will address with the Owner.

D. Recycling Bins

The Property Manager advised that another mixed-paper blue recycling bin has been ordered from the City of Vancouver. A date as to when the bin will be delivered could not be confirmed.

E. Hot Water Supply

Further to complaints about the lack of hot water during the morning time, the Property Manager advised that Cambridge Plumbing and Artisan Plumbing have investigated, and required repair work/adjustments have been completed, as necessary. Council noted that the water might not be as hot during the morning because of the high demand for hot water at that time.

F. Front Garden

The Property Manager presented a quote from Deerwood Landscaping Ltd. for landscape improvements to the front garden. Council requested the quote be revised to include only the retaining wall and new topsoil items. **Volunteers are needed to water the front garden; Council will circulate a sign-up sheet/watering schedule.** An upgrade to an automated sprinkler system will be looked into as a long-term solution.

G. Clarification of Pet Bylaw

Council reminds all Residents that the following pet Bylaw update was approved at the AGM (a full set of Bylaws can be obtained from The Wynford Group):

4. Pets

In this bylaw, the following definitions apply:

"Aggressive dog" means:

- (a) a dog with a known propensity, tendency, or disposition to attack without provocation other domestic animals or human beings, or*
- (b) a dog which has bitten another domestic animal or human being without provocation; or*
- (c) snarling, growling or pursuing another animal or person.*

"Dangerous dog" means:

- (a) any dog that has killed or injured any person or another animal while running at large; or*
- (b) any dog that aggressively harasses or pursues another person or animal while running at large; or*
- (c) any dog primarily owned or owned in part for the purpose of dog fighting or is trained for dog fighting; or*

(d) a Pit Bull Terrier, American Pit Bull Terrier, Pit Bull, Staffordshire Bull Terrier, American Staffordshire Terrier or any dog of mixed breeding that includes any of these breeds; or any dog that has the appearance and physical characteristics predominantly conforming to these standards for any of the above breeds; or

(e) any dog that an animal control officer has reasonable grounds to believe is likely to kill or seriously injure a person; or

(f) any dog that, according to the records of the SPCA, RCMP or City of Vancouver or other municipality, or to the knowledge of the owner, has killed, injured, or aggressively harassed or pursued a person or animal.

"Run at large" or "running at large" means:

(a) being on the common property, including limited common property and

(i) not being under the immediate charge and control of a responsible person; or

(ii) not on a leash and under the immediate and effective control of a competent person; or

(b) with respect to a **dangerous dog** or an **aggressive dog**, not muzzled.

Leash" or "leashed" means a device, or use of a device, of leather, metal, nylon or other similar strong material no more than three (3) metres in length and of sufficient strength and design to restrain the size and strength of animal for which it will be (or is being) used. One end must remain securely affixed to a collar or harness securely attached to the dog with the other end held by a person capable of controlling the dog at all times.

"Muzzled" means a humane fastening or covering device of adequate strength placed over the mouth of a dog designed to prevent the dog from biting or injuring any person or another animal.

(1) An owner, tenant or occupant or visitor must not keep or harbour a dangerous dog or aggressive dog on a strata lot or common property, including limited common property.

(2) An owner, tenant, occupant or visitor must ensure that a dog does not:

(a) kill or injure a person or animal; or

(b) aggressively pursue or harass a person or animal without provocation.

(3) Owners, tenants or occupants must not keep a pet on a strata lot other than one or more of the following:

(a) a reasonable number of fish or other small aquarium animals;

(b) a reasonable number of small caged mammals;

(c) up to 2 caged birds;

(d) two dogs or two cats or one dog and one cat (i.e. maximum two pets per strata lot).

(4) An owner, tenant or occupant must not harbour exotic pets, including not exhaustively, snakes, reptiles, spiders or large members of the cat family.

(5) A strata lot owner must assume all liability for all actions by a pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.

*(6) An owner, tenant or occupant must ensure that a pet does not soil common property. Pets **must** be cleaned off before entering the building or the elevator. Pets may be cleaned off in the underground garage.*

5. **NEW BUSINESS**

A. Key/Remote Distribution

Residents needing to purchase a garage remote or common key can do so from the Treasurer, David Nelson, directly at the building. Common keys are currently \$25 and remotes are \$35. Council will also assume responsibility for deleting remote ID numbers from the system. The Property Manager provided programming instructions to Council. Residents must report lost/stolen garage remotes to The Wynford Group.

B. Window Cleaning

The Property Manager presented a quote from Ace Window Cleaners Ltd. for inaccessible exterior window and skylight cleaning. It was **MOVED, SECONDED, AND CARRIED (Unanimously)** to approve the quote in the amount of \$800 plus Taxes.

C. Enterphone Timer Repair

The Property Manager advised that the postal timer on the enterphone needed to be replaced. Allied Access Systems was authorized to conduct the repairs. The work is complete.

D. Flooring

An Owner submitted correspondence regarding cracking of the sub-floor in the unit due to building settlement. Council noted that Owners are responsible to upgrade the sub-floor if necessary when upgrading flooring. Owners are also responsible for any liability during the installation of an improvement, as well as all repairs, maintenance, and insurance.

E. Maintenance Quotes

The Property Manager presented two quotes from Neil & Sons for garage pressure washing and concrete repair. It was **MOVED, SECONDED, AND CARRIED (Unanimously)** to approve the pressure washing quote in the amount of \$530, and the concrete repair of the garage floor quote in the amount of \$742. A notice will be posted advising Residents when the work is scheduled and when vehicles will have to be removed from the garage.

It was noted that there is outstanding work that was previously approved by Council for Neil & Sons to complete. The Property Manager will have Neil follow up with Council to ensure the outstanding items are completed. Council also approved that the contractor spot-check and clean the roof as necessary.

6. **FINANCIAL REPORT**

A. Operating Statements

It was **MOVED, SECONDED, AND CARRIED (Unanimously)** to approve the March and April 2007 Operating Statements, as prepared by The Wynford Group.

B. Receivables Report

Council was presented with a receivables report. Most units are showing a small balance owing due to the retroactive fee increase per the budget approved at the AGM in May. All Owners should have

received instructions attached to the AGM Minutes on how to pay the one-time retroactive amount. Statements will be sent to all Owners with outstanding fees. To avoid penalties, all Owners must ensure their account is kept up to date.

C. Invoice Approval

It was **MOVED, SECONDED, AND CARRIED (Unanimously)** to approve an invoice from Clark Wilson LLP in the amount of \$1238.62 for legal services.

7. **CORRESPONDENCE**

A. Charge Back – Unit #206

An Owner advised that the cost of an invoice charged back to the unit is unreasonable. Council agreed that the Owner would be responsible for the charge back of the invoice from Artisan Plumbing, due to a leak into the unit below caused by a defective dishwasher. It was noted that the call out was after-hours and was charged at an overtime rate.

B. Unleashed Dog – Unit #206

An Owner advised of seeing another dog in the common area of the building unleashed. Council reminds Residents that all dogs must be on a leash when on Common Property per the Bylaws.

8. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 8:30 p.m.

The next meeting is scheduled for Wednesday, August 15th, 2007, at 6:00 p.m., in Unit #204.

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO “STRATA PLAN VR 1691” AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.
--

Do you have a question regarding payment of your account? If so, please call 604-261-0285 and ask for Local 335.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.
--

THE WYNFORD GROUP OFFICE HOURS ARE 9:00 A.M. TO 5:00 P.M., MONDAY TO FRIDAY. FOR AFTER-HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS “1” TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

(06/18/07)

(MIN-06.11.169)

Balance Sheet (Accrual)
VR-1691 THE SOMERSET - (4031)
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CURRENT ASSETS

Bank - Vancity Savings	4,715.28
Bank-Vancity Special Levy	102,255.33
Equity Shares - Vancity	167.70
Fees Receivable	585.41
Move-in/Move-out Receivable	100.00
Other Receivables	809.70
Miscellaneous Receivable	36.33
Prepaid Insurance	4,538.52

TOTAL CURRENT ASSETS 113,208.27

TOTAL ASSETS 113,208.27

CURRENT LIABILITIES

Strata Fees - Prepayment	444.80
Deposits Held	631.50
Accrued Audit Fees	192.36

TOTAL CURRENT LIABILITIES 1,268.66

EQUITY

Operating Fund-Past Yrs	5,404.37
Fund Balance Current Year	4,279.91
Special Assessment #1	-32,498.09
SPA. Interest Reserve	4,753.42
CRF Approved Transfer	130,000.00

TOTAL EQUITY 111,939.61

TOTAL LIABS & EQUITY 113,208.27

Budget Comparison (Accrual)
VR-1691 THE SOMERSET - (4031)
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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
REVENUES									
Strata Fees	8,849.25	9,054.33	-205.08	-2.26	27,162.96	27,162.99	-0.03	0.00	108,652.00
Interest Income	32.29	50.00	-17.71	-35.42	89.03	150.00	-60.97	-40.65	600.00
Move-in/Move-out Charges	100.00	0.00	100.00	0	100.00	0.00	100.00	0	0.00
Key Revenue	25.00	0.00	25.00	0	50.00	0.00	50.00	0	0.00
Door Openers - Transmitters	0.00	0.00	0.00	0	70.00	0.00	70.00	0	0.00
Owner Chargebacks	534.10	0.00	534.10	0	534.10	0.00	534.10	0	0.00
TOTAL REVENUES	9,540.64	9,104.33	436.31	4.79	28,006.09	27,312.99	693.10	2.54	109,252.00
EXPENSES									
ADMINISTRATIVE EXPENSES									
Management Fees	901.00	901.00	0.00	0.00	2,703.00	2,703.00	0.00	0.00	10,812.00
Bank Administration Fee	15.00	15.00	0.00	0.00	45.00	45.00	0.00	0.00	180.00
Photos/Postage/Courier	275.41	83.33	-192.08	-230.5	366.50	249.99	-116.51	-46.61	1,000.00
Legal	1,238.62	83.33	-1,155.29	-1,386	1,238.62	249.99	-988.63	-395.4	1,000.00
Audit-Real Estate Services Act	41.67	16.67	-25.00	-149.9	125.01	50.01	-75.00	-149.9	200.00
Insurance Expense	756.42	750.00	-6.42	-0.86	2,269.26	2,250.00	-19.26	-0.86	9,000.00
Miscellaneous	39.77	41.67	1.90	4.56	96.32	125.01	28.69	22.95	500.00
TOTAL ADMINISTRATIVE EXP	3,267.89	1,891.00	-1,376.89	-72.81	6,843.71	5,673.00	-1,170.71	-20.64	22,692.00
UTILITIES									
BC Hydro Electricity	223.76	250.00	26.24	10.50	427.17	750.00	322.83	43.04	3,000.00
Gas	923.32	1,166.67	243.35	20.86	1,779.35	3,500.01	1,720.66	49.16	14,000.00
Water/Sewer	0.00	625.00	625.00	100.00	60.24	1,875.00	1,814.76	96.79	7,500.00
Garbage Disposal	512.85	208.33	-304.52	-146.1	695.70	624.99	-70.71	-11.31	2,500.00
TOTAL UTILITIES	1,659.93	2,250.00	590.07	26.23	2,962.46	6,750.00	3,787.54	56.11	27,000.00
BUILDING MAINTENANCE									
Janitorial	805.60	833.33	27.73	3.33	2,416.80	2,499.99	83.19	3.33	10,000.00
Supplies	0.00	41.67	41.67	100.00	0.00	125.01	125.01	100.00	500.00
Pest Control	43.48	58.33	14.85	25.46	130.44	174.99	44.55	25.46	700.00
Elevator Maintenance	167.90	183.33	15.43	8.42	503.70	549.99	46.29	8.42	2,200.00
Fire Equipment	340.00	125.00	-215.00	-172.0	589.10	375.00	-214.10	-57.09	1,500.00
Locks & Keys	502.70	41.67	-461.03	-1,106	502.70	125.01	-377.69	-302.1	500.00
Repair & Maint, Building	3,078.24	1,350.00	-1,728.24	-128.0	4,516.66	4,050.00	-466.66	-11.52	16,200.00
TOTAL BUILDING MAINT	4,937.92	2,633.33	-2,304.59	-87.52	8,659.40	7,899.99	-759.41	-9.61	31,600.00
EXTERIOR MAINT & REPAIRS									
Exterior Repair/Maint	534.10	645.83	111.73	17.30	534.10	1,937.49	1,403.39	72.43	7,750.00
TOTAL EXTERIOR M & R	534.10	645.83	111.73	17.30	534.10	1,937.49	1,403.39	72.43	7,750.00
GROUNDS & GARDENS									
Landscaping Services	424.00	250.00	-174.00	-69.60	424.00	750.00	326.00	43.47	3,000.00
TOTAL GROUNDS & GARDENS	424.00	250.00	-174.00	-69.60	424.00	750.00	326.00	43.47	3,000.00
TOTAL OPERATING EXPENSES	10,823.84	7,670.16	-3,153.68	-41.12	19,423.67	23,010.48	3,586.81	15.59	92,042.00
BALANCE BEFORE RESERVES	-1,283.20	1,434.17	-2,717.37	-189.4	8,582.42	4,302.51	4,279.91	99.47	17,210.00
TRANSFER TO RESERVES									
Contingency Reserves	1,434.17	1,434.17	0.00	0.00	4,302.51	4,302.51	0.00	0.00	17,210.00
TOTAL TO CONTINGENCY RESER	1,434.17	1,434.17	0.00	0.00	4,302.51	4,302.51	0.00	0.00	17,210.00
NET SURPLUS/(DEFICIT)	-2,717.37	0.00	-2,717.37	0	4,279.91	0.00	4,279.91	0	0.00

Balance Sheet (Accrual)
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CURRENT ASSETS

Bank - Vancity Savings	68,824.22
TOTAL CURRENT ASSETS	<u>68,824.22</u>

TOTAL ASSETS

68,824.22

EQUITY

Fund Balance Current Year	5,020.37
Contingency Reserve Fund	63,803.85
TOTAL EQUITY	<u>68,824.22</u>

TOTAL LIABS & EQUITY

68,824.22

Budget Comparison (Accrual)
VR-1691 - SOMERSET-CONTINGENCY - (4031-1)
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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
REVENUES									
Revenue from Operating	1,434.17	0.00	1,434.17	0	4,302.51	0.00	4,302.51	0	0.00
Interest Income	248.05	0.00	248.05	0	717.86	0.00	717.86	0	0.00
TOTAL REVENUES	1,682.22	0.00	1,682.22	0	5,020.37	0.00	5,020.37	0	0.00
EXPENSES									
BALANCE BEFORE RESERVES	1,682.22	0.00	1,682.22	0	5,020.37	0.00	5,020.37	0	0.00
NET SURPLUS/(DEFICIT)	1,682.22	0.00	1,682.22	0	5,020.37	0.00	5,020.37	0	0.00

Balance Sheet (Accrual)
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CURRENT ASSETS	
Bank - Vancity Savings	2,950.44
Bank-Vancity Special Levy	108,025.29
Equity Shares - Vancity	167.70
Fees Receivable	34.54
Move-in/Move-out Receivable	100.00
Other Receivables	809.70
Miscellaneous Receivable	36.33
Prepaid Insurance	3,782.10
TOTAL CURRENT ASSETS	115,906.10
TOTAL ASSETS	115,906.10
CURRENT LIABILITIES	
Strata Fees - Prepayment	760.68
Deposits Held	631.50
Accrued Audit Fees	234.03
TOTAL CURRENT LIABILITIES	1,626.21
EQUITY	
Fund Balance Current Year	6,254.60
Special Assessment #1	-27,093.72
SPA. Interest Reserve	5,119.01
CRF Approved Transfer	130,000.00
TOTAL EQUITY	114,279.89
TOTAL LIABS & EQUITY	115,906.10

Budget Comparison (Accrual)
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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
REVENUES									
Strata Fees	9,054.32	9,054.33	-0.01	0.00	36,217.28	36,217.32	-0.04	0.00	108,652.00
Interest Income	38.52	50.00	-11.48	-22.96	127.55	200.00	-72.45	-36.23	600.00
Move-in/Move-out Charges	0.00	0.00	0.00	0	100.00	0.00	100.00	0	0.00
Key Revenue	0.00	0.00	0.00	0	50.00	0.00	50.00	0	0.00
Door Openers - Transmitters	0.00	0.00	0.00	0	70.00	0.00	70.00	0	0.00
Owner Chargebacks	0.00	0.00	0.00	0	534.10	0.00	534.10	0	0.00
TOTAL REVENUES	9,092.84	9,104.33	-11.49	-0.13	37,098.93	36,417.32	681.61	1.87	109,252.00
EXPENSES									
ADMINISTRATIVE EXPENSES									
Management Fees	901.00	901.00	0.00	0.00	3,604.00	3,604.00	0.00	0.00	10,812.00
Bank Administration Fee	15.00	15.00	0.00	0.00	60.00	60.00	0.00	0.00	180.00
Photos/Postage/Courier	403.28	83.33	-319.95	-383.9	769.78	333.32	-436.46	-130.9	1,000.00
Legal	85.70	83.33	-2.37	-2.84	1,324.32	333.32	-991.00	-297.3	1,000.00
Audit-Real Estate Services Act	41.67	16.67	-25.00	-149.9	166.68	66.68	-100.00	-149.9	200.00
Insurance Expense	756.42	750.00	-6.42	-0.86	3,025.68	3,000.00	-25.68	-0.86	9,000.00
Miscellaneous	56.00	41.67	-14.33	-34.39	152.32	166.68	14.36	8.62	500.00
TOTAL ADMINISTRATIVE EXP	2,259.07	1,891.00	-368.07	-19.46	9,102.78	7,564.00	-1,538.78	-20.34	22,692.00
UTILITIES									
BC Hydro Electricity	191.32	250.00	58.68	23.47	618.49	1,000.00	381.51	38.15	3,000.00
Gas	661.16	1,166.67	505.51	43.33	2,440.51	4,666.68	2,226.17	47.70	14,000.00
Water/Sewer	989.20	625.00	-364.20	-58.27	1,049.44	2,500.00	1,450.56	58.02	7,500.00
Garbage Disposal	182.85	208.33	25.48	12.23	878.55	833.32	-45.23	-5.43	2,500.00
TOTAL UTILITIES	2,024.53	2,250.00	225.47	10.02	4,986.99	9,000.00	4,013.01	44.59	27,000.00
BUILDING MAINTENANCE									
Janitorial	805.60	833.33	27.73	3.33	3,222.40	3,333.32	110.92	3.33	10,000.00
Supplies	0.00	41.67	41.67	100.00	0.00	166.68	166.68	100.00	500.00
Pest Control	43.48	58.33	14.85	25.46	173.92	233.32	59.40	25.46	700.00
Elevator Maintenance	349.90	183.33	-166.57	-90.86	853.60	733.32	-120.28	-16.40	2,200.00
Fire Equipment	0.00	125.00	125.00	100.00	589.10	500.00	-89.10	-17.82	1,500.00
Locks & Keys	0.00	41.67	41.67	100.00	502.70	166.68	-336.02	-201.6	500.00
Repair & Maint, Building	201.40	1,350.00	1,148.60	85.08	4,718.06	5,400.00	681.94	12.63	16,200.00
TOTAL BUILDING MAINT	1,400.38	2,633.33	1,232.95	46.82	10,059.78	10,533.32	473.54	4.50	31,600.00
EXTERIOR MAINT & REPAIRS									
Exterior Repair/Maint	0.00	645.83	645.83	100.00	534.10	2,583.32	2,049.22	79.33	7,750.00
TOTAL EXTERIOR M & R	0.00	645.83	645.83	100.00	534.10	2,583.32	2,049.22	79.33	7,750.00
GROUPS & GARDENS									
Landscaping Services	0.00	250.00	250.00	100.00	424.00	1,000.00	576.00	57.60	3,000.00
TOTAL GROUPS & GARDENS	0.00	250.00	250.00	100.00	424.00	1,000.00	576.00	57.60	3,000.00
TOTAL OPERATING EXPENSES	5,683.98	7,670.16	1,986.18	25.89	25,107.65	30,680.64	5,572.99	18.16	92,042.00
BALANCE BEFORE RESERVES	3,408.86	1,434.17	1,974.69	137.69	11,991.28	5,736.68	6,254.60	109.03	17,210.00
TRANSFER TO RESERVES									
Contingency Reserves	1,434.17	1,434.17	0.00	0.00	5,736.68	5,736.68	0.00	0.00	17,210.00
TOTAL TO CONTINGENCY RESER	1,434.17	1,434.17	0.00	0.00	5,736.68	5,736.68	0.00	0.00	17,210.00
NET SURPLUS/(DEFICIT)	1,974.69	0.00	1,974.69	0	6,254.60	0.00	6,254.60	0	0.00

Balance Sheet (Accrual)
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CURRENT ASSETS	
Bank - Vancity Savings	70,504.46
TOTAL CURRENT ASSETS	70,504.46
TOTAL ASSETS	70,504.46
EQUITY	
Fund Balance Current Year	6,700.61
Contingency Reserve Fund	63,803.85
TOTAL EQUITY	70,504.46
TOTAL LIABS & EQUITY	70,504.46

Budget Comparison (Accrual)
VR-1691 - SOMERSET-CONTINGENCY - (4031-1)
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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
REVENUES									
Revenue from Operating	1,434.17	0.00	1,434.17	0	5,736.68	0.00	5,736.68	0	0.00
Interest Income	246.07	0.00	246.07	0	963.93	0.00	963.93	0	0.00
TOTAL REVENUES	1,680.24	0.00	1,680.24	0	6,700.61	0.00	6,700.61	0	0.00
EXPENSES									
BALANCE BEFORE RESERVES	1,680.24	0.00	1,680.24	0	6,700.61	0.00	6,700.61	0	0.00
NET SURPLUS/(DEFICIT)	1,680.24	0.00	1,680.24	0	6,700.61	0.00	6,700.61	0	0.00

Balance Sheet (Accrual)
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CURRENT ASSETS

Bank - Vancity Savings	7,637.25
Bank-Vancity Special Levy	85,061.14
Equity Shares - Vancity	167.70
Fees Receivable	41.37
Move-in/Move-out Receivable	100.00
Miscellaneous Receivable	36.33
Prepaid Insurance	3,025.68
TOTAL CURRENT ASSETS	96,069.47

TOTAL ASSETS

96,069.47

CURRENT LIABILITIES

Strata Fees - Prepayment	488.99
Deposits Held	631.50
Accounts Payable	2,596.37
Accrued Audit Fees	275.70
TOTAL CURRENT LIABILITIES	3,992.56

EQUITY

Fund Balance Current Year	9,612.14
Special Assessment #1	-53,057.37
SPA. Interest Reserve	5,522.14
CRF Approved Transfer	130,000.00
TOTAL EQUITY	92,076.91

TOTAL LIABS & EQUITY

96,069.47

Budget Comparison (Accrual)
VR-1691 THE SOMERSET - (4031)
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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
REVENUES									
Strata Fees	9,054.32	9,054.33	-0.01	0.00	45,271.60	45,271.65	-0.05	0.00	108,652.00
Interest Income	27.77	50.00	-22.23	-44.46	155.32	250.00	-94.68	-37.87	600.00
Move-in/Move-out Charges	100.00	0.00	100.00	0	200.00	0.00	200.00	0	0.00
Key Revenue	0.00	0.00	0.00	0	50.00	0.00	50.00	0	0.00
Door Openers - Transmitters	70.00	0.00	70.00	0	140.00	0.00	140.00	0	0.00
Owner Chargebacks	0.00	0.00	0.00	0	534.10	0.00	534.10	0	0.00
TOTAL REVENUES	9,252.09	9,104.33	147.76	1.62	46,351.02	45,521.65	829.37	1.82	109,252.00
EXPENSES									
ADMINISTRATIVE EXPENSES									
Management Fees	901.00	901.00	0.00	0.00	4,505.00	4,505.00	0.00	0.00	10,812.00
Bank Administration Fee	15.00	15.00	0.00	0.00	75.00	75.00	0.00	0.00	180.00
Photos/Postage/Courier	20.20	83.33	63.13	75.76	789.98	416.65	-373.33	-89.60	1,000.00
Legal	0.00	83.33	83.33	100.00	1,324.32	416.65	-907.67	-217.8	1,000.00
Audit-Real Estate Services Act	41.67	16.67	-25.00	-149.9	208.35	83.35	-125.00	-149.9	200.00
Insurance Expense	756.42	750.00	-6.42	-0.86	3,782.10	3,750.00	-32.10	-0.86	9,000.00
Miscellaneous	0.00	41.67	41.67	100.00	152.32	208.35	56.03	26.89	500.00
TOTAL ADMINISTRATIVE EXP	1,734.29	1,891.00	156.71	8.29	10,837.07	9,455.00	-1,382.07	-14.62	22,692.00
UTILITIES									
BC Hydro Electricity	207.66	250.00	42.34	16.94	826.15	1,250.00	423.85	33.91	3,000.00
Gas	596.21	1,166.67	570.46	48.90	3,036.72	5,833.35	2,796.63	47.94	14,000.00
Water/Sewer	0.00	625.00	625.00	100.00	1,049.44	3,125.00	2,075.56	66.42	7,500.00
Garbage Disposal	182.85	208.33	25.48	12.23	1,061.40	1,041.65	-19.75	-1.90	2,500.00
TOTAL UTILITIES	986.72	2,250.00	1,263.28	56.15	5,973.71	11,250.00	5,276.29	46.90	27,000.00
BUILDING MAINTENANCE									
Janitorial	805.60	833.33	27.73	3.33	4,028.00	4,166.65	138.65	3.33	10,000.00
Supplies	0.00	41.67	41.67	100.00	0.00	208.35	208.35	100.00	500.00
Pest Control	45.60	58.33	12.73	21.82	219.52	291.65	72.13	24.73	700.00
Elevator Maintenance	167.90	183.33	15.43	8.42	1,021.50	916.65	-104.85	-11.44	2,200.00
Fire Equipment	0.00	125.00	125.00	100.00	589.10	625.00	35.90	5.74	1,500.00
Locks & Keys	423.47	41.67	-381.80	-916.2	926.17	208.35	-717.82	-344.5	500.00
Repair & Maint, Building	84.80	1,350.00	1,265.20	93.72	4,802.86	6,750.00	1,947.14	28.85	16,200.00
TOTAL BUILDING MAINT	1,527.37	2,633.33	1,105.96	42.00	11,587.15	13,166.65	1,579.50	12.00	31,600.00
EXTERIOR MAINT & REPAIRS									
Exterior Repair/Maint	0.00	645.83	645.83	100.00	534.10	3,229.15	2,695.05	83.46	7,750.00
TOTAL EXTERIOR M & R	0.00	645.83	645.83	100.00	534.10	3,229.15	2,695.05	83.46	7,750.00
GROUPS & GARDENS									
Landscaping Services	212.00	250.00	38.00	15.20	636.00	1,250.00	614.00	49.12	3,000.00
TOTAL GROUPS & GARDENS	212.00	250.00	38.00	15.20	636.00	1,250.00	614.00	49.12	3,000.00
TOTAL OPERATING EXPENSES	4,460.38	7,670.16	3,209.78	41.85	29,568.03	38,350.80	8,782.77	22.90	92,042.00
BALANCE BEFORE RESERVES	4,791.71	1,434.17	3,357.54	234.11	16,782.99	7,170.85	9,612.14	134.04	17,210.00
SPECIAL & RESERVES EXPD									
Special Assessment Exp.	-25,963.65	0.00	-25,963.65	0	-25,963.65	0.00	-25,963.65	0	0.00
SPA Transfer To Equity	25,963.65	0.00	25,963.65	0	25,963.65	0.00	25,963.65	0	0.00
TRANSFER TO RESERVES									
Contingency Reserves	1,434.17	1,434.17	0.00	0.00	7,170.85	7,170.85	0.00	0.00	17,210.00
TOTAL TO CONTINGENCY RESER	1,434.17	1,434.17	0.00	0.00	7,170.85	7,170.85	0.00	0.00	17,210.00
NET SURPLUS/(DEFICIT)	3,357.54	0.00	3,357.54	0	9,612.14	0.00	9,612.14	0	0.00

Balance Sheet (Accrual)
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CURRENT ASSETS	
Bank - Vancity Savings	72,209.16
TOTAL CURRENT ASSETS	72,209.16
TOTAL ASSETS	72,209.16
EQUITY	
Fund Balance Current Year	8,405.31
Contingency Reserve Fund	63,803.85
TOTAL EQUITY	72,209.16
TOTAL LIABS & EQUITY	72,209.16

Budget Comparison (Accrual)
VR-1691 - SOMERSET-CONTINGENCY - (4031-1)
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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
REVENUES									
Revenue from Operating	1,434.17	0.00	1,434.17	0	7,170.85	0.00	7,170.85	0	0.00
Interest Income	270.53	0.00	270.53	0	1,234.46	0.00	1,234.46	0	0.00
TOTAL REVENUES	1,704.70	0.00	1,704.70	0	8,405.31	0.00	8,405.31	0	0.00
EXPENSES									
BALANCE BEFORE RESERVES	1,704.70	0.00	1,704.70	0	8,405.31	0.00	8,405.31	0	0.00
NET SURPLUS/(DEFICIT)	1,704.70	0.00	1,704.70	0	8,405.31	0.00	8,405.31	0	0.00