



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 1691,
THE SOMERSET, HELD ON MONDAY, OCTOBER 20th, 2008, AT 6:30 P.M., IN UNIT #106
– 1147 NELSON STREET, VANCOUVER, B.C.**

In Attendance:	Randy Atkinson	President	#102
	Susan Munroe	Vice-President	#105
	Linda Nelson	Treasurer	#204
	Loreya Montayne	Secretary	#203
	Steve Lemire		#103
	Jeanne Krabbendam		#106
	Drew Morritt		#302

Property Manager: Marc Rothberg The Wynford Group

1. **CALL TO ORDER**

The Council President called the meeting to order at 6:37 p.m.

2. **NEW COUNCIL MEMBER**

Shana Martin, Treasurer, resigned from Council due to moving. Council thanks Shana for her time and contributions while on Council. It was agreed by Council to accept Linda Nelson (#204) to join Council as Treasurer.

3. **MINUTES OF THE PREVIOUS MEETING**

Council agreed to re-issue and circulate the Minutes of the previous meeting, due to confusion in the wording of New Business, Item C. Council agreed on amended wording. All Owners will receive a new copy of the August 19th, 2008 Minutes. Council declared the previous circulated copy to be void.

It was **MOVED / SECONDED AND CARRIED** to approve the Minutes of the August 19th, 2008 Council meeting, as amended.

4. **BUSINESS ARISING FROM MINUTES**

A. Interior Decorating Project

The contractor has still not completed the suite numbers and lobby cabinet. It was agreed that a Council member would contact Remdal directly to express dissatisfaction, and with anticipation resolve the outstanding issues in a timely manner.

B. Annual Fire Inspection

Second round of testing / repairs has been completed by Fire-Pro. A few units remain outstanding. Council directed the Property Manager to send letters to the units.

C. Sewer Vent Cleaning

Milani Plumbing has completed the sewer vent cleaning. The Property Manager will draft an annual maintenance schedule as a guideline for Council.

D. Maintenance Person

Council agreed to adopt the recommendation of the Maintenance Committee, per the Committee Minutes dated September 8th, 2008, to proceed with utilizing a maintenance company (NP Universal) for general “handyman” maintenance / repair work. Council presented a list of various tasks that could be assigned to the handyman. It was agreed that the handyman would bill at an hourly rate, plus materials, on a job-by-job basis.

It was agreed by Council that the Committee has the authority to approve “odds & ends” work for the Handyman, up to a cost of \$500 per repair, as necessary.

E. Bike Racks

Council investigated options to increase bike storage security in the parking garage. It was agreed that there are not any feasible options to enhance security beyond what is in place. Council agreed there is no space to add additional bike storage racks.

F. Entrance Mats

Council has ordered new mats. Council will look into the option of bolting them into the floor to make them difficult to steal.

G. Carpet Cleaning

Council reviewed a quote for common area carpet cleaning of the whole building. Council agreed to defer carpet cleaning until springtime. The Property Manager will arrange for cleaning of a stain noted on the second floor. Full floor will be done if more cost-effective.

5. NEW BUSINESS

A. Insurance Appraisal Renewal

Renewal of insurance appraisal with Suncorp Valuations is complete.

B. Dryer Vents

It was **MOVED / SECONDED AND CARRIED** to proceed with dryer vent cleaning, in an amount of no more than 10% greater than done previously. The Property Manager will obtain quotes.

C. Volunteer Accident Insurance

The Property Manager will obtain the cost from Coastal Insurance for volunteer accident insurance.

D. Lobby Mirror

It was **MOVED / SECONDED AND CARRIED** to approve the purchase of a mirror for the front lobby, in an amount up to \$100. A Council member will obtain the mirror.

E. Compost Bin

A compost bin was noted in the parking garage in violation of the Bylaws. A warning letter will be sent to the unit to remove the bin.

F. Ground Floor Garden

An Owner garden is overgrown and blocking a gate from closing properly, posing a security risk. The Property Manager will send a letter to the unit asking to trim back their garden.

6. **FINANCIAL REPORT**

A. Operating Statements

It was **MOVED / SECONDED AND CARRIED** to approve the June and July 2008 operating statements, as prepared by The Wynford Group.

B. Receivables Report

Council was presented with a receivables report. Any Owner in arrears will be sent account statements. Owners are reminded that Strata Fees are due and payable on or before the first day of each month.

7. **CORRESPONDENCE**

Various correspondence was received and discussed under the proper order of business.

Rental Request: Council reviewed a request to rent. Council agreed to approve the request, as the maximum number of rentals permitted in the Bylaws allows for another rental.

8. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 8:20 p.m.

The next meeting is scheduled for **Monday, December 1st, 2008**, at 6:30 p.m, in Unit #105.

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 Accounts Receivable.

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.
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PLEASE NOTE
HOLIDAY SEASON OFFICE HOURS

The Offices of The Wynford Group will be closed over the holidays as follows:

Friday, December 19 th	At 12:00 Noon (Staff Function)
Wednesday, December 24 th	At 2:00 p.m.
Thursday, December 25 th	All Day (Statutory Holiday)
Friday, December 26 th	All Day (Statutory Holiday)
Wednesday, December 31 st	At 2:00 p.m.
Thursday, January 1 st , 2009	All Day (Statutory Holiday)

24-hour emergency services is provided via 604-261-0285

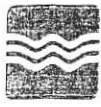
THE WYNFORD GROUP OFFICE HOURS ARE 9:00 A.M. TO 5:00 P.M., MONDAY TO FRIDAY. FOR AFTER-HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS "1" TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED _____
BY
COUNCIL: _____

DATE: _____

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Attachment: Seasonal Reminders



The
Wynford
Group

Airport Square, #815 – 1200 W. 73rd Avenue, Vancouver, BC, Canada V6P 6G5 ♦ (604) 261-0285 ♦ FAX (604) 261-9279
PROPERTY MANAGEMENT SERVICES

A SEASONAL MESSAGE FROM THE WYNFORD GROUP



It's that time of year again when the weather turns cooler and we all prepare our "nests" for the winter. As an Owner it is important to take an active role in maintaining your Strata Lot to help prevent damage during the winter months.

With this in mind we thought the following information would be helpful.

Balconies

Keep your drains clear of leaves and debris. When (if) it snows, make a trough in the snow leading towards the drain on your balcony. This will help guide the water to where you want it to go – the drain. You may also want to spread "ice melt" on the snow – but try to avoid using salt as it can be corrosive.

BC Hydro

BC Hydro offers the following general information on energy consumption:

- sitting, reading or watching T.V. – set thermostat to 21C or 70F
- working around the house – set thermostat to 20C or 68F
- sleeping – set thermostat to 18C or 64F
- on vacation – set thermostat to 16C or 61F
- avoid using portable electric space heaters
- avoid heating outside spaces such as attics, garages, etc.
- close the chimney damper between fires
- avoid heating unused rooms
- clean your furnace filter regularly
- if you have single glazed windows put plastic sheeting on the inside
- insulate your hot water tank
- repair leaking faucets and install aerators/water saving shower heads
- ensure your freezer, refrigerator and oven doors close tightly
- insulate recessed pot lights
- turn off unnecessary lights

Condensation (oh! those wet walls and windows)

As the outside temperature drops, so does the ability of inside air to absorb moisture. To reduce the humidity in your Strata Lot, use your humidistat, exhaust fans and/or from time to time open your windows to exchange the inside air.

Exterior Taps (hosebibs) – Winterizing

If you have a tap on your balcony or patio it is your responsibility to winterize it. How? Find the shut-off valve for the tap, this will be located in your unit; turn it off; go outside to the tap and turn it on; all the water that is left in the pipe will drain out.



If there is a small drain plug on your shut-off valve, make sure to open it up to release air and provide final drainage after you have completed the first two steps (a container should be held underneath the plug as you loosen it to collect any small amounts of water). Then put the plug back in and tighten it well - but gently. Note also that if you have a hose attached it should be removed and drained - do not leave it attached.

Fireplaces - Gas

Have your fireplace serviced and ensure the pilot light is set at the right pressure to save on natural gas consumption. If you want your fireplace serviced, call a certified fireplace technician (look under Fireplace Equipment-Retail in the Yellow pages).

Fireplaces - Wood

If your Strata Corporation does not inspect chimneys on an annual basis, make sure you have it done. Birds may have nested in your chimney during the warmer months (and how will Santa get down the chimney?).

Leaks - YIKES!

With the 'leaky condo crisis' facing many Owners, it is essential that you report any water ingress to your property manager immediately.



Snow Birds

For those of you who winter elsewhere, please remember to leave your heat at 16 degrees or higher; shut off the water to your toilet (s), hot water tank, washing machines and dishwashers (if possible).

Check your Homeowner Insurance policy before you go to find out how often your unit should be checked while you are away.

REMEMBER - YOU MAY BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO YOUR UNIT AND/OR OTHER UNITS.

It is essential that someone has a key to your unit while you are away and that either the property manager or resident manager (if you have one) knows who has it.

Snow Removal - Apartments

Refer to the item on the first page regarding your balconies.

Snow Removal - Townhouses

If it snows, carefully shake excess snow off shrubs adjacent to your Strata Lot; the weight of the snow can be too heavy for bushes. Keep your own sidewalks cleared and free of ice and snow (your strata corporation may or may not do snow removal of the common roadways and sidewalks).



....Winter is also a good time to inspect your unit from top to bottom, inside and out. Look for signs of moisture, mildew, and stains. If you find any of these symptoms, please contact your property manager. If you have ceramic tiles in your bathrooms, i.e. shower stalls, caulk/fill any cracks to prevent water from getting into the wall behind the tiles.