

3mar48 Research matts!

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

TO BE HELD ON THURSDAY, FEBRUARY 7th, 2008

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.

A G E N D A

1. CALL TO ORDER

2. MINUTES OF THE PREVIOUS MEETING

– December 6th, 2007 (for approval & signature)

3. BUSINESS ARISING FROM THE MINUTES

- A. Interior Decorating Project Update
 - Progress Invoice (Paid)
 - Elevator Tiles
- B. Intercom Pedestal Update
- C. Vinyl Siding Repairs (Complete)
- D. Snow Clearing Contract (Complete)
- E. Recycling Bins – Locking-up (Pending IPI)

4. NEW BUSINESS

- A. Annual Fire Inspection (Scheduled February 15, 2008)
- B. Insurance Renewal (Complete)
- C. Elevator Key
- D. Annual General Meeting (Year-end March 31)
- E. Water Leak Repairs
 - Unit #207 (c/b to #307)
 - Unit #302 (c/b to #402)
 - Unit #206 (old water stain)
 - Unit #106 (c/b to #206)

(ATTACHED)

April Budget Mtg.
8th 6pm #105

(ATTACHED)

May 13 Tuesday
AGM

5. FINANCIAL REPORT

- A. Operating Statements for October, November and December 2007
- B. Receivables Report

6. CORRESPONDENCE

- 1. To #307 re: charge back
- 2. From #406 re: flooring
- 3. To #406 re: approval for flooring
- 4. From #204 re: chargeback (ATTACHED)
- 5. From #307 re: chargeback (ATTACHED)
- 6. From #406 re: request to rent (ATTACHED)
- 7. From #103 re: renovations (ATTACHED)
- 8. From #106 re: renovations (ATTACHED)
- 9. From #101 re: hedges (ATTACHED)

7. MEETING TERMINATION

Next Meeting Date: _____

THE WYNFORD GROUP

Managing Agents for

VR 1691, The Somerset

Per:



Marc Rothberg
Property Manager

Attachments

(AG-02-07.1691)kb



Deerwood Landscaping Ltd.

825 WEST 1ST STREET, NORTH VANCOUVER, B.C. V7P 1A4
TEL: (604) 987-1221 FAX: (604) 986-5279

January 30, 2008

The Wynford Group
815 - 1200 West 73rd Avenue,
Vancouver, B.C.
V6P 6G5
Fax.# 261-9279

Attention : Mark

QUOTATION

LANDSCAPE IMPROVEMENTS: REF: Strata Plan VR 1691, The Somerset
1147 Nelson Street, Vancouver, BC

SNOW CLEARING

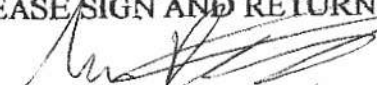
- Supply tools and labour to clear snow from all walkways.
- Supply and spread salt in all areas that have been cleared.
- Snow clearing will be done when there is snow accumulation

PRICE PER VISIT:- \$ 200.00

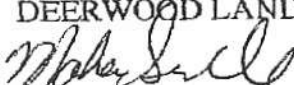
- If there is only salting then it will be \$ 100.00 per visit.

TERMS:- Balance due and payable upon completion of work and
receipt of invoice. * 2% interest will be charged on all overdue accounts.
GST is not included in the price.

PLEASE SIGN AND RETURN COPY

 on Behalf of VR 1691
DATE 2/4/08

Yours sincerely,
DEERWOOD LANDSCAPING LTD.


MOHAN SULL



COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734

1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031

Toll Free: 1-800-665-3310 Website: www.coastalinsurance.com e-mail: info@coastalinsurance.com

Policy No. CVR 1691

DECLARATIONS

Replacing Policy No. - n/a

Name of Insured:	The Owners of Strata Plan VR 1691 The Somerset
Location Address:	1147 Nelson Street, Vancouver, BC, V6E 1J3
Additional Named Insured:	Wynford Realty Group Ltd, 815 - 1200 West 73rd Avenue, Vancouver, BC V6P 6G5
Policy Period:	01/11/08 to 01/11/09 (mm/dd/yy) 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

INSURING AGREEMENTS		Deductibles (\$)	Limits (\$)
PROPERTY COVERAGES - STR09/06R			
All Property, All Risks, Guaranteed Replacement Cost, Bylaws		1,000	4,897,500
Water Damage		2,500	Included
Backup of Sewers, Sumps, Septic Tanks or Drains		2,500	Included
Earthquake Damage		10%	Included
Flood Damage		10,000	Included
Key & Lock		250	10,000
BLANKET EXTERIOR GLASS INSURANCE Aviva Insurance Company of Canada -			
Form 820000 (11/98)	Residential	100	
	Commercial	250	Blanket
COMMERCIAL GENERAL LIABILITY - Form 000102(Rev.11/98)			
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence	500	10,000,000
Products & Completed Operations	Aggregate	500	10,000,000
Coverage B - Personal Injury Liability	Per Occurrence	500	10,000,000
Coverage C - Medical Payments	Any One Person		2,500
	Per Occurrence		25,000
Coverage D - Tenants Legal Liability		500	500,000
Non-Owned Automobile - SPF #6 - Form 335002	Per Occurrence		10,000,000
Contractual Liability - SEF #96	Per Occurrence	500	50,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence		10,000,000
Limited Pollution Liability Coverage	Aggregate		1,000,000
Employee Benefit Liability - Form 000200	Aggregate	1,000	1,000,000
Advertising Liability - Form 000117	Per Occurrence		500,000
DIRECTORS & OFFICERS LIABILITY - Form G/A2(04/01) Claims Made Form			3,000,000
Condominium Discrimination Defense Costs	Per Occurrence	500 Retention	10,000
	Aggregate	500 Retention	25,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARL5CP(05/04)			
Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense		10,000 Retention	1,000,000
VOLUNTEER ACCIDENT INSURANCE PLAN		7 Day Waiting Period	Not Covered
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION			
Form 500000 (Rev.01/2000)			
I Employee Dishonesty - Form A			10,000
II Loss Inside the Premises			5,000
III Loss Outside the Premises			5,000
IV Money Orders and Counterfeit Paper Currency			5,000
V Depositors Forgery			5,000
EQUIPMENT BREAKDOWN			
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016(02/06)		1,000	4,897,500
II Consequential Damage, 90% Co-Insurance - Form C780032 (02/06)		1,000	10,000
III Extra Expense - Form C780033 (02/06)	24 Hour Waiting Period		100,000
IV Ordinary Payroll - 90 Days - Form C780034 (02/06)	24 Hour Waiting Period		100,000

****ALL COVERAGES SUBJECT TO POLICY DEFINITIONS****

This Policy contains a clause(s), which may limit the amount payable.

This policy shall not be valid or binding unless countersigned by a duly

Authorized Representative of the Insurer.

President

Coastal Insurance Services Ltd.



COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734
 1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031
 Toll Free: 1-800-665-3310 Website: www.coastalinsurance.com - e-mail: info@coastalinsurance.com

SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan VR 1691 The Somerset Policy # CVR 1691

Term: 01/11/08 to 01/11/09 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property	35	1,714,125
Axa Pacific Insurance Company	Property	35	1,714,125
Royal & Sun Alliance Insurance Company	Property	30	1,469,250
Aviva Insurance Company of Canada	Liability	100	10,000,000
Aviva Insurance Company of Canada	Directors & Officers Liability	100	3,000,000
Aviva Insurance Company of Canada	Employee Dishonesty – Form A	100	10,000
Aviva Insurance Company of Canada	Comprehensive Dishonesty, Disappearance and Destruction	100	5,000
Aviva Insurance Company of Canada	Glass	100	Blanket Exterior Coverage
XI. Insurance Company Ltd.	Pollution & Remediation Legal Liability	100	1,000,000
Aviva Insurance Company of Canada	Equipment Breakdown	100	4,350,200
	Volunteer Accident Insurance		Not Covered

DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT

The Financial Institutions act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction.

1. I, Donnie Mooney, am licensed as a general insurance agent by the Insurance Council of British Columbia
2. This transaction is between you and Aviva Insurance Company of Canada Axa Pacific Insurance Company Royal & Sun Alliance Insurance Company (Insurer) and as indicated on the policies.
3. In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer
4. The nature and extent of the Insurer's interest in the agency is none
5. Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer
6. The Financial Institutions act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of this transaction.

Total Premium

\$9,822.00

E&OE/DM

Insured's Copy

UPDATE SUMMARY OF INSURABLE COSTS (CRN)

PROPERTY NAME: Strata Plan VR 1691

EFFECTIVE DATE: December 5, 2007

PROPERTY ADDRESS: 1147 Nelson Street, Vancouver, British Columbia

UPDATE YEAR: Third Year Update

PROPERTY MANAGEMENT COMPANY: The Wynford Group

BLDG #	BUILDING NAME	CLS	CONSTRUCTION	YARD IMPROVEMENTS	BUILDING CODES AND BYLAWS	DEMOLITION AND DEBRIS REMOVAL	APPLIANCES	TOTAL
B1	STRATA PLAN VR 1691	D & B	4,578,200	46,400	MEETS CODE	124,900	148,000	4,897,500
GRAND TOTAL			\$4,578,200	\$46,400		\$124,900	\$148,000	\$4,897,500

Previous Year's Total CRN: \$4,350,200

P.6

All values in CAD\$ Currency

Report Printed:

Friday, December 21, 2007

File Number: 14614

310 - 890 West Pender Street Vancouver, BC V6C 1J9
 Ph 604.689.2099 Fx 604.689.2027 Toll Free 1.800.764.4454
 Email info@suncorp.ca Website www.suncorp.ca
 Edmonton . Calgary . Saskatoon . Winnipeg . Toronto

204

Marc Rothberg

From: linda@inuit.com
Sent: Wednesday, February 06, 2008 6:06 PM
To: Marc Rothberg
Cc: Esthel Issa
Subject: Plumbing invoice

I was surprised to receive a invoice for this as the plumber made it very clear to me that the blockage wasn't from our suite but was from the entire stack. So any substance that causes blockage came from above and below us and his clearing from ours went right through to the basement.

So I question that there is any personal responsibility regarding this type of plumbing problem. I do think that the strata should pay for this type of problem as it has in the past.

Please let me know Councils decision regarding this.

Thanks,
David Nelson
204

MILANI PLUMBING DRAINAGE & HEATING

204 RECEIVED JAN 3 1 00 PM

INVOICE

655254

Bill To 26918
The Somerset VR 1691
1200 West 73rd Ave Suite 815
c/o The Wynford Group
Vancouver, B.C., V6P-6G5

Job Location
The Somerset VR 1691
1147 Nelson Street
Vancouver, BC V6J 1P2
(604) 837-7532

Services: Drain Cleaning	P.O. Number:
Service Order: 655254	Station Number:
Date Work Completed: 1/14/2008	Invoice Date: 1/29/2008

Work Completed

Unit 204 - plugged shower

Augured shower drain line and cleared blockage. Removed lots of hair from line. Tested. Now okay.

Labour Charges

Stepha 01/14/2008 1.50 @ \$85.00

\$127.50

Material Charges

Other Charges

Service Date	Quantity	Description	Unit Price	Sales Tax	Total
01/14/08	1	Truck charge	\$50.00	2.50	\$52.50

reversed

STRADE# 1691 PROP# 4031
AMT \$ 186.36 DATE 1/4/08
APPROVED BY *VR*
c/b unit # 204 G/L CODE 4910 POST MONTH
CONTROL #

Labour Charges	127.50
Material Charges	0.00
Other Charges	50.00
Rental Charges	0.00
SubTotal	177.50
PST	0.00
GST	8.88
Total Tax	8.88
Total Due	186.38

Tel: 604 430-2603

www.MILANI.ca

Fax: 604 433-4818

Head Office: 5526 Kingsway, Burnaby, P.8. V5H 2G2

GST #R103692877

#307

January 7, 2008

RECEIVED JAN - 9 2008

Dear Council of Owners,

We received an invoice from The Wynford Group regarding the Artisan Plumbing & Heating Ltd work in our suite, #307, and the suite below, #207 on December 6, 2007. See attached invoice.

We called Artisan to get some information about the bill. They say that from Friday midnight through the weekend it is charged overtime with a minimum of two hours, this means that if they stay for only 5 minutes, still we have to pay two hours.

We also called other two companies to get estimates and we found:

- Lew Plumbing (604-215-5661), which charges \$127.50 per hour, including Saturdays
- Roto-Rooter (604-736-1323), which charges \$168 per hour, including Saturdays

We know Artisan Plumbing from other works done in the building and paid by the strata, therefore we know how expensive they are. This is the reason why we always contact another company when we need a plumber.

We believe that since it is us who has to pay, we should have been advised before the job was done, for us to decide who we pay to. Certainly, it would not have been Artisan Plumbing.

We recognize we should pay for the repair, but we think that is reasonable to pay only for one hour work, plus materials, and truck charge, making a total of \$155.50 plus taxes.

Hoping for your kind consideration

Sincerely yours,



Ana Vila and Bettina Lopez
Apt # 307

ARTISAN PLUMBING & HEATING LTD.

Invoice

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

RECEIVED DEC 12 2007

DATE	INVOICE NO.
12/6/2007	46601

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	1/5/2008	11/24/07	MARK

DESCRIPTION	QTY	RATE	AMOUNT
Plumber overtime rate	2	127.50	255.00
General Materials		8.00	8.00
Truck Charge	1	20.00	20.00
O/T call for leak into 207. Cut hold in ceiling, leak coming from 307 bathtub over flow. Replaced over flow gasket as required. Checked, OK.			
APPROVAL FOR EXPENSE DATA # <u>1691</u> PROP # <u>4031</u> AMT \$ <u>299.98</u> DATE <u>12/27/07</u> APPROVED BY <u>MA</u> CIB Unit # 307 G/L CODE <u>4910</u> FOOT MONTH CONTROL #			
G.S.T. #128238375			16.98
WE THANK YOU FOR YOUR PATRONAGE.			TOTAL \$299.98

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 1691, THE SOMERSET, HELD ON THURSDAY, FEBRUARY 7th, 2008, AT 6:00 P.M., IN UNIT #105 – 1147 NELSON STREET, VANCOUVER, B.C.

In Attendance:	Eshtel Issa	President	#404
	Randy Atkinson	Vice-President	#102
	Shana Orlowsky	Treasurer	#305
	Betty Carter	Secretary	#407
	Susan Munroe		#105
	Paul Friesen		#405
Property Manager:	Marc Rothberg	The Wynford Group	
Regrets:	Loreya Montayne		#203

1. CALL TO ORDER

The Property Manager called the meeting to order at 6:00 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED, AND CARRIED (Unanimously)** to approve the Minutes of the December 6th, 2007 Council meeting, as circulated.

3. BUSINESS ARISING FROM MINUTES

A. Interior Decorating Project

The interior decorating project is back in progress. The new carpet has been installed, and Remdal Painting & Restoration has remobilized onsite. The Property Manager confirmed the progress invoice from Remdal that was being held has now been paid. It was also confirmed that Remdal has been instructed not to install new tiles in the elevator. The Strata will pursue the elevator as a separate project in the future.

B. Intercom Pedestal

The Property Manager advised that the new pedestal is being custom fabricated. Due to a backlog in getting it built, it is expected the new pedestal will be installed by mid-March, 2008. It was noted that there is a matching "hose-bib box" at the front of the building that also needs to be refinished. Council also advised the Property Manager to obtain a quotation to install a "Plexiglas" cover on top of the overhang at the building entrance.

C. Vinyl Siding Repairs

The Property Manager advised that various repairs to the siding are complete.

D. Snow Clearing Contract

The Property Manager advised that a snow-clearing contract with Deerwood Landscaping has been finalized. It was agreed that the contract would be reviewed in October 2008.

E. Recycling Bins (Lock-up)

The Property Manager advised that IPI, the contractor for recycling pick-up, has failed to respond to several requests to lock-up/chain the blue bins, to prevent theft of the bins. The Property Manager will continue to pursue IPI to comply with the Strata Corporation's request.

4. NEW BUSINESS

A. Annual Fire Inspection

The Property Manager advised that the annual fire inspection has been scheduled with Fire-Pro Fire Protection on February 15th, 2008. Brief access to all units is required for in-suite testing. A notice advising of the times is attached to these Minutes.

B. Insurance Renewal

The Property Manager advised that the insurance renewal with Coastal Insurance is complete.

C. Elevator Key

It was confirmed that a repair to the key for parkade access in the elevator is complete.

D. Annual General Meeting

Council agreed that the AGM would be held on Tuesday, May 13th, 2008. Notice will be given to all Owners.

E. Water Leaks

The Property Manager advised that water damage has occurred in several units due to various incidents, and repairs have been arranged, as required. It was noted that there was no major damage.

5. FINANCIAL REPORT

A. Operating Statements

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

B. Receivables Report

The Property Manager reported that there are currently no units in arrears for Strata Fees.

6. CORRESPONDENCE

Unit #204 re: Chargeback: Council agreed to reverse a chargeback to this unit due to a plumbing incident, as the Owner did not cause the problem.

Unit #307 re: Chargeback: Council agreed that the chargeback to the unit for an after-hours plumbing repair will remain.

Unit #406 re: Request to Rent: Council approved a request to rent the unit, as the maximum number of rentals per the Bylaws permit another rental.

Unit #103 re: renovations: Council agreed to approve a renovation/alteration request pending the Owner agree to be solely financially responsible for any electrical repairs or other upgrade costs.

Unit #106 re: Concern: Council will respond to a concern raised by the Owner.

Unit #101 re: Hedges: Council agreed that some hedges in dispute are Common Property, and will continue to be pruned by the landscapers to the same standard as the rest of the landscaping. The Owner will be advised the hedges in question are common property.

7. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 7:07 p.m.

The next meeting is scheduled for **Tuesday, April 8th, 2008, at 6:00 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.

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: _____

(02/11/08)

(MIN-02.07.1691)

Attachment: Notice – In-suite Fire Alarm Testing



**The
Wynford
Group**

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

April 2, 2008

The Strata Council
Strata Plan VR 1691, The Somerset

Dear Council Members:

Re: Management Contract Amendment(s)

As you are in the process of preparing your next fiscal budget, we respectfully request the following amendments to our Management Agreement:

The introduction of the Real Estate Services Act has significantly impacted the cost of providing management services. Licensing has dramatically reduced the number of experienced and qualified Strata Managers, putting upward pressure on salaries, licensing costs and compliance. Administration costs have also had an impact. As a result, we are requesting the following increase:

Your current fee is \$ 850.00 per month (plus GST)

The fee requested is \$ 900.00 per month (plus GST)

Difference \$ 50.00 per month (plus GST)

Your consideration of this matter is appreciated. We look forward to receiving your positive response.

Yours truly,

THE WYNFORD GROUP

Per:

Brad J. Fenton, R.I. (B.C.)
President

BJF/clb

(Council.increase-08)



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 TUESDAY, APRIL 8th, 2008

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.

A G E N D A

1. CALL TO ORDER

2. MINUTES OF THE PREVIOUS MEETING

– February 7th, 2008 (for approval & signature)

3. BUSINESS ARISING FROM THE MINUTES

- A. Interior Decorating Project
 - Mat
- B. Intercom/Hydrant Covers
- C. Overhang Cover (Complete)
- D. Recycling Bins Lock Up (Complete)
- E. Annual Fire Inspection/Deficiencies (Complete)
- F. Annual General Meeting
 - Budget
 - 3/4 Vote Resolutions

(ATTACHED)

4. NEW BUSINESS

- A. Window Washing
- B. Graffiti Removal (Complete)
- C. Gate Repair (Complete)
- D. Bike Room Re-Key (Complete)
- E. Parking Garage Fan (Stall #24)
- F. Wet Umbrellas on New Carpet
- G. Moisture Behind Wall - #108
- H. Water Backflow - #101
- I. Request to Rent - #401

(ATTACHED)

(ATTACHED)

5. FINANCIAL REPORT

- A. Operating Statements for January & February 2008
- B. Receivables Report

6. CORRESPONDENCE

- 1. To #101 re: hedges
- 2. To #103 re: suite alteration agreement
- 3. To #204 re: charge back
- 4. To #206 re: charge back
- 5. To #307 re: charge back
- 6. To #402 re: charge back
- 7. To #406 re: permission to rent
- 8. To Strata Council re: management contract amendments
- 9. Notice to all Residents re: annual fire inspection

7. MEETING TERMINATION

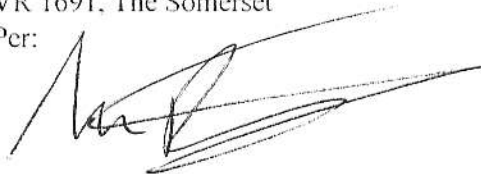
Next Meeting Date: _____

THE WYNFORD GROUP

Managing Agents for

VR 1691, The Somerset

Per:



Marc Rothberg
Property Manager

Attachments

(AG-04-08.1691)kb

STRATA PLAN VR 1691 - SOMERSET

PROPOSED BUDGET 2008 - 2009

Fiscal Year: April 1st to March 31st

CHART CODE	DESCRIPTION	YTD Actual (March 31, 08)	Estimated YE with Accruals (March 31, 08)	2007-2008 APPROVED BUDGET	2008-2009 PROPOSED BUDGET
REVENUES					
4050	Strata Fees	\$108,652	\$108,652	\$108,652	\$108,652
4150	By-Law Fines / Late Fines	0	0	0	0
4200	Interest Income	558	558	600	600
4250	Move-in/Move-out Charges	200	200	0	0
4450	Key Revenue	150	150	0	0
4480	Miscellaneous Revenue	0	0	0	0
TOTAL REVENUES		\$109,560	\$109,560	\$109,252	\$109,252
EXPENSES					
ADMINISTRATIVE EXPENSES					
5110	Management Fees	\$10,787	\$10,787	\$10,812	\$11,340
5120	Bank Administration Fee	180	180	180	180
5130	Photocopy/Postage/Courier	1,200	1,200	1,000	1,000
5135	Legal	1,324	1,324	1,000	1,000
5142	RESA Trust Account Audit	200	200	200	200
5150	Insurance	9,263	9,263	9,000	10,500
5155	Insurance Claim	0	0	0	2,500
5156	Insurance Appraisal	0	0	0	750
5225	Miscellaneous	490	490	500	500
TOTAL ADMINISTRATIVE EXP		\$23,444	\$23,444	\$22,692	\$27,970
UTILITIES					
5310	Electricity	\$2,502	\$2,752	\$3,000	\$3,000
5320	Gas	10,405	11,555	14,000	14,000
5330	Municipal Water/Sewer	3,978	6,200	7,500	7,500
5340	Garbage Disposal	2,392	2,574	2,500	2,600
TOTAL UTILITIES		\$19,277	\$23,081	\$27,000	\$27,100
BUILDING MAINTENANCE					
5410	Janitorial	\$9,644	\$9,644	\$10,000	\$10,000
5420	Supplies	0	0	500	500
5430	Pest Control	538	538	700	600
5450	Elevator Maintenance	2,220	2,220	2,200	2,500
5470	Plumbing	0	0	0	2,000
5480	Mechanical	0	0	0	3,000
5500	Fire Equipment	1,702	1,702	1,500	1,500
5510	Locks & Keys	1,356	1,430	500	1,000
5515	Dryer Vents	0	0	0	600
5535	Carpet Cleaning	0	0	0	500
5580	Repair & Maint, Building	11,859	11,859	16,200	9,400
TOTAL BUILDING MAINT		\$27,319	\$27,393	\$31,600	\$31,600
EXTERIOR MAINT & REPAIRS					
5633	Window Cleaning	\$0	\$0	\$0	\$750
5640	Garage Door	0	0	0	1,500
5680	Exterior Repair/Maint	1,102	2,883	7,750	5,500
TOTAL EXTERIOR M & R		\$1,102	\$2,883	\$7,750	\$7,750

2008-2009 PROPOSED

Page 1

STRATA PLAN VR 1691 - SOMERSET

PROPOSED BUDGET 2008 - 2009

Fiscal Year: April 1st to March 31st

CHART CODE	DESCRIPTION	YTD Actual (March 31, 08)	Estimated YE with Accruals (March 31, 08)	2007-2008 APPROVED BUDGET	2008-2009 PROPOSED BUDGET
GROUNDS & GARDENS					
5710	Landscaping Services	\$1,904	\$2,534	\$3,000	\$2,500
2712	Landscaping Improvements	0	0	0	500
5740	Snow Removal	525	525	0	500
TOTAL GROUNDS & GARDENS		\$2,429	\$3,059	\$3,000	\$3,500
TOTAL OPERATING EXPENSES		\$73,572	\$79,860	\$92,042	\$97,920
TRANSFER TO RESERVES					
8100	Contingency Reserves	\$17,210	\$17,210	\$17,210	\$11,332
TOTAL TO RESERVES		\$17,210	\$17,210	\$17,210	\$11,332
TOTAL RESERVES & EXPENSES		\$90,782	\$97,070	\$109,252	\$109,252
NET SURPLUS/(DEFICIT)		\$18,778	\$12,490	\$0	\$0



QUOTE

PROPOSAL # 2008-060

Date: March 7, 2008

12-1395 W14th. Avenue, Vancouver, BC, V6H 1R2
Phone 604-733-7180 Fax 604-733-7185
info@skywalkerhighrise.com

EXPIRATION DATE: MAY 7, 2008

TO The Wynford Group
Attention: Marc Rothberg

RE: 1147 Nelson, The Somerset

SKYWALKER CONTACT	JOB	PAYMENT TERMS	COMPLETION DATE
Sebastien Nault		Net 30	TBA

DESCRIPTION	LINE TOTAL
Cleaning by water-fed pole and pure water of all inaccessible exterior windows and rooftop skylights	\$ 425.00

Quotation prepared by: Sebastien Nault

This is a quotation on the services named, subject to the conditions noted below:

Price quoted is for services described in proposal and doesn't apply to any additional work. The customer understands that in the event of unforeseen additional work (ie: silicone or heavy concrete removal from glass and frames, mineral or silicate deposit removal from glass), a separate quote will be provided. Prices do not include 5% GST.

Skywalker will not be liable for any scratches on tempered glass.

Skywalker is covered under Work Safe BC and carries a liability insurance policy of \$ 2,000,000.00. Supporting documentation will be provided upon request.

To accept this quotation, please sign here and return: _____

Thank you for your business!



MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 1691, THE SOMERSET, HELD ON TUESDAY, APRIL 8th, 2008, AT 6:00 P.M., IN UNIT #105 – 1147 NELSON STREET, VANCOUVER, B.C.

In Attendance:	Esthel Issa	President	#404
	Randy Atkinson	Vice-President	#102
	Shana Orlowsky	Treasurer	#305
	Betty Carter	Secretary	#407
	Susan Munroe		#105
	Loreya Montayne		#203
Property Manager:	Marc Rothberg	The Wynford Group	
Regrets:	Paul Friesen		#405

1. **CALL TO ORDER**

The Property Manager called the meeting to order at 6:15 p.m.

2. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED, SECONDED, AND CARRIED** to approve the Minutes of the February 7th, 2008 Council meeting, as circulated.

3. **BUSINESS ARISING FROM MINUTES**

A. Interior Decorating Project

The interior decorating project is nearly complete. A few items remain outstanding. Council will conduct a deficiency walkthrough upon completion with Remdal. It was **MOVED, SECONDED, AND CARRIED** to approve the purchase of two floor mats for the lobby area and some hooks for dog leashes in the approximate amount of \$370 plus GST.

B. Intercom Pedestal/Hydrant Cover

A new Contractor, Au Courant Contracting, has been selected to rebuild matching covers for the intercom pedestal and hydrant at the front of the building. The specifications will be similar to what was already approved by Council for the previous Contractor. The work is expected to be complete by the end of April.

C. Overhang Cover

Au Courant Contracting has completed the installation of the Plexiglas cover over the gap in the overhang at the building entrance.

D. Recycling Bins

The chaining together of the recycling bins has been completed by IPI.

E. Annual Fire Inspection/Deficiencies

The annual fire inspection has been completed by Fire-Pro. Council will review the deficiency/missed unit report upon receipt.

F. Annual General Meeting

Council reviewed the draft budget line-by-line, and it was **MOVED, SECONDED, AND CARRIED** to present the budget at the AGM in the same amount as the current year of \$109,252. The budget has been broken down into more categories to help better budget and track expenses. Council agreed to put forth a 3/4 Vote Resolution to transfer 50% of any surplus to the Contingency Reserve Fund. The other half would remain in the Operating Fund as a "cushion". The AGM Notice will be sent to all Owners in accordance with the *Strata Property Act*.

4. **NEW BUSINESS**

A. Window Washing

It was **MOVED, SECONDED, AND CARRIED** to approve Skywalker High-Rise Services to clean all exterior inaccessible windows in the amount of \$425. Council agreed to schedule the cleaning for late-May or early-June.

B. Graffiti Removal

The Property Manager has arranged for Goodbye Graffiti to remove graffiti from the front of the building. An exact date on which they would be able to attend could not be confirmed.

C. Gate Repair

A repair to an exterior gate along Nelson Street has been completed by Devak Lock & Key.

D. Bike Room Key

The bike room in the parking garage has been re-keyed by Devak Lock & Key. Any residents that use that room should contact Esthel Issa, Council President, to obtain the new key,

E. Parking Garage Fan

Some concern has been raised about the operating of a ventilation fan in the parking garage (near stall #24). The Property Manager will have Milani Plumbing & Heating verify operation.

F. Wet Items on Carpet

Concern has been raised regarding residents leaving wet items in front of their units on the new carpet to dry. **Council reminds all residents to not store or leave any items on Common Property (including hallways), as per the Bylaws.** The items are also an eyesore and fire code violation.

G. Moisture Behind Wall

Some moisture was noted behind the bathroom wall of Unit #108. The Property Manager has Au Courant investigating the issue.

H. Water Backflow

Some water backflow in the kitchen sink occurred in Unit #101. Milani Plumbing attended. Council directed the Property Manager to obtain a recommendation from Milani for regular maintenance/auguring of the riser "stacks".

I. Request to Rent

An Owner requested permission to rent their unit on a short-term temporary basis. It was **MOVED, SECONDED, AND CARRIED** to approve the rental. Council agreed that the temporary rental would be considered a special case, and the rental would not count toward the regular rental pool allowed per the Bylaws.

J. Painting

Council agreed to look into painting exterior hand railings and gates. The Property Manager will arrange for a contractor to meet with a Council member to review the scope of areas, and provide an estimate.

5. FINANCIAL REPORT

A. Operating Statements

It was **MOVED, SECONDED, AND CARRIED** to approve the January 2008 Operating Statements, as prepared by The Wynford Group.

B. Receivables Report

The Property Manager reported that there are currently no units in arrears for Strata Fees.

6. CORRESPONDENCE

Correspondence received was reviewed by Council, and addressed under the appropriate Order of Business.

7. MEETING TERMINATION

There being no further business, the meeting was terminated at 7:36 p.m.

The next meeting is the **Annual General Meeting**, scheduled for Tuesday, May 13th, 2008.

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.

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: _____

(02/11/08)

(MIN-02.07.1691)