

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

TO BE HELD ON WEDNESDAY, AUGUST 15th, 2007

AT 6:00 P.M.

LOCATION: SUITE #204 – 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. MINUTES OF THE PREVIOUS MEETING** – June 13th, 2007 (for approval & signature)
- 3. BUSINESS ARISING FROM THE MINUTES**
 - A. Interior Decorating Project (Update)
 - Entrance Mats / Mud Scraper
 - Dog Leash Hooks
 - B. Hallway Heat / Baseboard Heaters
 - C. Recycling Bin (Delivered)
 - D. Hot Water Supply / HVAC Preventative Maintenance
 - E. Front Gardens
 - Retaining Wall / Topsoil
 - Volunteer Sign-up
 - F. Window Cleaning (August 22nd)
 - G. Maintenance Items
 - Enterphone
 - Foam
 - Siding
 - "Spot-checking" / Cleaning Roof *Oct.*
 - Garage Door – Noise / Water in Motor
 - H. Garage Pressure Washing / Concrete Repair
- 4. NEW BUSINESS**
 - A. Minutes / Notice Distribution
 - B. Contracts / Renewals

*Randy
102*

*make a flyer
for bulletin*

5. FINANCIAL REPORT

- A. Operating Statements for May, June & July 2007
- B. Receivables Report

6. CORRESPONDENCE

- 1. From #101 re: cigarette butts / spitting into garden ATTACHED 1
- 2. To #203 re: charge back
- 3. To #206 re: request for Form K
- 4. From / to #206 re: move-in fee
- 5. From #406 re: parking stall #1 complaints / trellis at Unit #206 ATTACHED 2
- 6. To all Owners re: AGM. follow up
- 7. Council re-election & election letters
- 8. Thank you to retiring Council

7. MEETING TERMINATION

Next Meeting Date: _____

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



Marc Rothberg
Property Manager

Attachments

(2)

COPY

Marc Rothberg

From: rob Todrick [flyboy146@hotmail.com]
Sent: Wednesday, July 04, 2007 11:36 AM
To: mrothberg@wynford.com
Cc: sqmunroe@yahoo.com
Subject: VR1691 Issues

I wanted to bring to your attention a few things I have noticed recently that I feel might need to be addressed.

#1 - The car parked in spot #1 is leaking oil considerably and should at the very least have a drip pan under it. Also the way the person parks the vehicle, it is blocking access to the emergency exit door a fair amount. Considering how short the car is it could easily be moved back a few feet to give appropriate access to the fire exit

2 - Unit #206 has a trellis running up the side of their deck to the deck above and is in violation of the same bylaw that was recently used to stop this type of structure on the deck of unit #302

Thank you for attention to these matters.

Should you have any concerns or questions please contact me at **604.813.4119** or email flyboy146@hotmail.com

Regards,

Rob Todrick

owner, unit 406 - 1147 Nelson St.

Windows Live Hotmail, with safety bar colour coding, helps identify suspicious mail before it takes your daughter out on a date. [Upgrade today for a better look.](#)

8/10/2007



MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 1691, THE SOMERSET, HELD ON WEDNESDAY, AUGUST 15th, 2007, AT 6:00 P.M., IN UNIT #204 – 1147 NELSON STREET, VANCOUVER, B.C.

In Attendance:	Eshtel Issa	President	#404
	Randy Atkinson	Vice-President	#102
	David Nelson	Treasurer	#204
	Betty Carter	Secretary	#407
	Susan Munroe		#105
	Shana Orłowsky		#305
Property Manager:	Marc Rothberg	The Wynford Group	
Guests:	Andy Battiston	Battiston Homes	
	Mike Maslenki	Unit #106	
Regrets:	Loreya Montayne		#203

1. CALL TO ORDER

The Property Manager called the meeting to order at 6:10 p.m.

2. GUEST BUSINESS

A. Hallway Carpet

Due to concerns over the recently installed hallway carpet being a different colour / pattern than what was agreed to / chosen as part of the redecorating "scheme," and that it doesn't match the painted trim colour, Council invited Mike Maslenki, previous Council President, and Andy Battiston of Battiston Homes, the company that did the interior design specifications, to discuss the issue. The interior designer from Battiston, Megan Kennedy, was unable to attend the meeting. Prior to Andy joining the meeting, Council discussed various matters relating to the new carpet.

Andy Battiston joined the meeting at 6:30 p.m.

Council explained to Battiston Homes that they are not happy with the carpet and wanted a solution from Battiston, as it was felt that it is the responsibility of the interior decorator to ensure the correct carpet was installed. Battiston advised that the situation wasn't clear at this point and they would have to investigate further, and would also look for the original carpet sample that was approved by Council. One solution may be to "dye" the carpet, which would blend the pattern and change to a more desired colour. Battiston will look into the issue and report back to the Property Manager. Council agreed that Remdal should proceed with the installation of the tiles.

Mike Maslenki and Andy Battiston departed the meeting.

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED AND CARRIED (Unanimously)** to approve the Minutes of the June 13th, 2007 Council meeting, as circulated.

4. BUSINESS ARISING FROM MINUTES

A. Interior Decorating Project

The interior decorating project is well underway. The Property Manager will follow up with the interior designer and contractor to resolve the carpet issue. Council agreed to defer discussion of new entrance mats and installing dog leash hooks until the decorating project is complete.

B. Hallway Heat

Council noted that the hallway baseboard heaters do not appear to be hooked up / connected to any control. The Property Manager will have an electrician investigate the heaters and provide a quote to have them on a central control, so that they can be working in time for the winter.

C. Recycling Bin

It was noted that new cardboard recycling bin that was delivered has been stolen. The Property Manager will look into getting another one and having it chained to the building.

D. Hot Water Supply / HVAC Preventative Maintenance

The Property Manager advised that Artisan Plumbing replaced the motor on the circulation pump and replaced a faulty part on the hot water tank. It was found that the 'pilot light' occasionally does not work. Both these repairs should resolve the intermittent lack of hot water issue. Artisan will continue to monitor the mechanical system. Other repairs may be necessary if the problem continues.

The Property Manager presented a quote from Artisan Plumbing for quarterly preventative maintenance, in the amount of \$285.00 per visit. Council advised the Property Manager to obtain a second quote.

E. Front Garden

The Property Manager presented a quote from Deerwood Landscaping Ltd. for landscape improvements. Council agreed to defer this item until another time. Council is still looking for volunteers to help with the watering of the front garden. Please contact a Council member if you are interested.

F. Window Cleaning

The Property Manager advised that window cleaning is scheduled for Wednesday, August 22nd, 2007, with Ace Window Cleaning.

G. Maintenance Items

Council agreed that tile would be a suitable material to replace the water-damaged stucco on the exterior enterphone stand. The Property Manager will obtain a quote from Neil & Sons; they will also remove bits of foam stuck to the side of the building, and begin spot-checking / cleaning roof debris in the fall. The Property Manager is waiting for a quote from Orka Property Services to repair damaged siding at the front of the building.

H. Garage Pressure Washing / Concrete Repair

Neil & Sons will be conducting pressure washing of the garage on Thursday, September 6th, 2007, from 9:00 a.m. – 4:00 p.m. All vehicles must be removed from the garage during cleaning. Neil & Sons will also be conducting a minor repair to the concrete floor of the garage. Residents will be notified if any vehicles need to be moved.

5. **NEW BUSINESS**

A. Minutes / Notice Distribution

Members of Council will now be handling the distribution of Minutes and other various items door-to-door, as well as posting any building notices forwarded to Council by the Property Manager, as necessary.

B. Contracts / Renewals

The Property Manager is investigating any contracts / renewal dates the Strata has with vendors and will report back to Council.

6. **FINANCIAL REPORT**

A. Operating Statements

It was **MOVED, SECONDED AND CARRIED (Unanimously)** to approve the May and June 2007 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**

A. Charge Back – Unit #107

An Owner advised that a charge back to their unit was unreasonable, as the cause of the water leak was due to the structure of the building and not a maintenance issue within the unit. Council agreed to reverse the charge back.

B. Cigarette Butts – Unit #101

An Owner advised that cigarette butts are being tossed and people are spitting from a unit above onto their patio / garden area. Residents are reminded that throwing anything off a balcony is a serious Bylaw violation and safety issue. Anyone caught throwing anything, including cigarette butts, from a balcony may be subject to fines.

C. Trellis / Car Leaking Oil

An Owner advised of a car leaking oil in stall #1, as well as parking it too close to the emergency exit. It was also noted that the trellis on the balcony of Unit #206 is in violation of the Bylaws. Council instructed the Property Manager to have #206 remove the trellis and deal with the car in stall #1.

8. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 8:15 p.m.

The next meeting is scheduled for **Wednesday, October 17th, 2007, at 6:00 p.m., in Unit #407.**

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: _____

(08/23/07)

(MIN-08.15.169)

Balance Sheet (Accrual)
VR-1691 THE SOMERSET - (4031)
Sep 2007

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CURRENT ASSETS

Bank - Vancity Savings	10,857.01
Bank-Vancity Special Levy	85,461.19
Equity Shares - Vancity	167.70
Miscellaneous Receivable	36.33
Prepaid Insurance	2,269.26
TOTAL CURRENT ASSETS	98,791.49

TOTAL ASSETS

98,791.49

CURRENT LIABILITIES

Strata Fees - Prepayment	488.99
Deposits Held	631.50
Accounts Payable	2,596.37
Accrued Audit Fees	317.37
TOTAL CURRENT LIABILITIES	4,034.23

EQUITY

Fund Balance Current Year	11,892.44
Special Assessment #1	-53,057.37
SPA, Interest Reserve	5,922.19
CRF Approved Transfer	130,000.00
TOTAL EQUITY	94,757.26

TOTAL LIABS & EQUITY

98,791.49

Budget Comparison (Accrual)
VR-1691 THE SOMERSET - (4031)
Sep 2007

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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	54,325.92	54,325.98	-0.06	0.00	108,652.00
Interest Income	31.51	50.00	-18.49	-36.98	186.83	300.00	-113.17	-37.72	600.00
Move-in/Move-out Charges	100.00	0.00	100.00	0	300.00	0.00	300.00	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	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	9,185.83	9,104.33	81.50	0.90	55,536.85	54,625.98	910.87	1.67	109,252.00
EXPENSES									
ADMINISTRATIVE EXPENSES									
Management Fees	901.00	901.00	0.00	0.00	5,406.00	5,406.00	0.00	0.00	10,812.00
Bank Administration Fee	15.00	15.00	0.00	0.00	90.00	90.00	0.00	0.00	180.00
Photos/Postage/Courier	97.27	83.33	-13.94	-16.73	887.25	499.98	-387.27	-77.46	1,000.00
Legal	0.00	83.33	83.33	100.00	1,324.32	499.98	-824.34	-164.8	1,000.00
Audit-Real Estate Services Act	41.67	16.67	-25.00	-149.9	250.02	100.02	-150.00	-149.9	200.00
Insurance Expense	756.42	750.00	-6.42	-0.86	4,538.52	4,500.00	-38.52	-0.86	9,000.00
Miscellaneous	7.22	41.67	34.45	82.67	159.54	250.02	90.48	36.19	500.00
TOTAL ADMINISTRATIVE EXP	1,818.58	1,891.00	72.42	3.83	12,655.65	11,346.00	-1,309.65	-11.54	22,692.00
UTILITIES									
BC Hydro Electricity	183.34	250.00	66.66	26.66	1,009.49	1,500.00	490.51	32.70	3,000.00
Gas	589.24	1,166.67	577.43	49.49	3,625.96	7,000.02	3,374.06	48.20	14,000.00
Water/Sewer	0.00	625.00	625.00	100.00	1,049.44	3,750.00	2,700.56	72.01	7,500.00
Garbage Disposal	201.14	208.33	7.19	3.45	1,262.54	1,249.98	-12.56	-1.00	2,500.00
TOTAL UTILITIES	973.72	2,250.00	1,276.28	56.72	6,947.43	13,500.00	6,552.57	48.54	27,000.00
BUILDING MAINTENANCE									
Janitorial	805.60	833.33	27.73	3.33	4,833.60	4,999.98	166.38	3.33	10,000.00
Supplies	0.00	41.67	41.67	100.00	0.00	250.02	250.02	100.00	500.00
Pest Control	45.60	58.33	12.73	21.82	265.12	349.98	84.86	24.25	700.00
Elevator Maintenance	167.90	183.33	15.43	8.42	1,189.40	1,099.98	-89.42	-8.13	2,200.00
Fire Equipment	0.00	125.00	125.00	100.00	589.10	750.00	160.90	21.45	1,500.00
Locks & Keys	0.00	41.67	41.67	100.00	926.17	250.02	-676.15	-270.4	500.00
Repair & Maint, Building	599.96	1,350.00	750.04	55.56	5,402.82	8,100.00	2,697.18	33.30	16,200.00
TOTAL BUILDING MAINT	1,619.06	2,633.33	1,014.27	38.52	13,206.21	15,799.98	2,593.77	16.42	31,600.00
EXTERIOR MAINT & REPAIRS									
Exterior Repair/Maint	848.00	645.83	-202.17	-31.30	1,382.10	3,874.98	2,492.88	64.33	7,750.00
TOTAL EXTERIOR M & R	848.00	645.83	-202.17	-31.30	1,382.10	3,874.98	2,492.88	64.33	7,750.00
GROUPS & GARDENS									
Landscaping Services	212.00	250.00	38.00	15.20	848.00	1,500.00	652.00	43.47	3,000.00
TOTAL GROUPS & GARDENS	212.00	250.00	38.00	15.20	848.00	1,500.00	652.00	43.47	3,000.00
TOTAL OPERATING EXPENSES	5,471.36	7,670.16	2,198.80	28.67	35,039.39	46,020.96	10,981.57	23.86	92,042.00
BALANCE BEFORE RESERVES	3,714.47	1,434.17	2,280.30	159.00	20,497.46	8,605.02	11,892.44	138.20	17,210.00
SPECIAL & RESERVES EXPD									
Special Assessment Exp.	0.00	0.00	0.00	0	-25,963.65	0.00	-25,963.65	0	0.00
SPA Transfer To Equity	0.00	0.00	0.00	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	8,605.02	8,605.02	0.00	0.00	17,210.00
TOTAL TO CONTINGENCY RESER	1,434.17	1,434.17	0.00	0.00	8,605.02	8,605.02	0.00	0.00	17,210.00
NET SURPLUS/(DEFICIT)	2,280.30	0.00	2,280.30	0	11,892.44	0.00	11,892.44	0	0.00

Balance Sheet (Accrual)
VR-1691 - SOMERSET-CONTINGENCY - (4031-1)
Sep 2007

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CURRENT ASSETS

Bank - Vancity Savings	73,925.44
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TOTAL CURRENT ASSETS	73,925.44
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TOTAL ASSETS	<u>73,925.44</u>
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EQUITY

Fund Balance Current Year	10,121.59
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Contingency Reserve Fund	63,803.85
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TOTAL EQUITY	73,925.44
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TOTAL LIABS & EQUITY	<u>73,925.44</u>
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Budget Comparison (Accrual)
VR-1691 - SOMERSET-CONTINGENCY - (4031-1)
Sep 2007

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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	8,605.02	0.00	8,605.02	0	0.00
Interest Income	282.11	0.00	282.11	0	1,516.57	0.00	1,516.57	0	0.00
TOTAL REVENUES	1,716.28	0.00	1,716.28	0	10,121.59	0.00	10,121.59	0	0.00
EXPENSES									
BALANCE BEFORE RESERVES	1,716.28	0.00	1,716.28	0	10,121.59	0.00	10,121.59	0	0.00
NET SURPLUS/(DEFICIT)	1,716.28	0.00	1,716.28	0	10,121.59	0.00	10,121.59	0	0.00



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, OCTOBER 17th, 2007

AT 6:00 P.M.

LOCATION: SUITE #407 – 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 – August 15th, 2007 (for approval & signature)**
- 3. NEW COUNCIL MEMBER**
- 4. BUSINESS ARISING FROM THE MINUTES**
 - A. Hallway Carpet / Interior Decorating Project
 - B. Hallway Heat
 - C. Recycling Bin
 - D. Hot Water Supply / HVAC Preventative Maintenance
 - E. Maintenance Items:
 - Enterphone
 - Roof Spot Checking
 - Siding
 - F. Garage Pressure Washing
 - G. Concrete Repair
 - H. Oil in Stall #1
 - I. Balcony Trellis – Unit #206
- 5. NEW BUSINESS**
 - A. Snow Removal
 - B. Water Damage Repair – Unit #206
 - C. Rentals

6. FINANCIAL REPORT

- A. Operating Statements for August 2007
- B. Receivables Report

7. CORRESPONDENCE

- 1. Welcome letter to:
 - #402 – Singer / Baum-Singer
- 2. To #101 re: spitting, cigarette butts complaint
- 3. To #107 re: charge back
- 4. To #208 re: oil in parking stall
- 5. Notice to all Residents re: garage pressure washing
- 6. Notice to all Residents re: window cleaning

8. MEETING TERMINATION

Next Meeting Date: _____

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



Marc Rothberg
Property Manager

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 1691, THE SOMERSET, HELD ON WEDNESDAY, OCTOBER 17th, 2007, AT 6:00 P.M., IN UNIT #407 – 1147 NELSON STREET, VANCOUVER, B.C.

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

1. CALL TO ORDER

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

2. NEW COUNCIL MEMBER

Due to personal reasons, David Nelson, Treasurer, has resigned from Council. Paul Friesen has volunteered to join the Council in place of David, and it was agreed by Council to accept. Shana Orlowsky will be taking over as Treasurer.

3. MINUTES OF THE PREVIOUS MEETING

It was **MOVED, SECONDED, AND CARRIED (Unanimously)** to approve the Minutes of the August 15th, 2007 Council meeting, as circulated.

4. BUSINESS ARISING FROM MINUTES

A. Interior Decorating Project

The project has been put on hold until the matter of the wrong carpet being installed can be resolved. Council has filed a complaint against the interior designer with the Better Business Bureau and a response is pending. The Strata Corporation's insurance policy's Errors and Omissions coverage is also being looked into. Council agreed to pay the progress invoice from Remdal except for any amounts pertaining to the carpeting.

B. Hallway Heat

Council advised that the issue has been resolved and that no electrician was needed. The heaters have been turned on.

C. Recycling Bin

Due to the city strike, the order for a new cardboard-recycling bin to replace the stolen bin has been delayed.

D. HVAC Preventative Maintenance

The Property Manager presented various quotes for a service contract. It was **MOVED, SECONDED, AND CARRIED (Unanimously)** to approve the quote from Milani Plumbing and Heating in the amount of \$582 + GST per year, for tri-annual preventative maintenance.

E. Maintenance Items

The Property Manager reported on various maintenance items. It was **MOVED, SECONDED, AND CARRIED (Unanimously)** to approve up to \$3,500 from the Operating Budget, out of repairs and maintenance, to replace the enterphone stand with a stainless steel style enclosure, as the current stand has suffered severe water damage.

F. Garage Pressure Washing

The Property Manager advised that the pressure washing of the garage is complete.

G. Garage Concrete Repair

The Property Manager advised that the work has been authorized, and that Neil and Son is scheduled to complete the work within the next few weeks.

H. Oil in Stall #1

It was noted that the vehicle leaking oil has been removed, and that the puddle of oil has been cleaned up.

5. NEW BUSINESS

A. Snow Removal

The Property Manager advised that snow removal procedures for the coming winter have been put in place.

B. Water Damage Repair - #206

The Property Manager advised that work had been coordinated to repair some old water damage in #206, but the Residents in the unit declined to allow the contractor to conduct the work. Council agreed to give the Owner 30 days to allow the work to be done; otherwise, the Owner will be responsible for the repair.

C. Rentals

The number of rentals in the building was discussed. Council will continue to monitor the number of rentals to ensure the rental restriction pursuant to the Bylaws is not exceeded.

6. FINANCIAL REPORT

A. Operating Statements

It was **MOVED, SECONDED, AND CARRIED (Unanimously)** to approve the August and September 2007 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**

There was no correspondence discussed.

8. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 7:30 p.m.

The next meeting is scheduled for **Thursday, December 6th, 2007, 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 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: _____

(08/23/07)

(MIN-08.15.169)

MEMORANDUM

To: All Residents of The Somerset VR 1691
From: Strata Council
Re: Carpet issue
Date: December 20, 2007

Dear Owners,

Please be advised that the carpet issue has been resolved. We have received monetary compensation from Battiston Homes Ltd. and Remdal Painting and Restoration.

We are happy to inform you that the carpet in the hallways and in the front and the back stairways will be replaced. The new carpet will match the grey/blue color scheme currently in place in the hallways and lobby.

This new carpet will be paid with the funds received from the above -mentioned contractors as well as with funds from the special levy. The carpet replacement will be undertaken at no extra cost to Owners.

We are expecting that the new carpet will be installed in January and the re-decorating project to resume.

Thank you very much for your patience and support during this difficult period.

If you have any question, please do not hesitate to contact Esthel in unit # 404.

Regards
Council of the Somerset



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 THURSDAY, DECEMBER 6th, 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.**

A G E N D A

- 1. CALL TO ORDER**
- 2. MINUTES OF THE PREVIOUS MEETING** – October 17th, 2007 (for approval & signature)
- 3. BUSINESS ARISING FROM THE MINUTES**
 - A. Interior Decorating Project
 - Progress Invoice
 - B. Recycling Bin
 - C. HVAC Preventative Maintenance (Complete)
 - D. Enterphone Stand Replacement — *Attached*
 - E. Garage Concrete Repairs
- 4. NEW BUSINESS**
 - A. Wynford Compliance Agreement
- 5. FINANCIAL REPORT**
 - A. Operating Statements for September and October 2007
 - B. Receivables Report

6. CORRESPONDENCE

1. To #107 re: charge back reversal
2. To #107 re: approval for hardwood flooring
3. To #206 (tenant) re: storage in parking stall
4. To #206 (Owner) re: approval for storage unit in parking stall

8. MEETING TERMINATION

Next Meeting Date: _____

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



Marc Rothberg
Property Manager

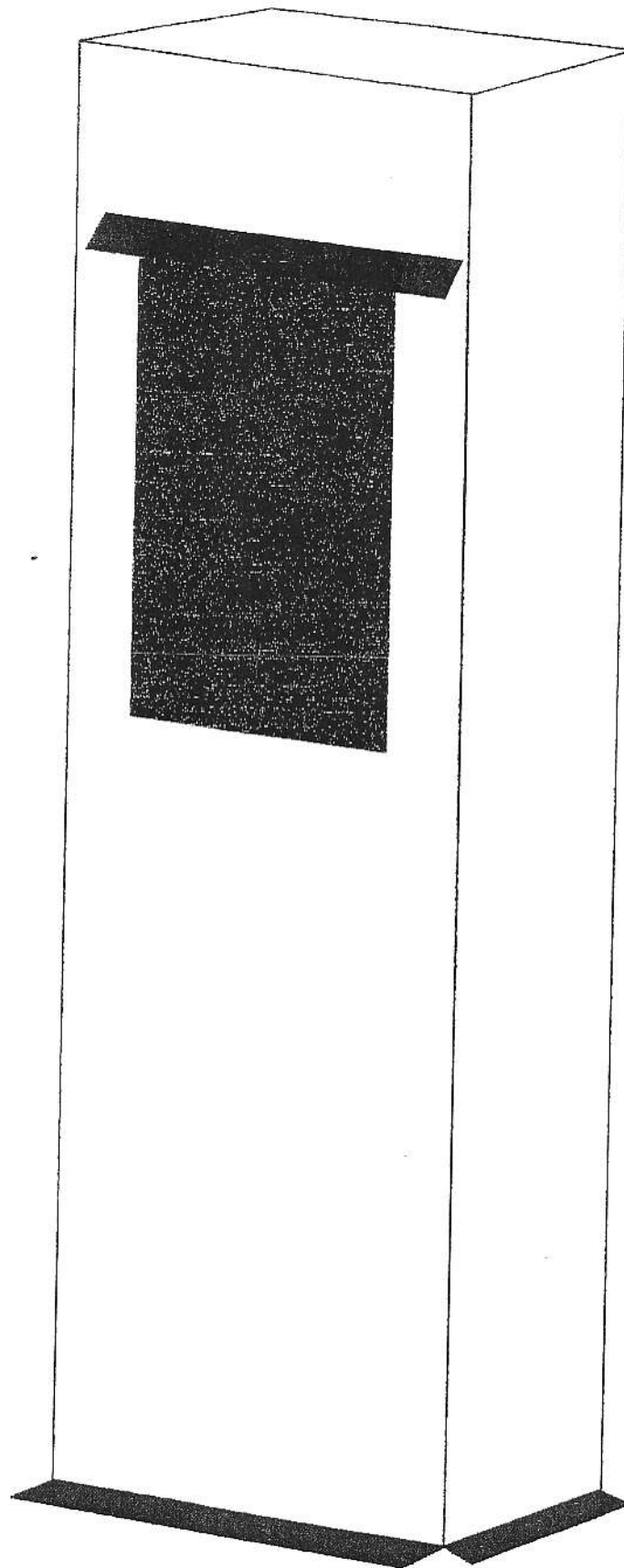
(AG-12-06.1691)

Thurs. 7th
6pm
unit # 105

58" Height

21.5" Width

10" Depth



Footing to extend past existing "curb" for hilti anchors direct to foundation.



MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 1691, THE SOMERSET, HELD ON THURSDAY, DECEMBER 6th, 2007, AT 6:00 P.M., IN UNIT #105 – 1147 NELSON STREET, VANCOUVER, B.C.

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

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 October 17th, 2007 Council meeting, as circulated.

3. BUSINESS ARISING FROM MINUTES

A. Interior Decorating Project

The Strata Council has resolved the dispute through the Better Business Bureau with the interior decorator, Battiston Homes, and has agreed to the compensation offered. The Contractor, Remdal, has also offered a rebate. Council is in the process of reviewing new carpet samples to replace the carpet. It was agreed by Council not to proceed with putting new tiles in the elevator at this time. Council advised they intend to pay the outstanding "progress invoice" to Remdal, pending finalizing a decision on the new carpet.

B. Recycling Bin

A new paper/cardboard-recycling bin has been delivered to the building. The Property Manager requested that the waste company chain/lock the bin to prevent it from being stolen again.

C. HVAC Preventative Maintenance

The maintenance program has been set up with Milani Plumbing & Heating and the first service has been completed. The Property Manager will obtain a report from Milani of any deficiencies.

D. Enterphone Stand Replacement

The Property Manager presented a sample design for a new enterphone stand from Allied Access Systems. Council agreed to modify the design to a sloped top, similar to the existing stand, to allow for better water run-off, if possible. Council agreed to select the satin finish steel with powder coat option.

E. Garage Surface Repair

The repair to the "pot-hole" in the garage has been completed by Neil & Son Restorations. The repair was done using asphalt, as the first attempt to repair it using concrete did not work well.

4. NEW BUSINESS

A. Management Agreement

The Property Manager presented Council with an Amending Agreement to the Management Contract with The Wynford Group to bring the terms into compliance with the *Real Estate Services Act*. Council will review and return to Property Manager.

B. Vinyl Siding

Council advised the repair to the vinyl siding at the front of the building is still outstanding. The Property Manager will coordinate repairs with a handyman.

C. Snow Removal

Council advised the Property Manager to ensure there is salt/ice melt on hand at the building. The Property Manager will also clarify the details of the snow removal service provided by Deerwood Landscaping.

D. Alterations to Units

Owners are reminded that in accordance with the bylaws as well as the *Strata Property Act*, the Strata must approve any alterations to units, including the installation of hardwood flooring. Owners should contact The Wynford Group before beginning any work. Unapproved alterations could result in fines and/or having to restore the alteration to its original condition at the expense of the Owner.

E. Holiday Bonus

Council directed the Property Manager to give Gloria of Bro-Mac Services, the janitorial service, a Holiday bonus.

5. FINANCIAL REPORT

A. Operating Statements

Council deferred the approval of the October 2007 Operating Statements, so that the Treasurer could review them first.

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.

6. CORRESPONDENCE

Correspondence discussed will be addressed, as necessary.

7. MEETING TERMINATION

There being no further business, the meeting was terminated at 7:30 p.m.

The next meeting is scheduled for **Thursday, February 7th, 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 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.

PLEASE NOTE
HOLIDAY SEASON OFFICE HOURS

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

Friday, December 21 st	At 12:00 Noon (Staff Function)
Monday, December 24 th	At 2:00 p.m.
Tuesday, December 25 th	All Day (Statutory Holiday)
Wednesday, December 26 th	All Day (Statutory Holiday)
Monday, December 31 st	At 2:00 p.m.
Tuesday, January 1 st , 2007	All Day (Statutory Holiday)

Our "On Call" Property Manager will be available for emergencies.

APPROVED _____
BY
COUNCIL: _____

DATE: _____
(12/10/07) (MIN-12.06.1691)