



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

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VR 1691 – THE SOMERSET, HELD ON TUESDAY, MAY 13th, 2008, AT 7:00 P.M., IN THE LOBBY, AT 1147 NELSON STREET, VANCOUVER B.C.

In Attendance: Fourteen Strata Lot Owners represented in person.
 Four Strata Lots represented by proxy.
 Total Eighteen Strata Lots.

Property Manager: Marc Rothberg The Wynford Group

1. CERTIFICATION OF PROXIES

The Property Manager advised that the Proxies were certified to be correct, a Quorum was established, and the meeting was duly constituted to proceed.

2. CALL TO ORDER

The Property Manager called the Annual General Meeting to order at 7:03 p.m.

3. ELECTION OF CHAIRPERSON

There being no objections, the Property Manager chaired the meeting.

4. PROOF OF NOTICE OF MEETING

The Property Manager confirmed that the Notice of the Annual General Meeting was mailed and / or hand delivered to all Owners of Record on / before April 23rd, 2008, as required by the *Strata Property Act*.

5. APPROVAL OF THE AGENDA

It was **MOVED / SECONDED** (#102 / #404) to approve the Agenda of the May 13th, 2008 Annual General Meeting, as circulated. **CARRIED UNANIMOUSLY.**

6. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was **MOVED / SECONDED** (#102 / #406) to approve the Minutes of the Annual General Meeting held on May 24th, 2007, as circulated. **CARRIED UNANIMOUSLY.**

7. COUNCIL REPORT

The Council President, Esthel Issa, gave a brief review of the past year's activities. It was noted that various maintenance projects have been completed, an HVAC preventative maintenance program is in place, and the interior-decorating project is nearly done. Council hopes to complete more projects around the building this coming year. Esthel thanked the Strata Council members for their time and help.

8. REPORT ON INSURANCE

As required by the *Strata Property Act*, the Owners were provided with confirmation of the Strata Corporation's insurance policy. A copy of the insurance policy certificate was attached to the Notice of Meeting. The Property Manager outlined all insurance deductibles, premiums, and current valuation.

9. **APPROVAL OF THE 2008 / 2009 OPERATING BUDGET**

It was **MOVED / SECONDED** (#404 / #102) to approve the 2008 / 2009 Operating Budget in the amount of \$109,252, as presented. Following discussion, the question was called. **CARRIED UNANIMOUSLY.**

10. **APPROVAL OF 3/4 VOTE RESOLUTIONS**

The Chairperson presented the following Resolutions for discussion and approval:

3/4 VOTE RESOLUTION #1

WHEREAS the Owners, Strata Plan VR 1691, The Somerset, wish to transfer 50% of any year-end operating surplus to the Contingency Reserve Fund or fund any unexpected deficit from the Contingency Reserve Fund;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan VR 1691, The Somerset, to transfer 50% of any year-end operating surplus or deficit (fiscal year ending March 31st, 2008), to or from the Contingency Reserve Fund, as and when cash flow permits and Council deems appropriate.

It was **MOVED / SECONDED** (#404 / #103) to approve 3/4 Vote Resolution #1, as presented. Following discussion, the question was called. **CARRIED UNANIMOUSLY.**

3/4 VOTE RESOLUTION #2

WHEREAS Section 171 of the *Strata Property Act* states the Strata Corporation must pass a 3/4 Vote Resolution before it sues an Owner;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan VR 1691, The Somerset, to authorize the Strata Council to sue any Owner for non-payment of Strata Fees including an application to the Supreme Court for an Order for Sale at any time during the period immediately following the Annual General Meeting of May 13th, 2008, or any adjournment thereof, until the next Annual General Meeting without referring the matter to the Owners for a 3/4 Vote Resolution.

It was **MOVED / SECONDED** (#406 / #401) to approve 3/4 Vote Resolution #2, as presented. Following discussion, the question was called. **CARRIED UNANIMOUSLY.**

11. **NEW BUSINESS**

- Some of the back doors on the main floor leading to the back lane do not close properly. It was recommended Council look into installing door closers.
- There are some sinkholes in the back lane. It was noted that the City would need to address the matter.
- A security issue was raised concerning one of the front doors not being locked properly after use. Installing a spring-loaded lock was recommended.
- There have been some issues with the buckling of balcony membranes that have been previously raised and still need to be addressed.
- It was noted the roof drains should be inspected regularly.
- It was noted by an Owner that the original electrical sockets/outlets are not properly grounded.
- It was noted that the hallway lighting appears too bright.

12. **ELECTION OF THE 2008 / 2009 STRATA COUNCIL**

The Property Manager advised that, in accordance with the *Strata Property Act of B.C.*, the Council members resign their positions. Owners were advised that a minimum of three and a maximum of 7 members were required for a Council and the floor was declared open for nominations.

The following Owners were nominated to sit on the Strata Council:

Randy Atkinson	#102	Shana Martin	#305
Susan Munroe	#105	Drew Morritt	#302
Jeanne Krabbendam	#106	Steve Lemire	#103
Loreya Montayne	#203	Esthel Issa	#409
Linda Nelson	#204		

Following the submission of votes by ballot, the following Owners were elected as the 2008 / 2009 Strata Council:

Randy Atkinson	#102	Shana Martin	#305
Susan Munroe	#105	Steve Lemire	#103
Loreya Montayne	#203	Jeanne Krabbendam	#106
Drew Morritt	#302		

Following the election, it was **MOVED / SECONDED / CARRIED** to destroy the ballots.

13. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 7:50 p.m.

The first Council meeting is scheduled for **Tuesday, June 17th, 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 FRONT 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 the Accounts Receivable Department.

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

APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

(5/22/2008)

(08-AGM-M.1691)



**The
Wynford
Group**

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

May 26, 2008

To All Owners
Strata Plan VR 1691, The Somerset

Dear Owner(s):

At the Annual General Meeting held on Tuesday, May 13th, 2008, the Owners approved the 2008 / 2009 Operating Budget as presented. The amount of the monthly Strata Fees remains the same. A list of the Strata Fees is attached for easy reference.

Those Owners who pay by Pre-authorized Payment (PAP) need take no further action. We will continue the monthly debit to your bank account. If you do not pay by 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, please remember to provide a series of post-dated cheques for 2008 / 2009 (**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.

For further details on all items of business conducted at the Annual General Meeting, please refer to the attached Minutes.

Lastly, 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-08.1691)clb

STRATA PLAN VR 1691 - THE SOMERSET
2008 / 2009 MONTHLY STRATA FEES and CRF CONTRIBUTIONS
(EFFECTIVE APRIL 1, 2008)

Annual Operating Contributions	\$97,320.00	Total Aggregate	<u>26,527</u>
Annual CRF Contributions	<u>11,332.00</u>		
Total Annual Strata Fees	<u><u>\$108,652.00</u></u>		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	2008 / 2009 Monthly Operating Contribution	2008 / 2009 Monthly CRF Contribution	2008 / 2009 Total Monthly Strata Fees
1	101	791	0.0298187	\$241.83	\$28.16	\$269.99
2	102	796	0.0300072	243.36	28.34	271.69
3	103	814	0.0306857	248.86	28.98	277.84
4	104	787	0.0296679	240.61	28.02	268.62
5	105	801	0.0301956	244.89	28.51	273.40
6	106	883	0.0332868	269.96	31.43	301.39
7	107	869	0.0327591	265.68	30.94	296.61
8	108	834	0.0314397	254.98	29.69	284.67
9	201	811	0.0305726	247.94	28.87	276.81
10	202	798	0.0300826	243.97	28.41	272.38
11	203	814	0.0306857	248.86	28.98	277.84
12	204	815	0.0307234	249.17	29.01	278.18
13	205	870	0.0327968	265.98	30.97	296.95
14	206	883	0.0332868	269.96	31.43	301.39
15	207	860	0.0324198	262.92	30.62	293.54
16	208	861	0.0324575	263.23	30.65	293.88
17	301	825	0.0311004	252.22	29.37	281.59
18	302	796	0.0300072	243.36	28.34	271.69
19	303	814	0.0306857	248.86	28.98	277.84
20	304	865	0.0326083	264.45	30.79	295.25
21	305	906	0.0341539	276.99	32.25	309.24
22	306	883	0.0332868	269.96	31.43	301.39
23	307	860	0.0324198	262.92	30.62	293.54
24	308	875	0.0329853	267.51	31.15	298.66
25	401	825	0.0311004	252.22	29.37	281.59
26	402	798	0.0300826	243.97	28.41	272.38
27	403	814	0.0306857	248.86	28.98	277.84
28	404	656	0.0247295	200.56	23.35	223.91
29	405	705	0.0265767	215.54	25.10	240.63
30	406	883	0.0332868	269.96	31.43	301.39
31	407	860	0.0324198	262.92	30.62	293.54
32	408	875	0.0329853	267.51	31.15	298.66
		26,527	100%	\$8,110.00	\$944.33	\$9,054.33
Yearly (x 12)				<u>\$97,320.00</u>	<u>\$11,332.00</u>	<u>\$108,652.00</u>



THE WYNFORD GROUP
#815 – 1200 West 73rd Avenue
Vancouver, B.C. V6P 6G5

PHONE: 604-261-0285
FAX: 604-261-9279

PRE-AUTHORIZED PAYMENT (PAP) FORM

NAME: _____	
STRATA PLAN: _____	STRATA LOT: _____
UNIT NO.: _____	STREET: _____
PURPOSE: <input type="checkbox"/> NEW ENROLLMENT <input type="checkbox"/> CHANGE FROM POST DATED CHEQUES	
<input type="checkbox"/> CHANGE IN BANKING INFORMATION <input type="checkbox"/> CANCELLATION	

AUTHORIZATION

1. I / We hereby authorize The Wynford Group on behalf of our Strata Corporation to draw cheques or prepare debits by paper or electronic entry covering the following: **Please "✓" the applicable items**

☐ Monthly Strata Fees ☐ Storage / Locker ☐ Parking ☐ Other _____

I / We acknowledge that the amounts for each item indication will be those prescribed / approved by the Owners and due to the Strata Corporation. The amounts may be increased / decreased as approved by the Owners of the Strata Corporation.

2. Commencement Date: _____
(M) (D) (Y)

NOTE: This form **MUST** be returned to The Wynford Group's office by the 15th day of any given month in order to be effective the first day of the following month.

3. I / We undertake to inform The Wynford Group, in writing, of any change in the account or address information provided in this authorization, **fifteen (15) days before the beginning of the month**. If the account is transferred to another financial institution, it will be necessary to provide The Wynford Group with a voided cheque.

4. This authorization may be cancelled at any time upon receipt of a minimum of 15 days written notice to The Wynford Group prior to the first day of the following month.

5. I / We acknowledge that delivery of this authorization to The Wynford Group constitutes delivery by me to the financial institution indicated on the face of my voided cheque.

ACCEPTANCE

1. I / We hereby confirm our authorization in accordance with the provisions contained herein.

2. I / We warrant that all persons whose signatures are required to sign on this account have signed below.

Date: _____
(M) (D) (Y) _____
Signature _____ 2nd Signature if required _____

NOTE: If you are **NOT** the registered Owner but are taking responsibility for making payments – please complete the following:

NAME: _____ PHONE: (_____) _____
ADDRESS: _____

REQUIRED TO BE ATTACHED

- ☐ Blank cheque marked "VOID" to indicate the account to be drawn upon.
☐ Sufficient cheques (indicate number _____) to cover strata fees until the "PAP" effective date previously noted.

FOR WYNFORD USE ONLY

Strata Plan: _____ Property No.: _____ Owner Code: _____
Strata Fees: _____ Parking: _____ SPA: _____ Other: _____ Total PAP: _____
Bank A/C: _____ Sequence: _____ Date Entered: _____

(pap-author)



**The
Wynford
Group**

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

STRATA PLAN: _____ STRATA LOT # _____ UNIT # _____

NOTIFICATION IN CASE OF EMERGENCY

Dear Owner/Resident:

Occasionally, a situation will arise which makes it imperative to enter individual apartment units to correct a problem. This is to be expected in condominium living.

Unfortunately, emergency entrance to a unit can be hampered when unit owners/residents are away on vacation or absent for extended periods. This can result in extensive damage to the building or the individual apartment unit simply because there was no way to contact the owner.

In order to avoid this problem, would you kindly provide this office with the telephone number(s) where you may be reached at home or at work, along with an emergency contact. You may be assured this information will be kept confidential. **Please provide us with updated information if the information below changes at any time during your ownership or occupation at the address below.** Thank you.

OWNER NAME: _____ NO. OF OCCUPANTS: _____

UNIT ADDRESS: _____

MAILING ADDRESS: _____

HOME TELEPHONE: _____ WORK TELEPHONE: _____

E-MAIL ADDRESS: _____

IN AN EMERGENCY, CONTACT: _____ TELEPHONE: _____

ADDITIONAL INFORMATION I FEEL MAY ASSIST YOU IN THE EVENT OF AN EMERGENCY:

TENANT NAME: _____ NO. OF OCCUPANTS: _____

(If applicable)

HOME TELEPHONE: _____ WORK TELEPHONE: _____

IN AN EMERGENCY, CONTACT: _____ TELEPHONE: _____

I UNDERSTAND THE PERSONAL INFORMATION PROVIDED ABOVE IS FOR PURPOSES OF COMPLYING WITH LEGAL REQUIREMENTS, IDENTIFYING AND COMMUNICATING WITH ME, MY TENANT, OR MY EMERGENCY CONTACT IF NECESSARY, AND ENSURING THE ORDERLY MANAGEMENT OF THE STRATA CORPORATION. I HEREBY AUTHORIZE THE WYNFORD GROUP TO COLLECT, USE AND DISCLOSE THE PERSONAL INFORMATION ABOVE FOR THESE PURPOSES.

DATE: _____ SIGNATURE: _____
(OWNER)

Please return this completed form as soon as possible to The Wynford Group.



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 1691,
THE SOMERSET, HELD ON TUESDAY, AUGUST 19th, 2008, AT 6:30 P.M., IN UNIT #106 –
1147 NELSON STREET, VANCOUVER, B.C.**

In Attendance:	Randy Atkinson	President	#102
	Loreya Montayne	Secretary	#203
	Steve Lemire		#103
	Jeanne Krabbendam		#106
	Drew Morritt		#302

Property Manager:	Marc Rothberg	The Wynford Group
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Regrets:	Susan Munroe	Vice-President	#105
	Shana Martin	Treasurer	#305

1. CALL TO ORDER

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

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED AND CARRIED** to approve the Minutes of the June 17th, 2008 Council meeting, as circulated.

3. BUSINESS ARISING FROM MINUTES

A. Interior Decorating Project

The project is nearly complete. The contractor expects the suite numbers and lobby cabinet to be complete by end of September.

B. Annual Fire Inspection

The fire inspection missed units / deficiency repairs have been scheduled with Fire-Pro for Thursday, September 4th, 2008. Access to some units will be required. Notices will be delivered in advance to affected units.

C. Sewer Vent Cleaning

Sewer vent cleaning has been scheduled with Milani Plumbing for Monday, August 25th, 2008. Notices have been posted around the building.

D. Exterior Painting

Council agreed to defer this item to discussion of hiring a maintenance person.

4. NEW BUSINESS

A. Maintenance Person

Council agreed to defer discussion of this and schedule a separate meeting to deal solely with this item. Council will make a final decision at the next regular Council meeting.

B. Bike Theft

A recent bike theft has occurred in the building. Residents are reminded to be vigilant and report any suspicious activity to the police. A Council member will look into the feasibility of installing secure bike racks in the garage area. The Property Manager will order more bike room keys from Devak Lock.

C. Entrance Mats

The front entrance mats have gone missing. It was noted that a realtor might have inadvertently taken them during an open house. If they cannot be recovered, Council agreed that they be replaced.

D. Carpets

A carpet stain has been noted near Unit #207. The Property Manager will see if the janitorial service can remove it. If not, Council agreed to have a professional carpet cleaning company clean the second floor, or spot clean the stained area, if possible.

E. Plant Watering

It was noted that when Residents water plants on balconies, water runs down onto balconies below. Residents are reminded to be courteous to others and ensure water does not run down to other balconies, and to use drip trays under potted plants.

5. FINANCIAL REPORT

A. Operating Statements

Council agreed to defer approval of the financial statements, as the Treasurer was not in attendance.

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

There was no correspondence discussed.

7. MEETING TERMINATION

There being no further business, the meeting was terminated at 7:15 p.m.

The next meeting is scheduled for **Monday, October 20th, 2008, at 6:30 p.m.**

<p>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.</p>

<p>Do you have a question regarding payment of your account? If so, please call 604-261-0285 and ask for Accounts Receivable.</p>

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: _____

(S:\AA-Marc\VR 1691\MINUTES\2008\MIN-08.19.1691.doc)

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 1691, THE SOMERSET, HELD ON TUESDAY, JUNE 17th, 2008, AT 6:30 P.M., IN UNIT #105 – 1147 NELSON STREET, VANCOUVER, B.C.

In Attendance:	Randy Atkinson	President	#102
	Susan Munroe	Vice-President	#105
	Shana Martin	Treasurer	#305
	Loreya Montayne	Secretary	#203
	Steve Lemire		#103
	Jeanne Krabbendam		#106
Property Manager:	Marc Rothberg	The Wynford Group	
Guest:	Dave Humphries	Remdal Painting & Restoration	
Regrets:	Drew Morritt		#302

1. CALL TO ORDER

The Property Manager called the meeting to order at 6:30 p.m.

2. GUEST BUSINESS**A. Meeting With Remdal Painting & Restoration**

Council confirmed particulars to finalize the interior redecorating project with Remdal. Outstanding issues concerning the lighting, unit numbers and lobby cabinet were resolved. Council noted various deficiencies and a brief walkthrough with Remdal was conducted.

Further to the installation of the new light fixtures / lamps, incorrect lamps were put into the fixtures. Remdal clarified the matter and it was agreed that only 13W CF lamps should be used in the fixtures. As Remdal was responsible for the initial installation, Dave agreed Remdal would cover the cost to replace all of the bulbs to the proper ones. Remdal gave Council various options of “temperatures” of 13W lamps that could be used ranging from warm to cool.

Dave Humphries departed the meeting with the thanks of Council.

3. ELECTION OF OFFICERS

The following Council members volunteered to take on executive positions and it was agreed by Council to ratify the following:

Randy Atkinson	President
Susan Munroe	Vice-President
Shana Martin	Treasurer
Loreya Montayne	Secretary

4. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED AND CARRIED** to approve the Minutes of the April 8th, 2008 Council meeting, as circulated.

5. **BUSINESS ARISING FROM MINUTES**

A. Interior Decorating Project

Further to the meeting with Remdal, it was **MOVED / SECONDED (#305 / #106) AND CARRIED** to have Remdal proceed in installing the “warm” 27K CF lights. Council also agreed to have Remdal install some doorknob stoppers on the third and fourth floor front stairwell doors.

B. Intercom Pedestal / Hydrant Cover

Au Courant Contracting has completed the work.

C. Annual Fire Inspection / Deficiencies

Council agreed to proceed with the deficiency repairs and missed unit inspections from the annual inspection. A discrepancy on the report from Fire Pro was noted. The Property Manager will clarify before having Fire Pro proceed with work.

D. Window Washing

Skywalker Highrise Services has completed the exterior window washing.

E. Graffiti Removal

Goodbye Graffiti has completed the removal of graffiti from the front of the building.

F. Water Backflow

Council reviewed a quote from Milani Plumbing to auger all sanitary lines / vents. It was **MOVED / SECONDED (#103 / #106) AND CARRIED** to approve Milani to proceed with the work in the amount of \$3,850 plus GST.

G. Exterior Painting

Council reviewed a quote from Au Courant Contracting to paint various exterior railings / doors. Council agreed to defer and will obtain a second quote before making a final decision.

6. **NEW BUSINESS**

A. Annual General Meeting Follow-up

Council reviewed the New Business from the Annual General Meeting. Council agreed to take action on any issues, as and when necessary, if they have not already been resolved. All Owners are reminded that any issues or requests concerning the Strata must be made in writing to Council.

B. Summer BBQ

Council agreed to look into organizing a summer BBQ for the Strata.

7. **FINANCIAL REPORT**

A. Operating Statements

It was **MOVED / SECONDED (#106 / #103) AND CARRIED** to approve the March, April and May 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.

8. **CORRESPONDENCE**

Correspondence received was reviewed by Council and addressed under the appropriate Order of Business. Property Manager to take action as necessary.

9. **MEETING TERMINATION**

There being no further business, the meeting was terminated at 8:47 p.m.

The next meeting is scheduled for **Tuesday, August 19th, 2008 at 6:30 p.m.**

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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APPROVED _____
BY
COUNCIL: _____

DATE: _____

(06/27/08)

(MIN-06.17.1691)

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

TO BE HELD ON TUESDAY, JUNE 17th, 2008

AT 6:30 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. GUEST BUSINESS**
 - Dave Humphries – Remdal Painting & Restoration
 - Hallway Lights
 - Unit Numbers / Lobby Cabinet
- 3. MINUTES OF THE PREVIOUS MEETING**
– April 8th, 2008 (for approval & signature)
- 4. ELECTION OF OFFICERS (RATIFY)**
- 5. BUSINESS ARISING FROM THE MINUTES**
 - A. Interior Decorating Project
 - B. Intercom Pedestal/Hydrant Cover (Complete)
 - C. Annual Fire Inspection Deficiencies (ATTACHED)
 - D. Window Washing (Complete)
 - E. Graffiti Removal (Complete)
 - F. Parking Garage Fan
 - G. Water Backflow (ATTACHED)
 - H. Exterior Door/Railing Painting
- 6. NEW BUSINESS**
 - A. AGM Follow Up (ATTACHED)
 - B. Minutes/Key/Remotes Distribution

7. FINANCIAL REPORT

- A. Operating Statements for March, April & May 2008
- B. Receivables Report

8. CORRESPONDENCE

- 1. To #401, #406 re: permission to rent
- 2. To #301, #302 re: bylaw reminder – items in hallway
- 3. To #307 re: charge back
- 4. To #402 re: charge back
- 5. To #103, #106, #302 re: election to Strata Council
- 6. To #102, #105, #203, #305 re: re-election to Strata Council
- 7. To #404, #405, #407 re: retiring from the Strata Council
- 8. To Strata Council re: management contract amendments
- 9. Notice to all Residents re: window cleaning
- 10. To all Owners re: AGM and strata fees

9. MEETING TERMINATION

Next Meeting Date: _____

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

Marc Rothberg
Property Manager

Attachments

(AG-06-09.1691)



FIRE - PRO FIRE PROTECTION LTD.
FIRE PROTECTION SALES AND SERVICE

March 28, 2008

Strata Plan VR 1691
C/O The Wynford Group
815-1200 West 73rd Ave
Vancouver, B.C. V6P 6GE

ATTENTION: MARC ROTHBERG
mrothberg@wynford.com
Tel: 604-261-0285

RE: FIRE PROTECTION SYSTEM AT 1147 NELSON STREET

Dear Marc;

We have completed testing of the fire protection equipment for the above-mentioned property. Please see the attached comments and recommendations sheet for full details.

Please let us know if you wish to proceed with any of the recommended repairs. If you require any further details please feel free to contact me.

Sincerely,

Tanya Krysko
Service Sales
Fire-Pro Fire Protection Ltd.
604-299-1030
tkrysko@fireprofireprotection.ca

"WE TAKE PRIDE IN OUR WORK AND BELIEVE LIFE SAFETY COMES FIRST"

#15 – 3871 N. Fraser Way, Burnaby, B.C. V5J 5G6 • Fax: (604) 299-6353 Phone: (604) 299-1030



FIRE - PRO FIRE PROTECTION LTD.

FIRE PROTECTION SALES AND SERVICE

Strata Plan VR 1691

C/O The Wyndford Group

1147 NELSON STREET

SERVICE DATE: 1147 NELSON STREET

JOB NUMBER: F 82-02-33

WORK COMPLETED DURING TESTING:

1. Tested Fire Alarm System as per NFPA 72.
2. 30-minute test of emergency lighting systems as per BC Building Code Section 3.2.6.
3. Testing of dry / wet sprinkler system as per NFPA 13
4. Inspected, dated, and tagged all fire extinguishers as per NFPA 10
5. Tested all insuite devices with the acceptance of the noted no access suites.
6. Tested the back flow preventer(s).
7. Bell test.

NO ACCESS:

- 306
- 303
- Room by stall 16
- By stall 16 (emergency light)
- Storage room by #105
- Storage room by #405
- Storage room by #305

REPAIRS REQUIRED:

1. The tenant is suite # 308 has requested less sensitive smoke alarm..

Less sensitive (photoelectric) smoke alarms \$106.00 plus taxes.

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2. The following A/C smoke alarms were found to be not working properly and require replacement

<input type="checkbox"/> 301 (x2)	<input type="checkbox"/> 201 (x2)
<input type="checkbox"/> 205 (no interconnect)	<input type="checkbox"/> 108

Replacement of each smoke alarm would cost \$ 78.00 each plus tax. If the smoke alarms were disconnected due to being too sensitive, suggest removal and replacement with new, less sensitive photoelectric smoke alarms for \$ 106.00 each plus taxes.

Note: Due to compatibility problems in suites where there is more than one smoke alarm, all smoke alarms may require replacement with only one labour charge of \$55.00 is applicable per suite plus the cost for the additional device(s).

3. The manual pull station by suite #104 at the stair exit was found to be not working and requires replacement

Materials and Labour \$ 130.00 plus all applicable taxes

4. The smoke detector by suite #107 was found to be not working and requires replacement

Materials and Labour \$ 140.00 plus all applicable taxes

5. The fire alarm bell located on the 1st floor by the elevator lobby is painted. To ensure proper function and to meet code requirements, the fire alarm bell requires replacement

Materials and Labour \$ 129.00 plus all applicable taxes

6. The following fire alarm bells were found to be not working a requires replacement

<input type="checkbox"/> 1 st floor by elev	<input type="checkbox"/> By 207	<input type="checkbox"/> By 403
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Materials and Labour \$ 129.00 each plus all applicable taxes

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7. The second floor flow switch requires adjustment

Materials and Labour \$ 120.00 plus all applicable taxes

8. The batteries in the emergency lighting unit located by suite #207 are due for replacement (x2)

Materials and Labour \$ 120.00 plus all applicable taxes

9. The air compressor's belt is shredded and old, replacement is required

Materials and Labour \$ 85.00 plus all applicable taxes

RECOMMENDATIONS:

- A. adding residential pendant heads to the spare sprinkler head box

Materials and Labour \$ 66.00 plus all applicable taxes

- B. installing "local alarm only" stickers above every manual pull station

Materials and Labour \$ 11.00 each plus all applicable taxes

Note: There is a sprinkler head on the 1st floor at the rear exit that has tape wrapped around. The tape requires to be removed.

Materials = \$897.00
Labour = \$830.00

Service vehicle charge = \$45.00
Battery fee = 6.00

Note: There is a \$ 3.00 per battery environmental disposal fee for each battery removed from site.

Note: Travel time to be included in the above noted costs if the majority of the repairs required are approved at the same time.

Vehicle service charge is not included in repairs.

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MILANI

SINCE 1956

PLUMBING DRAINAGE AND HEATING, 5526 KINGSWAY BURNABY BC

THE SOMERSET VR 1691

2008 May 26

Proposal

Ref No. 667694

The Somerset VR 1691
c/o The Wynford Group
Suite No.815 - 1200 West 73rd Avenue
Vancouver, B.C. V6P 6G5

Phone No. (604)

ATTENTION: MARK ROTHBERG

RE: ESTIMATE TO AUGER AND FLUSH:
@ 1147 Nelson Street, Vancouver, B.C. V6J 1P2

Further to our conversation and recent site visit, Milani would like to offer the following quotation for work at the above premises.

SCOPE OF WORK:

- ◆ **Auger all sanitary sewer vents from roof down to underground parking level.**
- ◆ **Flush all horizontal sanitary lines from cleanouts and end cap access.**
- ◆ **Report conditions and make recommendations to owners.**
- ◆ **Clean up area of work done.**

- ◆ **Cost: \$3,850.00 Plus GST (\$192.50) = \$4,042.50**

Milani is bondable, and carries public liability insurance in excess of \$10,000,000 and I.C.B.C. liability of over \$5,000,000. WCB coverage is always maintained to current status

Milani has earned the respect of the lower mainland, with quality work and good service, since 1956. All work is guaranteed, and should any problems arise, priority service will be provided by one of our over 65 service vehicles.

Milani has specialized in plumbing and mechanical serviced for over 50 years. We have the equipment and staff required to quickly and efficiently complete any type of installations and /or retrofits for plumbing, drainage, heating, boiler and mechanical projects and maintenance.

Milani is a member of the Better Business Bureau in good standing.

This quotation is valid for 30 days and does not include GST, unless indicated. Should you wish Milani to proceed with this work, you may place your order by signing and dating this letter and sending/faxing a copy back to our office at your earliest convenience.

We hope the above is to your satisfaction. If you have any questions, please do not hesitate to contact us at 604-430-2603

Yours sincerely,

Operations Manager
Lennert Erichsen

Signature - For Approval of 667694

Date

11. NEW BUSINESS

- Some of the back doors on the main floor leading to the back lane do not close properly. It was recommended Council look into installing door closers.
- There are some sinkholes in the back lane. It was noted that the City would need to address the matter.
- A security issue was raised concerning one of the front doors not being locked properly after use. Installing a spring-loaded lock was recommended.
- There have been some issues with the buckling of balcony membranes that have been previously raised and still need to be addressed.
- It was noted the roof drains should be inspected regularly.
- It was noted by an Owner that the original electrical sockets/outlets are not properly grounded.
- It was noted that the hallway lighting appears too bright.