

# **Somerset Gardens Guidelines for the Bottle and Can Collection**

## **Context**

Somerset Gardens currently has volunteers who collect alcohol and beer bottles and cans from the condominium and return them for a refund. The proceeds of these returns constitute the Bottle Fund.

## **Purpose**

The purpose of the Bottle Fund is to provide funding for

- expenses that benefit the condominium and its residents but are not expenses that can lawfully be funded from condominium fees, for example, the cost of food and beverages for social events
- unbudgeted low cost expenses of a discretionary nature, unforeseen at the time the budget was set, for extras of benefit to all residents

## **Application**

These guidelines apply to all Somerset Gardens owners and residents.

## **Roles and Responsibilities**

Bottle and Can Collection Organizer: This shall be the person who volunteers to organize all aspects of this initiative, including recruiting volunteers, posting notices, organizing the removal of the bottles etc. He or she is responsible for ensuring that the bottles are collected regularly and as often as is necessary from the P1 garage and the rooftop gardens area, so that at no time are the bottles interfering with safe use and cleanliness of the garage. The bottles must be contained in the bins at all times. This Bottle and Can Collection Organizer shall have access to the bottle fund bank account to deposit funds collected.

Bottle Fund Manager: The Bottle Fund shall be maintained and managed by the Chair of one of the Somerset Gardens Committees sanctioned by the Board. That person will be the Bottle Fund Manager. In consultation with the Committee Chairs, the Board will determine which Committee Chair will hold this responsibility, and if no Committee Chair is willing or available to take this responsibility, the Board may designate any other owner or resident to this position until a willing Committee Chair is found. The Bottle Fund Manager is responsible for accounting to the Board and other Committee Chairs on request, and in keeping an accurate account of Bottle Fund income and expenses.

Volunteers collecting bottles: According to the Fire Code, it is imperative that exits and hallways be kept free of items and therefore the volunteers who

collect the bottles shall ensure the bottles are removed from the P1 garage at least weekly and more frequently if necessary. The volunteers shall deliver the money collected to the Bottle Fund Manager or the Bottle and Can collection organizer after collection, at the convenience of both parties.

Residents: Residents may leave all alcohol and beer bottles in the blue bins P1 garage for collection and refund in support of the bottle fund. It is requested that bottles are placed there without plastic bags, though beer cases and six-packs are welcome if full.

### **Process for Requests**

Any resident requesting funds from the Bottle and Can collection shall submit a completed request form (attached as Schedule A) to the Bottle Fund Manager.

The Bottle Fund Manager will forward the request to and obtain the consent of all Somerset Gardens Committee Chairs before approving the expenditure. If there is only one Committee Chair active or if there is dissent amongst the Committees, the Board will vote to settle the issue.

In the event that the request is for an expenditure over \$300, the opinion of all Committee members will be sought and the majority opinion of those members will determine whether this expenditure will be approved.

If the Bottle Fund Manager is unsure if a request adequately meets the criteria of the fund's use then s/he will seek the opinion of the Board.

The following considerations should apply in deciding whether to expend Bottle Fund monies:

- Whether the proposed expenditure positively impacts the maximum number of owners/residents (i.e. enhances enjoyment of the building for as many owners/residents as possible, builds a sense of community, augments property values, etc.);
- Whether the expenditure is for something that cannot be or is not currently part of the Condominium Corporation's budget;
- Whether there are adequate funds in the fund to cover the proposed expense; and
- Whether a variety of individuals with diverse interests have had the opportunity to use the funds.

**Somerset Gardens – OCSCC 795  
Justification Request to Spend Bottle and Can Collection Funds  
(Effective February 1, 2011)**

Instructions for completion: Double click on boxes and highlight checked option or enter desired text in default fields.

Description of item: (should include Vendor name if known)	Amount of Request (Include taxes)  \$	<input type="checkbox"/> Expenditure cannot be paid through condo fees <input type="checkbox"/> Expenditure was not budgeted for this year <input type="checkbox"/> Expenditure supports a variety of individuals with diverse interests who haven't had the opportunity to use the funds
--	--	---

**Justification for Request**

The proposed expenditure positively impacts the maximum number of owners/residents  
 Enhances enjoyment of the building for as many owners/residents as possible  
 Builds a sense of community  
 Augments property values  
 Other (explain).

**Details Justification of expenditure (MANDATORY – THIS SECTION MUST BE COMPLETED)**

Requested by: (Originator) Name: _____  Name: _____	Signature and Date: _____ (Name) (Date)  _____ (Name) (Date)
--	---

**Disposition**

Approved Amount \$	Approved by  Signature and Date: _____
-----------------------	---

Attach this authorization to documentation and submit to the Bottle Fund Manager for processing reimbursement.