

May 20, 2022

Dear Owner,

At the Information Meeting on May 2, council advised that we planned to include a resolution for approval of the Machstat Replacement Project on the agenda of the Annual General Meeting (AGM) which is scheduled for July 18.

We also advised that Houle Controls, the original installer of our Machstats and our current service provider, told us that the new Reliable Controls Machstat replacement controller could not be obtained due to supply chain issues. However, since the meeting, Houle Controls has informed us that they will now be able to obtain the new controller from Reliable Controls as of September and they have provided a quote for replacement.

Council is therefore in the process of analyzing the Houle Controls and Island Temperature Controls (ITC) proposals to determine which is the best option for Balance.

In the meantime, ITC has just advised us that the price of the Delta Controls equipment will increase if a firm order is not placed by July 1. The council has therefore decided to hold a Special General Meeting (SGM) by Zoom on Thursday June 9, to obtain owner approval for the project funding, in advance of July 1. This will enable us to take advantage of the current ITC pricing, in the event the council determines that their solution is the preferred option. If the decision is to go with Houle, the approved project funding will allow us to proceed with the project as soon as possible.

It's possible that council will have completed the analysis and determined the preferred option prior to the SGM and if that is the case, we will update owners during the meeting. However, approval of the project funding is not dependent on the final solution decision and is required regardless. Either solution can be accommodated with the proposed funding allocation contained in the resolution on the meeting agenda.

Please see the attached meeting notice for more details on the above and logistics for the meeting, including the registration link.

We apologize for the additional meeting but know you will support this cost avoidance measure.

We look forward to your participation at the SGM!

Sincerely,

Your Strata Council and Management.

**NOTICE OF
SPECIAL GENERAL MEETING
FOR THE OWNERS OF
BALANCE AT DOCKSIDE GREEN,
REGARDING THE APPROVAL OF THE
MACHSTAT REPLACEMENT PROJECT
THE OWNERS STRATA PLAN VIS 6763**

WHERE: By Electronic Meeting via Zoom

To pre-register, click on this link:

<https://us02web.zoom.us/meeting/register/tZckf-uurzkvE9OHivuhWo9LdftdNKpVCIy>

Please pre-register now, but please review the information on the next page before you do so.

WHEN: Thursday June 9, 2022

Final Registration: 4:30 PM to 5 PM. Please access the meeting by clicking on your personal Zoom link that was emailed to you after you registered.

Meeting: 5 PM

AGENDA

1. Call to order
2. Certify proxies and corporate representatives
3. Determine that there is a quorum
4. Elect a person to chair the meeting, if necessary
5. Present proof of notice of meeting or waiver of notice
6. Approve the agenda
7. Approve minutes from the last general meeting
 - March 21, 2022
8. Majority Vote Resolution: Approve the Machstat Replacement Project
9. Terminate the meeting

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Proxy Form

Please bring this Notice Package
with you to the meeting

Zoom Registration Process ...

Owners who plan to attend the Zoom electronic Special General Meeting (SGM) **must pre-register** in advance by clicking on this link and completing and submitting the meeting registration form:

<https://us02web.zoom.us/meeting/register/tZckf-uurzkvE9OHivuhWo9LdftdNKpVClYl>

Pre-registering is a simple process that will take two minutes at the most. You can do so by using a desktop browser or a mobile device.

You will be asked to provide your name, the unit number(s) that you own in Balance and your email address. Since only one person can vote for a unit, you will also be asked to identify whether you are registering as a voter for your unit or as a non-voting participant.

When your registration is approved, you will receive an email from Zoom with your personal link to access the SGM. Please save it in your calendar or somewhere else where you will be able to find it on the day of the meeting.

You will not receive a link to the Zoom meeting, and you will not be able to get into the meeting, unless you pre-register.

Please pre-register as soon as possible but at the *latest by 5 PM on Wednesday June 8, the day before the meeting.*

Frequently Asked Questions

We both own our unit and plan to attend the meeting. Do we both need to pre-register?

There is only one vote for each unit in Balance. If you will both sit at the same computer and share the same Zoom connection, only the owner who will vote needs to pre-register.

However, if you will be in separate locations with two separate Zoom connections, you must both pre-register. On the registration form in the space provided, one of you must indicate that you will be the voter and the other must indicate that you will be a non-voting participant. The owner who identifies themselves as the voter will receive the electronic ballot for voting by email during the meeting.

I will be sitting with another owner who will access the Zoom meeting on their computer. We will share the same Zoom connection. Do I need to pre-register?

If you co-own the same unit with the other owner, you do not need to pre-register.

If you are an owner of another unit and you want to vote with respect to your own unit, you must pre-register. You will not be able to vote unless you do so.

I own two units in Balance and I want to vote with respect to both of them. Do I need to pre-register twice?

No. On the registration form, there is a space to identify each unit that you own.

I have been appointed as a proxy. Do I need to pre-register?

If you are an owner in Balance and you have already pre-registered with respect to your own unit, you do not need to pre-register with respect to any proxies. However, please ensure that the strata manager receives the proxy forms before the date of the meeting. (See [Appointing a Proxy](#), below.)

If you are NOT an owner in the strata corporation, you must pre-register in order to be able to access the Zoom meeting and vote. Please enter YOUR name on the registration form, not the name of the owner who has appointed you.

I don't have email. Can I still vote at the meeting?

No. The electronic ballot will be sent by email during the meeting. You must be able to receive email and use a desktop, laptop, or mobile device to vote. If this is not possible, please appoint a proxy.

Do I have to pre-register if I am appointing a proxy?

No. Pre-registering is only required if you will be attending the Zoom SGM.

Why would my registration be rejected?

We need to ensure that registrations are for owners of Balance units and that only one person is registered to vote for each unit. Your registration request will be rejected if:

- The name entered is not a registered owner and/or eligible voter of a unit in Balance, or a person appointed to vote as proxy on an owner's behalf.*
- The unit number is not correct.*
- The email address provided on the form is not the same as the email address that we have on file. For security purposes, we need to send the electronic ballots to email addresses that are known to us. Please provide the same email address that you use to receive communication from Proline and the Strata Council.*
- Two or more persons try to register as voters for the same unit. (There can only be one vote for each unit.)*
- We have already received a proxy form from the person who is trying to register as a voter.*

What will happen after I complete the registration form?

- Your registration request will be reviewed and if approved, you will receive an email from Zoom with a unique link to access the Zoom electronic Special General Meeting. **Save it in your calendar or somewhere else where you will be able to find it on the day of the meeting – it will be your only way into the meeting.** Please do not forward the link to anyone. Only you can use the link. Zoom will not allow two or more people to access the meeting with the same link.*

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Appointing a Proxy ...

Owners who are unable to attend the meeting are encouraged to appoint a proxy. A proxy is someone, usually but not necessarily another owner, who you know will be attending the meeting and will vote on your behalf. You can either provide the person with full proxy powers, or you can identify any limitations on the proxy form.

Please note that Proline Property Managers and employees cannot be proxies.

Please complete the Proxy Form at the end of this package and send it to the person you are appointing as your proxy. Make sure the person you appoint is planning to attend the meeting!

In addition, a copy of the proxy form must be sent to us by 5 PM on Wednesday June 8, the day before the meeting, so it can be certified as per the bylaws. Without this, the proxy cannot vote. To send us a copy, [log into PowerStrata](#) and on the Dashboard under **Requests and Notifications**, click on *Submit a Proxy for the General Meeting*. Attach a PDF or a pic of the proxy to the form under *Supporting Documents* and press **Submit** at the bottom.

If you are in the Balance premises, you may also drop the copy in the black drop box by the recycle room.

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Meeting Procedures ...

Registration

- The official registration period will be from 4:30 pm to 5 pm on June 9, immediately before the start of the meeting. During this period, all eligible voters who have pre-registered in Zoom must connect using the Zoom link that was sent after pre-registration, so final registration can be completed. The meeting will start promptly at 5 pm.
- When participants access the meeting, they will enter an electronic waiting room. The name that was entered on the registration form will be displayed to the host/ administrator. Participants may be asked to identify themselves by name and strata lot number. Once the registration is verified, the participant will be allowed into the meeting. There will be many participants joining around the same time, so patience is requested while registration is completed.
- Those persons acting as proxies for other owners will be asked to confirm for which units they will be voting as proxy so receipt of the written proxies can be confirmed, and the proxies certified as per the bylaws.

Meeting Conduct

- As per [section 49 \(2\) of the BC Strata Property Act](#), a person who attends an electronic general meeting is considered to be present “in person” at the meeting.
- The meeting will be conducted the same way as a meeting in a physical location except that an electronic voting platform will be used for voting on the resolution.
- Participants who wish to comment or ask questions will be asked to use the **Reactions** button at the bottom of the screen and then click on **Raise Hand**. They will be “given the floor” by the chair at the appropriate time.
- The chair will ask for a mover and seconder for each procedural motion (e.g., approving the agenda) and for the majority vote resolution on the meeting agenda. Once a motion or resolution is seconded, comments and questions may be raised as per above.
- Once discussion on procedural motions is complete, the chair will call the vote and ask for a show of hands to either approve or oppose the motion or abstain from voting.
- The chair may at his or her discretion limit comments or questions to one per topic, per participant.

Majority Vote Resolution – Voting Procedures

- When the vote on the resolution is called, eligible voters will receive an email with an electronic ballot at the email address provided on the pre-registration form. The ballot will contain the resolution with options to vote in favour, oppose or abstain. Each voter will be able to make their selection and then submit their ballot electronically.
- Voters who are proxies will receive separate emails, with separate electronic ballots, for each proxy. Each email will indicate which unit in Balance the ballot is for. The voter will then be able to vote separately with respect to each proxy.
- At the end of the voting period and before the meeting is adjourned, the results of the vote will be announced by the chairperson.
- Eligible voters are asked not to disconnect from the Zoom meeting until the voting period is complete, the results are announced, and the meeting is adjourned.

NOTE TO ALL PARTICIPANTS: Owners with multiple proxies will need time to vote with respect to each proxy. We estimate it may take up to 15 minutes. Please be patient while the voting period is underway.

Zoom Tips ...

To help us ensure the meeting runs smoothly, please read the following information before you attend the meeting:

1. Please use a desktop, laptop or iPad in a home or office location with a reliable internet connection, not a mobile device, so that you will be able to clearly see the documents that may be shown on the screen during the meeting.
2. In the registration confirmation email from Zoom, there is a link to add the meeting link to your calendar. Do this so you have the link handy on the day of the meeting.
3. If you don't have Zoom on your laptop or desktop, download it before the day of the meeting by using this link: <https://zoom.us/support/download>. There is no charge for this, and it will make it easier to connect.
4. Please click on the link to join the meeting after 4:30 PM on June 9 and well before 5 PM when the meeting will start. If you get a video window, click on **Join with Video**. While you are in the waiting room, you can click on **Test Computer Audio** to make sure you will be able to hear the meeting and people will be able to hear you if you speak.
5. You will be moved from the waiting room to the meeting as soon as your registration is confirmed.
6. We have set your video to be on when you join. Please leave it on at least until you are let into the meeting from the waiting room, so we can confirm who is attending. We request that participants leave their video on so everyone can see each other. It needs to be on for show of hands voting on procedural motions.
7. Please stay on mute unless you are speaking.
8. If you wish to make a comment or ask a question, click on **Reactions** at the bottom of the screen, then **Raise Hand**. You will be given the opportunity to speak at the appropriate time.
9. If you lose your connection to the meeting, just use the meeting link again to re-join. You will be placed back in the waiting room, and someone will let you back into the meeting.
10. If your internet is unstable and you are getting shaky reception, it can help to turn your video off.
11. If you want to see all the participants at the meeting and not just the person speaking, then set your view to "gallery" by using the **View** button in the upper right corner. When material is being shared by the presenter, use "side by side gallery."
12. When the presentation is shared, you can make it smaller or larger by moving the vertical lines in the middle of the screen (between the document and the thumbnail pictures of each participant) left and right. This will also make the thumbnails of the participants bigger or smaller.
13. If you are having a technical problem, rather than interrupting the meeting, click on **Chat** at the bottom and then use the "chat" function on the side to state your concern and someone will help you.
14. Please remember that as a voter, you will receive an electronic ballot by email, and you will vote electronically during the meeting. We recommend that if you have both a desktop/ laptop and a mobile device, you use the desktop/ laptop for the Zoom meeting and your mobile device to receive your electronic ballot by email and to vote. This will make it easier to stay focused on the Zoom meeting because you will not have to go back and forth between the meeting and your email on the same device. If you decide to use the same device to participate in the Zoom meeting and to access your email and vote, please be sure that you know how to navigate between Zoom and your email before the meeting starts.

Neither Balance nor Proline are responsible for the connections to the Zoom Meeting. We will do everything possible to ensure the meeting runs smoothly, but if any participant has concerns about their technical ability to participate in and vote during the meeting, we recommend that they appoint a proxy.

MAJORITY VOTE RESOLUTION TO APPROVE THE MACHSTAT REPLACEMENT PROJECT: BACKGROUND & COUNCIL RECOMMENDATION

(See also the covering letter on page 1 of this notice package.)

Houle Controls, who installed and maintains all the controller equipment in Balance, advised the strata council in 2019 that the Machstat heat controllers in the strata lots were nearing end of life, and were no longer being manufactured. Since then, the number of malfunctioning or failed Machstats has escalated significantly. In fiscal 2022, the strata spent about \$10,000 on repairs. To avoid escalating repair costs which would seem to be inevitable, the council has therefore determined that the Machstats should be replaced.

The council held an owner Information Meeting about this proposed project on May 2, 2022. To review the material from the meeting which contains much more background and detail than above, please go to this link:

[https://pms.powerstrata.com/plpm/VIS6763/files/22025714001080009/Information Meeting Presentation May 2 2022-7.pdf](https://pms.powerstrata.com/plpm/VIS6763/files/22025714001080009/Information_Meeting_Presentation_May_2_2022-7.pdf)

As identified at the Information Meeting, council requested quotes from several vendors on Vancouver Island earlier this year. Houle Controls advised that they were unable to obtain the new Reliable Controls replacement for the Machstat controllers due to supply chain issues and declined to quote. Island Temperature Controls (ITC) provided a proposal to replace all the Machstats and common area control equipment with equipment from Delta Controls, at a cost of \$218,000 if the server is shared with Synergy or \$232,000 if Balance has an independent server. (Another vendor provided a quote that was significantly higher.)

After the Information Meeting, Houle Controls contacted the council and advised that they had just been informed by Reliable Controls that the replacement controller for the Machstats will be available by September. Houle therefore provided two quotes:

1. An ethernet based solution, costing \$227,000.
2. An RS-45 solution (similar to ITC's solution), costing \$161,000.

However, neither of the Houle quotes include replacement of all the common area controls, as do the ITC quotes.

Council is in the process of analyzing the options to determine what is best for Balance. In the meantime, ITC has advised that the cost of the new controllers will increase as of July 1, if a firm order is not placed before then. Council is therefore looking for approval for the project funding in advance of that date, in the event council decides that the ITC solution is the preferred option. If the decision is to go with Houle, the approved project funding will allow us to proceed with the project as soon as possible.

The funding for this project exists in the Contingency Reserve Fund, so a special assessment is not required. Replacement of the Machstats was identified in our Depreciation Report as a possible expenditure for 2020, with an estimated cost of \$265,000. Replacement of the common area control equipment was identified as a potential expenditure for 2024, with an estimated cost of \$60,000.

The strata council strongly recommends that the owners approve this project and authorize an expenditure from the Contingency Reserve Fund of up to \$260,000. This amount will cover the replacement cost regardless of whether the solution is provided by ITC or Houle Controls. In addition, a small amount of contingency will be available to cover any unforeseen expenditures.

Completing the project as soon as possible will avoid escalating and unnecessary repair costs, as well as failed equipment that could cause units to be without heat while waiting for repair/ replacement, and issues

producing the utility consumption invoices.

Majority Vote Resolution: Approve the Machstat Replacement Project

BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS 6763 THAT, pursuant to section 96 (a) and section 96 (b) (i) (A) (II) of the *BC Strata Property Act*, the Owners authorize an expenditure of up to \$260,000 from the Contingency Reserve Fund for the Machstat Replacement Project.

Supplied to StrataDocs 2022/05/19
Ordered by Tom Fraser 2024/04/10

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Voting ...

All owners of strata lots are encouraged to attend the meeting either in person or by proxy.

Please note that as per bylaw 50 (7), if an owner's strata assessments are in arrears as of the date of the Special General Meeting, they may not be eligible to vote at the meeting, either in person or by proxy.

In accordance with [section 1 \(1\) of the BC Strata Property Act](#) a majority vote means a vote in favour of a resolution by more than 1/2 of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and who have not abstained from voting.

As per [section 96 of the Act](#):

The strata corporation must not spend money from the contingency reserve fund unless the expenditure is

(a) consistent with the purposes of the fund as set out in section 92 (b), and

(b) approved or authorized as follows:

(i) the expenditure is first approved by a resolution passed by

(A) a majority vote at an annual or special general meeting if the expenditure is...

(II) related to the repair, maintenance or replacement, as recommended in the most current depreciation report obtained under section 94, of common property, common assets or the portions of a strata lot for which the strata corporation has taken responsibility under section 72 (3)

... Questions?

If you have any questions regarding this meeting notice or the practicalities of the meeting, please contact the property manager by using the link under *Main Contacts* on the Dashboard of PowerStrata to "Send a Message to Property Manager," by email at sam@prolinemanagement.com or by phone at 250 475-6440.

If you have specific questions about the background of the project and resolution, please use the link under *Main Contacts* on the Dashboard of PowerStrata to "Send a Message to Strata Council," or send an email to vis6763@pms.powerstrata.com.

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MAKE SURE YOUR VOTE COUNTS!



STRATA PROPERTY ACT – FORM A – PROXY APPOINTMENT (Section 56)

This form must be completed by the owner appointing the proxy and must be given to the proxy holder before the meeting. In accordance with the Strata Property Act, the property manager for the strata corporation cannot be appointed as a proxy. Please confirm that the named proxy holder will be in attendance at the meeting, as the appointment of a proxy holder is not transferable.

To ensure receipt and certification in time for the meeting, a copy of this completed form must also be given to the strata corporation before the meeting. Please provide the copy by 5 PM on Wednesday June 8 (the day before the meeting).

To send us a copy, [log into PowerStrata](#) and on the Dashboard under **Requests and Notifications**, click on *Submit a Proxy for the General Meeting*. Attach a PDF or a pic of the proxy to the form under *Supporting Documents* and press **Submit** at the bottom. **If you are in the Balance premises, you may also drop the copy in the black drop box by the recycle room.**

I/We, _____ [the owner(s)/mortgagee] of the strata lot described above, appoint _____ to act as my proxy at the special general meeting to be held on June 9, 2022.

Limitations on Proxy if any:

If no limitations are identified above, I/we confirm that there are no limitations on the proxy holder with respect to the resolutions and other matters identified in the Notice of the General Meeting.

Notice to the proxy holder:

1. You are required to vote this proxy appointment in accordance with the owner’s instructions printed hereon.
2. This proxy appointment is given to you alone, and you may not transfer this proxy appointment to another person.
3. The person providing the proxy does not have to use this form and may use a different form or the forms from the Strata Property Regulation if they prefer.

Unit # _____
 Strata Lot # _____
 The owners, Strata Plan VIS 6763 (Balance)
 Date: _____
 Signature of Owner/ Mortgagee
 Signature of Owner/Mortgagee

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