



MESSAGE FROM YOUR STRATA COUNCIL ...

For the first time since 2019, our Annual General Meeting (AGM) will be in person at the Da Vinci Centre!

After holding our 2020 and 2021 AGMs electronically, as well as the two Special General Meetings and the two Information Meetings earlier this year, we are looking forward to again being able to meet owners in person.

The BC *Strata Property Act* says that the notice for an Annual General Meeting must include a description of the matters to be voted on, the resolutions requiring a 3/4 vote, the financial statement for the previous year and the budget for the following year.

As is our custom, we've gone well beyond that in this package, to the extent that it is essentially our annual report. We have provided a summary of what we've accomplished in the past year, along with our financial results, a summary of our new bylaws and information about sales and rentals in Balance. We've also included extensive details about our plans for next year and our projections for the next 4 years. A full description of all the items on the agenda is included, so you can come to the meeting with a good understanding of what we are proposing, and why. We hope that you have the time to review all the information in the package before attending the meeting or appointing a proxy, and we hope you find the information useful and informative.

We're proud of the work we've done this past year and we're excited about our plans for next year. We look forward to discussing those plans further with you and answering your questions on July 18.

Your Strata Council:

Jennifer Cooper, Peter Durrant, Joyce Elliott, Alex Fyfe, Tanya Howes, Chris Lawson, Quinn Leitch.

NOTICE OF ANNUAL GENERAL MEETING THE OWNERS, STRATA PLAN VIS 6763

BALANCE AT DOCKSIDE GREEN

WHERE: Da Vinci Centre, 195 Bay St, Victoria, BC

WHEN: Monday, July 18, 2022

Registration at 5:30 PM

Meeting commences at 6:00 PM

AGENDA

1. Call to order
2. Certify proxies and corporate representatives and issue voting cards
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 Special General Meeting held June 9, 2022
8. Deal with any unfinished business
9. Receive reports of council or committee activities and decisions since the last Annual General Meeting
10. Report on insurance coverage in accordance with section 154 of the Act
11. Approve the budget for the coming year in accordance with section 103 of the Act
 - Resolutions 1 - 5 (see pages 18 – 20)
 - Fiscal 2023 Operating Budget (see page 21 – 25)
12. New Business
 - Resolutions 6 - 8 (see – pages 30 – 31)
13. Elect new members of the Strata Council
14. Any Other Business
15. Terminate the meeting

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The Year In-Review

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The Numbers

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Insurance

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Strata Fee Schedule

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New Business

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Proxy Form

Please bring this Notice Package
with you to the meeting

Voting...

All owners of strata lots are encouraged to attend the meeting either in person or by proxy. If you are unable to attend in person and wish to appoint a proxy, please see the proxy form and instructions at the end of this notice package.

Please note that if an owner's strata assessments are in arrears as of the date of the Annual 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 "¾ vote" means a vote in favour of a resolution by at least 3/4 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.

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.

Also:

- An annual budget requires approval by a majority vote.
- Resolutions for spending from the Contingency Reserve Fund (CRF) respecting expenditures identified in a Depreciation Report require approval by a majority vote. All other resolutions for spending from the Contingency Reserve Fund require approval by 3/4 vote.
- Resolutions respecting new or revised bylaws require approval by a 3/4 vote.
- Waiving a Depreciation Report requires approval by a 3/4 vote, whereas approval to spend funds from the CRF to obtain a new report requires only a majority vote.

With regards to election to the Strata Council, each council member must be elected by a majority of the votes cast.

... Questions?

If you have any questions regarding this meeting notice, please contact the property manager by using the link on the home page 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 proposed budget and resolutions, please use the link on the home page of PowerStrata to "Send a Message to Strata Council," or send an email to vis6763@pms.powerstrata.com.

THE BALANCE COMMUNITY

Balance continues to be a great community!

Our community, like all stratas, consists of owners, owners who are strata council members, tenants, other occupants, and members of the property management company who are assigned to work with the strata council.

But perhaps no members of the community are more important than the owners, because without them, there would be no strata, and no strata community!

2021-2022 has been a busy and productive year for Balance, and our owners have played an important and vital role in the community by participating in the unprecedented number of owner meetings that the council has held.

In February, 16 owners attended the Information Meeting that was organized to obtain comments on the new bylaws. Valuable feedback was received at the meeting and as a result, some modifications and improvements were made. In March, 65 owners participated in the Special General Meeting that was held to approve the bylaws, either by attending the meeting or by appointing a proxy. By participating in the democratic process and in overwhelmingly approving the new bylaws, owners collectively agreed on the rules that our community will live by for the next several years.

In May, another Information Meeting was held; this time to inform owners about progress the council had made in planning for the Machstat Replacement Project and to provide owners with an opportunity to ask questions and make comments. 36 owners attended the meeting. Again, important feedback was obtained which has informed the council's decision making on the project since the meeting.

Finally, on June 9, 68 owners participated in the Special General Meeting that was held to approve the Machstat Project, either by attending the meeting or appointing a proxy.

The council and management would like to thank all owners who have participated in our community events over the past year. In doing so, they have helped to build community and have made our strata an even better place to live.

Every year in this space, we remind owners of a few things that we can do to make our community even better.

Petty crime – particularly break-ins and thefts – continues to be an issue in the immediate area, so it's more important than ever to make sure doors are closed behind us, and that unknown people are not let into the buildings and the parkade.

Cleaning up after pets, not letting water drip from the balcony, keeping the recycle room tidy and not being overly loud, especially in the evenings and at night, are a few other simple things that you (and your tenants) can do. You likely won't be thanked, but you will be appreciated.

Thank-you to all our owners, and all the other members of our community, who help to make Balance a great place to live, every day.

Supplied to StrataDocs 2022/06/24
Ordered by Tom Fraser 2022/06/24

LOOKING BACK: THE YEAR IN REVIEW

Here is a summary of our key accomplishments over the past year...

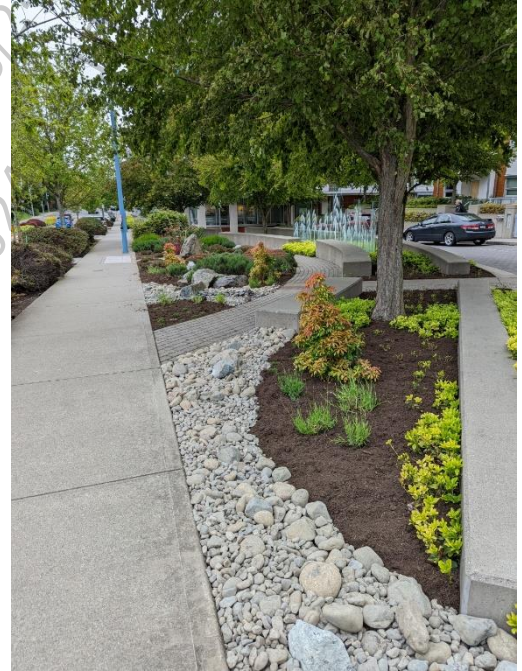
Projects Approved at Last Year's AGM

1. Landscape Renewal and Improvements

At the AGM in July of 2021, owners approved an allocation of \$30,000 for landscape renewal. Some great improvements have been made to the landscaping since then!



The original 2 x 4 timber edging in the beds adjacent to 373 Tye, much of which was starting to rot, has been replaced with new, more robust 4 x 4 timber.



New plants have been added in several locations throughout the exterior ground level.



The Mahonia and Witch Hazel trees within 3 courtyards along Tye Road have been replaced with Yew Trees. The remaining Mahonia and Witch Hazel trees will be replaced as soon as Fallingwater is able to obtain more Yew trees, which are in short supply this year.

The timber edging in the penthouse rooftop garden areas has also been replaced.

2. Bylaw Review

As we indicated at the July 2021 Annual General Meeting, our bylaws were last reviewed by a strata lawyer in 2016. By 2021, much had changed, both with respect to BC strata case law and our own requirements. The owners therefore approved an allocation of \$8,000 to conduct a comprehensive review.

After the AGM, the Strata Council engaged Adrienne Murray, who is one of the top strata lawyers in BC, to conduct the review and re-write the bylaws, where required. Extensive changes were made to reflect strata case law developments and our own needs. The council then held an Information Meeting to obtain owner comments. Finally in March we held a Special General Meeting to obtain approval for the new bylaw package. Balance owners overwhelmingly approved the new bylaws by a vote of 64 in favour and 1 opposed, a great result!

A summary of our most frequently referenced bylaws is included in this notice package on page 9 below.

3. Replace Parkade Gate

For several years prior to the Annual General Meeting in 2021, Harbour Door had been advising us that the parkade gate at the main entrance to the parkade was nearing end of life. It became clear to us in fiscal 2021, when repairs were becoming more frequent, that the gate should be replaced. As a result, the owners approved an allocation of \$21,000 to replace it. The new gate was installed in January of 2022.

4. Replace Fire Extinguishers

The common area fire extinguishers must be tested or replaced every 5 years. Since it costs about the same to test the fire extinguishers as to replace them, funding for their replacement was approved at last year's AGM.

The fire extinguishers were replaced by Troy Life and Fire Safety in May of this year.

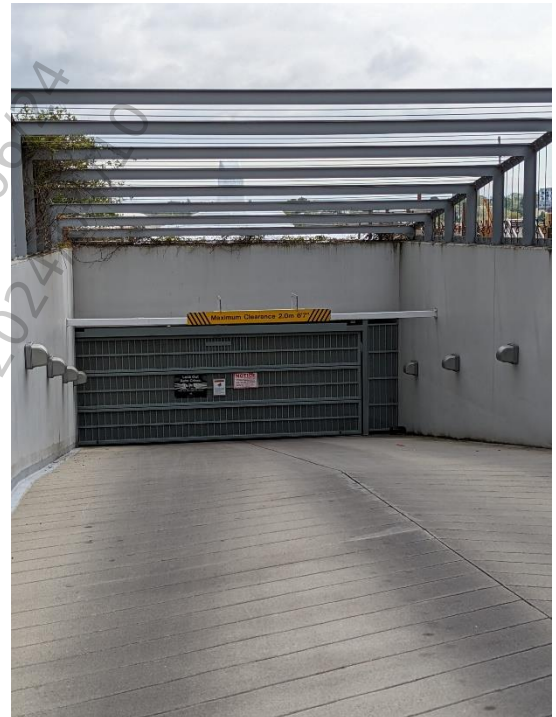
5. Major Mechanical and Interior Maintenance and Renewal, Including Mechanical Review

At the AGM in July of 2021, the council recommended, and the owners approved, an allocation of \$60,000 for Major Mechanical and Interior Maintenance and Renewal. The allocation was intended to fund a mechanical review and any necessary major repairs and improvements of the mechanical equipment, or other interior components.

In the fall of 2021, the council engaged Avalon Mechanical, an engineering firm with expertise in mechanical systems, to conduct the review, which covered all the systems that provide hot and cold water throughout the complex, as well as the air handlers, parkade gas detectors, fans, and other equipment. The review was completed and although some minor repairs were recommended, our mechanical equipment was generally found to be in good condition. The repairs recommended by Avalon have now been done and according to the report, we can expect our existing mechanical equipment to perform well for the next several years.

In addition to the above repairs, the council used the \$60,000 allocation to have all the common area supply air vents cleaned. This had not been done since construction was completed in 2009.

Finally, the ceiling pot lights in the common area hallways were replaced with new lights since failure of the existing lights had become a frequent occurrence.



6. Building Exterior Maintenance and Renewal

In the spring of 2020, the council engaged Method Engineering, who are specialists in building envelope systems, to review the condition of the exterior of the buildings, including the rooftops, wall systems, downspouts, concrete membranes, and other components. As a result, Method Engineering provided a report which has since informed the council's decision making with respect to exterior repairs.

Each year since 2020, the owners have approved an exterior maintenance and renewal allocation which has been used to fund the repairs recommended by Method Engineering, as well as other urgent exterior repairs.

In fiscal 2022, the council has further consulted with Method Engineering and has engaged Alco Building Management Services to conduct several repairs to the exterior, including the application of a new membrane on the concrete "eyebrows" at the 3rd level of both 373 and 379 Tyee, fronting Tyee Road. Due to scheduling issues, this work is expected to commence in June.

In addition to the above, the exterior maintenance allocation has funded some balcony membrane renewals and the replacement of several balcony downspouts.

The council is also in the process of replacing the main door of strata lot 101 which is allowing water to ingress into the interior.

Machstat Replacement Project

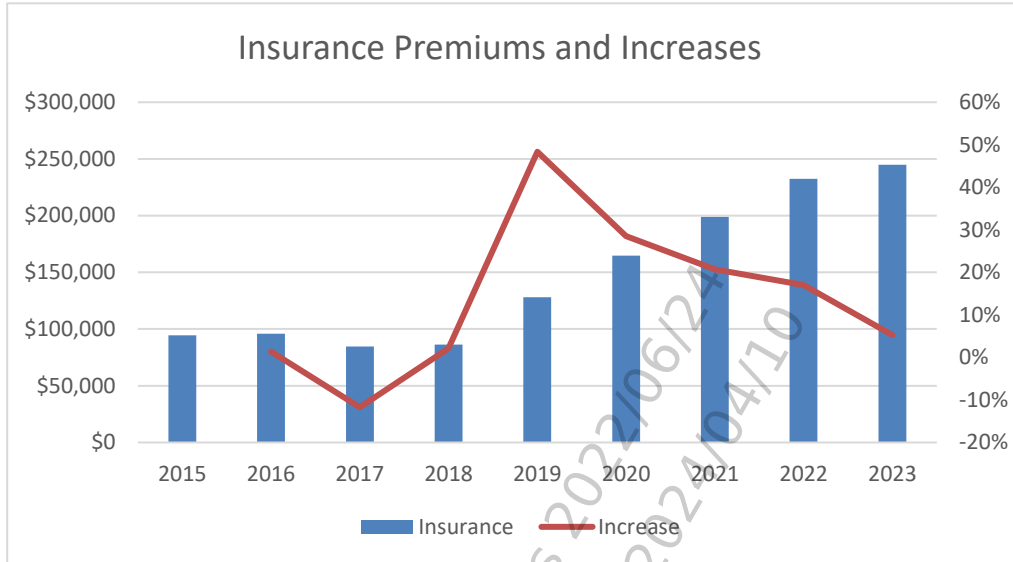
In addition to the projects approved at last year's AGM, the council spent a considerable amount of time in fiscal 2022 planning for the replacement of the Machstats in all the strata lots. As owners are aware, the project was approved at the Special General Meeting held on June 9, 2022. This followed a period of extensive analysis and investigation that started in January, when the council determined that the Machstats were at end-of-life and should be replaced as soon as possible. Quotes were obtained from 3 different firms and a contract has now been signed with Island Temperature Controls, who will be replacing the Machstats in all the strata lots with a new controller provided by Delta Controls. We expect the work to be completed by late September or early October at the latest.

**The new controller from Delta Controls is pictured to the right.
Our screen layout will not be exactly as shown.**



Insurance Renewal

The strata’s insurance policy runs from May 31 of each year and was recently renewed at a cost of \$244,814 for fiscal 2023, an increase of 5.3% over last year’s premium. This increase is the lowest that we have experienced in several years and is no doubt at least partly due to the investments we are making in maintenance and the council’s diligence in following the recommendations set out in the Depreciation Report.



It is important to note that the **Water and Sewer Back-up deductible** has increased from \$25,000 to \$50,000. Please see more information on this, and the implications to owners, on page 13 below.

Despite the relatively small increase that we have seen this year in our insurance premium, there are still significant pressures in the current insurance market, and we have done much better than many other stratas in BC. This insurance market update from our insurance broker summarizes the current market conditions:

https://pms.powerstrata.com/plpm/VIS6763/files/42525211396060131/Condo_Market_2022_eCopy.pdf

Sales and Rentals at Balance

During fiscal 2022 (from June 2021 through May 2022), there were 15 MLS sales at Balance. In the first five months of 2022, the average selling price per square foot was about \$926, compared to about \$720 in the same period of 2021, an increase of approximately 29%.

About 30 % of Balance units are currently rented and the remaining ones are owner-occupied.

BYLAWS

As outlined above, Balance's new bylaws were approved by the owners at the Special General Meeting held on March 21, 2022.

Here is a summary of our most frequently referenced bylaws:

Alterations: All alterations to common property (including limited common property such as balconies, patios and roof gardens), and certain alterations inside strata lots (the units) require the approval of the Strata Council. See section 19 of the bylaws for procedures and the list of alterations in strata lots that require approval. An *Alteration Approval Request* form is available to owners on the Dashboard (homepage) of [PowerStrata](#).

Balconies, patios and roof gardens:

- In general, only outdoor patio furniture, outdoor plants, freestanding planters, horizontal storage containers and outdoor appliances (including BBQs, patio heaters and fire tables) may be kept on balconies, patios and roof gardens. No other items are allowed, including screens, lattices and trellises that are visible from the exterior, as well as indoor furniture and appliances. Use of the area for storage of items including but not limited to boxes, bikes and other sports items is not allowed. See section 4 for complete details. See also *Common Property, Use of*, below.
- Laundry may not be hung on balconies, patios and roof gardens if visible to the exterior. (See section 3 (2) (j).)
- Owners, tenants and occupants may not allow water to drip from balconies when cleaning or watering plants (See section 3 (2) (t).)

Bikes: Bikes can only be brought into the building through the parkade entrances (not the main lobby doors). Bikes cannot be stored on balconies, patios or roof gardens, or in parking stalls. (See section 12.)

Common Property, Use of: Personal items cannot be left anywhere on common property, including in the parking stalls and hallways. Nothing can be hung anywhere, including on interior hallway walls and on the exterior ceilings, walls and railings of balconies, patios and roof gardens, with the exception of the Canadian flag which may be hung from June 24 to July 8 and holiday lights which may be hung from October 15 to February 15. Both of these exceptions apply to the exterior balconies, patios and roof gardens only. See sections 3 (2) (c), 4 (8), 13 (3).

Garbage and Recycling: All household garbage and recycling must be placed in the appropriate bins in the garbage/ recycling room on P3. Discarded items may not be left anywhere else in or adjacent to the garbage/ recycling room, including on the floors. (See section 11.)

Indemnification and insurance deductible: Section 24 requires an owner to fully insure their strata lot with third party liability and deductible coverage. The bylaws give the strata corporation the authority to charge-back the strata corporation's insurance deductible to an owner when that owner is "responsible" for a loss. An owner is "responsible" for anything that happens in their strata lot, including for damage such as a water leak that originates from their strata lot, regardless of whether they are "negligent." In a recent decision of the Civil Resolution Tribunal, an owner in a strata with bylaws similar to ours was found responsible for the strata's \$75,000 insurance deductible because a toilet supply line connector in his unit failed and caused damage totaling \$150,000 to common property and other strata lots. See <https://decisions.civilresolutionbc.ca/crt/sd/en/item/521240/index.do>.

When the total amount of repairs is less than the strata's insurance deductible and the damage originates from an owner's strata lot (ie., the owner is "responsible,") the owner will be charged the cost of the repairs under our bylaws. Our water damage deductible is now \$50,000.

Similarly, the bylaws make owners responsible for damage "for which they are responsible," to common property and common assets, other than reasonable wear and tear. (See section 24.)

All of this is why it is so important for owners to have their own condo insurance!

Informing strata corporation: An owner must inform the strata corporation of an outside mailing address, if any, within 2 weeks of becoming an owner. (See section 18.)

Lockboxes: Lockboxes are not allowed anywhere in the interior or exterior, *including Realtor lockboxes*. (See section 3 (2) (w).)

Moves: Owners must advise the strata corporation of any moves in or out, *including those of their tenants*, at least 7 days in advance and must make suitable arrangements with the property manager. (See section 16.) A *Move Request* form is available on the Dashboard (homepage) of [PowerStrata](#) for this purpose.

Noise: The bylaws prohibit “unreasonable or repetitive noise” which includes but is not limited to “the use of any appliances, equipment, tools, musical instruments, amplifiers, sound reproduction equipment or other devices ... such that it unreasonably interferes with any other owner or occupant.” In addition, undue traffic or the creation of sustained noise of over 1 minute in duration that is audible in another strata lot is not allowed between 10:30 pm and 7:00 am. (See sections 3 (1) (b) and 3 (2) (a).)

Pets: All pets must be leashed or otherwise secured and kept under control at all times when on common property. An owner of a pet shall not permit the pet to urinate or defecate on common property (inside or outside). If an accident should occur, *the owner of the pet must clean up immediately*. An owner of a pet shall not permit the pet to cause a nuisance or permit the pet to disturb any other owner, tenant or occupant due to barking, howling or the making of other noise. (See section 6.)

Rentals: (See section 9.) Within 2 weeks of renting, an owner must provide the strata with:

- Their mailing address outside the strata,
- A *Form K Notice of Tenant’s Responsibilities*, signed by the tenant. When having the tenant sign the Form K, the owner must provide the tenant with the bylaws and rules, to which all tenants must comply.

To submit a Form K to the strata, owners can use the *Form K Submission* form, found on the Dashboard (homepage) of [PowerStrata](#).

Security:

- Section 52: All owners, tenants and occupants must ensure when entering and exiting the buildings that all locked entranceways are securely closed after use.
- Section 3 (2) (q): Doors and entrances may not be propped open or left unsecured. This includes by movers! If your mover must prop open the door, please have someone stationed in the lobby to keep watch.

Smoking: No smoking of any type, including of tobacco, cannabis, chemicals and e-cigarettes, is permitted anywhere on strata property. This includes in units, on balconies, patios and roof gardens, and on the interior and exterior common property. (See section 7.)

Visitor parking: Owners, tenants and occupants must not park in the visitor parking stalls. Unless a longer period is approved by the council, visitors may only park in the visitor parking stalls for 7 days in a rolling 30-day period. All vehicles in the visitor parking stalls must display a strata-issued visitor parking pass. Any vehicle parked in contravention of the visitor parking bylaws may be towed without notice. (See sections 13 (9) and 13 (11).) If you don’t have a visitor parking pass, you can use the *Visitor Parking Pass Request* form on the Dashboard (homepage) of [PowerStrata](#) to obtain one.

Windows and window coverings: Window coverings that are visible to the exterior must only be white or off-white. No items, such as signs and notices, may be displayed in windows or from strata lots, except election signs during election periods. (See sections 3 (2) (i) and 3 (2) (m).)

THE NUMBERS

FISCAL 2022

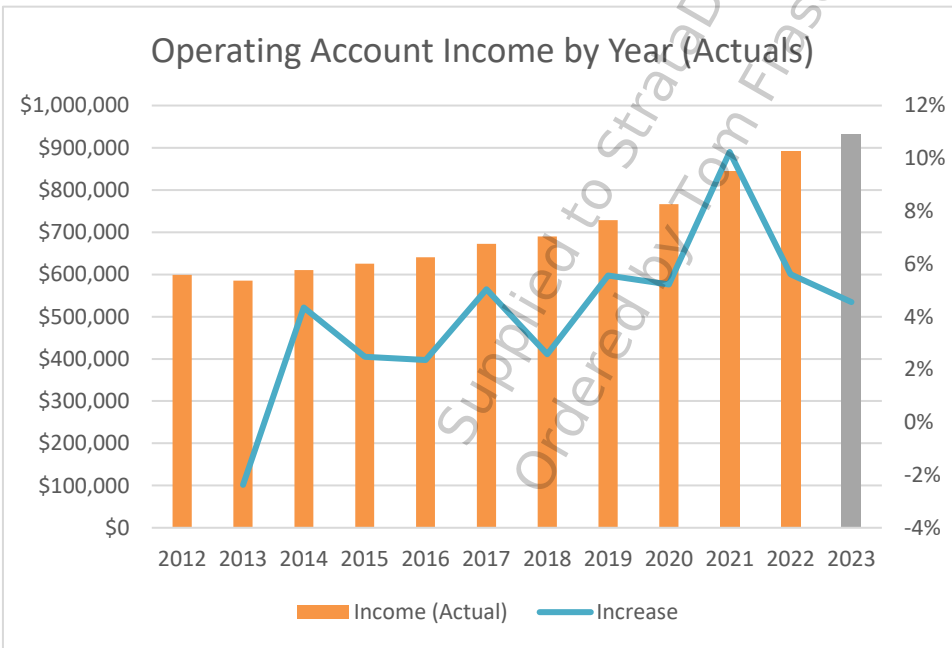
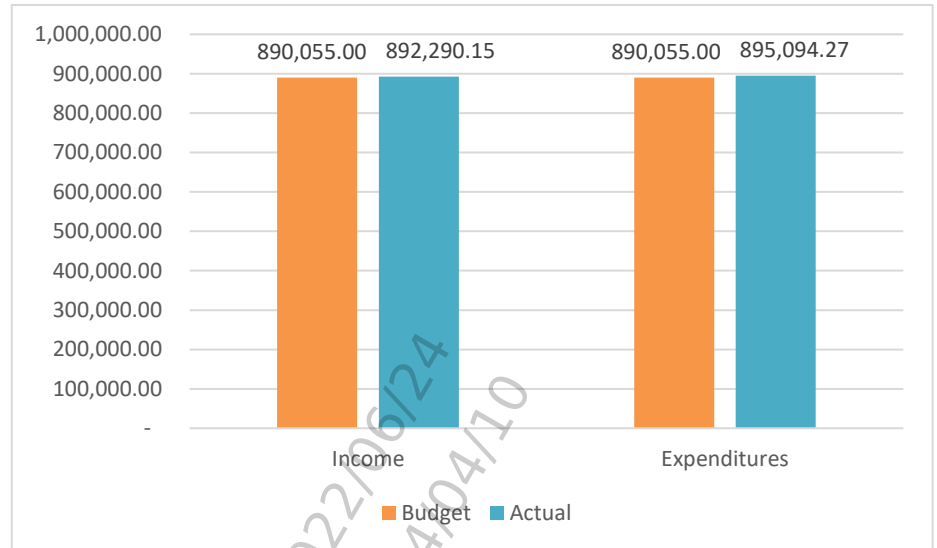
Income:

100.3%
OF BUDGET

Expenditures:

100.6%
OF BUDGET

At the end of fiscal 2022, we were slightly over budget for both income and expenditures and ended the year with a small deficit of \$2,804.



Of note on the income side is that we earned almost no interest on the operating account, which is essentially a “chequing account” through which all the regular income and expenses flow. This is due to the extremely low interest rates that have existed in the past year. Due to fewer moves than anticipated, we also earned less income on move-in fees than was anticipated in the budget.

Despite the above, total income was slightly higher than budget due to more “other income” and slightly higher strata fee income than expected.

On the expense side, our total operating expenditures were also slightly over budget and as a result, the operating account had a negative cash flow of \$2,804 at the end of the fiscal year.

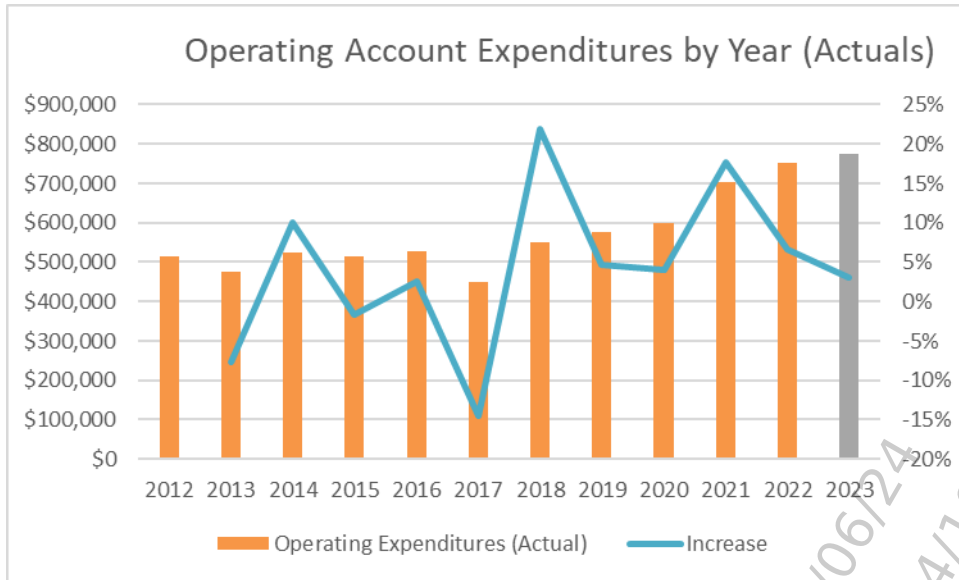
Various accounts within the operating budget came in somewhat under or over budget, but the deficit was primarily caused by higher-than-expected expenditures for Machstat repairs and for the annual fire inspection.

In fiscal 2022, we incurred almost \$15,000 in Machstat and control network repair costs which were not anticipated. Thankfully, we will have no more of those once the Machstats are replaced! In addition, the annual fire inspection was significantly more costly because we had to use a different inspection company, since the one we normally use wanted

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Ordered By: Tom Fraser of Royal LePage Coast Capital - Oak Bay on 2024/04/10
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stringent protocols due to the pandemic that would have made the inspection extremely labour intensive for the council and for management and would have caused significant inconvenience to occupants.

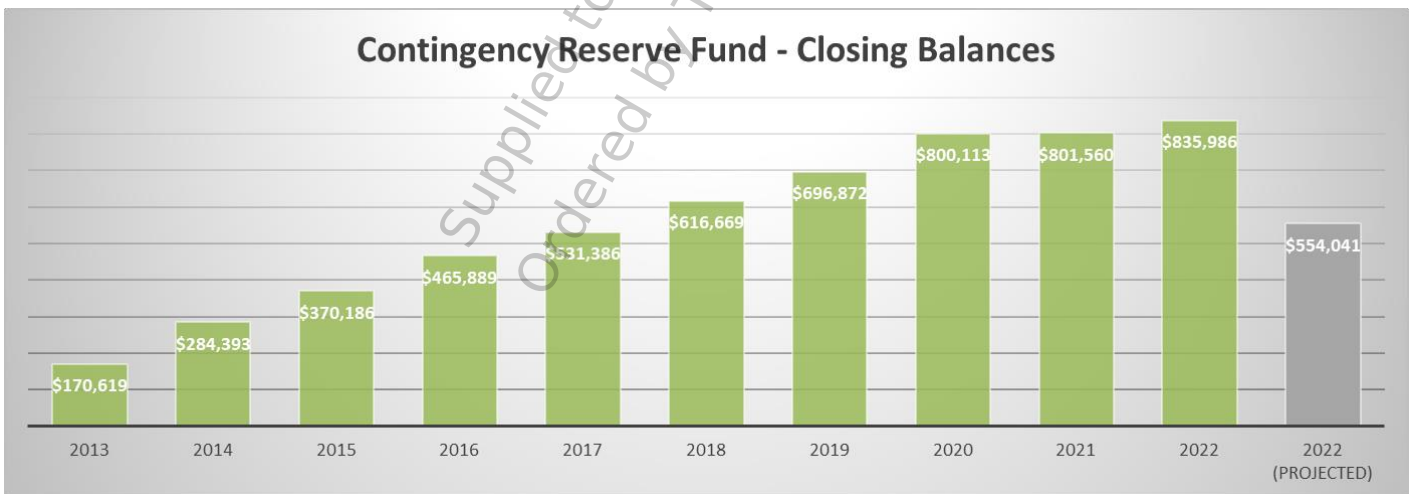


There were also higher than expected plumbing repair, lock repair, snow removal and administrative costs.

On the positive side, we realized income of \$2,200 from the Bottle Depot for all the returnable items that owners and tenants have placed in the hampers. To all owners and tenants: Keep up the good work and let's keep that revenue coming!

CONTINGENCY RESERVE FUND (CRF)

At the end of fiscal 2022, the balance in the Contingency Reserve Fund was about \$836,000, well above what we projected in last year's AGM package. This is because much of the work planned for fiscal 2022 has been delayed, for various reasons. The fire extinguishers have only just been replaced and the invoice was not processed as of the end of fiscal 2022. Planning for the exterior repairs took longer than expected, but the work will start in June and will be charged to the allocation approved at last year's AGM when completed. The landscaping improvements are not all completed because there has been a shortage of Yew Trees. The remaining work will also be charged to the allocation approved at the AGM in 2021, when it is completed.



REPORT ON INSURANCE COVERAGE

The strata corporation is legally required to obtain insurance that covers the full replacement cost of the buildings. An independent appraisal is obtained each year to determine replacement value. According to the latest appraisal completed in March, the replacement value of the Balance buildings is \$81,610,000.

Every year we remind owners about the importance of having their own homeowner insurance policy. In fact, our bylaws require all owners to obtain insurance:

24. Indemnification and insurance deductible

- (1) An owner will cause a strata lot to be fully insured with third party liability coverage and deductible coverage and will provide evidence of such insurance coverage to the strata corporation upon request.

The strata's policy does not cover personal property (including items left in vehicles and lockers) and it does not cover contents and betterments (alterations and improvements, like new flooring, cabinets, countertops, etc.)

In addition, the deductibles on the insurance policy are significant, and owner(s) could be legally responsible to cover all, or a portion of, a given deductible.

Here are the key deductibles in our current insurance policy

All Loss: \$10,000

Water & Sewer Back Up: \$50,000 (recently increased from \$25,000)

Flood: \$50,000

Earthquake: 15%, with a \$250,000 minimum (increased from 10% with a \$100,000 minimum)

Here is an example of how the earthquake deductible works:

Our maximum coverage is \$81,610,000 which is the appraised value of the buildings.

- If there is a major earthquake and the cost to repair the damage is this amount (or more), our insurance would cover this amount (maximum), *less the earthquake deductible*.
- In this case the deductible would be 15% of the maximum coverage amount.
- 15% of \$81,610,000 is \$12,241,500. This would be the strata's deductible.
- The deductible would then be split between all owners based on unit entitlement. (i.e., each owner would be legally responsible for their share.) Unit entitlements vary by size of unit.
- *The average deductible would be \$71,588.* Smaller units would have a lower deductible and larger units would have a significantly larger deductible.
- This is the maximum deductible. The deductible would be less if the total cost to repair is less than the maximum coverage amount. There is no "single" dollar amount of the deductible because it varies as per above.

Owners are strongly advised to provide their insurance brokers with details of the strata's insurance policy, to ensure they are adequately covered with their own insurance and that they are covered for their share of the strata's deductibles.

...continued on the following page

The *Strata Property Act* and the bylaws allow the strata to charge-back a deductible to an owner when that owner is responsible for the damage. According to the bylaws, an owner is *responsible* even if that owner is not *negligent*. For example, an owner is usually responsible for any water escape damage from equipment that is part of the owner's unit, regardless of cause.

That is why it is so important to have coverage for the deductibles that apply to the strata's insurance coverage based on the type of damage. Owners should ensure that their personal policies allow for adequate coverage and include loss assessment for the strata's deductible amounts to ensure adequate protection in the event of a claim by the strata corporation for which the owner may be deemed responsible. Water damage coverage is particularly important given the frequency of such incidents.

Finally, owners are reminded that if the cost of damage to a strata lot is below the strata's deductible and no insurance claim is initiated, *the strata corporation has no legal obligation to repair the strata lot. Therefore, the owner of a strata lot affected by damage may be responsible for repairs to their unit, regardless of cause.*

Did you know, that if the roof leaks through no fault of the strata and there is damage to the ceiling in the unit below that costs less than \$50,000 to repair, the owner of that unit must pay for those repairs?

Here is a great article about who is responsible for repairing damage in a strata lot when the cost is less than the insurance deductible:

<https://www.choa.bc.ca/wp-content/uploads/pdf/200/200-129-Repairing-Damage-in-a-Strata-Lot-When-the-Cost-is-Less-Than-the-Deductible.pdf>

For more information about condo owner's insurance, please see this tip sheet *Buying Insurance for Your Condominium Unit*, from our insurance broker:

https://pms.powerstrata.com/plpm/VIS6763/files/52525211396060132/Condo_Owners_Tip_Sheet.2021.pdf

A summary of Balance's current insurance policy is on the next page. Detailed insurance documents are available online in PowerStrata under Documents > Insurance.

Supplied to StrataDocs 2022/06/24
Ordered by Tom Fraser 2024/04/10

Summary of Our Current Insurance

Coverage	Expiry 2021-2022		Renewal 2022-2023	
	Deductible	Limit	Deductible	Limit
All Property – "All Risks" Form				
All Loss	\$10,000	\$77,725,000	\$10,000	\$81,610,000
Water & Sewer Back Up	\$25,000	Included	\$50,000	Included
Flood	\$50,000	Included	\$50,000	Included
Earthquake	15%	Included	15%	Included
	\$250,000 min		\$250,000 min	
Replacement Cost, Stated Amount		Included		Included
Blanket By-Laws, Inflation Protection		Included		Included
Underground Utility Services	\$10,000	Included	\$10,000	Included
Blanket Exterior Glass	\$250	Included	\$250	Included
Master Key Coverage	\$500	Included	\$500	Included
Comprehensive Crime		\$10,000		\$10,000
Exterior Paving	\$10,000	Included	\$10,000	Included
Additional Living Expense - Per Unit		\$50,000		\$50,000
- Aggregate		\$1,000,000		\$1,000,000
Commercial General Liability	\$1,000	\$5,000,000	\$1,000	\$5,000,000
Non-Owned Automobile Liability	\$1,000	\$1,000,000	\$1,000	\$1,000,000
Medical Payments: Per Person		\$10,000		\$10,000
Tenants Legal Liability	\$1,000	\$250,000	\$1,000	\$250,000
Sudden & Accidental Pollution Liability	\$5,000	\$1,000,000	\$5,000	\$1,000,000
Directors and Officers Liability	\$1,000	\$2,000,000	\$1,000	\$2,000,000
Equipment Breakdown	\$1,000	\$77,725,000	\$1,000	\$81,610,000
Extra Expense		\$100,000		\$100,000
Volunteer Workers Accident	8 days	\$200,000	8 days	\$200,000
Terrorism		Not Covered		Not Covered
Legal Expense - Limit	\$500	\$250,000	\$500	\$250,000
- Aggregate		\$1,000,000		\$1,000,000
Cyber Liability		Not Covered		Not Covered
Premium:		\$232,508		\$244,814

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Looking Ahead: 5 Year Projection: Contingency Reserve Fund (CRF)

The Strata Council continues to devote its time and energy to long-term planning for Balance. Both short-term and long-term maintenance requirements are reviewed and discussed annually by the Strata Council and considered in the budgeting process.

The Depreciation Report is the official document that estimates the repair and replacement costs for major physical assets of the strata corporation and the remaining useful life of those assets. However, it is a guide only. Strata experts recommend the development of a “Five-Year Tactical Plan,” using the Depreciation Report as a base and incorporating additional information such as the current recommendations and opinions of trusted consultants and tradespeople. Doing this can provide owners with a more accurate view of what expenditures are likely to be required in the near-term. The council has done this, and several significant projects are anticipated over the next five years.

As owners are aware, the Machstats and common area controllers will be replaced later this year, at an anticipated cost of about \$230,000.

Within the next several years, we expect to incur significant expenditures for the renewal of the exterior building envelope, including exterior cleaning, membrane replacement and painting on balconies, painting of balcony railings, replacement of balcony downspouts, replacement of damaged particle boards and replacement of balcony lights. We are estimating a total of \$655,000 worth of expenditures over the next 5 years, with a special levy possibly required in fiscal 2024. However, this is just an educated guess, based on what we know at this time. Until further investigation and analysis is conducted, we cannot be certain of this, nor the amount, but we are currently estimating that \$300,000 could be required; an average of \$1,754 per unit.

Our first Depreciation Report, published in 2013, forecasted a special levy in the early 2020’s and as recently as in the AGM notice for last year’s meeting, we indicated that a special levy may be required by 2025.

In the interior, we expect that the original hallway carpets will need to be replaced at some point in the next 5 years. In addition, some significant re-painting will probably be required. We are therefore projecting a total expenditure of about \$425,000 over the next 5-year period to cover the renewal of interior finishings.

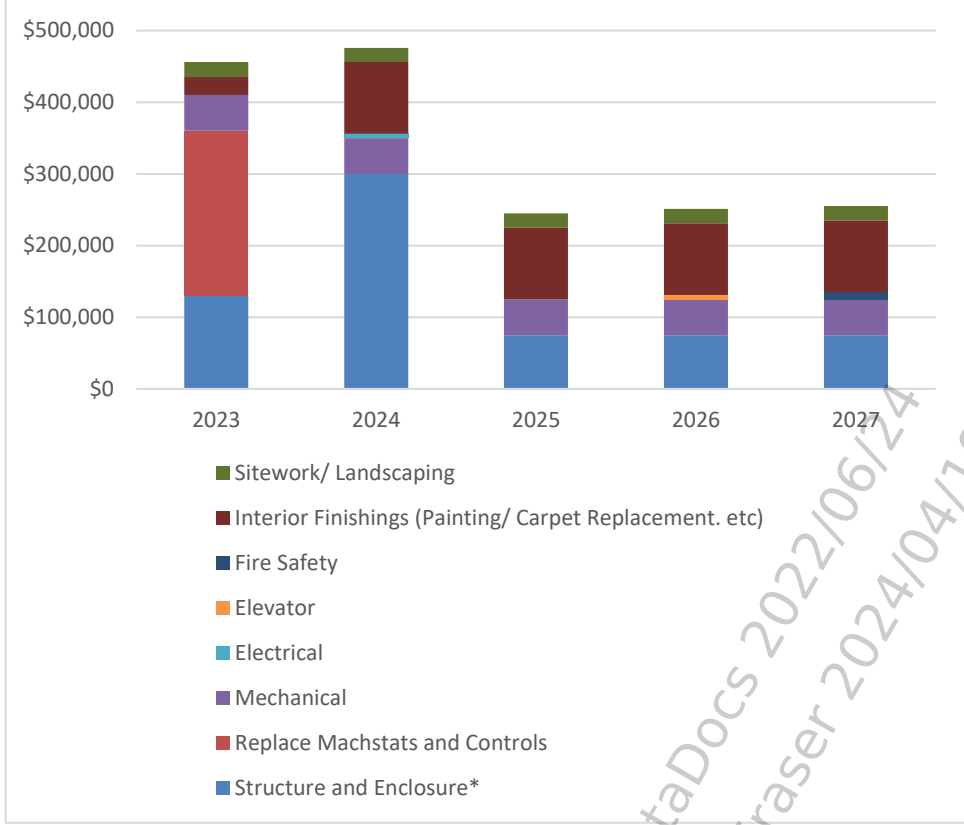
Finally, based on the Depreciation Report projections, we expect to incur expenditures of approximately \$50,000 per year on the renewal of mechanical equipment.

Some good news: The 2019 Depreciation Report said that the parkade membrane would need to be replaced in 2024, at a cost of about \$300,000. The council recently had a resurfacing company review the condition of the membrane and we were advised that this will not be required for at least 5 years, if not 10. The regular cleaning of the parkade is likely contributing to the longevity of the membrane.

The charts on the following page summarize the anticipated major expenditures, and the cash flow projections for the Contingency Reserve Fund.

Anticipated Major Expenditures- 5-Year Plan

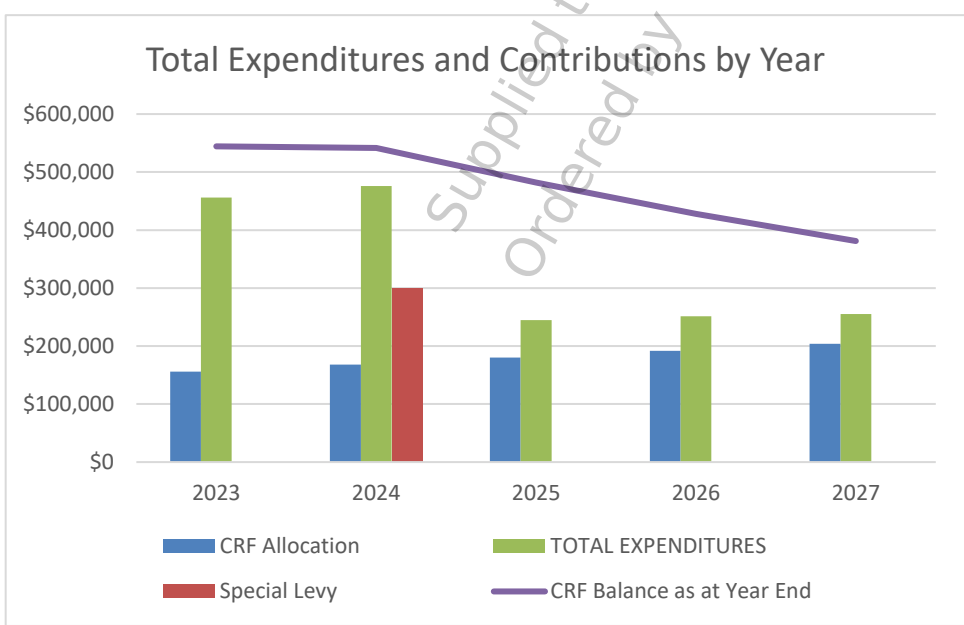
This chart identifies the major expenditures by category that we anticipate over the next five years.



* Likely to include painting/ membrane replacement on balconies, painting of balcony railings, replacement of balcony downspouts, replacement of damaged particle boards and replacement of balcony lights. Amount of this expenditure, and corresponding special levy if required, is uncertain at this time and should be more clear by next year's AGM.

Total Expenditures and Contributions by Year

This chart identifies the total projected contributions and expenditures by year, and the estimated Contingency Reserve Fund balances at the end of each fiscal year.



RESOLUTIONS AFFECTING THE CONTINGENCY RESERVE FUND (CRF)

Below are the resolutions for expenditures from the Contingency Reserve Fund as recommended by your Strata Council for Fiscal 2023.

Please note that as per [section 96 of the BC Strata Property Act](#), expenditures from the Contingency Reserve Fund must be approved by a majority vote of the owners at a general meeting, “if the expenditure is ... related to the repair, maintenance or replacement, as recommended in the most current depreciation report.” Otherwise, the expenditure must be approved by a ¾ vote.

Resolution # 1 – 3/4 Vote Waive Requirement to Obtain a Depreciation Report as per Section 94 (3) (a) of the Strata Property Act

Balance last obtained a Depreciation Report in April of 2019. The *Strata Property Act* requires that every strata corporation obtain a new Depreciation Report every three years, unless the requirement is waived by the owners by means of a 3/4 vote at a general meeting.

The requirement to obtain a new Depreciation Report by the spring of 2022 (3 years from publication of the previous report) was waived by the owners at the last Annual General Meeting in 2021.

The council recommends that the owners waive the requirement again this year, meaning a new report would not be obtained in fiscal 2023. Instead, the council suggests that we plan to obtain a new Depreciation Report in the fall of 2023, after the AGM in July 2023, which would be about 4 1/2 years since the previous report was obtained in 2019.

The cost to obtain a new Depreciation Report is at least \$10,000 to \$12,000. Also, a significant amount of time and effort is required on the part of council members and volunteers. Since 2019, Method Engineering conducted a review of the exterior and Avalon Mechanical conducted a review of the strata’s mechanical equipment, so the council is aware of the condition of the strata’s most significant physical assets. Each report had recommendations which have been actioned, but neither report had any real surprises. In other words, the council feels that we have an excellent understanding of the maintenance and renewal that will be required over the next several years. Replacement costs have likely increased since the Depreciation Report was produced in 2019, but the strata is already making significant contributions to the Contingency Reserve Fund each year, which we expect will continue.

In summary, the council feels and that an updated Depreciation Report would provide little, additional insight at this time and it would be more worthwhile to plan to obtain a new one in late 2023.

BE IT RESOLVED, AS A 3/4 VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS6763 THAT the Owners waive the requirement to obtain a Depreciation Report as per section 94 (3) (a) of the *Strata Property Act*.

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▪ **Resolution # 2 – 3/4 Vote**
Building Exterior Maintenance and Renewal – 2022-2023

The Depreciation Report identifies significant exterior repairs and renewals that will be required in both the near and longer-term future. As identified above, the council engaged Method Engineering in 2020 to identify key repairs that should be done in the near-term. Many of those repairs have since been completed.

The council recently consulted with Method again, for assistance in determining what should be done in fiscal 2023. Two key items are balcony downspout replacements and balcony membrane repairs.

In the past several years, we have been replacing the downspouts in the 04, 05, 08 and 09 balconies when owners reported leaks. However, the leaks are becoming more frequent, and our handyman has recommended that it would be more efficient, and more cost-effective, to replace downspouts all at once. An estimate of about \$18,000 has been provided to replace all the balcony downspouts.

The Depreciation Report says that balcony membranes will soon require renewal. Due to leaks and drips, several were already repaired in the past year at a cost of \$4,000 to \$5,000 per balcony. We expect others may need to be done in the next year.

Finally, our engineer recommends that a new building envelope inspection and assessment be conducted in the spring of 2023, to help plan for the next set of repairs.

Based on the above expected expenditures, the council is proposing a new allocation of \$75,000 for exterior repairs.

BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS6763 THAT the Owners authorize an expenditure of up to \$75,000 from the Contingency Reserve Fund for building exterior maintenance and renewal activities, as identified in the Depreciation Report.

▪ **Resolution # 3 – 3/4 Vote**
Major Mechanical and Interior Maintenance and Renewal – 2022-2023

In fiscal 2023, the council is proposing to have the plumbing stacks cleaned and has an estimate of about \$16,000 for this. The stacks were last cleaned over 3 years ago and to reduce the risk of drain overflows and back-ups or flooding from the pipes, plumbers recommend that the stacks be cleaned at least every 3 years.

Our maintenance provider has also advised that the parkade gas detectors must be replaced this fall, at an estimated cost of about \$4,000.

In addition to the above, two cracks in the parkade walls on P3 require additional repairs, at an estimated cost of \$5,000. This may be more if additional applications of the repairs are required.

The council is also considering changing the lighting in the elevators, if approved by the owners. (See Resolution # 6 on page 30 below.)

Finally, our experience over the past few years is that as the mechanical equipment ages, the frequency of major repairs is increasing, so council also wants to ensure that there is a reasonable allocation available to accommodate these un-planned repairs.

In total, the council is proposing an allocation of \$25,000 for major mechanical and interior maintenance, in addition to approximately \$25,000 that is available from the allocation for fiscal 2022.

BE IT RESOLVED, AS A ¾ 3/4 VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS6763 THAT the Owners authorize an expenditure of up to \$25,000 from the Contingency Reserve Fund for major mechanical and interior maintenance and renewal.

▪ **Resolution # 4 – 3/4 Vote
Landscaping – 2022-2023**

As identified above, the 2022 landscape improvements project has not yet been completed since Yew trees are in short supply. Fallingwater will be replacing the Mahonia and Witch Hazel trees that remain in the courtyards fronting Tyee as soon as new Yews can be obtained.

The Yews have increased in cost since the quote was obtained for the 2022 project. In addition, council and Fallingwater have jointly determined that more Yew trees are required in each courtyard than previously planned, to provide sufficient privacy.

In addition to the work in the courtyards, there are still a few other areas where plants need to be replaced and improvements need to be made. For example, there is a large area without plants in a planter in the courtyard between the two buildings.

\$11,000 remains in the landscape improvement allocation from 2022. The council estimates that another \$10,000 is required for the above. This allocation would also cover any repairs or improvements to the irrigation systems, if needed.

As council identified at the 2021 AGM, the objective is to maintain our exterior grounds to a high standard of appearance, in view of the new development in Dockside Green. The council has already received much positive feedback from owners regarding the changes made so far!

BE IT RESOLVED, AS A 3/4 VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS6763 THAT the Owners authorize an expenditure of up to \$10,000 from the Contingency Reserve Fund for landscaping improvements and renewal.

▪ **Resolution # 5 – 3/4 Vote
Automatic Door Openers**

The council recently obtained a budget quote from Action Door to install automatic door openers on various common area doors in the parkade, like those that already exist on the doors that lead into the elevator lobbies from the P3 level.

The cost is about \$2,500 per door.

The council believes that it would be prudent to install automatic openers on all the doors leading into the elevator lobbies on the P1 and P2 levels of the parkade – a total of 8 doors, as well as the door leading out to the greenway on P3. Not only would this provide more convenience for residents who are carrying and moving items through the doors, but it would also provide better accommodation for those residents who due to age or disability may have trouble operating the doors manually.

Installing the automatic openers on these doors would provide the same convenience that already exists on similar doors on level P3, and at the main entrances of both buildings.

For common area doors such as these, automatic door openers are now required by code for new construction.

To install automatic openers on all 9 doors and allow for some adjustments on existing doors, the cost would be about \$25,000.

BE IT RESOLVED, AS A 3/4 VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS6763 THAT the Owners authorize an expenditure of up to \$25,000 from the Contingency Reserve Fund for installation of automatic door openers on the doors in the parkade levels P1 and P2 leading into the elevator lobbies and on the door leading to the greenway on P3.

PROPOSED OPERATING BUDGET: FISCAL 2023

The council is proposing an operating budget for fiscal 2023 that would require a 4.9% increase to strata fees. (Since the increase will be effective on August 1, the effective increase, due to retroactivity back to June 1, the beginning of the fiscal year, would be 5%.)

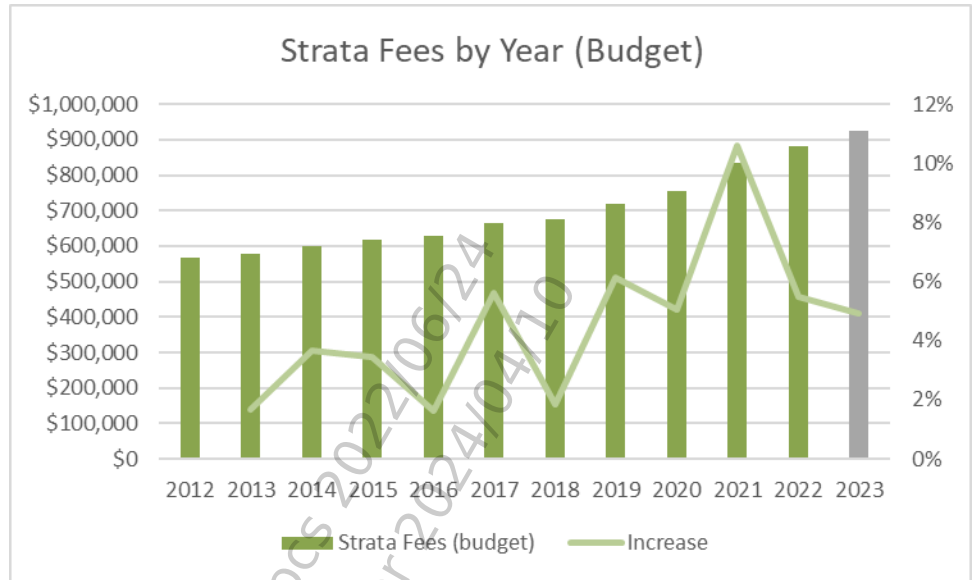
This is the lowest strata fee increase since fiscal 2018, when the fees were increased by 1.8%. Increases since then were:


- 6.1% for fiscal 2019,
- 5.1% for fiscal 2020,
- 10.6% for fiscal 2021.
- 5.5% for fiscal 2022.


It is also lower than the current rate of inflation in Canada.

Until this year, the more recent and more significant fee increases have been driven mainly by large increases in the insurance premiums. This year, our insurance premium has only increased by 5.3%.

Here is a summary of notable changes in budget line-items:



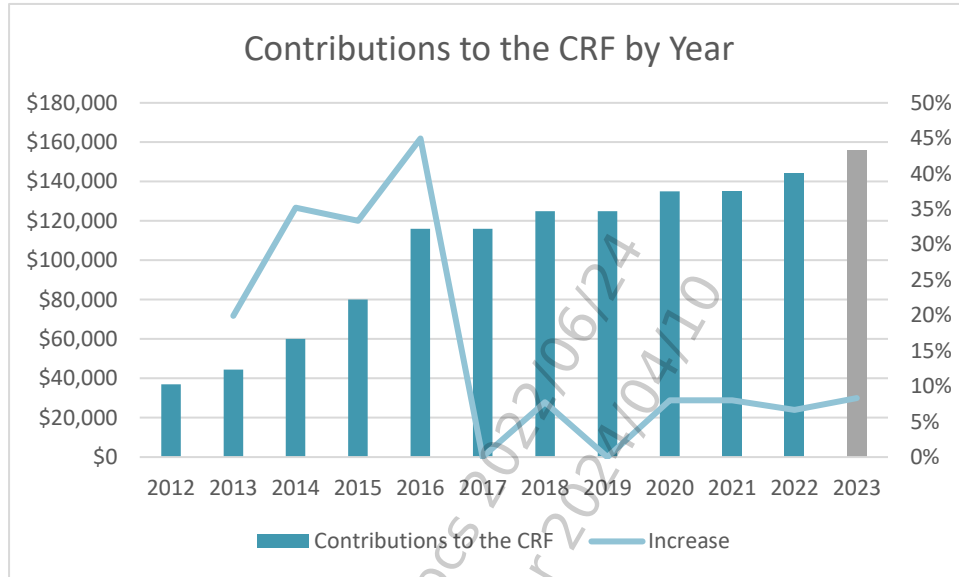
	Expenditures that have increased significantly	Janitorial	Delco Building Maintenance, who provides our janitorial services, has increased our monthly rate by 13%.
		Plumbing and HVAC Maintenance	The cost of maintaining the plumbing and HVAC systems is increasing as they age.
		Lock Repairs & Maintenance	We are incurring more frequent repairs of locks and door mechanisms as they age.
		Snow Removal	In the past few years, we have incurred de-icing and snow removal expenditures of around \$4,000 to \$5,000 per year.

	Expenditures that are expected to decrease significantly	Fire Alarm Servicing/Monitoring	Since we were unable to conduct the 2021 annual inspection until November, the council has decided not to conduct the next one until the spring of 2023 and this will be funded as a fiscal 2024 expenditure. The allocation for the annual inspection is therefore reduced in the fiscal 2023 budget.
		Electrical	In view of the Machstat replacement project, repair of the controllers, and associated expenditures, will be reduced drastically. (The first year will be under warranty, so there should be no repair expenditures associated with the new controllers.)

Please note that as per the BC Strata Property Act, the deficit from fiscal 2022 must be covered in the fiscal 2023 budget.

THE CONTINGENCY RESERVE FUND (CRF)

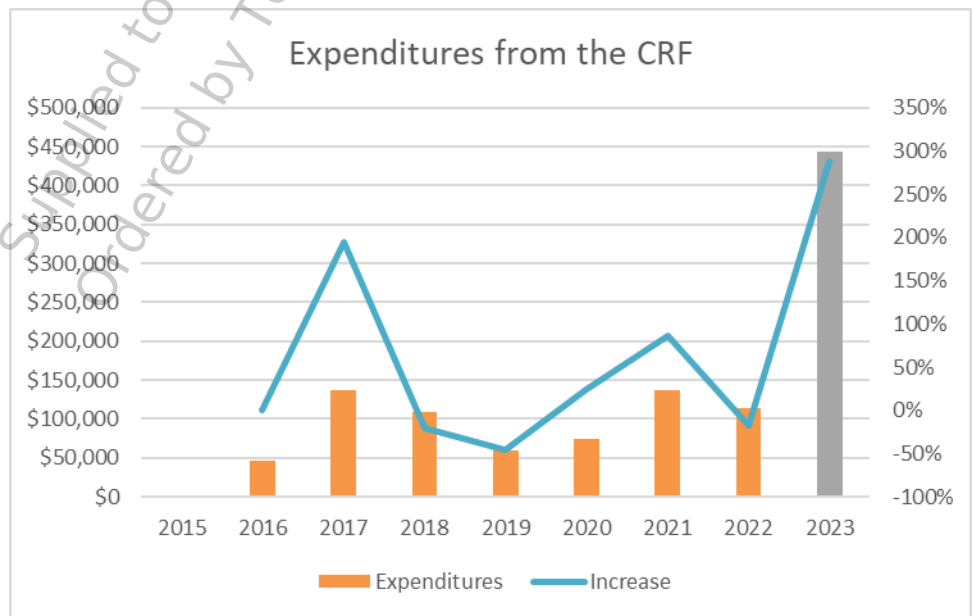
The council is proposing to increase the contribution to the Contingency Reserve Fund from \$144,000 to \$156,000, an increase of 8.3%. In fiscal 2023, at least \$209,000 will be taken from the CRF to fund the Machstat Replacement Project. In addition, and as we outlined earlier in the section on the Five-Year Plan, we are anticipating some significant renewal expenditures in the next five years. By increasing the contributions to the CRF by a reasonable amount each year, we can reduce the amount of a special assessment that could eventually be needed to fund the repairs.



The Contingency Reserve Fund is for expenditures that “usually occur less often than once a year or that do not usually occur.” ([BC Strata Property Act, section 92](#)). In layman’s terms, this means that the fund is for emergencies and any type of expenditure that happens less often than once a year.

For fiscal 2023, the council is proposing expenditures totalling \$493,000 from the Contingency Reserve Fund. This includes the Machstat Replacement Project, expenditures that are still to be charged to allocations approved at the 2021 AGM and the expenditures proposed as per the spending resolutions above.

With total estimated income of \$161,000 (including strata fee contributions and interest earned), the balance of the Contingency Reserve Fund at the end of fiscal 2023 is projected to be about \$504,000.



THE OWNERS, STRATA PLAN VIS6763 (BALANCE)
STATEMENT OF OPERATING FUND
For the fiscal year ended May 31, 2022; and
Budget for the fiscal year ended May 31, 2023

DESCRIPTION	FISCAL 2022	FISCAL 2022	PROPOSED
	Actual	BUDGET	FISCAL 2023 BUDGET
INCOME			
Strata Assessments - Operating	749,239.28	736,555.00	767,954.12
Strata Assessments - Reserve	135,000.00	144,000.00	156,000.00
Strata Fee - Total	884,239.28	880,555.00	923,954.12
Move In Fee	2,600.00	4,500.00	3,000.00
Interest Earned	75.56	1,000.00	600.00
Other Income	5,375.31	4,000.00	5,500.00
TOTAL INCOME	892,290.15	890,055.00	933,054.12
OPERATING EXPENSES			
Building Common Areas			
Hydro	27,274.28	31,000.00	28,000.00
Utilities - Administration and Invoicing	4,237.08	5,800.00	3,800.00
Utilities	160,749.46	161,700.00	165,000.00
Utilities Recovery (Consumption)	(74,144.78)	(74,800.00)	(76,400.00)
Water System Maintenance	23,674.68	23,700.00	23,700.00
Garbage & Recycling	29,113.24	28,000.00	30,700.00
Enterphone	-	500.00	-
Security	-	500.00	500.00
Fire Alarm Servicing/Monitoring	10,537.48	6,500.00	1,500.00
Elevator Maintenance	32,515.29	33,000.00	34,000.00
Electrical	16,163.19	3,000.00	2,500.00
Plumbing & HVAC Repairs	8,490.59	6,000.00	10,000.00
Janitorial	51,660.00	51,700.00	58,600.00
Carpet & Floor Cleaning	1,312.50	1,500.00	4,400.00
Building Maintenance - General	9,651.94	20,000.00	13,500.00
Parking Lot & Garage	4,318.91	6,000.00	5,000.00
Sun Shade Maintenance	3,753.75	5,000.00	4,000.00
Lock Repairs & Maintenance	4,602.30	2,000.00	4,500.00
Pest Control	1,737.75	1,700.00	1,800.00
Window Cleaning	6,279.00	7,000.00	6,600.00
Gutter Cleaning/Roof Maintenance	3,449.25	3,000.00	3,800.00
Equipment - General	4,442.99	5,000.00	5,000.00
Mechanical Maintenance Contract	3,024.00	3,100.00	3,100.00
Grounds Maintenance	13,466.32	17,000.00	15,000.00
Irrigation Start Up and Winterization	2,065.30	2,000.00	2,500.00
Snow Removal	4,369.32	300.00	4,500.00
Insurance	232,770.50	233,000.00	246,100.00
DGVS Contribution	91,375.20	89,200.00	95,000.00
Telephone	2,132.85	1,900.00	3,500.00
Subtotal - Building Common Areas	679,022.39	674,300.00	700,200.00
Administration			
Property Management Fees	57,099.97	57,100.00	58,300.00
Taxes on Property Management Fees	2,855.02	2,855.00	2,950.00
Administration & Postage	7,297.06	5,000.00	6,000.00
Interest/Bank Charges	300.00	300.00	300.00
Professional Fees	3,230.80	5,000.00	5,000.00
Miscellaneous	1,289.03	1,500.00	1,500.00
Subtotal - Administration	72,071.88	71,755.00	74,050.00
TOTAL OPERATING EXPENSES	751,094.27	746,055.00	774,250.00
Transfer to Reserve	144,000.00	144,000.00	156,000.00
TOTAL EXPENDITURES	895,094.27	890,055.00	930,250.00
NET CASH FLOW - SURPLUS/(DEFICIT)	(2,804.12)	-	2,804.12
OPENING BALANCE, OPERATING FUND	105,585.20	105,585.20	102,781.08
Transfer to Reserve - Surplus Operating	-	-	-
CLOSING BALANCE, OPERATING FUND	102,781.08	105,585.20	105,585.20

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THE OWNERS, STRATA PLAN VIS6763 (BALANCE)

STATEMENT OF CONTINGENCY RESERVE FUND

For the fiscal year ended May 31, 2022; and
Budget for the fiscal year ended May 31, 2023

	FISCAL 2022 ACTUAL	FISCAL 2022 BUDGET	PROPOSED FISCAL 2023 BUDGET
CONTRIBUTIONS			
Monthly Assessments	144,000.00	144,000.00	156,000.00
Interest Income	4,708.32	8,015.60	5,000.00
Surplus Operating Funds	-	-	-
Total Contributions	148,708.32	152,015.60	161,000.00
EXPENSES			
<u>2022</u>			
Replace Fire Extinguishers	-	6,000.00	6,000.00
Replace Parkade Gate	21,000.00	21,000.00	-
Building Exterior Maintenance and Renewal	19,319.01	75,000.00	55,680.99
Major Mechanical & Interior Maintenance & Renewal	34,862.93	60,000.00	25,137.07
Landscape Renewal and Improvements	18,872.65	30,000.00	11,127.35
Bylaw Review	7,881.58	8,000.00	
Emergency Expense	12,346.35		
<u>2022 SGM</u>			
Machstat Replacement			260,000.00
Landscaping (Yews and Synergy Contribution)			10,000.00
Building Exterior Maintenance and Renewal-2023			75,000.00
Major Mechanical & Interior Maintenance & Renewal-2023			25,000.00
Automatic Door Openers			25,000.00
Total Expenses	114,282.52	200,000.00	492,945.41
NET INCREASE/(DECREASE) IN FUND	34,425.80	(47,984.40)	(331,945.41)
OPENING FUND BALANCE	801,560.49	801,560.49	835,986.29
CLOSING FUND BALANCE	835,986.29	753,576.09	504,040.88

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GLOSSARY OF ACCOUNTS – Operating Budget

INCOME	
Strata Assessments	Strata Fees collected from owners to cover the operating expenses and contribution to the contingency reserve fund.
Move-in Fees	Fees collected as per the bylaws when an owner, tenant or occupant moves into a strata lot.
Interest Income	Interest earned on the operating cash balance of the strata corporation.
Other Income	Includes rental income for kayak racks, recovery of cost of access fobs sold to residents, income from user fees for electric vehicle charging, fines, etc.
OPERATING EXPENSES	
Hydro	Hydro for common area lighting, mechanical equipment, elevators, etc.
Utilities Administration and Invoicing	The costs to prepare the utility consumption invoices and the cost to manage and maintain the controller network server and software.
Utilities	The total cost of heating energy used for heating and hot water in the common areas and strata lots as well as the cost of water from the city of Victoria.
Utilities Recovery (Consumption)	The amount recovered from owners from individual strata lot residential heating and water utility invoices.
Water System Maintenance	Hytec service contract. Cost of ongoing water treatment to prevent corrosion and growth of algae in the water pipes (both hot and cold).
Garbage & Recycling	Garbage, recycling and organics removal. The income for returnable items from the Bottle Depot is credited to this account.
Enterphone	Maintenance of the enterphone systems, including troubleshooting and repairs when the enterphone and access system is not functioning as it should.
Security	Maintenance of the security systems, including troubleshooting the access control and video surveillance systems.
Fire Alarm Servicing/Monitoring	The annual fire alarm and sprinkler inspection and repair of deficiencies found during the inspection. Monthly bell tests.
Elevator Maintenance	Covers the monthly elevator service and maintenance, other elevator repairs, government permits.
Electrical	Repairs and maintenance of common property electrical components.
Plumbing & HVAC Repairs	Repairs and maintenance of common property mechanical and plumbing equipment.
Janitorial	Covers the full-time caretaking contract.
Carpet and Floor Cleaning	Cleaning of common-area carpets and hard surface floors in the common areas.
Building Maintenance-General	Ongoing regular repairs and maintenance not covered by other accounts.
Parking Lot & Garage	Repairs and maintenance expenses for the parkade, including the maintenance contract for the gates and semi-annual cleaning of the parkade decks.
Sunshade Maintenance	Covers the annual recurring cost to repair and clean the exterior sunshade blinds.
Lock Repairs & Maintenance	Repair and maintenance of the common property locks and associated door mechanisms. Also covers the purchase of additional entry fobs (cost is recovered and income credited to "Other Income.")
Pest Control	General pest control services for the common areas.
Window Cleaning	Cleaning of exterior inaccessible windows.
Gutter Cleaning/ Roof Maintenance	Annual roof inspection and maintenance.
Equipment - General	Covers major equipment maintenance including of the gas detection system in the parkades, the mandatory annual roof anchor testing and the semi-annual testing of the generator.
Mechanical Maintenance Contract	Maintenance, repairs and filter supplies for the mechanical equipment and roof top air handling air units which provide pressurized air to the hallways and strata lots.
Grounds Maintenance	Covers the monthly contact with the landscaping contractor and upkeep of landscaping.
Irrigation Start-up and Winterization	Start-up and winterization of the irrigation system and minor repairs.
Snow Removal	Snow and ice removal services.
Insurance	The insurance premium and the cost of the annual insurance appraisal.
DGVS Contribution	Each strata corporation in Dockside Green is required to contribute their share to DGVS of costs such as maintaining the greenway and the wastewater treatment plant.
Telephone	Cost of the phone line for enterphone access and elevator monitoring and the cost of internet access for computer systems.
Property Management Fees	Fees paid to Proline Management Ltd under the agency agreement.
Administration and Postage	Costs of postage, photocopying, long distance, stationary, etc. As more owners register for the strata's website, costs are reduced for photocopying and postage associated with mail-outs such as for the AGM notices. This account also covers the strata's fee for use of PowerStrata.
Interest/ Bank Charges	\$25.00 monthly administrative fee levied by the Bank of Montreal on all strata trust accounts.
Professional Fees	Professional consultation for strata matters, such as for engineering services and legal advice.
Miscellaneous	Typically covers items such as AGM room rentals, Christmas bonus for the building caretaker, etc.
OTHER	
Transfer to Reserve	Contributions to the Contingency Reserve Fund (CRF) received from monthly strata assessments.

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Balance Strata Plan VIS6763
Unapproved Schedule of Strata Fees
Effective August 1, 2022

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
A101	94	114	561.82	114.79	676.61
A102	95	52	256.27	52.36	308.63
A103	96	52	256.27	52.36	308.63
A104	97	101	497.76	101.70	599.46
A105	98	102	502.68	102.71	605.39
A106	99	55	271.06	55.38	326.44
A107	100	53	261.20	53.37	314.57
A108	101	62	305.55	62.43	367.98
A109	102	61	300.63	61.42	362.05
A110	103	81	399.19	81.56	480.75
A111	104	57	280.91	57.40	338.31
A201	110	48	236.56	48.33	284.89
A202	111	49	241.49	49.34	290.83
A203	112	56	275.98	56.39	332.37
A204	105	57	280.91	57.40	338.31
A205	106	96	473.11	96.67	569.78
A206	107	102	502.68	102.71	605.39
A207	108	62	305.55	62.43	367.98
A208	109	64	315.41	64.44	379.85
A301	118	92	453.40	92.64	546.04
A302	119	44	216.84	44.31	261.15
A303	120	72	354.84	72.50	427.34
A304	121	56	275.98	56.39	332.37
A305	113	57	280.91	57.40	338.31
A306	114	104	512.54	104.72	617.26
A307	115	111	547.04	111.77	658.81
A308	116	62	305.55	62.43	367.98
A309	117	64	315.41	64.44	379.85
A401	127	92	453.40	92.64	546.04
A402	128	44	216.84	44.31	261.15
A403	129	72	354.84	72.50	427.34
A404	130	56	275.98	56.39	332.37
A405	122	57	280.91	57.40	338.31
A406	123	104	512.54	104.72	617.26
A407	124	111	547.04	111.77	658.81
A408	125	62	305.55	62.43	367.98
A409	126	64	315.41	64.44	379.85
A501	136	92	453.40	92.64	546.04
A502	137	44	216.84	44.31	261.15
A503	138	72	354.84	72.50	427.34
A504	139	56	275.98	56.39	332.37
A505	131	57	280.91	57.40	338.31
A506	132	104	512.54	104.72	617.26

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Balance Strata Plan VIS6763
Unapproved Schedule of Strata Fees
Effective August 1, 2022

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
A507	133	111	547.04	111.77	658.81
A508	134	62	305.55	62.43	367.98
A509	135	64	315.41	64.44	379.85
A601	145	92	453.40	92.64	546.04
A602	146	44	216.84	44.31	261.15
A603	147	72	354.84	72.50	427.34
A604	148	56	275.98	56.39	332.37
A605	140	57	280.91	57.40	338.31
A606	141	104	512.54	104.72	617.26
A607	142	111	547.04	111.77	658.81
A608	143	62	305.55	62.43	367.98
A609	144	64	315.41	64.44	379.85
A701	154	92	453.40	92.64	546.04
A702	155	44	216.84	44.31	261.15
A703	156	72	354.84	72.50	427.34
A704	157	56	275.98	56.39	332.37
A705	149	57	280.91	57.40	338.31
A706	150	104	512.54	104.72	617.26
A707	151	111	547.04	111.77	658.81
A708	152	62	305.55	62.43	367.98
A709	153	64	315.41	64.44	379.85
A801	163	92	453.40	92.64	546.04
A802	164	44	216.84	44.31	261.15
A803	165	71	349.91	71.49	421.40
A804	166	56	275.98	56.39	332.37
A805	158	56	275.98	56.39	332.37
A806	159	104	512.54	104.72	617.26
A807	160	111	547.04	111.77	658.81
A808	161	62	305.55	62.43	367.98
A809	162	64	315.41	64.44	379.85
A901	169	116	571.68	116.80	688.48
A902	170	60	295.69	60.42	356.11
A903	171	88	433.69	88.61	522.30
A904	167	126	620.97	126.87	747.84
A905	168	134	660.39	134.93	795.32
B101	7	100	492.83	100.69	593.52
B102	8	99	487.90	99.69	587.59
B103	9	51	251.35	51.35	302.70
B104	10	53	261.20	53.37	314.57
B105	11	118	581.53	118.82	700.35
B106	12	45	221.77	45.31	267.08
B107	13	91	448.47	91.63	540.10
B108	14	61	300.63	61.42	362.05

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Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
B109	15	81	399.19	81.56	480.75
B110	16	41	202.06	41.28	243.34
B111	17	50	246.41	50.35	296.76
B201	25	56	275.98	56.39	332.37
B202	18	57	280.91	57.40	338.31
B203	19	95	468.18	95.66	563.84
B204	20	102	502.68	102.71	605.39
B205	21	62	305.55	62.43	367.98
B206	22	64	315.41	64.44	379.85
B207	23	48	236.56	48.33	284.89
B208	24	49	241.49	49.34	290.83
B301	31	92	453.40	92.64	546.04
B302	32	44	216.84	44.31	261.15
B303	33	71	349.91	71.49	421.40
B304	34	57	280.91	57.40	338.31
B305	26	57	280.91	57.40	338.31
B306	27	104	512.54	104.72	617.26
B307	28	111	547.04	111.77	658.81
B308	29	62	305.55	62.43	367.98
B309	30	64	315.41	64.44	379.85
B401	40	92	453.40	92.64	546.04
B402	41	44	216.84	44.31	261.15
B403	42	71	349.91	71.49	421.40
B404	43	57	280.91	57.40	338.31
B405	35	57	280.91	57.40	338.31
B406	36	104	512.54	104.72	617.26
B407	37	111	547.04	111.77	658.81
B408	38	62	305.55	62.43	367.98
B409	39	64	315.41	64.44	379.85
B501	49	92	453.40	92.64	546.04
B502	50	44	216.84	44.31	261.15
B503	51	71	349.91	71.49	421.40
B504	52	57	280.91	57.40	338.31
B505	44	57	280.91	57.40	338.31
B506	45	104	512.54	104.72	617.26
B507	46	111	547.04	111.77	658.81
B508	47	62	305.55	62.43	367.98
B509	48	64	315.41	64.44	379.85
B601	58	92	453.40	92.64	546.04
B602	59	44	216.84	44.31	261.15
B603	60	71	349.91	71.49	421.40
B604	61	57	280.91	57.40	338.31
B605	53	57	280.91	57.40	338.31

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Balance Strata Plan VIS6763
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Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
B606	54	104	512.54	104.72	617.26
B607	55	111	547.04	111.77	658.81
B608	56	62	305.55	62.43	367.98
B609	57	64	315.41	64.44	379.85
B701	67	92	453.40	92.64	546.04
B702	68	44	216.84	44.31	261.15
B703	69	71	349.91	71.49	421.40
B704	70	57	280.91	57.40	338.31
B705	62	57	280.91	57.40	338.31
B706	63	104	512.54	104.72	617.26
B707	64	111	547.04	111.77	658.81
B708	65	62	305.55	62.43	367.98
B709	66	64	315.41	64.44	379.85
B801	76	92	453.40	92.64	546.04
B802	77	44	216.84	44.31	261.15
B803	78	71	349.91	71.49	421.40
B804	79	57	280.91	57.40	338.31
B805	71	57	280.91	57.40	338.31
B806	72	104	512.54	104.72	617.26
B807	73	111	547.04	111.77	658.81
B808	74	62	305.55	62.43	367.98
B809	75	64	315.41	64.44	379.85
B901	85	92	453.40	92.64	546.04
B902	86	44	216.84	44.31	261.15
B903	87	71	349.91	71.49	421.40
B904	88	57	280.91	57.40	338.31
B905	80	57	280.91	57.40	338.31
B906	81	104	512.54	104.72	617.26
B907	82	111	547.04	111.77	658.81
B908	83	62	305.55	62.43	367.98
B909	84	64	315.41	64.44	379.85
B1001	93	88	433.69	88.61	522.30
B1002	89	126	620.97	126.87	747.84
B1003	90	134	660.39	134.93	795.32
B1004	91	117	576.61	117.81	694.42
B1005	92	60	295.69	60.42	356.11
GA01	6	110	542.11	110.76	652.87
GA02	5	124	611.11	124.86	735.97
GA03	4	128	630.82	128.89	759.71
GA04	3	128	630.82	128.89	759.71
GA05	2	149	734.32	150.03	884.35
GA06	1	138	680.10	138.96	819.06

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NEW BUSINESS

▪ Resolution # 6 – 3/4 Vote Elevator Lighting – Change in Appearance

The council is considering whether to replace the existing light bulbs in all four elevators. Some owners feel that the original “blue” lights in the 379 Tye elevators and in elevator #1 in 373 Tye are too dim. On the other hand, some other owners feel that the brighter lights in elevator 2 in 373 Tye are too bright.

If we move forward with this, it is intended that the replacement lights would be somewhat brighter than the original blue lights but not as bright as the lights in Elevator 2 in 373 Tye, which were installed several years after construction was complete, due to failed lights in the one elevator.

The cost to replace all the lights is insignificant and the expenditure could be charged to the Major Mechanical & Interior Maintenance and Renewal account in the CRF. Through this resolution, the council wants to confirm if owners would support changing the lighting and therefore the “appearance” and ambiance in the elevators.

BE IT RESOLVED, AS A 3/4 VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS 6763 THAT the Owners authorize a change in the appearance of the elevator lights, so the light is uniform in all 4 elevators, less bright (in lumens) than the existing lights in elevator 2 in 373 Tye and brighter (in lumens) than the lights in all the others.

▪ Resolution # 7 – 3/4 Vote Bylaw Revisions Regarding the Maintenance of the Heat Controllers in the Strata Lots

Since the Machstat© heat controllers are being replaced with a different controller, references to Machstats in the bylaws must be replaced. Council recommends using the generic term “heating controllers.”

BE IT RESOLVED BY A ¾ VOTE OF THE OWNERS STRATA PLAN VIS 6763 THAT the bylaws of the strata corporation are amended as follows:

1. Section 3 (2) (r) is amended by striking out "the Reliable Controls© Machstat controller" and substituting "the heating controllers".

[This is for information purposes only. The current section 3 (2) (r) reads:

(2) An owner, tenant or occupant must not:

(r) tamper with, disconnect, or render inoperable the Reliable Controls© Machstat controller, individual water meters, or sunshade control boxes;]

2. Section 27 (1) (d) (vi) is amended by striking out "Reliable Controls® Machstat controllers" and substituting "heating controllers".

[This is for information purposes only. The current section 27 (1) (d) (vi) reads:

27 (1) The strata corporation must repair and maintain all of the following:

(d) a strata lot, but the duty to repair and maintain it is restricted to:

(vi) Reliable Controls® Machstat controllers, individual water meters and sunshade control boxes.]

▪ **Resolution # 8 – ¾ Vote**
Filing of Revised and Consolidated Bylaws

This is a standard resolution that is used in conjunction with bylaw changes and is needed to enable the filing of the revised and consolidated set of bylaws in the Land Title Office. As per the *Strata Property Act* the revised bylaws are not effective until filed as such.

WHEREAS the Strata Corporation would like to have a consolidated copy of the bylaws for ease of reference and to cut down the number of individual bylaw filings that are registered in the land title office;

BE IT RESOLVED by a ¾ vote of THE OWNERS STRATA PLAN VIS 6763 that:

1. The registered bylaws of the Strata Corporation be amended by adopting the bylaw revision passed at today's meeting.
2. The Strata Council of the Strata Corporation (the "Strata Council") take all such further actions to register a new consolidated copy of the bylaws in the Land Title Office which shall be deemed to be the bylaws of the Strata Corporation, including but not limited to filing a Form I, Amendment to Bylaws.
3. Any two members of the Strata Council execute such documents as are required to register the bylaw amendments in the Land Title Office on behalf of the Strata Corporation.

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ELECTION OF STRATA COUNCIL

According to the strata corporation's bylaws, there may be up to seven members on the Strata Council. Council members must be elected at every Annual General Meeting. As of the date this notice was issued, all seven of the existing council members have advised they wish to stand for election again for the 2022-2023 Strata Council term. They are:

Jennifer Cooper (Strata Lot 46, Strata Council member 2017-2019 and since 2021)

Peter Durrant (Strata Lot 2, Strata Council member since 2020)

Joyce Elliott (Strata Lot 54, Strata Council member 2009-2012, 2015-2016 and since 2020)

Alex Fyfe (Strata Lot 133, Strata Council member since 2021)

Tanya Howes (Strata Lot 91, Strata Council member since 2021)

Chris Lawson (Strata Lot 1, Strata Council member and president since 2015)

Quinn Leitch (Strata Lot 103, Strata Council member since 2019)

Regardless of the above, additional nominations of other owners may occur at the AGM. If you are interested in serving on council and standing for election, please let us know and we will be happy to answer any questions that you may have about working on council.

Please note that our bylaws require owners who wish to stand for election to be present at the AGM or to confirm in writing in advance that they wish to stand for election.

Owners standing for election for the first time will be asked to introduce themselves and explain why they wish to be a member of the Strata Council.

Critical attributes of council members include:

- Enthusiasm.
- An interest in learning new things.
- A desire and ability to advance the interests of the overall strata rather than their own. If you are more interested in being on council to further your own agenda, you are probably not a good candidate for the council.
- A willingness to share opinions, listen to others and work as a team with other council members.
- Some time to provide. Regular council meetings are held once a month and are generally about two hours in length. Additional meetings are sometimes required. There is some preparation time required to review material in advance of the meetings. Also, information is shared and decisions are sometimes made electronically between meetings, so it's important that council members are able to monitor their email regularly. For council members who have the time and are interested in participating, there are other activities, tasks and committees that crop up from time to time between meetings. Being on the council can be interesting and rewarding!



Did you know that you have a whole team working on your building?



Sam Hasham
Property Manager

Sam handles the business operations on behalf of the strata corporation, arranges services for the strata corporation and enters into contracts for the maintenance and repairs of the strata corporation's common property, attends building sites to ensure quality of cleaning, maintenance, etc., prepares the minutes of all meetings as well the annual budget and monthly financial statements.

Allira Fenske
Operations Coordinator

Allira is the primary unlicensed contact for all residents, owners, caretakers and tradespeople related to your building. Allira keeps your information current in our database, helps provide fobs and keys, helps with booking moves and elevators as well as assists with notices, the website and maintenance calls.

Strata Administration Experts

We have a team of strata administration experts to work on the documents for your strata corporation. They work on all of our buildings and ensure accuracy and timely preparation. The team completes the Annual General Meeting notices, meeting minutes, correspondence, document and forms requests, and Strata Council manuals.



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. The proxy holder must present this form during the registration period prior to the meeting, so it can be certified. 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.

Please note that this form remains the property of the proxy holder and will not be retained by the strata corporation following the meeting.

I/We, _____ [the owner(s)/mortgagee] of the strata lot described at right, appoint _____ to act as my/our proxy at the Annual General Meeting to be held on July 18, 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 # _____
Strata Plan _____
Balance _____
Date: _____
Signature of Owner/Mortgagee _____
Signature of Owner/Mortgagee _____

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