



August 1, 2023

The Owners, Strata Plan VIS6763  
Balance  
Victoria, BC

Dear Owners:

**RE: Balance – Minutes of Annual General Meeting**

Thank you to all who were able to attend the Annual General Meeting either in person or by proxy. We are pleased to have worked with Balance for the past fourteen years, and look forward to continuing our relationship for many more. If you have any feedback regarding the meeting, the minutes or the notice package, we encourage you to contact your property manager or our strata department manager Paul Merrien.

Please find attached the unapproved minutes of the Annual General Meeting held July 17, 2023. Please retain these minutes in your files as they will need to be approved at the next General Meeting of the Strata Corporation. A copy of the approved Strata fees for each unit is also enclosed

You can pay your Strata fees by pre-authorized debit, post-dated cheques or cash. If you do not pay by pre-authorized debit, you can download the forms from our website at [www.prolinemanagement.com](http://www.prolinemanagement.com). To activate automatic payments, we need the completed form by the 20<sup>th</sup> of the preceding month.

If paying by a series of cheques, please make them payable to **Proline Management Ltd. "in trust"** or **Strata Plan VIS6763** and include your unit number and the name of your complex.

Please note that there is a Balance website that contains the Annual General Meeting minutes, your bylaws, the minutes of monthly council meetings and a number of other documents of importance to Balance owners. Persons who wish to register for PowerStrata must contract either the council or the operations coordinator, who will send them a registration. To help reduce costs for the strata corporation, we encourage you to consent to electronic delivery of documents when registering for your website.

The management team assigned to your community consists of your Property Manager, Sam Hasham, [sam@prolinemanagement.com](mailto:sam@prolinemanagement.com), and your Strata Operations team, at [operations@prolinemanagement.com](mailto:operations@prolinemanagement.com). We welcome you to contact any member of your management team if you have questions, comments or concerns.

Yours truly,

**PROLINE MANAGEMENT LTD.**

Authorized Agent for Strata Plan VIS6763

A handwritten signature in black ink, appearing to read "S. Hasham", is written over a faint, diagonal watermark that reads "Submitted to Fraser of Royal LePage Coast Capital - Oak Bay on 2023/08/01".

Sam Hasham  
Property Manager



**UNAPPROVED MINUTES OF THE ANNUAL GENERAL MEETING  
STRATA PLAN VIS 6763 – BALANCE  
HELD ON MONDAY, JULY 17, 2023**

**PLACE:** Da Vinci Centre  
195 Bay St, Victoria, BC

**PRESENT:** When the meeting was called to order, 68 units were represented in person or by proxy, as follows:

**In Person:**

NAME	UNIT	SL	NAME	UNIT	SL
Davies, William Herbert & Winterbottom, Marilyn	A109	102	Yakimchuk, Dale Anne & Edwards, John	B506	45
Leitch, Quinn	A110	103	Cooper, Jennifer & Eeles, Michael	B507	46
Lepsoe, Carolyn	A203	112	Saffin, Jenna	B508	47
Hayer, Pamela	A304	121	Elliott, Joyce	B606	54
Thibault, Caroline & St. Luke, Corey	A305	113	Bergen, Katherine	B609	57
Davies, William Herbert & Winterbottom, Marilyn	A307	115	Worsley, Jessica	B702	68
Schell, Kaitlin & Branscombe, Chantal	A405	122	Duvnjak, Vesna & Rajko	B703	69
Moss, Liam	A503	138	Farnham, Martin	B704	70
Fyfe, Alexander & Anne Marie	A507	133	Pucci, Linda	B705	62
Mahbobi, Emily, Sepideh & Sohail	A608	143	Van den Camp, Pauline	B708	65
Wylie, David & Christine	A803	165	Hurren, Wanda	B709	66
Wilkie, David & Julie	A804	166	Kosorinova, Andrea	B802	77
Carney, Donald & Gayle	A901	169	Anthony, Karl	B809	75
Bond, Glenn & Barbara	A903	171	Williams, Karola & Christopher	B906	81
Sandstrom, Kurt	A904	167	Cline, Gregory & LeBel, Steve	B1001	93
Sluchinski, Laurie & Thomas	A905	168	Bedard, Crystal & Alain	B1002	89
Letavay, Mario & Wojcik, Sarah	B105	11	Howes, Tanya	B1004	91
Rudram, Karla	B110	16	Drake, Mitchell	GA1	6
Stromkins, Kathleen	B202	18	Simpson, Lorne & Jacqueline	GA2	5
Wall, Merle	B203	19	Ross, James & Patricia	GA4	3
Weber, Christian & Beverley	B306	27	Durrant, Peter & Jane	GA5	2
Ryall, Griffin	B403	42	Lawson, Christopher & Banks, Robert	GA6	1
Lucoe, Debra (Debbie)	B501	49			

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**By Proxy:**

NAME	UNIT	SL	NAME	UNIT	SL
Pettigrew, Ariel	A104	97	Dobek, Patrick	B104	10
McGregor, Catherine & Fleming, Allyson	A303	120	Bell, Allen Porchlight Investments (Abma, Ron)	B109	15
Fedirko, Wilmar	A407	124	Waldman, Miriam	B204	20
Chapman, John & Jane	A409	126	Donawa, Wendy & Fowler, Leah	B603	60
Ham, Soonyoun	A502	137	Huddart, Steven & Rideout, Catherine	B701	67
Ussery, Camas & Woodland, Karyn	A505	131		B706	63
Sivanesan, Haema & Ward, Deryl	A601	145	Pai, Rohit Wheelhouse Holdings Ltd. (Lang, Bill)	B806	72
Pusic, Biljana	A701	154		B807	73
Horovitz, Sidney & Killick, Dianna	A704	157	Nadler, John	B907	82
Hill, Anthony	A802	164	Dyer, Kenneth & Harrop, Shelly	B1005	92
de Melo, Jamie & Gilchrist, Amy	B101	7	Lehnen, John & Harriet	GA3	4

**PROLINE MANAGEMENT LTD.:** Represented by Sam Hasham, Property Manager

**1. Call to order**

The meeting was called to order at 6:07 pm.

**2. Certify proxies and corporate representatives and issue voting cards**

Sam Hasham reported that the proxies and voting cards had been certified.

**3. Determine that there is a quorum**

As per section 46 of Balance's bylaws, *the persons present in person or by proxy and entitled to vote at any time during the meeting shall constitute a quorum.*

**4. Elect a person to chair the meeting, if necessary**

Chris Lawson, in his capacity as President of the Strata Corporation, chaired the meeting.

**5. Present proof of notice of meeting or waiver of notice**

Management confirmed the Notice was issued on June 22, 2023, more than 20 days in advance of the meeting, thereby satisfying the requirements of Notice under the *Strata Property Act* and the *Interpretation Act*.

**6. Approve the agenda**

**Motion: Approve the agenda as presented.**

**Moved:** SL19  
**Seconded:** SL 89  
**Carried unanimously.**

**7. Approve minutes from the last general meeting**

**Motion:** That the minutes of the Special General Meeting held February 23, 2023, be approved as written.

**Moved:** SL93  
**Seconded:** SL167  
**Carried unanimously.**

**8. Deal with any unfinished business**

There was no unfinished business from the last Special General Meeting.

**9. Receive reports of council or committee activities and decisions since the last annual general meeting**

A summary of the Strata Council's accomplishments in Fiscal 2023, including the financial results, was included in the meeting notice. The chair briefly covered this information.

**10. Ratify New Rules (If Any) In Accordance with Section 125 of the Strata Property Act (The "Act")**

Resolution 1 – Majority Vote – Kayak Racks

Background from meeting notice:

There are 9 kayak racks in the parkade that are available to rent (the others were assigned on long term lease by the developer). These racks are currently being rented by the strata for \$10 per month and the same rental charge has been in place since 2009. The racks are in high demand and the Council believes the fair value of the racks is \$25.00 per month. At the May 9, 2023, Strata Council meeting, the Council therefore enacted the following rule:

*The monthly user fee for a strata-assigned kayak rack shall be \$25.*

The Strata Council recommends that this rule be ratified so that the new monthly user fee can become effective.

Moving of Motion:

**Motion:** BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS 6763 THAT the rule:

*The monthly user fee for a strata-assigned kayak rack shall be \$25,*  
**adopted at the May 9, 2023, Strata Council meeting, be ratified.**

**Moved:** SL62  
**Seconded:** SL70

Discussion

Council brought forward the following motion to amend the resolution:

**Motion:** That Resolution #1 be amended by replacing the version contained in the AGM notice with the following:

**BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS 6763 THAT the following rule, adopted at the May 9, 2023 strata council meeting, be ratified:**

**The monthly user fee for a strata-assigned kayak rack shall be \$25.**

**Moved:** SL133

**Seconded:** SL143

**Motion CARRIED with 66 in favour, 0 opposed and 1 abstention.**

Discussion:

An owner represented by proxy said that she felt the increased fee would be unfair to owners who regularly use their kayak racks.

Vote:

The amended motion was then called to question.

**Motion CARRIED with 61 in favour, 4 opposed and 2 abstentions.**

**11. Report on insurance coverage in accordance with section 154 of the Act**

The chair briefly reviewed the following material contained in the meeting notice:

*The strata's insurance policy runs from May 31 of each year and was recently renewed at a cost of \$217,116 for Fiscal 2024, a decrease of 11.3% from last year's premium, which was \$243,895. The high premiums we have experienced over the past several years are partly due to the general "hard" insurance market in BC and across Canada. However, the significant claim that resulted from the flood incident in 2017 also affected our insurance premiums. Since the incident is now over five years in the past and we have had no claims since then, we were able to renew at this reduced rate.*

*This year, our main insurance provider is Intact Insurance. According to our insurance broker, Intact does not take on new strata/condominium clients unless there are 5 claim-free years, and unless there is evidence that the strata is very well managed and extremely diligent about maintenance. She advised us that the fact Intact agreed to insure us speaks volumes about how we are managing the strata, and our maintenance.*

*This insurance market update from our insurance broker summarizes the current market conditions:*

[https://pms.powerstrata.com/plpm/VIS6763/files/32235605640071022/Condo\\_Market\\_2023.pdf](https://pms.powerstrata.com/plpm/VIS6763/files/32235605640071022/Condo_Market_2023.pdf)

*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 \$83,500,000.*

*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 deductibles in our current policy:*

- All Loss: \$10,000
- Water & Sewer Back Up: \$50,000
- Flood: \$50,000
- Earthquake: 20% (increased from 15%) with a \$250,000 minimum

*Here is an example of how the earthquake deductible works:*

*Our maximum coverage is \$82,500,000 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 20% of the maximum coverage amount.*
- *20% of \$82,500,000 is \$16,500,000. This would be the strata's deductible.*
- *The deductible would then be divided 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 \$96,491. 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. A schedule of all the deductibles, by unit, will be included in the minutes of the annual general meeting.*

*Our policy does not cover additional living expenses, but most condo owners' policies do cover this.*

*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.

**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 that owner's unit, regardless of cause.

This 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 Condo Owners Insurance Tip Sheet, from our insurance broker:

[https://pms.powerstrata.com/plpm/VIS6763/files/52235605640071023/Condo\\_Owners\\_Tip\\_Sheet.01.23.pdf](https://pms.powerstrata.com/plpm/VIS6763/files/52235605640071023/Condo_Owners_Tip_Sheet.01.23.pdf)

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Ordered by Tom Fraser 2024/04/10

Summary of Coverage – Strata Insurance Policy Effective May 31, 2023

Coverage	Expiry 2022-2023		Renewal 2023-2024	
	Deductible	Limit	Deductible	Limit
All Property – "All Risks" Form				
All Loss	\$10,000	\$81,610,000	\$10,000	\$83,500,000
Water & Sewer Back Up	\$50,000	Included	\$50,000	Included
Flood	\$50,000	Included	\$50,000	Included
Earthquake	15%	Included	20%	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	\$500	Included
Replacement of Locks & Keys	\$500	Included		Blanket Limit - \$750,000
Enhanced Crime - Employee Dishonesty		\$10,000	\$500	\$500,000
Roadways, Walkways & Parking Lots		Included		Included
Condominiums: Common elements/area cont				\$100,000
Condominiums: Unit Owners Additional Cover	\$10,000		\$10,000	
- Contingent Condominium Unit Coverage		\$50,000		\$350,000
- Special Loss Assessment				\$350,000
- Betterments and Improvements				\$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	\$81,610,000	\$10,000	\$83,500,000
Extra Expense		\$100,000		\$25,000
Volunteer Workers Accident	8 days	\$200,000	8 days	\$200,000
Terrorism		Not Covered		Not Covered
Legal Expense - Limit, Enhanced Pkg	\$500	\$250,000	\$500	\$250,000
- Aggregate		\$1,000,000		\$1,000,000
Cyber Liability		Not Covered	\$1,000	\$50,000
<b>Premium:</b>		<b>\$244,814</b>		<b>\$217,116</b>

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**12. Approve The Budget for The Coming Year In Accordance With Section 103 Of The Act**

**12.1 Resolution 2 – Majority Vote – Obtain New Depreciation Report**

Background from meeting notice:

*Balance first obtained a Depreciation Report in 2013 and then obtained a new one in 2019. The Strata Property Act and Regulations require strata corporations in BC to obtain a new Depreciation Report every three years, unless the owners waive that requirement by means of a 3/4 vote at a general meeting. The owners of Balance did waive this requirement at the 2022 Annual General Meeting but agreed with the Council’s recommendation at the time, which was that a new report should be obtained in Fiscal 2024. The Council still strongly recommends that this be done, to gain an updated view as to the maintenance, repairs and renewal that will be required in the future, along with estimated costs. This will enable us to better plan, in particular the necessary contributions to the contingency reserve fund. Further, in considering renewal of insurance policies and risk, insurance companies do not look favourably on strata corporations that do not have a “current” Depreciation Report.*

*The council has obtained an estimate of approximately \$12,000 from RDH Engineers, the firm who provided the reports in 2013 and 2109, to prepare a new depreciation report.*

Moving of Motion:

**Motion: BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS 6763 THAT the Owners authorize an expenditure of up to \$12,000.00 from the Contingency Reserve Fund to obtain an updated Depreciation Report.**

**Moved:** SL45

**Seconded:** SL62

Discussion

An owner asked if the funds would be sufficient. The Council advised that the quote was provided by RDH Engineers, the firm who has prepared the reports in the past, and that since this is an update from the previously issued depreciation report with much of the needed data already in their system, the budget is expected to be sufficient.

Vote:

**Motion CARRIED with 67 in favour, 0 opposed and 0 abstentions.**

**12.2 Resolution 3 – Majority Vote – Exterior Paint and Coatings Renewal Project**

Background from meeting notice:

*This spring, the Council engaged Method Engineering to conduct a review of the condition of the building exterior. The on-site portion of the review was conducted on May 11 and 12 and the report was received in early June. The report is filed in PowerStrata in the Documents library under Engineering Reports.*

*The report advises that “an exterior paint and coatings renewal project will be needed in the near future.”*

*This is consistent with projections first included in the depreciation report that was provided by RDH Engineers in 2013, as well as projections that Method Engineering made in a smaller scale review that was conducted in 2020.*

*The report goes on to identify, in general, the recommended scope of the project:*

- *Cleaning of exterior walls, soffits, and balcony surfaces, as part of coating renewal reparation.*
- *Sealant replacement around rainwater leader penetrations in concrete eyebrows.*
- *Sealant replacement between fibre cement board panels and concrete walls.*
- *Sealant replacement at balcony saddles that include a half-height guard wall.*
- *Other sealant replacement, as needed.*
- *Repainting fibre cement board panels.*
- *Cleaning and parging cracks in the concrete soffits above balconies.*
- *Repainting balcony and eyebrow soffits.*
- *Repair cracks in the concrete at floor levels and cold joints.*
- *Repainting the exposed concrete walls.*
- *Recoat balconies with a new liquid applied urethane coating. Anticipate top-coat only, with base and top-coat completed where needed.*
- *Renewal of liquid-urethane membrane at the top-level eyebrows and top-level canopies.*

*Method also identified that the staining on the lower 1/3 portion of the balcony glass on many of the one-bedroom unit balconies is a cosmetic issue. However, due to concrete repair needs at the balcony fascia on some of these same balconies, the glass may need to be removed to facilitate the repairs. Method further advised that this could be an opportunity to assess a new guardrail design that would eliminate the risk of future glass staining.*

*Method suggests that the strata target to conduct the exterior paint and coatings renewal project starting in the summer of 2024.*

*As a first step in planning this project, Method Engineering recommends that a mock-up balcony renewal be completed. This would help to fine-tune the required scope of the project along with the cost and would also “allow for design and budgeting clarifications on the balcony glass issue, which will notably impact the project cost along with the building appearance and future maintenance needs.”*

*Method Engineering has suggested a budget of \$20,000 to complete a mock-up balcony. In addition to doing the mock-up, additional work will be required by Method to further plan the main exterior paint and coatings renewal project and to obtain bids and quotes. Council recommends that the owners approve a total allocation of \$25,000 from the contingency reserve fund to conduct all this work.*

Moving of Motion:

**Motion:** BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS 6763 THAT the Owners authorize an expenditure of up to \$25,000.00 from the Contingency Reserve Fund to complete a balcony mock-up and to conduct planning activities for an exterior paint and coatings renewal project.

**Moved:** SL19

**Seconded:** SL143

Discussion

Owners asked the council to clarify what this allocation would cover. Council said that the funds would be used to complete the mockup and for other project planning activities.

Vote:

**Motion CARRIED with 67 in favour, 0 opposed and 0 abstentions.**

12.3 Resolution 4 – Majority Vote – Floor Replacement Planning

Background from meeting notice:

*The Depreciation Report published in 2013, and the updated report published in 2019, both indicated that the original common area carpets and the tiled flooring would require renewal in 2023 and 2024 respectively. In fact, both are showing signs of age in many locations, including significant wear in high traffic areas, such as in front of elevators and in the vestibules and lobbies in the parkade (levels P1, P2 and P3). In addition, the lobby floors are due for a refresh.*

*Council recently obtained budget quotes totaling about \$100,000 for replacement of all the common area flooring.*

*Costs for these types of high-demand projects inevitably increase year after year so it is prudent to start the planning process at this time. The Council therefore recommends that the owners approve an allocation of up to \$10,000 to obtain the services of an interior designer to assist in design choices and in planning the eventual update and/ or replacement of flooring throughout the common areas. This is only the first stage of a replacement project which would ultimately require approval of the owners at a general meeting.*

Moving of Motion:

**Motion:** BE IT RESOLVED, AS A MAJORITY VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS 6763 THAT the Owners authorize an expenditure of up to \$10,000.00 from the contingency reserve fund to cover design and planning services for an eventual flooring replacement project.

**Moved:** SL143

**Seconded:** SL 165

Discussion

Owners debated the value of engaging a designer vs just obtaining advice from the flooring

provider. Council and Management said that based on experience, a designer is best equipped to provide “neutral” advice and would have expertise as to options that would best complement the aesthetic of the strata and would also be practical.

Many owners said that the designer should be asked to provide advice on the aesthetic of the strata interiors as a whole, not just the flooring.

Vote:

**Motion CARRIED with 66 in favour, 1 opposed and 0 abstentions.**

12.4 Resolution 5 – ¾ Vote – Major Mechanical and Interior Maintenance and Renewal 2023-2024

Background from meeting notice:

*In recent years, the strata has spent approximately \$40,000 annually on major interior maintenance and renewal, particularly for major repairs of mechanical equipment. As this equipment ages, we can expect a similar or even greater level of spending. For Fiscal 2024, the Council is proposing to complete infrared scanning of the common area electrical equipment, which the Depreciation Report recommends should be done every 5 years. The Council is also looking at conducting a major cleaning of the stairwells, an activity that has not been done since the buildings were completed.*

*Approximately \$11,000 remains in the allocation for mechanical and interior renewal that was approved at the AGM in July 2022. Council recommends that the owners approve an additional allocation of \$35,000 to cover major mechanical and interior maintenance and renewal requirements in Fiscal 2024.*

Moving of Motion:

**Motion: BE IT RESOLVED, AS A 3/4 VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS 6763 THAT the Owners authorize an expenditure of up to \$35,000.00 from the Contingency Reserve Fund for major mechanical and interior maintenance and renewal.**

**Moved:** SL103

**Seconded:** SL143

Vote:

**Motion CARRIED with 67 in favour, 0 opposed and 0 abstentions.**

12.5 Resolution 6 – 3/4 Vote – Investigate the Feasibility of Heat Pumps

Background from meeting notice:

*A few owners have recently expressed interest in installing air-source mini-split ductless heat pumps in their units, primarily for cooling purposes. This type of heat pump has an exterior unit that would need to be located on a balcony or patio and would connect via a bundle of tubes and cables through an exterior wall to an indoor unit that would normally be mounted on a wall. Balance’s bylaws don’t currently permit this type of equipment on patios and balconies. More critically, the Council has conducted some preliminary research and has found that there are significant legal, technical and practical considerations that would need to be investigated and understood, before a decision*

could be made to allow heat pumps. That final decision would need to be made by the owners at a general meeting, since bylaw amendments would be required. Here are some examples of issues that would need to be considered:

- *Would there be risks to the building envelope since holes would need to be drilled through exterior walls to run the wiring and cables? If so, how could these risks be mitigated?*
- *Would multiple heat pump installations cause any issues with respect to electrical capacity?*
- *Are heat pumps even technically feasible in many of our units, given most have exterior walls that are almost completely glass, with adjacent concrete ceilings that would not accommodate the wiring and cables needed to connect the outside unit with the inside unit?*
- *How would the exterior appearance of the buildings be impacted, with heat pumps located on patios and balconies, and could this impact be mitigated in some way?*
- *Advertising for modern heat pumps says they are very quiet, but some noise will inevitably be generated. What level of noise is acceptable, given that the exterior units would inevitably be located close to other strata lots?*
- *The cooling function of heat pumps generates condensation (water) which must be drained somewhere. How would this be accommodated, given most of our balconies don't have drains and we've always had a problem with water escaping from balconies to balconies below?*
- *The external heat pump units cause some vibration. Could this be mitigated so that there's no nuisance to other strata lots?*
- *An external heat pump unit would become a fixture on the exterior limited common property of the unit. Currently according to the bylaws, the strata corporation is responsible for maintenance of limited common property patios, decks and balconies that occurs less frequently than once a year. How would the strata be protected from this?*
- *What would happen to the heat pump when the strata lot is sold? Who would then be responsible for the maintenance of the exterior unit?*

*In view of the above and if owners are interested in pursuing this matter, the council recommends that owners approve an allocation of \$10,000 to fund an investigation into the feasibility of heat pumps in the strata, which may require the participation of experts such as a building envelop engineer, an HVAC specialist, and a strata lawyer. Following the investigation, the council would come back to the owners with recommendations.*

Moving of Motion:

**Motion:**            **BE IT RESOLVED, AS A 3/4 VOTE RESOLUTION OF THE OWNERS OF STRATA PLAN VIS 6763 THAT the Owners authorize an expenditure of up to \$10,000.00 from the Contingency Reserve Fund to investigate the feasibility of heat pumps.**

**Moved:** SL143  
**Seconded:** SL168

Discussion

Several owners objected to the idea of having heat pumps in Balance, for various reasons. Others spoke in favour of the resolution.

Some owners expressed an interest in continuing to investigate cooling options for Balance, alternative to heat pumps.

Vote:

**Motion DEFEATED with 31 in favour, 28 opposed and 3 abstentions.**

*An owner left at 7:20pm, changing the total units represented to 66.*

**13. Fiscal 2024 Budget**

Moving of Motion:

**Motion:** To approve the proposed budget for Fiscal 2024.

**Moved:** SL143  
**Seconded:** SL168

Discussion:

An owner made the following motion:

**Motion:** That the budget be amended to increase the window cleaning budget to \$14,000 to accommodate two window cleanings and increase strata fees to balance the budget.

**Moved:** SL19  
**Seconded:** SL18

**Motion DEFEATED with 13 in favour, 47 opposed and 6 abstentions.**

An owner asked why the new waste company could not recycle glass. The Council indicated that Waste Management provided information that the glass ended up in the landfill.

An owner asked why the strata fee increase as of August 1 is different from the strata fee increase in the budget. The chair explained that this is due to proration. Please see a detailed explanation with examples, attached to these minutes.

Vote:

**Motion CARRIED with 66 in favour, 0 opposed and 0 abstentions.**

*Three owners left at 7:55pm, changing the total units represented to 63.*

**14. 5-Year Projection**

The chair briefly summarized the following content contained in the meeting notice:

*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 plan, using the depreciation report as a base and incorporating additional information such as the current recommendations and opinions of trusted consultants and tradespeople. An example of the later is the building exterior review just completed by Method Engineering. 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. These include the exterior paint and coatings renewal project and common area flooring replacement and renewal. In addition, it's possible that the parkade membrane may need to be replaced at some point, although we expect this will be several years down the road. Along with all of this, we can expect to incur ongoing expenditures for repair and renewal of mechanical equipment as it ages.

A major unknown at this time is the full extent and most of the exterior renewal project that has been recommended by Method Engineering and hence our total spending requirements over the next few years. However, our first depreciation report published in 2013 and the updated report published in 2019 both forecasted a special levy in the early 2020's. In the two most recent AGM notices (for the meetings in July 2021 and July 2022), we also identified that there was a possibility of a special levy.

The best-case scenario is that a special levy will not be required. However, the council still believes that one may be needed and suggests that owners plan accordingly.

A special levy of \$200,000 would entail an average assessment per strata lot of about \$1200. A special levy of \$500,000 would mean an average assessment of about \$2900.

As the planning for the exterior renewal project progresses, we should have a much better understanding of our costs over the next several years.

## 15. New business

### 15.1 Resolution #7 – 3/4 Vote – Amend the Bylaws: Rentals, Maximum Fines and Related Matters

#### Background from meeting notice:

On November 24, 2023, the Building and Strata Statutes Amendment Act, 2022 (the amending Act), received royal assent. Among other amendments, section 141 of the Strata Property Act was amended to prevent stratas from having rental restrictions.

Balance has several bylaws that refer to "rentals." In May, the Council therefore retained Hamilton and Company (strata lawyers) to draft amendments to the bylaws to ensure that they are consistent with the amendments made to the Strata Property Act and the Regulations.

Please note that the ability of stratas to prohibit "licences of occupancy," which are not "tenancies" and are legally different from "renting," was not affected by the amending Act. As such, our prohibition of short-term accommodation of less than 30 days (by licence of occupancy) is unaffected by the bylaw amendments proposed here.

Here is a summary of the key changes:

(See following page)

Section in the Schedule of Bylaws	Description of Change in the Proposed Schedule of Bylaws
9. Rentals	<ul style="list-style-type: none"> <li>All provisions in this section are repealed except the requirement of the landlord to provide the strata corporation with a copy of Form K – Notice of Tenant’s Responsibilities signed by the tenant, within 2 weeks of renting. The wording of this provision is modified slightly.</li> </ul>
10. Short-term accommodation	<ul style="list-style-type: none"> <li>References to “rent,” “lease,” “renting,” and “leasing” are removed.</li> <li>A new requirement is added: An owner, tenant or occupant who provides a licence of occupancy for a period of 30 days or more must provide a copy of the current bylaws and rules to the licensee, prior to commencement of the licence of occupancy.</li> </ul>
18. Inform strata corporation	<ul style="list-style-type: none"> <li>Subsection (1) is revised to say that in addition to the mailing address, owners must also advise the strata corporation of their email address and phone number within 2 weeks of becoming an owner. Subsection (3) now requires that changes to any of these be communicated within 2 weeks of the change.</li> <li>Please note that in the existing bylaws, section 9 includes a requirement that the owner provide their outside mailing address, email address and phone number within 2 weeks of renting. While that requirement has been removed from section 9, section 18 now includes all the “inform strata corporation” requirements and effectively requires that the outside mailing address, if applicable, along with the owner’s email address and phone number, and changes to any of these, must be communicated within 2 weeks, regardless of the use of the strata lot, i.e., regardless of whether the owner occupies it full or part time, rents it or provides a licence of occupancy.</li> </ul>

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Section in the Schedule of Bylaws	Description of Change in the Proposed Schedule of Bylaws
36. Council meetings	<ul style="list-style-type: none"> <li>Existing subsection (4) (b) says that no observers may attend those portions of council meetings that deal with rental restriction exemption hearings. This is repealed since there are no rental restrictions.</li> </ul>
39. Delegation of council's powers and duties	<ul style="list-style-type: none"> <li>Existing subsection (4) (d) says that the council cannot delegate its powers to determine ... whether an owner should be exempted from a bylaw that prohibits or limits rentals. This is repealed since there is no bylaw prohibiting or limiting rentals.</li> </ul>
43. Maximum fine	<ul style="list-style-type: none"> <li>The \$500 fine for contravention of bylaw 9 (the rental bylaw) is repealed since there is no rental prohibition.</li> <li>The \$1000 per day fine is specifically with respect to bylaw 10 (1) (a), the bylaw that prohibits owners, occupants and tenants from providing a licence of occupancy to all or any part of their strata lot for less than 30 days.</li> </ul>

*The council recommends that these bylaw amendments be approved by the owners.*

Moving of Motion:

**WHEREAS** the Strata Corporation proposes to amend its bylaws related to rentals, maximum fines and related matters,

**BE IT RESOLVED** by a ¾ vote that:

The Strata Corporation amend its bylaws as follows:

(a) by repealing bylaw 9 and substituting the following:

**9. Rentals**

- (1) Within 2 weeks after renting all or part of a strata lot, the landlord must provide the strata corporation with a copy of Form K – Notice of Tenant’s Responsibilities signed by the tenant.

*[This is for information purposes only. The current bylaw 9 reads:*

**9. Rentals**

- (1) *A strata lot may not be rented for a period of less than 30 days.*
- (2) *Within two weeks of renting their strata lot, an owner must provide the strata corporation with their mailing address outside of the strata corporation, their email address and phone number.*
- (3) *Within two weeks after renting all or part of their strata lot, an owner must provide the strata corporation with a copy of the Form K – Notice of Tenant’s Responsibilities signed by the tenant.*

- (4) *For the purposes of this bylaw, the terms "lease", "rent", "rents" and "rental arrangement" shall include any and all forms of tenancy or licence relating to the occupancy of a strata lot.*
- (5) *A strata lot rented in accordance with this bylaw cannot be subleased for a period of less than 30 days.]*
- (b) in bylaw 10 (1) (a), by striking out "rent, lease or provide a license" and substituting "provide a licence";
- (c) in bylaw 10 (2), by striking out "renting, leasing or providing a license" and substituting "providing a licence";
- (d) by adding the following subsection to bylaw 10:
- (3) An owner, tenant or occupant who provides a licence of occupancy to all or part of a strata lot for a period of 30 days or more must provide a copy of the current bylaws and rules to the licensee prior to commencement of the licence of occupancy.
- [This is for information purposes only. The current bylaw 10 reads:*
- 10. Short-term accommodation**
- (1) *Owners, occupants and tenants may not:*
- (a) *rent, lease or provide a license of occupancy to all or any part of their strata lot for use as transient accommodation; or*
- (b) *market, list, offer or advertise all or any part of their strata lot as being available for use as transient accommodation including through any website designed for booking short term accommodations, including but not limited to www.Airbnb.com, www.vrbo.com and other similar websites.*
- (2) *For the purposes of this bylaw, "transient accommodation" means renting, leasing or providing a license of occupancy to all or part of a strata lot, in exchange for monetary compensation, to any person or persons for a period of less than 30 days.]*
- (e) by repealing bylaw 18 (1) and substituting the following:
- (1) Within 2 weeks of becoming an owner, the owner must, in writing, provide the strata corporation with the owner's name, strata lot number, email address, phone number and mailing address outside the strata plan, if any.

*[This is for information purposes only. The current bylaw 18 (1) reads:*

- (1) *Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.]*
- (f) by repealing bylaw 18 (3) and substituting the following:
- (3) An owner who changes their email address, phone number or mailing address outside the strata plan must, in writing, provide the strata corporation with the new information within 2 weeks of the change occurring.
- [This is for information purposes only. The current bylaw 18 (3) reads:*
- (3) *Any change in the mailing address provided under subsection (1) must be provided in writing to the strata corporation.]*
- (g) by repealing bylaw 36 (4) (b);
- [This is for information purposes only. The current bylaw 36 (4) (b) reads:*
- (4) *Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:*
- (b) *rental restriction bylaw exemption hearings under section 144 of the Act; and]*
- (h) in bylaw 39 (4),
- (i) by adding "or" at the end of paragraph (b),
- (ii) by striking out "rules; or" at the end of paragraph (c) and substituting "rules.", and
- (iii) by repealing paragraph (d); and
- [This is for information purposes only. The current bylaw 39 (4) reads:*
- (4) *The council may not delegate its powers to determine, based on the facts of a particular case:*
- (a) *whether a person has contravened a bylaw or rule;*
- (b) *whether a person should be fined, and the amount of the fine;*
- (c) *whether a person should be required to pay the reasonable costs of remedying a contravention of the bylaws or rules; or*
- (d) *whether an owner should be exempted from a bylaw that prohibits or limits rentals.]*
- (i) in bylaw 43 (1),
- (i) by adding "and" at the end of paragraph (b),
- (ii) by repealing paragraph (c), and

- (iii) by striking out "bylaw 10" in paragraph (d) and substituting "bylaw 10 (1 (a))".

*[This is for information purposes only. The current bylaw 43 (1) reads:*

- (1) *The strata corporation may fine an owner or tenant a maximum of:*
  - (a) *\$200 for each contravention of a bylaw;*
  - (b) *\$50 for each contravention of a rule;*
  - (c) *\$500 for each contravention of bylaw 9; and*
  - (d) *\$1,000 per day for each contravention of bylaw 10.]*

**Moved:** SL103

**Seconded:** SL93

Vote:

**Motion CARRIED with 63 in favour, 0 opposed and 0 abstentions.**

15.2 Resolution #8 – ¾ Vote – Filing of Consolidated Bylaws

Background from meeting notice:

*This resolution is needed to enable the filing of the consolidated set of bylaws in the Land Title Office (LTO). As per the Strata Property Act, bylaw amendments are not effective until filed in the LTO.*

Moving of Motion:

**WHEREAS:**

- A. The Strata Corporation has approved Resolution #7 to amend the bylaws.
- B. It is in the best interests of the Strata Corporation to cut down on the number of individual bylaw filings that are registered in the Land Title Office, and to register a consolidated set of bylaws.
- C. [The Final Consolidated Schedule of Bylaws](#), which is filed in PowerStrata in the Documents library under *Meeting Minutes and Notices*, is a consolidated version of the bylaws that includes the amendments approved in accordance with Resolution #7.

**Motion: BE IT RESOLVED by a ¾ vote that:**

- 1. The strata corporation approve the Final Consolidated Schedule of Bylaws.
- 2. The strata council be directed to file in the Land Title Office, Form I Amendment to Bylaws and the Final Consolidated Schedule of Bylaws along with the following resolution:

*Pursuant to section 128 of the Strata Property Act, the strata corporation approves the attached bylaws.*



**Moved:** SL3

**Seconded:** SL6

Vote:

**Motion CARRIED with 63 in favour, 0 opposed and 0 abstentions.**

**16. Elect new members of the Strata Council**

Background from meeting notice:

*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 the meeting notice was issued, four of the existing Council members advised they wished to stand for election again for the 2023-2024 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)
- Chris Lawson (Strata Lot 1, strata council member and president since 2015)
- Quinn Leitch (Strata Lot 103, strata council member since 2019)

*In addition to the above, the following owners said they will also stand for election to the council:*

- Pamela Hayer, owner of SL 121 since April 2022; a Human Resources Manager.
- Griffin Ryall, owner of SL 42 since August 2019, a Director with the BC Government
- Kurt Sandstrom, owner of SL 167 since March 2014; a retired lawyer and Assistant Deputy Minister with the BC Government

Property Manager Sam Hasham asked if there were any other nominees. No other owners identified that they wished to stand for election or were nominated.

**Motion: That all seven nominees be elected to the Strata Council by majority vote.**

**Moved:** SL62

**Seconded:** SL93

**Carried Unanimously.**

**17. Any Other Business**

There was no other business to discuss.

**18. Terminate the meeting**

There being no further discussion, the following motion was made to terminate the meeting:

**Motion: Terminate the meeting at 8:09pm.**

**Moved:** SL169

**THE OWNERS, STRATA PLAN VIS6763 (BALANCE)**  
**STATEMENT OF OPERATING FUND**  
For the fiscal year ended May 31, 2023; and  
Budget for the fiscal year ended May 31, 2024

DESCRIPTION	FISCAL 2023	FISCAL 2023	APPROVED
	Actual	BUDGET	FISCAL 2024 BUDGET
<b>INCOME</b>			
Strata Assessments - Operating	760,760.92	767,954.12	773,115.00
Strata Assessments - Reserve	156,000.00	156,000.00	168,000.00
Strata Fee - Total	916,760.92	923,954.12	941,115.00
Move In Fee	3,450.00	3,000.00	3,500.00
Interest Earned	5,409.61	600.00	5,000.00
Other Income	6,443.35	5,500.00	6,000.00
<b>TOTAL INCOME</b>	<b>932,063.88</b>	<b>933,054.12</b>	<b>955,615.00</b>
<b>OPERATING EXPENSES</b>			
<b>Building Common Areas</b>			
Hydro	27,276.88	28,000.00	30,000.00
Utilities - Administration and Invoicing	3,016.18	3,800.00	6,500.00
Utilities	166,379.87	165,000.00	172,000.00
Utilities Recovery (Consumption)	(79,179.56)	(76,400.00)	(69,000.00)
Water System Maintenance	23,674.68	23,700.00	23,700.00
Garbage & Recycling	21,013.24	30,700.00	20,000.00
Security	767.86	500.00	1,000.00
Fire Alarm Servicing/Monitoring	10,534.55	1,500.00	11,000.00
Elevator Maintenance	37,190.22	34,000.00	39,000.00
Electrical	1,503.13	2,500.00	2,500.00
Plumbing & HVAC Repairs	8,045.49	10,000.00	10,000.00
Janitorial	58,012.50	58,600.00	58,600.00
Carpet & Floor Cleaning	7,329.00	4,400.00	7,000.00
Building Maintenance - General	7,970.65	13,500.00	12,000.00
Parking Lot & Garage	8,647.80	5,000.00	7,000.00
Sun Shade Maintenance	4,173.75	4,000.00	4,500.00
Lock Repairs & Maintenance	6,197.96	4,500.00	6,500.00
Pest Control	1,149.75	1,800.00	1,800.00
Window Cleaning	6,552.00	6,600.00	7,000.00
Gutter Cleaning/Roof Maintenance	4,193.70	3,800.00	4,500.00
Equipment - General	3,511.77	5,000.00	4,000.00
Mechanical Maintenance Contract	3,137.40	3,100.00	3,200.00
Grounds Maintenance	16,084.20	15,000.00	18,000.00
Irrigation Start Up and Winterization	1,684.57	2,500.00	1,500.00
Snow Removal	7,179.66	4,500.00	6,000.00
Insurance	246,074.00	246,100.00	218,000.00
DGVS Contribution	93,836.40	95,000.00	100,000.00
Telephone	1,956.80	3,500.00	2,200.00
<b>Subtotal - Building Common Areas</b>	<b>697,914.45</b>	<b>700,200.00</b>	<b>708,500.00</b>
<b>Administration</b>			
Property Management Fees	58,299.97	58,300.00	60,300.00
Taxes on Property Management Fees	2,915.04	2,950.00	3,015.00
Administration & Postage	6,777.56	6,000.00	6,000.00
Interest/Bank Charges	300.00	300.00	300.00
Professional Fees	1,411.27	5,000.00	8,500.00
Miscellaneous	500.00	1,500.00	1,000.00
<b>Subtotal - Administration</b>	<b>70,203.84</b>	<b>74,050.00</b>	<b>79,115.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>768,118.29</b>	<b>774,250.00</b>	<b>787,615.00</b>
Transfer to Reserve	156,000.00	156,000.00	168,000.00
<b>TOTAL EXPENDITURES</b>	<b>924,118.29</b>	<b>930,250.00</b>	<b>955,615.00</b>
<b>NET CASH FLOW - SURPLUS/(DEFICIT)</b>	<b>7,945.59</b>	<b>2,804.12</b>	<b>-</b>
<b>OPENING BALANCE, OPERATING FUND</b>	<b>102,781.08</b>	<b>102,781.08</b>	<b>110,726.67</b>
Transfer to Reserve - Surplus Operating	-	-	-
<b>CLOSING BALANCE, OPERATING FUND</b>	<b>110,726.67</b>	<b>105,585.20</b>	<b>110,726.67</b>

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Ordered By: Tom Fraser of Royal LePage Coast Capital - Oak Bay on 2024/04/10  
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THE OWNERS, STRATA PLAN VIS6763 (BALANCE)

STATEMENT OF CONTINGENCY RESERVE FUND  
 For the fiscal year ended May 31, 2023; and  
 Budget for the fiscal year ended May 31, 2024

	FISCAL 2023 ACTUAL	FISCAL 2023 BUDGET	APPROVED FISCAL 2024 BUDGET
<b>CONTRIBUTIONS</b>			
Monthly Assessments	156,000.00	156,000.00	168,000.00
Interest Income	19,757.65	5,000.00	18,000.00
<b>Total Contributions</b>	<b>175,757.65</b>	<b>161,000.00</b>	<b>186,000.00</b>
<b>EXPENSES</b>			
<u>Previous Years</u>			
Replace Fire Extinguishers	5,360.25	6,000.00	-
Building Exterior Maintenance and Renewal	74,111.66	130,680.99	56,569.33
Major Mechanical & Interior Maintenance & Renewal	38,598.52	50,137.07	11,538.55
Landscape Renewal and Improvements	7,640.08	21,127.35	13,487.27
Machstat Replacement	221,633.16	260,000.00	16,000.00
Automatic Door Openers	25,000.00	25,000.00	-
Emergency Expense	3,883.96	-	-
Subrogation Claim	(53,998.38)	-	-
<u>2024 Projects</u>			
Renew Depreciation Report	-	-	12,000.00
Building Exterior Maintenance and Renewal-2024	-	-	25,000.00
Major Mechanical & Interior Maintenance & Renewal-2024	-	-	35,000.00
Interior Finishings - Carpet and Tiling	-	-	10,000.00
<b>Total Expenses</b>	<b>322,229.25</b>	<b>492,945.41</b>	<b>179,595.15</b>
<b>NET INCREASE/(DECREASE) IN FUND</b>	<b>(146,471.60)</b>	<b>(331,945.41)</b>	<b>6,404.85</b>
<b>OPENING FUND BALANCE</b>	<b>835,986.29</b>	<b>835,986.29</b>	<b>689,514.69</b>
<b>CLOSING FUND BALANCE</b>	<b>689,514.69</b>	<b>504,040.88</b>	<b>695,919.54</b>

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**Balance Strata Plan VIS6763**  
**Schedule of Strata Fees**  
**Effective August 1, 2023**

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
A101	94	114	561.60	123.50	685.10
A102	95	52	256.17	56.33	312.50
A103	96	52	256.17	56.33	312.50
A104	97	101	497.57	109.41	606.98
A105	98	102	502.49	110.50	612.99
A106	99	55	270.95	59.58	330.53
A107	100	53	261.09	57.42	318.51
A108	101	62	305.43	67.17	372.60
A109	102	61	300.51	66.08	366.59
A110	103	81	399.03	87.75	486.78
A111	104	57	280.80	61.75	342.55
A201	110	48	236.46	52.00	288.46
A202	111	49	241.39	53.08	294.47
A203	112	56	275.87	60.67	336.54
A204	105	57	280.80	61.75	342.55
A205	106	96	472.93	104.00	576.93
A206	107	102	502.49	110.50	612.99
A207	108	62	305.43	67.17	372.60
A208	109	64	315.29	69.33	384.62
A301	118	92	453.23	99.66	552.89
A302	119	44	216.76	47.67	264.43
A303	120	72	354.70	78.00	432.70
A304	121	56	275.87	60.67	336.54
A305	113	57	280.80	61.75	342.55
A306	114	104	512.35	112.66	625.01
A307	115	111	546.82	120.25	667.07
A308	116	62	305.43	67.17	372.60
A309	117	64	315.29	69.33	384.62
A401	127	92	453.23	99.66	552.89
A402	128	44	216.76	47.67	264.43
A403	129	72	354.70	78.00	432.70
A404	130	56	275.87	60.67	336.54
A405	122	57	280.80	61.75	342.55
A406	123	104	512.35	112.66	625.01
A407	124	111	546.82	120.25	667.07
A408	125	62	305.43	67.17	372.60
A409	126	64	315.29	69.33	384.62
A501	136	92	453.23	99.66	552.89
A502	137	44	216.76	47.67	264.43
A503	138	72	354.70	78.00	432.70
A504	139	56	275.87	60.67	336.54
A505	131	57	280.80	61.75	342.55
A506	132	104	512.35	112.66	625.01
A507	133	111	546.82	120.25	667.07
A508	134	62	305.43	67.17	372.60
A509	135	64	315.29	69.33	384.62
A601	145	92	453.23	99.66	552.89
A602	146	44	216.76	47.67	264.43
A603	147	72	354.70	78.00	432.70
A604	148	56	275.87	60.67	336.54

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**Balance Strata Plan VIS6763  
Schedule of Strata Fees  
Effective August 1, 2023**

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
A605	140	57	280.80	61.75	342.55
A606	141	104	512.35	112.66	625.01
A607	142	111	546.82	120.25	667.07
A608	143	62	305.43	67.17	372.60
A609	144	64	315.29	69.33	384.62
A701	154	92	453.23	99.66	552.89
A702	155	44	216.76	47.67	264.43
A703	156	72	354.70	78.00	432.70
A704	157	56	275.87	60.67	336.54
A705	149	57	280.80	61.75	342.55
A706	150	104	512.35	112.66	625.01
A707	151	111	546.82	120.25	667.07
A708	152	62	305.43	67.17	372.60
A709	153	64	315.29	69.33	384.62
A801	163	92	453.23	99.66	552.89
A802	164	44	216.76	47.67	264.43
A803	165	71	349.78	76.91	426.69
A804	166	56	275.87	60.67	336.54
A805	158	56	275.87	60.67	336.54
A806	159	104	512.35	112.66	625.01
A807	160	111	546.82	120.25	667.07
A808	161	62	305.43	67.17	372.60
A809	162	64	315.29	69.33	384.62
A901	169	116	571.46	125.66	697.12
A902	170	60	295.58	65.00	360.58
A903	171	88	433.52	95.33	528.85
A904	167	126	620.72	136.50	757.22
A905	168	134	660.14	145.16	805.30
B101	7	100	492.64	108.33	600.97
B102	8	99	487.71	107.25	594.96
B103	9	51	251.24	55.25	306.49
B104	10	53	261.09	57.42	318.51
B105	11	118	581.31	127.83	709.14
B106	12	45	221.69	48.75	270.44
B107	13	91	448.30	98.58	546.88
B108	14	61	300.51	66.08	366.59
B109	15	81	399.03	87.75	486.78
B110	16	41	201.98	44.42	246.40
B111	17	50	246.31	54.17	300.48
B201	25	56	275.87	60.67	336.54
B202	18	57	280.80	61.75	342.55
B203	19	95	468.01	102.91	570.92
B204	20	102	502.49	110.50	612.99
B205	21	62	305.43	67.17	372.60
B206	22	64	315.29	69.33	384.62
B207	23	48	236.46	52.00	288.46
B208	24	49	241.39	53.08	294.47
B301	31	92	453.23	99.66	552.89
B302	32	44	216.76	47.67	264.43
B303	33	71	349.78	76.91	426.69

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**Balance Strata Plan VIS6763**  
**Schedule of Strata Fees**  
**Effective August 1, 2023**

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
B304	34	57	280.80	61.75	342.55
B305	26	57	280.80	61.75	342.55
B306	27	104	512.35	112.66	625.01
B307	28	111	546.82	120.25	667.07
B308	29	62	305.43	67.17	372.60
B309	30	64	315.29	69.33	384.62
B401	40	92	453.23	99.66	552.89
B402	41	44	216.76	47.67	264.43
B403	42	71	349.78	76.91	426.69
B404	43	57	280.80	61.75	342.55
B405	35	57	280.80	61.75	342.55
B406	36	104	512.35	112.66	625.01
B407	37	111	546.82	120.25	667.07
B408	38	62	305.43	67.17	372.60
B409	39	64	315.29	69.33	384.62
B501	49	92	453.23	99.66	552.89
B502	50	44	216.76	47.67	264.43
B503	51	71	349.78	76.91	426.69
B504	52	57	280.80	61.75	342.55
B505	44	57	280.80	61.75	342.55
B506	45	104	512.35	112.66	625.01
B507	46	111	546.82	120.25	667.07
B508	47	62	305.43	67.17	372.60
B509	48	64	315.29	69.33	384.62
B601	58	92	453.23	99.66	552.89
B602	59	44	216.76	47.67	264.43
B603	60	71	349.78	76.91	426.69
B604	61	57	280.80	61.75	342.55
B605	53	57	280.80	61.75	342.55
B606	54	104	512.35	112.66	625.01
B607	55	111	546.82	120.25	667.07
B608	56	62	305.43	67.17	372.60
B609	57	64	315.29	69.33	384.62
B701	67	92	453.23	99.66	552.89
B702	68	44	216.76	47.67	264.43
B703	69	71	349.78	76.91	426.69
B704	70	57	280.80	61.75	342.55
B705	62	57	280.80	61.75	342.55
B706	63	104	512.35	112.66	625.01
B707	64	111	546.82	120.25	667.07
B708	65	62	305.43	67.17	372.60
B709	66	64	315.29	69.33	384.62
B801	76	92	453.23	99.66	552.89
B802	77	44	216.76	47.67	264.43
B803	78	71	349.78	76.91	426.69
B804	79	57	280.80	61.75	342.55
B805	71	57	280.80	61.75	342.55
B806	72	104	512.35	112.66	625.01
B807	73	111	546.82	120.25	667.07
B808	74	62	305.43	67.17	372.60

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**Balance Strata Plan VIS6763**  
**Schedule of Strata Fees**  
**Effective August 1, 2023**

Unit Number	Strata Lot	Unit Entitlement	Operating Assessment	Contingency Assessment	Total Monthly Assessment
B809	75	64	315.29	69.33	384.62
B901	85	92	453.23	99.66	552.89
B902	86	44	216.76	47.67	264.43
B903	87	71	349.78	76.91	426.69
B904	88	57	280.80	61.75	342.55
B905	80	57	280.80	61.75	342.55
B906	81	104	512.35	112.66	625.01
B907	82	111	546.82	120.25	667.07
B908	83	62	305.43	67.17	372.60
B909	84	64	315.29	69.33	384.62
B1001	93	88	433.52	95.33	528.85
B1002	89	126	620.72	136.50	757.22
B1003	90	134	660.14	145.16	805.30
B1004	91	117	576.38	126.75	703.13
B1005	92	60	295.58	65.00	360.58
GA01	6	110	541.91	119.16	661.07
GA02	5	124	610.87	134.33	745.20
GA03	4	128	630.58	138.66	769.24
GA04	3	128	630.58	138.66	769.24
GA05	2	149	734.03	161.41	895.44
GA06	1	138	679.84	149.50	829.34

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**Balance Strata Plan VIS6763**  
**Schedule of Earthquake Deductibles**

*The Schedule below is presented for information and reference. The Schedule illustrates each strata lot owner's share of the Strata Corporation's earthquake insurance deductible, should the Strata Corporation have to file an insurance claim arising out of damage caused by an earthquake. The amount for each strata lot is based upon Unit Entitlement, similar to strata fees or special assessments. The amounts are based upon a 20% deductible and a property valuation of \$83,500,000.00 for the period of May 31, 2023 to May 31, 2024.*

*Refer to the chart and communicate this information to your personal insurance broker to ensure adequate coverage is in place for your unit. Please note that insurers may have a ceiling dollar amount that they offer for this type of coverage. If so, the owner would be responsible for the difference.*

Unit Number	Strata Lot	Unit Entitlement	Earthquake Deductible
A101	94	114	145,583.75
A102	95	52	66,406.72
A103	96	52	66,406.72
A104	97	101	128,982.12
A105	98	102	130,259.17
A106	99	55	70,237.86
A107	100	53	67,683.76
A108	101	62	79,177.21
A109	102	61	77,900.16
A110	103	81	103,441.14
A111	104	57	72,791.96
A201	110	48	61,298.52
A202	111	49	62,575.57
A203	112	56	71,514.91
A204	105	57	72,791.96
A205	106	96	122,596.87
A206	107	102	130,259.17
A207	108	62	79,177.21
A208	109	64	81,731.30
A301	118	92	117,488.68
A302	119	44	56,190.32
A303	120	72	91,947.70
A304	121	56	71,514.91
A305	113	57	72,791.96
A306	114	104	132,813.26
A307	115	111	141,752.61
A308	116	62	79,177.21
A309	117	64	81,731.30
A401	127	92	117,488.68
A402	128	44	56,190.32
A403	129	72	91,947.70
A404	130	56	71,514.91
A405	122	57	72,791.96
A406	123	104	132,813.26
A407	124	111	141,752.61
A408	125	62	79,177.21
A409	126	64	81,731.30
A501	136	92	117,488.68
A502	137	44	56,190.32
A503	138	72	91,947.70
A504	139	56	71,514.91
A505	131	57	72,791.96
A506	132	104	132,813.26

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*Refer to the chart and communicate this information to your personal insurance broker to ensure adequate coverage is in place for your unit. Please note that insurers may have a ceiling dollar amount that they offer for this type of coverage. If so, the owner would be responsible for the difference.*

Unit Number	Strata Lot	Unit Entitlement	Earthquake Deductible
A507	133	111	141,752.61
A508	134	62	79,177.21
A509	135	64	81,731.30
A601	145	92	117,488.68
A602	146	44	56,190.32
A603	147	72	91,947.70
A604	148	56	71,514.91
A605	140	57	72,791.96
A606	141	104	132,813.26
A607	142	111	141,752.61
A608	143	62	79,177.21
A609	144	64	81,731.30
A701	154	92	117,488.68
A702	155	44	56,190.32
A703	156	72	91,947.70
A704	157	56	71,514.91
A705	149	57	72,791.96
A706	150	104	132,813.26
A707	151	111	141,752.61
A708	152	62	79,177.21
A709	153	64	81,731.30
A801	163	92	117,488.68
A802	164	44	56,190.32
A803	165	71	90,670.65
A804	166	56	71,514.91
A805	158	56	71,514.91
A806	159	104	132,813.26
A807	160	111	141,752.61
A808	161	62	79,177.21
A809	162	64	81,731.30
A901	169	116	148,137.85
A902	170	60	76,623.11
A903	171	88	112,380.48
A904	167	126	160,908.51
A905	168	134	171,124.90
B101	7	100	127,705.07
B102	8	99	126,428.02
B103	9	51	65,129.67
B104	10	53	67,683.76
B105	11	118	150,691.95
B106	12	45	57,467.37
B107	13	91	116,211.63
B108	14	61	77,900.16

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*Refer to the chart and communicate this information to your personal insurance broker to ensure adequate coverage is in place for your unit. Please note that insurers may have a ceiling dollar amount that they offer for this type of coverage. If so, the owner would be responsible for the difference.*

Unit Number	Strata Lot	Unit Entitlement	Earthquake Deductible
B109	15	81	103,441.14
B110	16	41	52,359.18
B111	17	50	63,852.62
B201	25	56	71,514.91
B202	18	57	72,791.96
B203	19	95	121,319.82
B204	20	102	130,259.17
B205	21	62	79,177.21
B206	22	64	81,731.30
B207	23	48	61,298.52
B208	24	49	62,575.57
B301	31	92	117,488.68
B302	32	44	56,190.32
B303	33	71	90,670.65
B304	34	57	72,791.96
B305	26	57	72,791.96
B306	27	104	132,813.26
B307	28	111	141,752.61
B308	29	62	79,177.21
B309	30	64	81,731.30
B401	40	92	117,488.68
B402	41	44	56,190.32
B403	42	71	90,670.65
B404	43	57	72,791.96
B405	35	57	72,791.96
B406	36	104	132,813.26
B407	37	111	141,752.61
B408	38	62	79,177.21
B409	39	64	81,731.30
B501	49	92	117,488.68
B502	50	44	56,190.32
B503	51	71	90,670.65
B504	52	57	72,791.96
B505	44	57	72,791.96
B506	45	104	132,813.26
B507	46	111	141,752.61
B508	47	62	79,177.21
B509	48	64	81,731.30
B601	58	92	117,488.68
B602	59	44	56,190.32
B603	60	71	90,670.65
B604	61	57	72,791.96
B605	53	57	72,791.96

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Schedule of Earthquake Deductibles**

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*Refer to the chart and communicate this information to your personal insurance broker to ensure adequate coverage is in place for your unit. Please note that insurers may have a ceiling dollar amount that they offer for this type of coverage. If so, the owner would be responsible for the difference.*

Unit Number	Strata Lot	Unit Entitlement	Earthquake Deductible
B606	54	104	132,813.26
B607	55	111	141,752.61
B608	56	62	79,177.21
B609	57	64	81,731.30
B701	67	92	117,488.68
B702	68	44	56,190.32
B703	69	71	90,670.65
B704	70	57	72,791.96
B705	62	57	72,791.96
B706	63	104	132,813.26
B707	64	111	141,752.61
B708	65	62	79,177.21
B709	66	64	81,731.30
B801	76	92	117,488.68
B802	77	44	56,190.32
B803	78	71	90,670.65
B804	79	57	72,791.96
B805	71	57	72,791.96
B806	72	104	132,813.26
B807	73	111	141,752.61
B808	74	62	79,177.21
B809	75	64	81,731.30
B901	85	92	117,488.68
B902	86	44	56,190.32
B903	87	71	90,670.65
B904	88	57	72,791.96
B905	80	57	72,791.96
B906	81	104	132,813.26
B907	82	111	141,752.61
B908	83	62	79,177.21
B909	84	64	81,731.30
B1001	93	88	112,380.48
B1002	89	126	160,908.51
B1003	90	134	171,124.90
B1004	91	117	149,414.90
B1005	92	60	76,623.11
GA01	6	110	140,475.72
GA02	5	124	158,354.41
GA03	4	128	163,462.61
GA04	3	128	163,462.61
GA05	2	149	190,280.64
GA06	1	138	176,233.10

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## Why is the strata fee increase as of August 1 different than the strata fee increase in the budget?

Balance's fiscal year runs from June 1 to May 31 of the following year and the operating budgets run for the same period. Each budget, including strata fees, must be approved at an annual general meeting (AGM), and these meetings are held each July, after the end of the previous fiscal year. By then, the strata fees for June and July, the first two months of the fiscal year, have already been charged, based on the budget for the previous fiscal year. If the new budget requires a change to the strata fees, the change can only be effective as of the August 1<sup>st</sup> strata fees, after the budget has been approved at the AGM. This means that the strata fees that are charged for August through May of the following year (the last month in the fiscal year) must be adjusted to make up for the strata fees that were charged and paid in June and July based on the previous budget. Here are some examples:

### Year 1: Fiscal year June 1, 2001 to May 31, 2002:

- A new strata is registered on June 1. The total budget for its first fiscal year requires strata fees totalling \$120,000. (It is a small strata!) Therefore, each month from June 2001 to May 2002 inclusive, \$10,000 worth of strata fees are charged to the owners, totalling the \$120,000 annual strata fees in the budget.

### Year 2: Fiscal year June 1, 2002 to May 31 2003:

- On June 1 and July 1, the first two months of the new fiscal year, the same \$10,000 worth of monthly strata fees continue to be charged, a total of \$20,000, because strata fees cannot be changed without holding an AGM where the owners approve a new budget.
- On July 15, the AGM is held. The owners approve a total budget for the new fiscal year that requires strata fees totalling \$132,000, a 10% increase over the previous year.
- \$20,000 of the total \$132,000 was already charged via the June and July strata fees.
- So, the remaining \$112,000 must be charged over the 10-month period August to May.
- Therefore, from August to May, \$11,200 worth of strata fees must be charged each month.
- Even though the budget increased the strata fees by 10%, the strata fee increase as of August 1, from \$10,000 a month to \$11,200 a month, is actually 12%, in order to compensate for the fact that the fees for June and July were charged based on the previous budget.

### Year 3: Fiscal year June 1, 2003 to May 31, 2004

- On June 1 and July 1, the first two months of the new fiscal year, the same \$11,200 worth of monthly strata fees continue to be charged, a total of \$22,400.
- On July 15, the AGM is held. The owners approve a total budget for the new fiscal year that entails strata fees totalling \$135,960, a 3% increase over the previous year.
- \$22,400 of the total \$135,960 was already charged via the June and July strata fees.
- So, the remaining \$113,560 must be charged over the 10-month period August to May.
- Therefore, from August to May, \$11,356 worth of strata fees must be charged each month.
- Even though the budget increased the strata fees by 3%, the strata fee increase as of August 1, from \$11,200 a month to \$11,356 a month, is only 1.4% - less than the budget strata fee increase. This is because the fees that were charged from August to May of the previous year were higher than the budget strata fees.

Whether the actual strata fee increase that is effective August 1 is higher or lower than the budget strata fee increase depends on the strata fee increase in the previous year's budget, and the amount of the strata fee payments that were charged from August to May of the previous fiscal year.