



NOTICE OF SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VIS 6763 BALANCE AT DOCKSIDE GREEN

WHERE: Electronic meeting via Zoom

WHEN: Monday March 18, 2024

FINAL REGISTRATION: 4:30 PM to 5 PM on March 18. Please access the meeting during this time period by clicking on your personal Zoom link that was emailed to you after you registered.

MEETING START TIME: 5 PM

Pre-registration in Zoom is required in advance. To register, click on this link:

<https://us02web.zoom.us/meeting/register/tZYucOiorTItEtYvVfD-R9ZloHtcNS-LgOoG>

Please have either an electronic or paper version of this package with you during the meeting so you can refer to it as needed.

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Supplied to StrataDocs 2024/02/26
Ordered by Tom Fraser 2024/04/10



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Ordered By: Tom Fraser of Royal LePage Coast Capital - Oak Bay on 2024/04/10
Document Uploaded and Verified: 2024/02/26

Meeting Agenda

1. Call to order
2. Certify proxies and corporate representatives
3. Determine that there is a quorum
4. Elect a person to chair the meeting, if necessary
5. Present proof of notice of meeting or waiver of notice
6. Approve the agenda
7. Approve the minutes from the annual general meeting held on July 17, 2023
8. Resolution #1 – 3/4 Vote: Enterphone Replacement
9. Resolution #2 – Majority Vote: Balcony Renewal Project
10. Terminate the meeting.

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Zoom Registration Process

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

<https://us02web.zoom.us/meeting/register/tZYucOiorTtEtYvVfD-R9ZloHtcNS-LgOoG>

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

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

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

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

Please pre-register as soon as possible but at the *latest by 5 PM on Sunday March 17, the day before the meeting.*

Frequently Asked Questions

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

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

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

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

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

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

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

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

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

If you are an owner in Balance and you have already pre-registered with respect to your own unit, you

do not need to pre-register with respect to any proxies. However, please ensure that the strata manager receives the proxy forms before the date of the meeting. (See [Appointing a Proxy](#) below.)

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

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

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

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

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

Why would my registration be rejected?

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

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

What will happen after I complete the registration form?

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

Appointing a Proxy

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

Please note that Proline property managers and employees cannot be proxies.

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

In addition, please send a copy of the proxy form to us by 5 PM on Sunday March 17, the day before the meeting, so it can be certified as per the bylaws. This will make the registration period immediately before the meeting much smoother. A proxy cannot vote unless the proxy form is certified by the chairperson of the meeting. To send us a copy, [log into PowerStrata](#) and on the Dashboard under **Requests and Notifications, click on *Submit a Proxy for the General Meeting*. Attach a PDF or a pic of the proxy to the form under *Supporting Documents* and press **Submit** at the bottom.**

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

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Meeting Procedures

Registration

- The official registration period will be from 4:30 pm to 5 pm on March 18, immediately before the start of the meeting. During this period, all eligible voters who have pre-registered in Zoom must connect using the Zoom link that was sent after pre-registration, so final registration can be completed. The meeting will start promptly at 5 pm.
- When participants access the meeting, they will enter an electronic waiting room. The name that was entered on the registration form will be displayed to the host/ administrator. Participants may be asked to identify themselves by name and strata lot number. Once the registration is verified, the participant will be allowed into the meeting. Please be patient while registration is completed.
- Those persons acting as proxies for other owners will be asked to confirm for which units they will be voting so receipt of the written proxies can be confirmed, and the proxies certified as per the bylaws.

Meeting Conduct

- As per [section 49 \(4\) of the BC Strata Property Act](#), a person who attends an electronic general meeting is considered to be present “in person” at the meeting.
- The meeting will be conducted the same way as a meeting in a physical location except that an electronic voting platform will be used for voting on the resolutions. In addition, the voting will only be conducted after discussion on both resolutions has occurred.
- Participants who wish to comment or ask questions will be asked to use the **Reactions** button at the bottom of the screen and then click on **Raise Hand**.
- The chair will ask for a mover and seconder for each procedural motion (e.g., approving the agenda) and for the 3/4 vote resolutions on the meeting agenda. Once a motion or resolution is seconded, comments and questions may be raised as per above.
- Once discussion on procedural motions is complete, the chair will call the vote and ask for a show of hands to either approve or oppose the motion or abstain from voting.
- The chair may at his or her discretion limit comments or questions to one per topic, per participant.
- Please note that [section 49](#) of the *Strata Property Act* has recently been amended to provide that “a voting card is not required to be issued to an eligible voter attending an annual or special general meeting by electronic means.”

3/4 Vote Resolutions – Voting Procedures

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

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

Zoom Tips

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

1. Please use a desktop, laptop or tablet with a reliable internet connection, not a mobile device, so that you will be able to clearly see the documents that may be shown on the screen during the meeting.
2. In the registration confirmation email from Zoom, there is a link to add the meeting link to your calendar. Do this so you have the link handy on the day of the meeting.
3. If you don't have Zoom on your laptop or desktop, download it before the day of the meeting by using this link: <https://zoom.us/support/download>. There is no charge, and it will make it easier to connect.
4. Please click on the link to join the meeting after 4:30 PM on March 18 and well before 5 PM when the meeting will start. If you get a video window, click on **Join with Video**. While you are in the waiting room, you can click on **Test Computer Audio** to make sure you will be able to hear the meeting and people will be able to hear you if you speak.
5. You will be moved from the waiting room to the meeting as soon as your registration is confirmed.
6. We have set your video to be on when you join. Please leave it on at least until you are let into the meeting from the waiting room, so we can confirm who is attending. We request that participants leave their video on so everyone can see each other. It needs to be on for voting.
7. Please stay on mute unless you are speaking.
8. If you wish to make a comment or ask a question, click on **Reactions** at the bottom of the screen, then **Raise Hand**. You will be given the opportunity to speak at the appropriate time.
9. If you lose your connection to the meeting, just use the meeting link again to re-join. You will be placed back in the waiting room, and someone will let you back into the meeting.
10. If your internet is unstable and you are getting shaky reception, it can help to turn your video off.
11. If you want to see all the participants at the meeting and not just the person speaking, then set your view to "gallery" by using the **View** button in the upper right corner. When material is being shared by the presenter, use "side by side gallery."
12. If you are having a technical problem, rather than interrupting the meeting, click on **Chat** at the bottom and then use the "chat" function on the side to state your concern and someone will help you.
13. As a voter, you will receive an electronic ballot by email, and you will vote electronically during the meeting. We recommend that if you have both a desktop/ laptop and a mobile device and that you use the desktop/ laptop for the Zoom meeting and your mobile device to receive your electronic ballot by email and to vote. This will make it easier to stay focused on the Zoom meeting because you will not have to go back and forth between the meeting and your email on the same device. If you decide to use the same device to participate in the Zoom meeting and to access your email and vote, please be sure that you know how to navigate between Zoom and your email before the meeting starts.

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

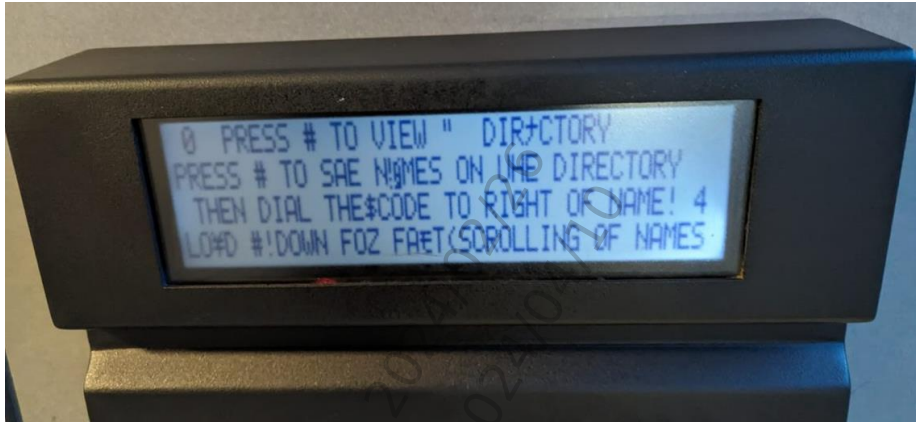
Resolution #1 – 3/4 Vote: Enterphone Replacement

Background and Discussion

The 2019 Depreciation Report says that the enterphone panels installed by the developer in 2009 have an estimated service life of 25 years and forecasts that renewal or replacement of the panels will be required by 2034.

However, there are already issues with the existing panels. The text display is often garbled, as shown in the pic to the right, and listings sometimes end up on the wrong panel.

For example, a listing for a resident in 379 Tyee may be displayed on a panel in 373 Tyee rather than the correct panel in 379 Tyee, meaning a visitor using the panel in 379 Tyee would not be able to find the listing and contact the resident.



The strata council has investigated repair options with Paladin Technologies who look after Balance’s enterphone and access control (fob) systems. Paladin has advised that the circuit boards are failing and that the panels are effectively at end of life. There are no replacements for the circuit boards and the only remedy is to replace the panels.

Paladin has provided a proposal to replace the panels. The replacement cost per panel is just over \$4000. The proposed panels have a more modern and streamlined look and are simple to use. A pic of the proposed model is to the right. (Synergy recently had the same panels installed. You can see one at the main entrance to 391 Tyee Rd.)



The council proposes to replace the panels at the main entrances of 373 Tyee and 379 Tyee and on the parkade ramp.

Due to low usage and to reduce the total replacement cost, the council further proposes to decommission the enterphone panels in the elevator lobbies on the P3 level of the parkade, meaning that the existing panels would be removed and not replaced. These panels were intended for visitor access. However, visitors who park in the visitor parking area cannot access 379 Tyee without being escorted by a resident, since the P3 parkade gate and the adjacent man door must be opened by a fob or key respectively. So, there is no real use for the enterphone panel in the elevator lobby of 379 Tyee. While visitors can

access 373 Tye from the visitor parking area and use the enterphone panel in the elevator lobby, the council understands that it is used infrequently.

For the above reasons, the council recommends that the owners approve an expenditure of up to \$13,000 from the contingency reserve fund to replace the three enterphone panels identified above, and to authorize the council to remove the panels in the P3 level elevator lobbies.

Resolution

BE IT RESOLVED BY A 3/4 VOTE OF THE OWNERS – STRATA PLAN VIS 6763 THAT, the owners authorize an expenditure of up to \$13,000 from the contingency reserve fund (CRF) to replace the enterphone panels at the main entrances to 373 Tye and 379 Tye and on the parkade ramp. The two existing panels in the P3 level elevator lobbies of 373 Tye and 379 Tye will be removed and will not be replaced.

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Resolution #2 – Majority Vote: Balcony Renewal Project

Background and Discussion

The 2013 Depreciation Report said that the “exterior concrete wall and column coatings” would need to be renewed in 2018 and that the “liquid applied membrane” on the balconies and concrete eyebrows would need to be “renewed” in 2020. The 2019 report updated these forecasts to 2021 and 2034 respectively. The 2019 report also identified other exterior maintenance items that would likely be due by 2024, including the following:

- Locally repaint exposed structural steel on metal frame canopy assemblies
- Cleaning exterior surfaces
- Recoating steel frames
- Completing localized repairs and replacement of sealants, as required
- Cleaning of metal wall panels
- Cleaning and recoating of fibre cement board cladding
- Cleaning and recoating concrete surfaces
- Recoating protected exterior concrete surfaces, specifically at soffits
- Reapplication of urethane balcony membrane topcoat
- Cleaning of exterior surfaces and metal frame glazed canopies
- Inspection of metal wall panels for corrosion, misalignment, or discolouration.

In May 2023, Method Engineering (METHOD) conducted an exterior review of the building envelope. The focus of the review was on “bringing items to the Strata’s attention to help inform decisions regarding upcoming (exterior) maintenance work for both buildings.”

As a result of the review, METHOD issued a letter on June 7, 2023. The letter is filed in PowerStrata in the Documents Library under Engineering Reports. The letter summarizes key observations which are consistent with the list of items identified in the 2019 Depreciation Report:

- Deteriorated balcony membranes
- Sealant failure, around downspouts at balcony soffits (ceilings) and around cement board cladding panels
- Deteriorated paint
- Concrete cracking in balcony soffits (ceilings)
- Missing or loose fasteners in cladding panels
- Debris and staining on the frosted glazing (glass) in the guardrails of the smaller balconies throughout.

The report said that in particular, there are extensive and systemic issues relating to the balconies with face-mounted guardrails (the north, south and west facing balconies of the one bedroom units,

not the corner balconies¹). METHOD said that:

Systemic issues noted suggest that an exterior paint and coatings renewal project will be needed in the near future. These systemic issues were first noted in the Depreciation report issued by RDH in 2013 and revisited in recent exterior reviews conducted by METHOD.

METHOD recommended that the strata complete a “mock-up balcony renewal” project to prepare for the above renewal project and confirm the necessary scope. This was done in the fall of 2023. The balconies of units B201 and B202 in 379 Tye were selected for the mock-up and the following work was completed:

- *Remove existing guardrails, including the guardrail glass.*
- *Store the guardrails for reinstallation.*
- *Dispose of the guardrail glass.*
- *Prepare steel face and attachment fins to review new coating. Bring to bare metal, or to well-bonded condition.*
- *Remove loose concrete and repair as needed to reinstate finish.*
- *Prepare concrete wall and soffit areas within the extent of the balcony, for new paint. Remove loose paint and clean existing surfaces in accordance with Manufacturer’s recommendations.*
- *Prepare the balcony surface to install new waterproofing finish. Where the base coat is well-bonded, full removal is not required. Waterproofing Manufacturer’s representative to complete a site review to confirm preparation, at least once per vertical drop.*
- *At wall interfaces, remove existing paint coating to expose the concrete, up to, and into, the horizontal reveal line ~12” above the balcony.*
- *Apply 2-part epoxy coating to the prepared structural steel at the balcony fascia.*
- *Apply sealant to the base of wall, around privacy screen foot plates, and in the horizontal reveals at adjacent concrete walls.*
- *Apply new 2-part liquid urethane waterproofing coating to the balcony, including the structural steel elements at the fascia. Terminate new urethane waterproofing in the horizontal reveals and within the drip edge at the balcony soffit. At the vertical saddle, terminate the urethane coating in line with the vertical edge of the steel bracket.*
- *Paint the concrete wall and soffit surfaces within the extent of the balcony.*
- *Reinstall the balcony guardrails.*
- *Install new clear, tempered balcony glass.*

¹ the 02, 04, 05, 08 and 09 unit balconies on the 3rd to 8th levels of 373 Tye and the 3rd to 9th levels of 379 Tye, unit 902 in 373 Tye, unit 1005 in 379 Tye, the 03, 04, 07 and 08 units on the 2nd level of 373 Tye and the 01, 02, 05 and 06 units on the 2nd level of 379 Tye.

- *Clean all new work areas (ie. painted wall, balcony surface, guardrail, and glass) as part of the demobilization.*

Here is a picture of the completed balconies, which can be seen by standing near the main entrance to 379 Tyee. As identified in the scope list above, the stained and damaged glass panels in the guardrails were replaced with clear glass (no frosting in the lower parts), since the contractor was unable to repair and clean the existing panels. METHOD advised that the staining of the frosted areas in the original glass panels is caused by water run-off from the concrete above. Certain chemicals from the concrete reacted with the frosting, causing the staining and damage. The clear glass panels are not expected to have the same issues as the frosted glass going forward.



METHOD has now provided a letter that summarizes the results of the mock-up and includes a budget estimate to complete the renewal of all the other similar balconies.

In addition, the strata council has obtained quotes from Alco Waterproofing and Restoration Systems to conduct the renewal of all the other similar balconies, with the same scope as for the mock-up balconies. One quote was to do all the work this year; the other quote was to do each building separately over two years. Alco was the contractor that did the balcony mock-up work under METHOD's direction.

The most cost effective option is to complete all the work later this year, not over two years. Alco's quote for this is \$437,000. This quote is significantly less than the budget estimate that METHOD provided in their letter about the mock-up project. However, as of publication of this notice, management and the council are in the process of obtaining another quote from a different contractor.

The council anticipates that the balance in the contingency reserve fund (CRF) at the end of fiscal 2024 (i.e., May 31, 2024) will be about \$760,000. So, there will be sufficient funds to cover this expenditure.

Assuming this project is approved and completed, other issues with the exterior that were identified in METHOD's inspection report will still need to be addressed. However, these will be less extensive repairs than the balcony renewal work. Having said that, some funding will be required in subsequent years to cover these types of repairs.

On the following two pages, in chart and graphical format, we have included a projection of the balances in the contingency reserve fund for the next five years, based on anticipated expenditures, including \$450,000 for the balcony renewal project. Although we don't have estimates for the interior common area renewal project yet, a ball-park estimate of \$250,000 has been included for it as well.

Contingency Reserve Fund (CRF) Five-Year Projection					
	<i>(Fiscal years, ending on May 31 in year indicated)</i>				
	2024	2025	2026	2027	2028
Source of Funds					
Starting Balance	\$689,515	\$755,115	\$170,768	\$178,641	\$246,433
CRF Interest on starting balance	\$28,000	\$22,653	\$5,123	\$5,359	\$7,393
CRF Allocation	\$168,000	\$168,000	\$180,000	\$192,000	\$204,000
Special Levy					
TOTAL FUNDS AVAILABLE	\$885,515	\$945,768	\$355,891	\$376,000	\$457,826
Anticipated Expenditures					
2024 Approved Projects, fiscal year-end projection					
Landscape Renewal	\$10,000				
Renew Depreciation Report	\$12,000				
Building Exterior Renewal	\$25,000				
Exterior Paint and Coatings Renewal (Balcony Mod)	\$15,000				
Major Mechanical and Interior Maintenance	\$25,000				
Machstat Replacement Project	\$15,400				
Interior Finishings (To fund design work, based on Western Design quote)	\$5,000				
Emergency Expense	\$10,000				
Future Projects					
Exterior Balcony Repair Project - <i>based on quote from Alco</i>		\$450,000			
Replace Enterphone Panels	\$13,000				
Possible Interior Common Area Renewal Project. Preliminary budget estimate only. Design stage underway per last year's AGM. The rest of the project not yet approved and will likely be the subject of a subsequent general meeting.		\$250,000			
Exterior Renewal <i>(Estimate)</i>			\$100,000	\$50,000	\$51,500
Sitework/ Landscaping <i>(Estimate)</i>		\$15,000	\$15,450	\$15,914	\$16,391
Mechanical <i>(Estimate)</i>		\$30,000	\$30,900	\$31,827	\$32,782
Electrical <i>(Estimate)</i>		\$5,000	\$5,150	\$5,305	\$5,464
Elevator <i>(Estimate)</i>		\$0	\$0	\$0	\$0
Fire Safety <i>(Estimate)</i>		\$5,000	\$5,150	\$5,305	\$5,464
Emergency/ Other <i>(Estimate)</i>		\$20,000	\$20,600	\$21,218	\$21,855
Total Annual Expenditures	\$130,400	\$775,000	\$177,250	\$129,568	\$133,455
CRF Balance as at Fiscal Year End	\$755,115	\$170,768	\$178,641	\$246,433	\$324,371

Note 1: 2024 interest estimate is based on actual year to date (YTD). Future years estimate assumes 3% interest, less than 2024.

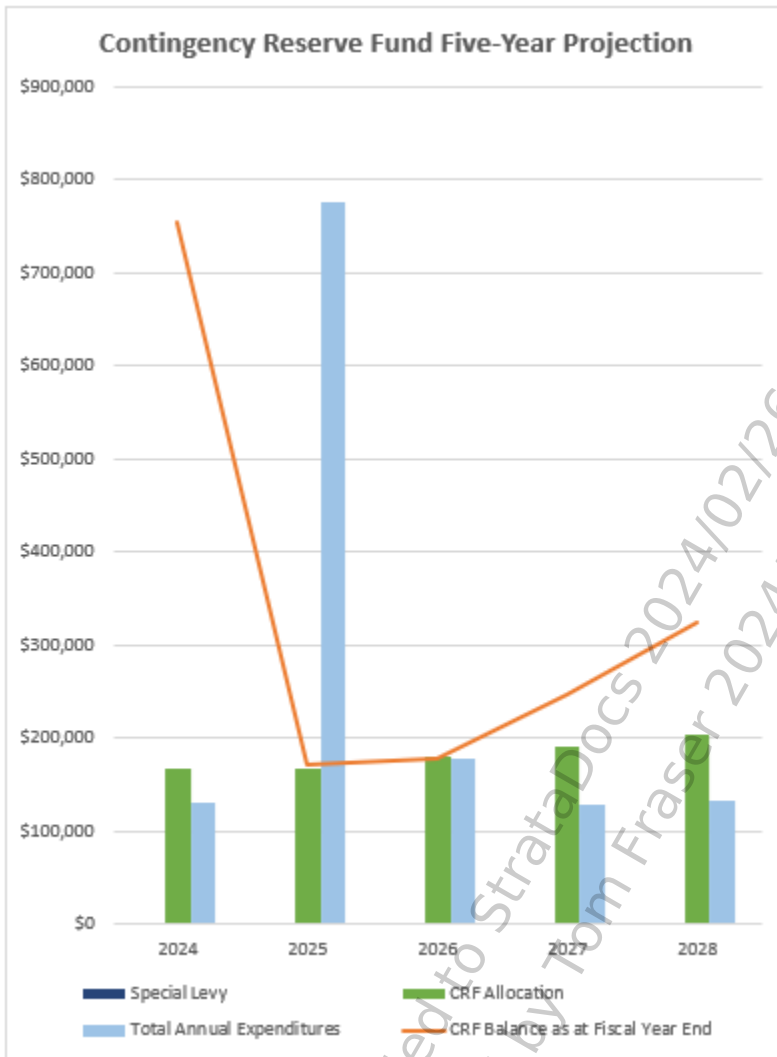
Note 2: CRF allocations for 2026 - 2028 assume increase of \$12,000 per year, based on recent increases.

Note 3: Unless otherwise noted, all future year spending estimates based on recent historical spending patterns.

Note 4: Spending estimates for fiscal 2025-2028 assume 3% annual inflation.

The following page has the above projection in graphical format.

(Continued on the following page.)



Based on the estimates (which in most cases are only ball-park at this time so are subject to change), it appears there would be sufficient funds to cover the anticipated expenditures. However, assuming we proceed with the interior renewal project (the approval of which would be dealt with at a future general meeting), the strata may wish to consider whether it would be prudent to fund either part of it or all of it by a special levy, or whether to significantly increase the contributions to the CRF from strata fees, in order to keep the CRF balance at a healthy level.

Both the 2013 and the 2019 Depreciation Reports suggested that a special levy might be required in the early 2020's, given the anticipated expenditures, which included both the exterior renewal and interior finishing renewals. The council has also reminded owners of the possibility of a special levy in several of the annual general meeting notices over the years.

Regardless of the expenditures that may be required in the future, the balcony repairs in scope of the proposed balcony renewal project are necessary and recommended by METHOD Engineering. The council therefore strongly recommends that the owners approve this expenditure.

Resolution

BE IT RESOLVED BY A MAJORITY VOTE OF THE OWNERS – STRATA PLAN VIS 6763 THAT, the owners authorize an expenditure of up to \$450,000 from the contingency reserve fund for renewal of the balconies of:

- units 203, 204, 207 and 208 in 373 Tye,
- units 205 and 206 in 379 Tye,
- unit 902 in 373 Tye,
- unit 1005 in 379 Tye,
- the 02, 04, 05, 08 and 09 units on the 3rd to 8th levels of 373 Tye,
- the 02, 04, 05, 08 and 09 units on the 3rd to 9th levels of 379 Tye,

with the scope identified on page 12 of the notice for this meeting – the same scope as for the balcony mock-up project that was completed in the fall of 2023.

Links to Documents Referenced in the Above Background and Discussion

[2013 Depreciation Report](#)

[2019 Depreciation Report](#)

[METHOD Engineering Letter Dated June 7, 2023, Regarding the Exterior Review](#)

[METHOD Engineering Letter Dated February 5, 2024, Regarding the Balcony Mock-up](#)

(All the above documents are in PowerStrata in the Documents Library. The Depreciation Reports are filed under **Depreciation Reports** and the letters are filed under **Engineering Reports**.)

Voting

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

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

In accordance with [Part 1 of the Strata Property Act](#) a "¾ vote" means a vote in favour of a resolution by at least ¾ of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and also have not abstained from voting.

When approval is required for expenditures that are identified in a Depreciation Report, such as the balcony renewal expenditures, the *Strata Property Act* specifies that only a majority vote is required. 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.

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Questions

If you have any questions regarding this meeting notice or the practicalities of the meeting, please contact our Proline property manager Sam Hasham by:

- using the link “Send a Message to Property Manager” under *Main Contacts* on the Dashboard of PowerStrata
- sending an email to sam@prolinemanagement.com
- phone 250 475-6440.

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

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Proxy Form – Make Sure Your Vote Counts!

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

This form or a different proxy form must be completed by the owner appointing the proxy and must be given to the proxy holder before the meeting. In accordance with the *Strata Property Act*, employees of the management company cannot be appointed as a proxy. Please confirm that the named proxy holder will attend 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.

The proxy holder must present this form during the registration period immediately prior to the meeting.

I/we, _____ (the owner(s), mortgagee) of the strata lot described below, appoint _____ to act as my/our proxy at the special general meeting to be held on March 18, 2024.

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.

Signature of Owner/ Mortgagee: _____

Signature of Owner/ Mortgagee: _____

Unit Number: _____ Strata Lot Number: _____

The Owners, Strata Plan VIS 6763

Date: _____

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 form from the Strata Property Regulation if they prefer.



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Ordered By: Tom Fraser of Royal LePage Coast Capital - Oak Bay on 2024/04/10
Document Uploaded and Verified: 2024/02/26