

**IMPORTANT INFORMATION** Please have this translated

**重要資料** 請找人為你翻譯

**RENSEIGNEMENTS IMPORTANTS** Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

**INFORMACIÓN IMPORTANTE** Busque alguien que le traduzca

**알려드립니다** 이것을 번역해 주십시오

**CHỈ DẪN QUAN TRỌNG** Xin nhờ người dịch hộ

**ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ** ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

## ANNUAL GENERAL MEETING NOTICE

May 25, 2021

**NOTICE TO:** *The Owners, Strata Plan EPS 3084*

**FROM:** Agent for the Owners  
FirstService Residential BC Ltd.  
200 Granville Street, Suite 700  
Vancouver, B.C. V6C 1S4  
Telephone: 604.683.8900

Strata Manager:  
Mike Cates

TAKE NOTICE that the Annual General Meeting of Strata Plan EPS 3084 (Sequel 138) will be held:

**Date & Time:** Tuesday, June 15, 2021 at 5:30 p.m.


**Registration:** 5:00 p.m. \*

**\*Please take special note of this time if you are holding a proxy.**

**Location:** Electronic Platform

As soon you receive this Notice, we encourage you to register in advance of the meeting date and time. This year the General Meeting will be held virtually via computer, laptop, tablet or smartphone. **Google Chrome must be used. Owners who choose to use iOS based devices (iPad and iPhone) please references the FAQ for dial in details.** To register:

- **Option 1:** Use the QR code below via the camera on your smartphone
- **Option 2:** QR click on the link below or cut and paste in your browser

<b>Date and Time</b>	<b>Tuesday, June 15, 2021 at 5:30 p.m.</b> <b>Registration: 5:00 p.m.</b>
<b>Electronic – Via smartphone or computer</b>	Option 1: Please register in advance scanning the QR code below:  Option 2: Click on the link below or cut and paste into your browser <a href="https://tinyurl.com/4heupcew">https://tinyurl.com/4heupcew</a>

Either method will direct you to the necessary General Meeting Registration. The General Meeting link will be emailed to you approximately 12 hours prior to the Meeting *if you have registered in advance*.

**Proxy Holders Note:**

- You should attend at the very beginning of the registration period.
- You will be required to have a webcam or smartphone camera in order to verify the proxy forms

**Once the meeting has started we will intermittently monitor for late registrants, but only during times that are convenient and that will not disrupt the meeting.**

Your Strata Corporation's registered Bylaws **and/or** the Ministerial Order under the Emergency Program Act allow all Strata Council Meetings, Annual General Meetings and Special General Meetings to now be conducted electronically.

Electronic or virtual General Meetings provide a venue which allows for the important business of Strata Corporations to move forward while protecting the health of all eligible participants.

Included as part of the regular electronic/virtual General Meeting notice there are two (2) additional documents. Please review each of the documents as they contain relevant information on how the meeting will be conducted.

1. Electronic General Meeting Rules of Procedure
2. Electronic General Meeting Guide and FAQs

To make the virtual sign-in process as effective and seamless as possible there are 6 (six) specific registration fields which you will be prompted to fill in and complete as part of the meeting registration and preparation. These fields are as follows:

1. Owner's Legal Name
2. Unit Number and Building Address
3. Email Address (this email address will be used to send the meeting invitation)
4. Reconfirm Email Address (Used to send meeting invite; only 1 email address per Strata Lot is possible)
5. Phone Number (no spaces or dashes between the numbers; include the area code)
6. Are you an Owner holding proxies for other units OR do you own multiple units? **Yes/No**

If you are an Owner holding proxies for other units OR you own multiple units and answered yes to #6, there will be a prompt to respond to additional questions. Please fill this in accordingly.

Owners may be represented by proxy holders, and a proxy appointment form has been provided for your convenience in this notice package. **It is highly recommended that you use the proxy paper copy attachment and have it readily available to hold up to your webcam/smartphone camera at registration.** A spouse who is not registered on title MUST have a proxy authorization to vote.

A general reminder that most Residential Strata Lot Owners only have one (1) vote per Strata Lot even if there are multiple Owners on title. Some Non-Residential Strata Lots may have more than one vote and will be advised during the sign in process. If there are multiple Owners on one title, only one (1) Owner per Strata Lot may register, and only one (1) email address per Strata Lot may be used.

The Bylaws may state that in order to vote, an Owner cannot be in arrears of Strata fees and current special levies owing to the Strata Corporation. **If you are uncertain of your account status, or have questions about how to make payments,** please contact [ar.bc@fsresidential.com](mailto:ar.bc@fsresidential.com).

**FSRConnect™ REGISTRATION**

Sign up for the Resident Portal today to get access to the latest essential documents and information for your community. To register, search for your community website here: <https://www.fsresidential.com/corporate/homeowners/find-my-community/> and click on the 'Register' button. Having trouble? For assistance call our Care Center which is open 24/7 365 days a year with translation services available in 31 different languages. The Care Centre team can be reached at 833-710-6869.



TO ALL OWNERS  
STRATA CORPORATION EPS 3804  
SEQUEL 138

## NOTICE OF THE ANNUAL GENERAL MEETING

**DATE:** Tuesday, June 15, 2021  
**TIME:** 5:30 p.m. - Registration commences at 5:00 p.m.  
**LOCATION:** Electronic <https://tinyurl.com/4heupcew>

---

### AGENDA

1. Call to Order 5:00 p.m. (no vote)
2. Certification of Proxies – Quorum Status (no vote)
3. Elect a Person to Chair the meeting, if necessary & introductions
4. Approval of Electronic General Meeting Rules of Procedure (majority vote)
5. Proof of Notice (no vote)
6. Approval of Agenda (procedural – majority vote)
7. Approval of Annual General Meeting Minutes (held on July 13, 2020, as previously circulated) (procedural – majority vote)
8. President’s Report(s)
9. Insurance Report (attached) (no vote)
10. Budget (attached) (majority vote)
  - (a) Year End Financial Statement (as required by the *Strata Property Act [SBC 1998]*)
  - (b) Proposed Budget/Budget Notes and Fee Schedule – Majority Vote
  - (c) Summary of projected CRF Fund Balance (as required by the *Strata Property Act [SBC 1998]*)
11. Resolutions (attached)
  - (a) 3/4 Vote Resolution “A” - Direction to Council to Pursue the Possible Purchase of Strata Lot 91, and Expenditure of up to \$5,000.00 for Possible Legal and Consulting Fees
  - (b) 3/4 Vote Resolution “B” – Special Levy upon Owners to Remove Glass Panels and Install a New Awning
  - (c) 3/4 Vote Resolution “C” – Waiver of Depreciation Report
  - (d) Majority Vote Resolution “D” – Use of CRF to Fund Depreciation Report (*only if Resolution “C” is defeated*)
12. Election of Council (majority vote per nominee)
13. Termination of Meeting

## **ELECTRONIC GENERAL MEETING RULES OF PROCEDURE**

- 1 Subject to a majority vote resolution passed at the meeting; the strata corporation may use the rules of procedure at Special and Annual General Meetings:
- (a) Attendees entering after the meeting start time will be admitted into the meeting intermittently and when convenient to avoid disruptions to the meeting.
  - (b) Each eligible voter or proxy holder will receive their applicable proportionate vote as per the strata corporation's voting rights.
  - (c) Eligible voters must not transfer voting cards to any person without the approval of the chairperson and on such terms and conditions as the chairperson may impose.
  - (d) A proxy holder cannot transfer a proxy to any person.
  - (e) Eligible voters and proxy holders who leave the meeting are assumed to have surrendered their voting right and ability to the chairperson. A vote may no longer be exercised by this strata lot nor be voted by the chairperson.
  - (f) On each agenda item requiring a vote, the chairperson will request a mover and seconder for the motion to open the floor beginning debate and discussion on the motion. An amendment to any agenda item will also require a mover and seconder. Decisions will be made by a show of hands or a roll call vote or an electronic vote.
  - (g) For procedural agenda items requiring a vote (such as agenda approval, previous general meeting minutes) the chairperson will request a mover and seconder for the motion to begin debate, and discussion on the motion, or amendment to the motions which will be indicated by a show of hands or a roll call vote or an electronic vote.
  - (h) During discussion and debate, all participants at the meeting must be respectful to their fellow owners, eligible voters, and participants.
  - (i) All questions or debate must be directed to the chairperson. Debate directly between parties online is not permitted without the consent of the chairperson.
  - (j) Each eligible voter and other persons permitted to attend the meeting, are entitled to speak once on each resolution or motion, or proposed amendments to the resolution or motion, and for no longer than 1 minute.
  - (k) If an eligible voter calls for the vote (also referred to as "calling the question"), the chairperson may decide to hold the vote if there are no objections or seek a majority decision of the owners to end debate and hold the vote; otherwise debate continues. The chairperson will determine when the vote will be taken.
  - (l) Amendments to majority vote resolutions will be permitted if they are moved / seconded and approved by a vote. If the proposed amendment fails to have the support of a seconder, the proposed amendment is deemed to have been defeated. 3/4 votes should not be amended in virtual meetings.
  - (m) Amendments will be voted on one at a time, and new amendments shall not be considered until the previous amendment has been voted on or withdrawn. Amendments will be voted on to the same threshold as would be required for the question (resolution or budget).
  - (n) The chairperson may cause or direct the disconnection or muting of an attendee's connection if it is causing undue interference with the meeting.
  - (o) All decisions of the chairperson, and motions and resolutions of the voting quorum must be recorded in the minutes of the meeting.
  - (p) Each attendee is responsible for their audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, an attendee's individual connection prevented participation in the meeting.
  - (q) Each attendee is asked to keep the camera function "on" throughout the meeting. This way it is clear to the meeting chairperson and all other meeting attendees that each attendee is, indeed, participating in the meeting.



## ELECTRONIC GENERAL MEETING GUIDE AND FAQs

### How to Register

**Step One:** In order to register for the meeting:

1. Use the QR code below via the camera on your smartphone
2. **OR** click on the link below or cut and paste in your browser

Either method takes you to the necessary registration for your General Meeting.

Register in advance of the General Meeting date and time, an effort will be made to accommodate late comers; however, once the General Meeting has officially started the primary focus of the moderator and the Strata Manager has to be on the meeting itself.

**Step Two:** The registration process requires the following:

1. Owner's Legal Name
2. Unit Number and Building Address
3. Email (this email will be used to send the meeting invite)
4. Phone number (no spaces or dashes between the numbers; include area code)
5. Are you an owner holding proxies for other units OR do you own multiple Units? **Yes/No**

### How to Attend the Meeting

- The meeting link is sent **approximately** 12-24 hours before the start of the General Meeting
- If you do not receive the meeting link: please check your junk/spam email folders
- Preferred browser is Google Chrome as some browsers do not support audio

## FAQ's

### ***What is the best browser to use?***

It is highly recommended that attendees use Google Chrome as the default browser when attending the Electronic General Meeting.

### ***Do I need to have a webcam?***

A webcam/smartphone camera is **ONLY** required for proxy holders, so the Strata Manager is able to visually verify signed and dated proxy forms at the General Meeting during the appointed period for Registration (usually during the 30 minutes prior to the official General Meeting scheduled start time).

### ***Will this meeting be recorded?***

General Meetings are typically not recorded. The Minutes of the General Meeting will act as the official record for the Strata Corporation.

### ***Can I attend by phone?***

The electronic voting process is facilitated electronically. Details are provided in your meeting invitation which is sent 12-24 hours prior to the meeting.

Owners who choose to use iOS-based devices (iPad or iPhone) may experience audio issues. To avoid this issue and to hear/speak in the meeting please:

- Use the phone in option by calling 778.907.2071
- Enter the meeting ID = xxxxxxxx (provided in your invitation)

### ***What is the best device to use for the optimal user experience?***

Owners are advised to use a desktop or laptop computer to access the electronic meeting. This will provide the most seamless meeting experience. When using a tablet/phone please be sure to use landscape mode.

### ***What is the best screen mode?***

To see the many components (Q&A, Materials, Polls) of the Meeting Pulse voting platform, you will need to minimize your screen.

### ***Who is responsible for the technology if I am unable to connect, see, or hear the meeting?***

Each attendee will be responsible for ensuring that their hardware, software and all technological components necessary for joining the General Meeting are in working order, and should anything fail or malfunction it will be the participant's responsibility to fix, problem solve and/or accommodate on their own.

***What if I do not have access to a smartphone, tablet, laptop or a computer?***

We understand that this may be a challenge for some individuals. A few suggestions for your consideration are as follows:

- Contact your local library branch to enquire about using one of their free computer terminals with internet.
- Ask someone in your household and/or safe “bubble” to assist you.
- Ask someone that you trust with a smartphone/computer with webcam capabilities to exercise your proxy.

***How do I assign my voting rights (proxy)?***

Please note that proxies can be assigned to any eligible and trusted individual. The assignee must be able to vote electronically and have webcam/smartphone camera capabilities. It would also be most helpful if all proxies are printed as a hard copy/on paper so that they can be more easily read when held up to the webcam during meeting registration.

***How many votes do I have?***

Most strata lot Owners only have 1 vote per strata lot even if there are multiple Owners on title. Some non-residential strata lots may have more than one vote per the Strata Corporation’s voting rights registered at Land Title Office.

***Can my questions regarding the resolutions be answered?***

The electronic meeting process will provide a forum for debate and discussion.

***What if I am late for the meeting?***

Please register before the meeting is scheduled to start. Once the meeting has started, we will monitor for late registrants but only intermittently during times that are convenient and will not disrupt the meeting.

<b>Named Insured</b>	The Owners, Strata Plan EPS3084, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners
<b>Project Name</b>	SEQUEL 138
<b>Property Manager</b>	FirstService Residential BC Ltd. dba FirstService Residential
<b>Policy Period</b>	January 01, 2021 to January 01, 2022
<b>Policy Number</b>	BFL04EPS3084
<b>Insured Location(s)</b>	138 East Hastings Street, Vancouver, BC V6A 0E6

### INSURING AGREEMENT

#### PROPERTY (Appraisal Date: January 12, 2020)

	DEDUCTIBLE	LIMIT
All Property, Stated Amount Co-Insurance, Replacement Cost, Blanket By-Laws.		\$20,637,000
Property Extensions - Annually Aggregated		\$5,000,000
Lock & Key	\$2,500	Included
Additional Living Expenses - \$50,000 Per Unit		Included
All Risks	\$50,000	
Sewer Backup	\$150,000	
Water Damage	\$150,000	
Earthquake (Annual Aggregate)	10% (minimum \$100,000)	100% of the Policy Limit
Flood (Annual Aggregate)	\$100,000	100% of the Policy Limit
Gross Rentals, 100% Co-Insurance, Indemnity Period (Months) : N/A	N/A	Not Covered

#### CRIME

	DEDUCTIBLE	LIMIT
Employee Dishonesty - Including Property Manager and Elected Officer Theft	Nil	\$1,000,000
Broad Form Money and Securities	Nil	\$10,000

#### COMMERCIAL GENERAL LIABILITY

	DEDUCTIBLE	LIMIT
Bodily Injury & Property Damage	\$1,000	\$30,000,000
Non-Owned Automobile	\$1,000	\$30,000,000
Infectious Agent or Communicable Disease Exclusion – With Limited Exceptions		
Total Pollution Exclusion		

#### CONDOMINIUM DIRECTORS & OFFICERS LIABILITY

	DEDUCTIBLE	LIMIT
Claims Made Form - Including Property Manager	Nil	\$20,000,000
Privacy Event Expenses	Nil	\$50,000
Cyber Liability	Nil	\$50,000



## INSURING AGREEMENT



### BLANKET GLASS - Includes Lobby Glass

	DEDUCTIBLE	LIMIT
Residential	\$2,000	Blanket
Commercial	\$2,000	
Canopy	\$1,000	



### EQUIPMENT BREAKDOWN

	DEDUCTIBLE	LIMIT
Standard Comprehensive Form including Production Machines and Electronic Equipment	\$1,000	\$20,637,000
- Deductible Waiver Endorsement with respect to losses exceeding \$25,000		
Extra Expense – 100% available in first month	24 Hour Waiting Period	\$1,000,000
- Additional Living Expenses Endorsement - Per Unit		\$25,000
Loss of Profits – Rents, Indemnity Period (Months): N/A	N/A	Not Covered



### POLLUTION LIABILITY

	DEDUCTIBLE	LIMIT
Each Event	\$25,000	\$1,000,000
Aggregate Policy Limit		\$5,000,000



### VOLUNTEER ACCIDENT

	DEDUCTIBLE	LIMIT
Maximum Limit of Loss	See Policy Wordings	\$1,000,000



### LEGAL EXPENSES

	DEDUCTIBLE	LIMIT
Each Event	Nil	\$1,000,000
Annual Aggregate.		\$5,000,000



### TERRORISM

	DEDUCTIBLE	LIMIT
Per Occurrence.	\$1,000	\$350,000
Annual Aggregate		\$350,000

#### Loss Payable

All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.

#### Additional Insured

Sequel 138 Development Corp. but only with respect to losses arising out of the operations of the Named Insured with respect to Section III – Commercial General Liability and the 'Premises' as outlined in Schedule A of the Lease Agreement between Sequel 138 Development Corp. and the Owners of Strata Plan EPS3084.

This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.

# EPS3084 BALANCE SHEET



Company Code:	EPS 3084 - Sequel 138 (EPS3084)
Report Title:	BALANCE SHEET
Report Date:	As at March 31, 2021
Division:	EPS3084 - 0000

Year to Date

## ASSETS

### CURRENT ASSETS

#### CASH

1030 Petty Cash	200.00
1050 Bank - Operating Account	82,569.64
1051 Bank - Contingency Reserve	54,677.69
1061 Bank - Consultant	1,809.35
1089 Bank - Security Upgrades	456.92

#### TOTAL CASH

**139,713.60**

1200 Accounts Receivable	7,532.37
1205 Accounts Receivable - Others	546.12
1253 CRF - Due from Operating Fund	62,081.10
1302 Prepaid Insurance	51,734.25

#### TOTAL CURRENT ASSETS

**261,607.44**

#### TOTAL ASSETS

**261,607.44**

## LIABILITIES & EQUITY

### LIABILITIES

2010 Accrued Payable	10,206.84
2019 Operating Fund - Due to CRF	62,081.10
2100 Prepayment - Revenue	2,268.59

#### TOTAL LIABILITIES

**74,556.53**

### EQUITY

2340 Preliminary Interim Budget Surplus(Deficit)	(3,229.15)
2350 Operating Surplus(Deficit)	71,255.00
2999 Contingency Fund Balance	116,758.79
3610 Reserve - Consultant	1,809.35
3644 Reserve - Security	456.92

#### TOTAL EQUITY

**187,050.91**

#### TOTAL LIABILITIES & EQUITY

**261,607.44**

# EPS3084 BALANCE SHEET



---

Company Code:	EPS 3084 - Sequel 138 (EPS3084)
Report Title:	BALANCE SHEET
Report Date:	As at March 31, 2021
Division:	EPS3084 - 0000

---

Year to Date

---

Notice to Reader

<p><b><i>CAUTION TO READER - This financial statement is intended for use by the strata council to monitor details of its disbursements and its cash flow requirements. Readers other than the strata council are cautioned that this statement may not necessarily be appropriate for their use. PREPARED WITHOUT AUDIT</i></b></p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

---

04/26/2021 2:47PM

# EPS3084 CRF SCHEDULE



Company Code:	EPS 3084 - Sequel 138 (EPS3084)
Report Title:	CRF SCHEDULE REPORT
Report Date:	As at March 31, 2021
Division:	EPS3084 - 0000

Year to Date

## CONTINGENCY RESERVE SCHEDULE

### INCOME

2705 CRF-Balance Forward-Prior Year	81,715.67
2710 Current Year Contribution - Contingency	28,500.00
2711 Interest	274.12
2713 Transfer from Operating Surplus	6,269.00

**TOTAL INCOME** 116,758.79

**CONTINGENCY FUND BALANCE** 116,758.79

04/27/2021 11:02AM

# EPS3084 BUDGET COMPARATIVE



Company Code:	EPS 3084 - Sequel 138 (EPS3084)
Report Title:	Operating Statement
Report Date:	For the 12 Month Ended 03/31/2021
Division:	EPS3084 - 0000

<u>Curr Month</u> <u>Actual</u>	<u>Curr Month</u> <u>Budget</u>	<u>A/C Description</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Variance</u>	<u>Total</u> <u>Budget</u>
<b>INCOME</b>						
<b>STRATA FEES</b>						
25,804.20	25,804.37	4002 Operating Fund Contribution	309,650.40	309,652.00	(1.60)	309,652.00
2,375.00	2,375.00	4003 Contingency Fund Contribution	28,500.00	28,500.00	--	28,500.00
<b>28,179.20</b>	<b>28,179.37</b>	<b>TOTAL STRATA FEES</b>	<b>338,150.40</b>	<b>338,152.00</b>	<b>(1.60)</b>	<b>338,152.00</b>
203.48	--	4523 Bylaw / Late Payment Fine	1,975.61	--	1,975.61	--
4.43	--	4640 Interest Income	26.90	--	26.90	--
250.00	--	4682 Locker Income	2,950.00	--	2,950.00	--
100.00	--	4700 Miscellaneous Income	1,260.00	--	1,260.00	--
400.00	--	4702 Move In / Move Out Fee	3,200.00	--	3,200.00	--
140.00	--	4763 Security Card / Key Income	2,500.00	--	2,500.00	--
<b>29,277.11</b>	<b>28,179.37</b>	<b>TOTAL INCOME</b>	<b>350,062.91</b>	<b>338,152.00</b>	<b>11,910.91</b>	<b>338,152.00</b>
<b>EXPENSES</b>						
<b>GENERAL EXPENSES</b>						
--	17.50	5015 Audit	210.00	210.00	--	210.00
5,748.25	8,239.00	6300 Insurance	82,395.75	98,868.00	16,472.25	98,868.00
274.47	250.00	6504 Legal Fees	3,592.66	3,000.00	(592.66)	3,000.00
2,310.00	2,426.87	6700 Management Fees	27,720.00	29,122.00	1,402.00	29,122.00
--	108.37	6702 Meeting Expense	393.75	1,300.00	906.25	1,300.00
14.55	208.37	7025 Photocopy & Postage	2,123.32	2,500.00	376.68	2,500.00
<b>8,347.27</b>	<b>11,250.11</b>	<b>TOTAL GENERAL EXPENSES</b>	<b>116,435.48</b>	<b>135,000.00</b>	<b>18,564.52</b>	<b>135,000.00</b>
<b>BUILDING &amp; GROUND EXPENSES</b>						
--	108.37	5010 Alarm Monitoring	--	1,300.00	1,300.00	1,300.00
--	416.63	5207 Building Envelope Maintenance	4,200.00	5,000.00	800.00	5,000.00
2,901.63	1,357.50	5705 Electricity	16,641.88	16,290.00	(351.88)	16,290.00
537.60	1,000.00	5715 Elevator Maintenance	6,979.35	12,000.00	5,020.65	12,000.00
0.34	166.63	5725 Enterphone	1,454.43	2,000.00	545.57	2,000.00
--	41.63	5734 Elevator Permit	246.00	500.00	254.00	500.00
454.35	233.37	5909 Fire System	6,716.91	2,800.00	(3,916.91)	2,800.00
36.82	125.00	6005 Gas	448.05	1,500.00	1,051.95	1,500.00
1,567.00	1,123.88	6027 Garbage & Recycling	13,160.17	13,487.00	326.83	13,487.00
3,937.50	3,833.37	6400 Janitorial Services and Supplies	47,820.00	46,000.00	(1,820.00)	46,000.00
2,093.18	100.00	6510 Locks and Keys	2,812.75	1,200.00	(1,612.75)	1,200.00
4,604.28	191.63	6511 Landscaping	4,604.28	2,300.00	(2,304.28)	2,300.00
11,627.23	3,750.00	7240 Repair and Maintenance	50,244.85	45,000.00	(5,244.85)	45,000.00
--	50.00	7423 Supplies	936.16	600.00	(336.16)	600.00
1,574.30	1,431.25	7850 Water / Sewer	18,037.86	17,175.00	(862.86)	17,175.00
--	333.37	7855 Window Cleaning	3,927.50	4,000.00	72.50	4,000.00
<b>29,334.23</b>	<b>14,262.63</b>	<b>TOTAL BUILDING &amp; GROUND EXPENSES</b>	<b>178,230.19</b>	<b>171,152.00</b>	<b>(7,078.19)</b>	<b>171,152.00</b>
<b>COMMUNITY EXPENSES</b>						

# EPS3084 BUDGET COMPARATIVE



Company Code:	EPS 3084 - Sequel 138 (EPS3084)
Report Title:	Operating Statement
Report Date:	For the 12 Month Ended 03/31/2021
Division:	EPS3084 - 0000

<u>Curr Month</u> <u>Actual</u>	<u>Curr Month</u> <u>Budget</u>	<u>A/C Description</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>YTD</u> <u>Variance</u>	<u>Total</u> <u>Budget</u>
307.28	291.63	7280 Community - Garden	1,057.28	3,500.00	2,442.72	3,500.00
<b>307.28</b>	<b>291.63</b>	<b>TOTAL COMMUNITY EXPENSES</b>	<b>1,057.28</b>	<b>3,500.00</b>	<b>2,442.72</b>	<b>3,500.00</b>
2,375.00	2,375.00	9010 Reserve - Contingency Fund	28,500.00	28,500.00	--	28,500.00
<b>40,363.78</b>	<b>28,179.37</b>	<b>TOTAL EXPENSES</b>	<b>324,222.95</b>	<b>338,152.00</b>	<b>13,929.05</b>	<b>338,152.00</b>
<b>(11,086.67)</b>	<b>--</b>	<b>CURRENT YR NET SURPLUS/(DEFICIT)</b>	<b>25,839.96</b>	<b>--</b>	<b>25,839.96</b>	<b>--</b>
--	--	9990 Operating Surplus (Deficit) Balance Forward	51,684.04	51,684.00	0.04	51,684.00
(6,269.00)	--	9995 Transfer From / (To) CRF	(6,269.00)	(6,269.00)	--	(6,269.00)
<b>(17,355.67)</b>	<b>--</b>	<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>71,255.00</b>	<b>45,415.00</b>	<b>25,840.00</b>	<b>45,415.00</b>

04/26/2021 2:47PM

**EPS 3084 - SEQUEL 138**  
**Proposed Annual Budget**  
**Apr 01, 2021 to Mar 31, 2022**

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-21</u> <u>( 12 Months )</u> <u>\$</u>	<u>2020/2021</u> <u>Budget</u> <u>\$</u>	<u>Variance</u> <u>2020/2021</u> <u>Act vs Budget</u> <u>\$</u>	<u>Proposed</u> <u>2021/2022</u> <u>Budget</u> <u>\$</u>
<b><u>INCOME</u></b>				
<b><u>STRATA FEES</u></b>				
4002 Operating Fund Contribution	309,650	309,652	(2)	309,652
4003 Contingency Fund Contribution	28,500	28,500	--	28,500
<b>TOTAL STRATA FEES</b>	<b>338,150</b>	<b>338,152</b>	<b>(2)</b>	<b>338,152</b>
4523 Bylaw / Late Payment Fine	1,976	--	1,976	
4640 Interest Income	27	--	27	--
4682 Locker Income	2,950	--	2,950	2,000
4700 Miscellaneous Income	1,260	--	1,260	--
4702 Move In / Move Out Fee	3,200	--	3,200	1,500
4763 Security Card / Key Income	2,500	--	2,500	1,050
<b>TOTAL INCOME</b>	<b>350,063</b>	<b>338,152</b>	<b>11,911</b>	<b>342,702</b>
<b><u>EXPENSES</u></b>				
<b><u>GENERAL EXPENSES</u></b>				
5015 Audit	210	210	--	210
6300 Insurance	82,396	98,868	16,472	88,500
6504 Legal Fees	3,593	3,000	(593)	3,992
6700 Management Fees	27,720	29,122	1,402	28,550
6702 Meeting Expense	394	1,300	906	500
7025 Photocopy & Postage	2,123	2,500	377	2,200
<b>TOTAL GENERAL EXPENSES</b>	<b>116,435</b>	<b>135,000</b>	<b>18,565</b>	<b>123,952</b>
<b><u>BUILDING &amp; GROUND EXPENSES</u></b>				
5010 Alarm Monitoring	--	1,300	1,300	1,300
5207 Building Envelope Maintenance	4,200	5,000	800	5,000
5705 Electricity	16,642	16,290	(352)	17,500
5715 Elevator Maintenance	6,979	12,000	5,021	7,000
5725 Enterphone	1,454	2,000	546	1,800
5734 Elevator Permit	246	500	254	300
5909 Fire System	6,717	2,800	(3,917)	5,500
6005 Gas	448	1,500	1,052	600
6027 Garbage & Recycling	13,160	13,487	327	14,500
6400 Janitorial Services and Supplies	47,820	46,000	(1,820)	51,000
6510 Locks and Keys	2,813	1,200	(1,613)	3,000
6511 Landscaping	4,604	2,300	(2,304)	4,800
7240 Repair and Maintenance	50,245	45,000	(5,245)	50,000

**EPS 3084 - SEQUEL 138**  
**Proposed Annual Budget**  
**Apr 01, 2021 to Mar 31, 2022**

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-21</u> <u>( 12 Months )</u> \$	<u>2020/2021</u> <u>Budget</u> \$	<u>Variance</u> <u>2020/2021</u> <u>Act vs Budget</u> \$	<u>Proposed</u> <u>2021/2022</u> <u>Budget</u> \$
7423 Supplies	936	600	(336)	900
7850 Water / Sewer	18,038	17,175	(863)	19,250
7855 Window Cleaning	3,928	4,000	73	4,300
<b>TOTAL BUILDING &amp; GROUND EXPENSES</b>	<b>178,230</b>	<b>171,152</b>	<b>(7,078)</b>	<b>186,750</b>
<b><u>COMMUNITY EXPENSES</u></b>				
7280 Community - Garden	1,057	3,500	2,443	3,500
<b>TOTAL COMMUNITY EXPENSES</b>	<b>1,057</b>	<b>3,500</b>	<b>2,443</b>	<b>3,500</b>
9010 Reserve - Contingency Fund	28,500	28,500	--	28,500
<b>TOTAL EXPENSES</b>	<b>324,223</b>	<b>338,152</b>	<b>13,929</b>	<b>342,702</b>
<b>CURRENT YR NET SURPLUS/(DEFICIT)</b>	<b>25,840</b>	<b>--</b>	<b>25,840</b>	<b>--</b>
9990 Operating Surplus (Deficit) Balance Forward	51,684	51,684	0	71,255
9995 Transfer From / (To) CRF	(6,269)	(6,269)	--	--
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>71,255</b>	<b>45,415</b>	<b>25,840</b>	<b>71,255</b>





**Budget Notes**  
**EPS 3084 - SEQUEL 138**  
**Apr 01, 2021 to Mar 31, 2022**

**INCOME**

**4002 Operating Fund Contribution**

Owner strata fee contributions to cover all anticipated operating expenditures. Strata fees, in conjunction with the prior year surplus and other income, must cover budgeted expenses for the year.

**4003 Contingency Fund Contribution**

Owner strata fee contributions made directly to the Contingency Reserve Fund (the "CRF"). Under the Strata Property Act, Strata Corporations must have CRF funds to pay for common expenses that occur less than once a year; or do not usually occur.

**4523 Bylaw / Late Payment Fine**

Fines and penalties associated with delinquent or late penalties as per the Strata's bylaws established by Council.

**4537 Community Garden**

Revenue from the rental of community garden plots.

**4640 Interest Income**

Interest earned on strata's operating bank account during the year.

**4682 Locker Income**

Fees collected from owners for the leasing of storage lockers.

**4700 Miscellaneous Income**

Other miscellaneous income including locker fees and parking rentals.

**4702 Move In / Move Out Fee**

The fee is to pay for any wear and tear costs to the common property of the Strata during moves.

**4763 Security Card / Key Income**

Revenue collected from the sale of security card or key fob.

**GENERAL EXPENSES**

**5015 Audit**

Cost for the annual audit of the Strata Corporation trust accounts as required by the Real Estate Council.

6300 Insurance

In accordance with the Strata Property Act, the Strata Corporation is required to maintain full replacement value coverage for the building and may require additional coverage. Individual insurance coverage is strongly recommended. Owners are reminded that content/liability insurance is the responsibility of individual Owners.

6504 Legal Fees

The Strata Corporation is part of a legal retainer program (\$15 plus GST per month) with Clark Wilson LLP that allows initial consultations at no cost. At times costs are incurred for legal clarification, interpretation of the Strata Property Act, along with other matters and this program enables the Strata Corporation to obtain this basic advice without incurring exorbitant fees.

6700 Management Fees

FirstService Residential Ltd. has an Agency Agreement with the Strata Corporation. This includes accounting services, attendance at Strata Council meetings and General Meetings preparation of minutes, 24-hour emergency support etc.

6702 Meeting Expense

Cost associated with holding the Annual General Meeting (AGM) and/or council meetings.

7025 Photocopy & Postage

Photocopying, postage, courier charges as well as other office-related expenses including the order of office supplies and stationary. All meeting minutes and notices are issued to Owners and published to Connect to reduce photocopying and postage costs.

5010 Alarm Monitoring

Fire panel and elevator monitoring as well as the associated phone and internet lines.

5207 Building Envelope Maintenance

Intended for any maintenance required for the building envelope of the building.

5715 Elevator Maintenance

Regular scheduled maintenance, service calls and safety permits for all elevators. The maintenance contract covers all parts, labor and any amendments and/or adjustments that are required to the elevators on an annual basis, which will ensure proper maintenance and repairs for any unforeseen damage or general maintenance as required.

5725 Enterphone

Telephone lines required for intercom system used at the building.

5734 Elevator Permit

Cost associated with obtaining the annual operating permit for the elevator.

5909 Fire System

Annual fire inspection and system check and repairs.

6005 Gas

Budgeted estimate for gas usage based on prior year consumption and forward rates. Seasonality/cyclicalities has been incorporated into the monthly Financial statement packages.

6027 Garbage & Recycling

Contract for garbage/recycling removal.

6400 Janitorial Services and Supplies

Janitorial services provided, including all related supplies, for the common area.

6510 Locks and Keys

Purchase of key fobs available for owners/residents to purchase as well as any repairs that are required for the locks and related hardware in the common areas.

6511 Landscape – Maintenance

Budget figure supplied by trade using the landscaping plans.

7240 Repair and Maintenance

Budget costs are based on historical costs of comparable projects for a wide variety of maintenance of items such as parkade gate maintenance, seasonal door closer adjustments, expansion tank licensing, and parkade floor cleaning. Please note that no allowance has been made for unforeseen events such as an insurance claim or damage greater than general wear and tear.

7423 Supplies

Supplies (ex. office, lighting, janitorial) purchased for the common area.

7447 Security

Contracted expenses and upgrades associated with building security.

7850 Water/Sewer

Water and sewer utility charges for the building. Seasonality/cyclicalities has been incorporated into the monthly financial statement packages.

7855 Window Cleaning

Budgeted expense to clean exterior windows.

**RESERVE CONTRIBUTIONS**

9010 Reserve - Contingency Fund

Owner strata fee contributions to the CRF. See description of account #4003 for more detail.

**EPS 3084 - SEQUEL 138**  
**Proposed Strata Fee Schedule**  
**Apr 01, 2021 to Mar 31, 2022**

<b>Strata Lot Number</b>	<b>Civic Address</b>	<b>Unit Entitlement</b>	<b>Op. Fund Monthly Contribution \$</b>	<b>CRF Monthly Contribution \$</b>	<b>Total Monthly Strata Fees \$</b>	<b>OLD Monthly Strata Fees \$</b>	<b>Monthly Difference \$</b>
1	201 - 138 East Hastings Street	63	293.55	27.02	<b>320.57</b>	320.57	-
2	202 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
3	203 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
4	204 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
5	205 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
6	206 - 138 East Hastings Street	40	186.38	17.15	<b>203.53</b>	203.53	-
7	207 - 138 East Hastings Street	40	186.38	17.15	<b>203.53</b>	203.53	-
8	208 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
9	209 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
10	210 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
11	211 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
12	212 - 138 East Hastings Street	45	209.68	19.30	<b>228.98</b>	228.98	-
13	213 - 138 East Hastings Street	45	209.68	19.30	<b>228.98</b>	228.98	-
14	214 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
15	215 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
16	216 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
17	217 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
18	218 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
19	219 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
20	220 - 138 East Hastings Street	43	200.36	18.44	<b>218.80</b>	218.80	-
21	301 - 138 East Hastings Street	63	293.55	27.02	<b>320.57</b>	320.57	-
22	302 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
23	303-320 138 East Hastings Street	749	3,489.97	321.21	<b>3,811.18</b>	3,811.18	-
24	401 - 138 East Hastings Street	63	293.55	27.02	<b>320.57</b>	320.57	-

*\*The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

**EPS 3084 - SEQUEL 138**  
**Proposed Strata Fee Schedule**  
**Apr 01, 2021 to Mar 31, 2022**

<b>Strata Lot Number</b>	<b>Civic Address</b>	<b>Unit Entitlement</b>	<b>Op. Fund Monthly Contribution \$</b>	<b>CRF Monthly Contribution \$</b>	<b>Total Monthly Strata Fees \$</b>	<b>OLD Monthly Strata Fees \$</b>	<b>Monthly Difference \$</b>
25	402 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
26	403 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
27	404 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
28	405 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
29	406 - 138 East Hastings Street	40	186.38	17.15	<b>203.53</b>	203.53	-
30	407 - 138 East Hastings Street	40	186.38	17.15	<b>203.53</b>	203.53	-
31	408 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
32	409 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
33	410 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
34	411 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
35	412 - 138 East Hastings Street	45	209.68	19.30	<b>228.98</b>	228.98	-
36	413 - 138 East Hastings Street	45	209.68	19.30	<b>228.98</b>	228.98	-
37	414 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
38	415 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
39	416 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
40	417 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
41	418 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
42	419 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
43	420 - 138 East Hastings Street	43	200.36	18.44	<b>218.80</b>	218.80	-
44	501 - 138 East Hastings Street	63	293.55	27.02	<b>320.57</b>	320.57	-
45	502 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
46	503 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
47	504 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
48	505 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-

*\*The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

**EPS 3084 - SEQUEL 138**  
**Proposed Strata Fee Schedule**  
**Apr 01, 2021 to Mar 31, 2022**

<b>Strata Lot Number</b>	<b>Civic Address</b>	<b>Unit Entitlement</b>	<b>Op. Fund Monthly Contribution \$</b>	<b>CRF Monthly Contribution \$</b>	<b>Total Monthly Strata Fees \$</b>	<b>OLD Monthly Strata Fees \$</b>	<b>Monthly Difference \$</b>
49	506 - 138 East Hastings Street	40	186.38	17.15	<b>203.53</b>	203.53	-
50	507 - 138 East Hastings Street	40	186.38	17.15	<b>203.53</b>	203.53	-
51	508 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
52	509 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
53	510 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
54	511 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
55	512 - 138 East Hastings Street	45	209.68	19.30	<b>228.98</b>	228.98	-
56	513 - 138 East Hastings Street	65	302.86	27.88	<b>330.74</b>	330.74	-
57	514 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
58	515 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
59	516 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
60	517 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
61	518 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
62	519 - 138 East Hastings Street	43	200.36	18.44	<b>218.80</b>	218.80	-
63	601 - 138 East Hastings Street	64	298.20	27.45	<b>325.65</b>	325.65	-
64	602 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
65	603 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
66	604 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
67	605 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
68	606 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
69	607 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
70	608 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
71	609 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
72	610 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-

*\*The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

**EPS 3084 - SEQUEL 138**  
**Proposed Strata Fee Schedule**  
**Apr 01, 2021 to Mar 31, 2022**

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Monthly Difference \$
73	611 - 138 East Hastings Street	67	312.19	28.73	<b>340.92</b>	340.92	-
74	612 - 138 East Hastings Street	65	302.86	27.88	<b>330.74</b>	330.74	-
75	613 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
76	614 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
77	615 - 138 East Hastings Street	41	191.04	17.58	<b>208.62</b>	208.62	-
78	616 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
79	617 - 138 East Hastings Street	42	195.70	18.01	<b>213.71</b>	213.71	-
80	618 - 138 East Hastings Street	43	200.36	18.44	<b>218.80</b>	218.80	-
81	134 East Hastings Street	258	1,202.16	110.64	<b>1,312.80</b>	1,312.80	-
82	136 East Hastings Street	98	456.63	42.03	<b>498.66</b>	498.66	-
83	140 East Hastings Street	76	354.13	32.59	<b>386.72</b>	386.72	-
84	142 East Hastings Street	88	410.04	37.74	<b>447.78</b>	447.78	-
85	144 East Hastings Street	91	424.01	39.03	<b>463.04</b>	463.04	-
86	146 East Hastings Street	77	358.78	33.02	<b>391.80</b>	391.80	-
87	148 East Hastings Street	145	675.63	62.18	<b>737.81</b>	737.81	-
88	138 East Hastings Street	168	782.79	72.05	<b>854.84</b>	854.84	-
89	120 - 138 East Hastings Street	213	992.47	91.35	<b>1,083.82</b>	1,083.82	-
90	110 - 138 East Hastings Street	105	489.25	45.03	<b>534.28</b>	534.28	-
91	138 East Hastings Street	10	46.59	4.29	<b>50.88</b>	50.88	-
		5,538	25,804.36	2,374.84	<b>28,179.20</b>	28,179.20	-

Total Annual Strata Fees (x 12 months) = **338,150.40** 338,150.40

*\*The retroactive fee adjustment is calculated as the difference between the new strata fees and old strata fees, multiplied by the number of months subsequent to the year end in which the old strata fees were assessed.*

**EPS 3084 - SEQUEL 138**  
**Contingency Reserve Fund - Projected**  
**Apr 01, 2021 to Mar 31, 2022**

2705 Opening Balance of Contingency Reserve Fund (CRF)	116,759.00
2710 Contingency Reserve Fund Contributions	28,500.00
2711 Interest	274.00
Probable Balance of Contingency Reserve Fund at the end of the fiscal year	<u>145,533.00</u>



**3/4 VOTE RESOLUTION “A”**  
**DIRECTION TO COUNCIL AND AUTHORIZATION FOR EXPENDITURE FROM THE**  
**CONTINGENCY RESERVE FUND**

**PREAMBLE:** The Strata Council and Owners are aware that strata lot 91 as shown on page 5 of the strata plan is currently owned by the building developer. Strata lot 91 is currently used as a storage area for the common use garden area. It has been suggested that the strata corporation might consider purchasing this strata lot in order to secure unencumbered access to the community garden area, and for any other common or shared use agreed upon by a subsequent  $\frac{3}{4}$  vote of Owners, including but not limited to a potential common laundry area. To this end, the Strata Council are seeking a clear directive from Owners in the way of an affirmative vote by at least  $\frac{3}{4}$  of the votes represented in person or by proxy at this meeting, that the next Strata Council may pursue this issue further.

Understanding that there might be some incidental costs involved including but not limited to: a) a professional evaluation of the relative worth of this strata lot under current and evolving market conditions may be undertaken to further understand the current use, limitations and advantages associated with SL 91, and/or b) a qualified professional may be engaged to act on behalf of the strata corporation in preliminary exploration of this matter only, and/or c) there may be minor legal fees, professional fees, title search fees etc. associated with this matter;

**WHEREAS** The current Strata Council are aware of in interest in this matter among other Owners, and feel that the Owners will be best served when the newly elected Council has been provided with clear directions from the Owners in relation to this matter;

**AND WHEREAS** Pursuant to Sections 96 (b) and 97 (b) of the *Strata Property Act* (the “Act”) the strata corporation may expend money from the Contingency Reserve Fund for a non-emergency purpose upon the passage of a  $\frac{3}{4}$  vote of Owners in person or represented by proxy at a General Meeting;

**BE IT RESOLVED** by  $\frac{3}{4}$  vote of The Owners, Strata Plan EPS 3084, in person or by proxy at this General Meeting, that by a significant majority of the votes held by all Owners the next Strata Council may pursue the feasibility of purchasing strata lot 91, and further that a sum of money not exceeding \$5,000.00 may be expended to explore the feasibility of purchasing strata lot 91 in order to secure unencumbered access to the community garden area and any other agreed upon use, such expenditures to be charged against the Contingency Reserve Fund up to a maximum total of \$5,000

**END OF RESOLUTION**

**3/4 VOTE RESOLUTION “B”**  
**GLASS AWNING REMOVAL AND REPLACEMENT**  
**(EXPENDITURE FUNDED BY SPECIAL LEVY)**

**WHEREAS** The Owners, Strata Plan EPS 3084; wish to complete an upgrade, repair or change to the existing glass canopy that overhangs part of the Hastings Street sidewalk along the front or north side of the building

**AND WHEREAS** pursuant to Section 3 of the *Strata Property Act* (the “Act”) the strata corporation is responsible for managing and maintaining the common property and common assets of the strata corporation for the benefit of the Owners.

**AND WHEREAS** the existing glass awning provides rain and snow cover for people who congregate closely together under this awning and social distancing to prevent the possible contagion of Covid 19 viruses is not observed;

**AND WHEREAS** the City of Vancouver has mandated through the bylaws and/or other regulations associated with development permits, that an awning of some type must be provided across the entire Hastings St. or front side of the building;

**AND WHEREAS** the Strata Council have received a quote from a reputable glass installation company for the removal of the glass awning at a total cost of approximately \$12,000 and has received a quote from a reputable awning manufacturing and installation company for this work at a total cost of approximately \$36,600. The combined estimated cost for this work may be approximately \$48,600.

An additional 5% will be allowed for taxes and/ or delivery, and an additional 15% will be allowed as a contingency for increasing costs and/or unforeseen expenses and/or additional security and/or traffic control as may be needed to complete this work, bringing the total estimated cost to approximately \$58,700 (the Council are aware that there may be a small amount of this expenditure recovered in the sale of the glass panels, but this remains unknown)

**BE IT RESOLVED** by a 3/4 vote resolution of The Owners, Strata Plan EPS 3084, in person or by proxy at this General Meeting, that a sum of money not exceeding \$58,700.00 be raised and spent for the purpose of removing the existing glass canopy and installing a new retractable fabric awning (or awnings) over the entire Hastings St. frontage, such expenditure to be charged as a special levy upon the Owners in proportion to the unit entitlement of their respective strata lots.

In accordance with Sections 108(5) and (6) of the *Strata Property Act*, in the event that the actual cost of the proposed project is less than the special levy amount, if no owner is entitled to receive a refund of more than \$100 in total, the strata corporation will deposit the excess in the Contingency Reserve Fund. Interest earned on funds raised pursuant to this resolution will be allocated to the special levy fund.

This special levy of \$58,700.00 shall be assessed on June 15, 2021 (the date of this general meeting), and shall become due and payable in full immediately on the passing of this resolution by the owners on title as at the end of that day and any owner who sells, conveys or transfers his/her title, or remortgages, before payment of this special levy is made in full, shall then pay the full amount outstanding.

As a matter of financial convenience only, the owners may pay this special levy at any time up **until September 1, 2021**. Notwithstanding the foregoing, this special levy is not considered as an "installment" levy as contemplated by Section 108(3)(e) of the *Strata Property Act*, and Section 109 of the *Strata Property Act* therefore does not apply.

Any owner who fails to make any payment(s) in accordance with this Resolution shall be assessed a fine of \$100.00 on each such late payment, after September 1, 2021. The strata corporation may further add interest charges on overdue payments at the rate of 10% per annum compounded annually.

Sections 116, 117 and 118 of the *Strata Property Act [SBC 1998]* (see attached) shall be applicable where an owner fails to make the required payment as authorized by the passing of this 3/4 Vote Resolution.

**END OF RESOLUTION**

**EPS 3084 - SEQUEL 138  
Proposed Levy Fee Schedule  
3/4 Vote Resolution "B"**

**PASSED ON:**

**RE:** Glass Awning Removal & Replacement

**PAYMENT PLAN:** Payable due on June 15, 2021

Strata Lot Number	Civic Address	Unit Entitlement	Total Levy 58,700	Total Amount Due
1	201 - 138 East Hastings Street	63	667.77 \$	667.77
2	202 - 138 East Hastings Street	41	434.58 \$	434.58
3	203 - 138 East Hastings Street	41	434.58 \$	434.58
4	204 - 138 East Hastings Street	41	434.58 \$	434.58
5	205 - 138 East Hastings Street	41	434.58 \$	434.58
6	206 - 138 East Hastings Street	40	423.98 \$	423.98
7	207 - 138 East Hastings Street	40	423.98 \$	423.98
8	208 - 138 East Hastings Street	41	434.58 \$	434.58
9	209 - 138 East Hastings Street	41	434.58 \$	434.58
10	210 - 138 East Hastings Street	41	434.58 \$	434.58
11	211 - 138 East Hastings Street	41	434.58 \$	434.58
12	212 - 138 East Hastings Street	45	476.98 \$	476.98
13	213 - 138 East Hastings Street	45	476.98 \$	476.98
14	214 - 138 East Hastings Street	42	445.18 \$	445.18
15	215 - 138 East Hastings Street	42	445.18 \$	445.18
16	216 - 138 East Hastings Street	41	434.58 \$	434.58
17	217 - 138 East Hastings Street	41	434.58 \$	434.58
18	218 - 138 East Hastings Street	42	445.18 \$	445.18
19	219 - 138 East Hastings Street	42	445.18 \$	445.18
20	220 - 138 East Hastings Street	43	455.78 \$	455.78
21	301 - 138 East Hastings Street	63	667.77 \$	667.77
22	302 - 138 East Hastings Street	41	434.58 \$	434.58
23	303-320 138 East Hastings Street	749	7,939.02 \$	7,938.84
24	401 - 138 East Hastings Street	63	667.77 \$	667.77
25	402 - 138 East Hastings Street	41	434.58 \$	434.58
26	403 - 138 East Hastings Street	41	434.58 \$	434.58
27	404 - 138 East Hastings Street	41	434.58 \$	434.58
28	405 - 138 East Hastings Street	41	434.58 \$	434.58
29	406 - 138 East Hastings Street	40	423.98 \$	423.98
30	407 - 138 East Hastings Street	40	423.98 \$	423.98
31	408 - 138 East Hastings Street	41	434.58 \$	434.58
32	409 - 138 East Hastings Street	41	434.58 \$	434.58
33	410 - 138 East Hastings Street	41	434.58 \$	434.58
34	411 - 138 East Hastings Street	41	434.58 \$	434.58
35	412 - 138 East Hastings Street	45	476.98 \$	476.98
36	413 - 138 East Hastings Street	45	476.98 \$	476.98
37	414 - 138 East Hastings Street	42	445.18 \$	445.18
38	415 - 138 East Hastings Street	42	445.18 \$	445.18
39	416 - 138 East Hastings Street	41	434.58 \$	434.58

**EPS 3084 - SEQUEL 138  
Proposed Levy Fee Schedule  
3/4 Vote Resolution "B"**

**PASSED ON:**

**RE:** Glass Awning Removal & Replacement

**PAYMENT PLAN:** Payable due on June 15, 2021

<b>Strata Lot Number</b>	<b>Civic Address</b>	<b>Unit Entitlement</b>	<b>Total Levy 58,700</b>	<b>Total Amount Due</b>
40	417 - 138 East Hastings Street	41	434.58 \$	434.58
41	418 - 138 East Hastings Street	42	445.18 \$	445.18
42	419 - 138 East Hastings Street	42	445.18 \$	445.18
43	420 - 138 East Hastings Street	43	455.78 \$	455.78
44	501 - 138 East Hastings Street	63	667.77 \$	667.77
45	502 - 138 East Hastings Street	41	434.58 \$	434.58
46	503 - 138 East Hastings Street	41	434.58 \$	434.58
47	504 - 138 East Hastings Street	41	434.58 \$	434.58
48	505 - 138 East Hastings Street	41	434.58 \$	434.58
49	506 - 138 East Hastings Street	40	423.98 \$	423.98
50	507 - 138 East Hastings Street	40	423.98 \$	423.98
51	508 - 138 East Hastings Street	41	434.58 \$	434.58
52	509 - 138 East Hastings Street	41	434.58 \$	434.58
53	510 - 138 East Hastings Street	41	434.58 \$	434.58
54	511 - 138 East Hastings Street	41	434.58 \$	434.58
55	512 - 138 East Hastings Street	45	476.98 \$	476.98
56	513 - 138 East Hastings Street	65	688.97 \$	688.97
57	514 - 138 East Hastings Street	42	445.18 \$	445.18
58	515 - 138 East Hastings Street	41	434.58 \$	434.58
59	516 - 138 East Hastings Street	41	434.58 \$	434.58
60	517 - 138 East Hastings Street	42	445.18 \$	445.18
61	518 - 138 East Hastings Street	42	445.18 \$	445.18
62	519 - 138 East Hastings Street	43	455.78 \$	455.78
63	601 - 138 East Hastings Street	64	678.37 \$	678.37
64	602 - 138 East Hastings Street	41	434.58 \$	434.58
65	603 - 138 East Hastings Street	41	434.58 \$	434.58
66	604 - 138 East Hastings Street	41	434.58 \$	434.58
67	605 - 138 East Hastings Street	41	434.58 \$	434.58
68	606 - 138 East Hastings Street	41	434.58 \$	434.58
69	607 - 138 East Hastings Street	41	434.58 \$	434.58
70	608 - 138 East Hastings Street	41	434.58 \$	434.58
71	609 - 138 East Hastings Street	41	434.58 \$	434.58
72	610 - 138 East Hastings Street	41	434.58 \$	434.58
73	611 - 138 East Hastings Street	67	710.17 \$	710.17
74	612 - 138 East Hastings Street	65	688.97 \$	688.97
75	613 - 138 East Hastings Street	42	445.18 \$	445.18
76	614 - 138 East Hastings Street	41	434.58 \$	434.58
77	615 - 138 East Hastings Street	41	434.58 \$	434.58
78	616 - 138 East Hastings Street	42	445.18 \$	445.18

**EPS 3084 - SEQUEL 138  
Proposed Levy Fee Schedule  
3/4 Vote Resolution "B"**

**PASSED ON:**

**RE:** Glass Awning Removal & Replacement

**PAYMENT PLAN:** Payable due on June 15, 2021

Strata Lot Number	Civic Address	Unit Entitlement	Total Levy 58,700	Total Amount Due
79	617 - 138 East Hastings Street	42	445.18 \$	445.18
80	618 - 138 East Hastings Street	43	455.78 \$	455.78
81	134 East Hastings Street	258	2,734.67 \$	2,734.67
82	136 East Hastings Street	98	1,038.75 \$	1,038.75
83	140 East Hastings Street	76	805.56 \$	805.56
84	142 East Hastings Street	88	932.76 \$	932.76
85	144 East Hastings Street	91	964.55 \$	964.55
86	146 East Hastings Street	77	816.16 \$	816.16
87	148 East Hastings Street	145	1,536.93 \$	1,536.93
88	138 East Hastings Street	168	1,780.72 \$	1,780.72
89	120 - 138 East Hastings Street	213	2,257.69 \$	2,257.69
90	110 - 138 East Hastings Street	105	1,112.95 \$	1,112.95
91	138 East Hastings Street	10	105.99 \$	105.99
			5,538	58,699.91

ial Strata Fees (x 12 months) =

## **Section 108**

### *Special Levy*

- (1) The strata corporation may raise money from the owners by means of a special levy.
- (2) The strata corporation must calculate each strata lot's share of a special levy
  - (a) in accordance with section 99, 100 or 195, in which case the levy must be approved by a resolution passed by a 3/4 vote at an annual or special general meeting; or
  - (b) in another way that establishes a fair division of expenses for that particular levy, in which case the levy must be approved by a resolution passed by a unanimous vote at an annual or special general meeting.
- (3) The resolution to approve a special levy must set out all of the following:
  - (a) the purpose of the levy;
  - (b) the total amount of the levy;
  - (c) the method used to determine each strata lot's share of the levy;
  - (d) the amount of each strata lot's share of the levy;
  - (e) the date by which the levy is to be paid or, if the levy is payable in installments, the dates by which the installments are to be paid.
- (4) The strata corporation must
  - (a) account for the money collected separately from other money of the strata corporation;
  - (b) invest all of the money collected in one or both of the following:
    - (i) investments permitted by the regulations;
    - (ii) insured accounts with savings institutions in British Columbia;
  - (c) use the money collected for the purpose set out in the resolution; and
  - (d) inform owners about the expenditure of the money collected.
- (4.1) A strata corporation may, by bylaw or by a resolution approving a special levy, establish a rate of interest, not to exceed the rate set out in the regulations, to be paid if an owner is late in paying his or her strata lot's share of the special levy.
- (4.2) The interest payable on a late payment of a special levy in accordance with a bylaw or resolution referred to in subsection (4.1) is not a fine, and forms part of the special levy for the purpose of section 116.
- (5) If the money collected exceeds the amount required, or for any other reason is not fully used for the purpose set out in the resolution, the strata corporation must pay to each owner of a strata lot the portion of the unused amount of the special levy that is proportional to the contribution made to the special levy in respect of that strata lot.
- (6) Despite subsection (5), if no owner is entitled to receive more than \$100 in total under subsection (5), the strata corporation may deposit the excess in the Contingency Reserve Fund.
- (7) In subsections (4) and (5), "money collected" means the money collected on a special levy and includes any interest or income earned on that money.

## **Section 109**

### *Payment of special levy when strata lot sold*

If a special levy is approved before a strata lot is conveyed to a purchaser,

- (a) the seller owes the strata corporation the portion of the levy that is payable before the date the strata lot is conveyed, and
- (b) the purchaser owes the strata corporation the portion of the levy that is payable on or after the date the strata lot is conveyed.

## **Section 116**

### *Certificate of Lien*

- (1) The strata corporation may register a lien against an owner's strata lot by registering in the land title office a Certificate of Lien in the prescribed form if the owner fails to pay the strata corporation any of the following:
  - (a) strata fees;
  - (b) a special levy;
  - (c) a reimbursement of the cost of work referred to in section 85;
  - (d) the strata lot's share of a judgment against the strata corporation;
  - (e) [Repealed 1999-21-25.]
- (2) The strata corporation may register a lien against any strata lot, but only one strata lot, owned by an owner as owner developer, by registering in the land title office a Certificate of Lien in the prescribed form if the owner developer fails to pay an amount payable to the strata corporation under section 14(4) or (5), 17(b) or 20(3).
- (3) Subsection (1) does not apply if
  - (a) the amount owing has, under section 114, been paid into court or to the strata corporation in trust;
  - (b) arrangements satisfactory to the strata corporation have been made to pay the money owing; or
  - (c) the amount owing is in respect of a fine or the costs of remedying a contravention.
- (4) On registration the certificate creates a lien against the owner's strata lot in favour of the strata corporation for the amount owing.
- (5) The strata corporation's lien ranks in priority to every other lien or registered charge except
  - (a) to the extent that the strata corporation's lien is for a strata lot's share of a judgment against the strata corporation;
  - (b) if the other lien or charge is in favour of the Crown and is not a mortgage of land; or
  - (c) if the other lien or charge is made under the Builders Lien Act.
- (6) On receiving the amount owing, the strata corporation must within one week remove the lien by registering in the land title office an Acknowledgment of Payment in the prescribed form.

## **Section 117**

### *Forced sale of owner's strata lot to collect money owing*

- (1) After the strata corporation has registered a Certificate of Lien against a strata lot, the strata corporation may apply to the Supreme Court for an order for the sale of the strata lot.
- (2) If the strata corporation has obtained a judgment for the amount owing, the court may, after considering all the circumstances, make an order for the sale of the strata lot.
- (3) If the strata corporation has not obtained a judgment for the amount owing, the court may try the issue and may
  - (a) order that judgment be entered against the owner in favour of the strata corporation for the amount of the lien or for an amount that the court, as a result of the trial, finds owing; and
  - (b) if judgment is entered against the owner, make an order for the sale of the strata lot after considering all the circumstances.
- (4) An order for the sale of a strata lot must provide that, if the amount owing is not paid within the time period required by the order, the strata corporation may sell the strata lot at a price and on terms to be approved by the court.

## **Section 118**

### *Costs added to amount owing*

The following costs of registering a lien against an owner's strata lot under section 116 or enforcing a lien under section 117 may be added to the amount owing to the strata corporation under a Certificate of Lien:

- (a) reasonable legal costs;
- (b) land title and court registry fees;
- (c) other reasonable disbursements

**3/4 VOTE RESOLUTION “C”  
WAIVER OF DEPRECIATION REPORT**

**WHEREAS** The Owners, Strata Plan EPS 3084, are aware that the building is under a portion of the 2-5-10 Year Home Warranty program and the 5 Year Warranty Review will be conducted prior to January 2021 in accordance with the Warranty Program, and the approximate \$5,000 cost was included in the 2020-2021 Proposed Budget; and

**WHEREAS** The Owners, Strata Plan EPS3084, are aware that a Depreciation Report must be obtained in accordance with Section 94 of the *Strata Property Act* [SBC 1998], and agree that it would be financially prudent to defer the Depreciation Report at this time;

**BE IT RESOLVED** by a 3/4 Vote Resolution of The Owners, Strata Plan EPS 3084, in person or by proxy at this General Meeting that in accordance with Section 94(3) (a) of the *Strata Property Act* [SBC 1998] the requirement to obtain a Depreciation Report is hereby waived until the next Annual General Meeting.

**END OF RESOLUTION**

**Owners please note: If Resolution “C” is defeated, then Resolution “D” will be presented for consideration.**

**MAJORITY VOTE RESOLUTION “D”  
USE OF CRF TO FUND DEPRECIATION REPORT**

**WHEREAS** The Owners, Strata Plan EPS 3084, wish to obtain a Depreciation Report as required under Section 94 of the *Strata Property Act* [SBC 1998];

**BE IT RESOLVED** by a Majority Vote Resolution of The Owners, Strata Plan EPS 3084, in person or by proxy at this General Meeting, that a sum of money not exceeding \$8,000 be spent for the purpose of obtaining a Depreciation Report, such expenditure to be charged against the Contingency Reserve Fund.

**END OF RESOLUTION**



**STRATA PLAN EPS 3084**

**Pre-authorized Debit (PAD) Form for Special Levy Payment(s)  
For Owners Currently on PAD Plan ONLY**

1. Please use this form only if you wish to pay your special levy by PAD.
2. This form must be received in our office no later than the 20<sup>th</sup> of the month, in order for us to be able to withdraw payment from your bank account on the 1<sup>st</sup> of the following month.

This service is for (please select one):    **Individual PAD**     **Business PAD**

**PERSONAL INFORMATION**

Name of Owner(s)		Strata Plan	Strata Lot
Address of Strata Lot		City	Postal Code
Mailing Address (If different from		Provin	Postal Code
Phone Number		City	Provin
(Bus.)	(Cell)	Email	

As an added security feature, please choose a personal password that you will provide when accessing account information by telephone up to 10 letters (e.g. mother's maiden name): \_\_\_\_\_

**AUTHORIZATION**

I/We are currently on the Pre-authorized Debit Plan and authorize FirstService Residential to debit the amount of the following special levy\* payment(s) from my/our bank account where my/our existing monthly strata fee is debited from. \* The special levy amount(s) is/are the amount(s) in accordance to the fee schedule(s) as approved at the AGM/SGM held on June 15, 2021.

Resolution(s)	Title of Special Levy	Special Instructions
"B" 3/4 VOTE	Glass Awning Removal and Replacement	

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

When the form is complete, mail, fax, or email to:

**FirstService Residential BC Ltd. – Accounting Department**  
#700 - 200 Granville Street, Vancouver, B.C. V6C 1S4  
Tel: 604.684.5329    Fax: 604.689.4829    Email: ar.bc@fsresidential.com

*NOTE: For Owners who wish to enrol in our pre-authorized debit (PAD) plan for the 1<sup>st</sup> time, please fill out our PAD Agreement which can be downloaded from our website at [www.fsresidential.com](http://www.fsresidential.com) or contact our office for a copy. Do not use this form.*

**Strata Property Act**  
**FORM A**  
**PROXY APPOINTMENT**  
**(Section 56)**

Re: Strata Lot \_\_\_\_\_ [strata lot number as shown on strata plan] and / or Unit # \_\_\_\_\_ of  
Strata Plan EPS 3084 [the registration number of the strata plan]

Civic Address: \_\_\_\_\_

I / We, \_\_\_\_\_ [name(s)],  
the owner(s)/others under Section 54, of the strata lot described above, hereby appoint  
\_\_\_\_\_ [name of appointee] or failing him / her  
\_\_\_\_\_ [name of alternate appointee]

to act as my / our proxy to vote at their discretion for me/us on my/our behalf at the General Meeting of the  
Owners Strata Plan EPS 3084 to be held on Tuesday, June 15, 2021 or at any adjournment thereof.

***NOTE: In order to be exercised, document must be presented by the proxy holder at time of registration at the meeting.***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Others under Section 54

***Note: As per Section 56 of the Strata Property Act, a person who provides management services to, or is employed by, the Strata Corporation is not permitted to be appointed as Proxy.***

***The proxy form MUST be signed by the registered Owner(s) of the strata lot.***



## **PRE-AUTHORIZED DEBIT (PAD) AGREEMENT - STRATA**

### **Terms and Conditions:**

1. I/We acknowledge that I/we are participating in a PAD plan established by FirstService Residential and I/we participate in this PAD plan upon all terms and conditions set out herein. FirstService Residential reserves the right to reject my/our application or discontinue the service.
2. I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement.
3. I/We acknowledge that this PAD authorization is provided for the benefit of FirstService Residential and the processing institution administering the account, and is provided in consideration of the said processing institution agreeing to process these PADs against my/our bank account in accordance with the rules of the Canadian Payments Association.
4. I/We hereby authorize FirstService Residential on behalf of our Strata Corporation and its processing institution to debit my/our bank account on the 1<sup>st</sup> day of each month:
  - All recurring monthly strata fees and/or charges (e.g. parking and lockers etc.); and/or
  - Any one-time retroactive strata fees/charges adjustments; and/or
  - Any one-time sporadic debit of any kind (e.g. a “catch-up” payment on previous outstanding strata fees for 1<sup>st</sup> time PAD enrolment, NSF administration fee, etc.) as authorized by me/us.

I/we understand that the amount of strata fees may be increased or decreased based on the approved budget as adopted by my/our strata corporation from time to time. **I/We agree to waive the requirements for pre-notification including, without limitation, pre-notification of any changes in the amount of the PAD due to a change in strata fees, charges, and assessments or adjustments.**

5. I/We acknowledge that delivery of this authorization to FirstService Residential constitutes delivery by me/us to the processing institution.
6. I/We understand that this authority is to remain in effect until FirstService Residential has received written notification from me/us of its change or termination. The notification must be delivered to the office of FirstService Residential at least ten (10) business days in advance of the next PAD withdrawal. I/We may obtain a cancellation form or more information on my/our right to cancel our PAD Agreement by contacting the office of FirstService Residential or by visiting [www.cdnpay.ca](http://www.cdnpay.ca).
7. I/We undertake to inform FirstService Residential immediately, in writing, of any change in the account (e.g. account closure, change of account number, etc.) or other information (e.g. mailing address, phone number etc.) provided in this authorization.
8. I/We understand that a NSF administration fee will apply to my/our account should my/our PAD be returned due to insufficient funds, account closure, or account freeze, etc. It is my/our responsibility to ensure the balance in my/our bank account is sufficient to cover the PADs.
9. I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/We have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. I/We may obtain more information on my/our recourse rights by contacting my/our financial institution or the office of FirstService Residential.
10. I/We understand the personal information provided in this PAD Agreement is for purposes of identifying and communicating with me/us, processing payments, responding to emergencies, ensuring the orderly management of the strata corporation and complying with legal requirements. I/We hereby authorize the strata corporation to collect, use and disclose my/our personal information for these purposes.

**Please Retain This Page For Your Reference. Thank You.**

## PRE-AUTHORIZED DEBIT (PAD) AGREEMENT

This service is for: Individual PAD \_\_\_\_\_ Business PAD \_\_\_\_\_ (Please check)

### PERSONAL INFORMATION

**Effective Date:** \_\_\_\_\_

Name of Owner(s)		Strata Plan	Strata Lot
Address of Strata Lot		City	Province
Mailing Address (If different from above)		City	Province
Phone Number (Res.)		(Bus.)	(Cell)
		Email Address	

Please check to authorize withdrawal of other monthly charges in addition to your strata fees:

Storage/locker      Parking      Specify Others \_\_\_\_\_

### BANK INFORMATION – Please choose one of the following:

- Void cheque attached – name(s) on cheque must match name(s) of the legal owner(s) on title. If someone other than the legal owner(s) is making the payment, please complete below information.**

Name	Relation to Applicant
Address	Phone Number

## ATTACH VOID CHEQUE HERE

- Or, If your account does not provide cheques, please have your bank fill out the information below to ensure the account is coded correctly and will allow pre-authorized payment.**

Financial Institution Number: [ ][ ][ ]	Branch Transit Number: [ ][ ][ ][ ][ ]	Deposit Account Number: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
Chequing Account _____ Savings Account _____ (Please check)		

Name of Financial Institution	Branch Address
-------------------------------	----------------

### AUTHORIZATION

**PLEASE NOTE THIS FORM MUST BE RECEIVED IN OUR OFFICE NO LATER THAN THE 20TH OF THE MONTH PRIOR TO THE MONTH THE PAD IS TO COMMENCE. Please enclose a cheque for any balance owing prior to the PAD effective date OR initial below to authorize a one time catch-up payment.**

I/We hereby authorize FirstService Residential (FSR) to withdraw any outstanding strata fees from the attached bank account information starting from commencement of FSR management and/or my/our strata fees commencement date.

Initials

*By signing this authorization, I/We acknowledge that I/we have read, understood and accepted all the provisions in the Terms and Conditions on Page 1 of this Pre-authorized Debit Agreement, a copy of which has been provided to and retained by me/us.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of payer(s)

When the form is complete, mail or email to:

**FirstService Residential**  
Attention: Accounts Receivable  
200 Granville Street, Suite 700, Vancouver, B.C., V6C 1S4  
Email: [ar.bc@fsresidential.com](mailto:ar.bc@fsresidential.com)