

**MINUTES
ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN EPS 3084
SEQUEL 138**

***Virtual Townhall Pre-AGM Information Meeting Held on Monday, June 29, 2020
via WebEx***

***Restricted Proxy AGM Held on Monday, July 13, 2020
Within #414-138 E Hastings Street, Vancouver***

Following registration that started at 12:45 p.m., the Restricted Proxy Annual General Meeting was called to order at 1:00 p.m. by Ian Cook, President.

FirstService Residential BC Ltd. was represented by Susan Paquette who assisted with facilitating the Meeting in person.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 127.1 eligible votes, 42.4 eligible votes represent quorum in this instance. At the commencement of the meeting there were 2 eligible votes represented in person and 31.4 represented by proxy, for a total of 33.4 votes represented. The quorum requirements were not achieved, and the meeting was adjourned for 1/2 an hour.

EPS 3084 Bylaw 28.1 states, if within 1/2 hour from the time appointed for an annual or special general meeting, a quorum is not present, the eligible voters, present in person or by proxy, constitute a quorum. The meeting commenced at 1:30 p.m.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated June 22, 2020, complied with the notice requirements of the *Strata Property Act* and that the most recently approved financial statements had been received.

APPROVAL OF AGENDA

It was moved and seconded to approve the Agenda as distributed with the Notice of Meeting. **CARRIED.**

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the Minutes of the Annual General Meeting held May 27, 2019 as previously circulated. **CARRIED.**

REPORT ON INSURANCE

This important Report on Insurance was discussed in detail with Owners and Strata Council at the Virtual Townhall Pre-AGM Information Meeting that took place on Monday, June 29, 2020. The Strata Manager on behalf of the Chairperson took the opportunity to advise those in attendance virtually that night of the following information regarding strata lot ownership and other matters concerning the Strata Corporation, including the Strata's annual insurance renewal.

Strata Corporation Insurance and Coverages

The Strata Corporation's policy is designed to cover loss arising from fortuitous causes, subject to exclusions stated in the policy wordings, and the applicable deductible in the event of a claim. Please refer to the Insurance Summary included with your Notice of Meeting which outlines the Strata's insurance coverage's, applicable limits and deductibles.

Section 149 of the *Strata Property Act* requires the Strata Corporation to obtain and maintain property insurance on common property, common assets, buildings shown on the Strata Plan and fixtures built or installed by the owner developer as part of the original construction on the Strata lot. The property insurance must be on the basis of full replacement value and insure against all **major perils**, such as fire and water escape, as set out in the regulations of the Act, as well as any other perils specified in the bylaws. Your Strata Corporation's insurance policy is currently held with BFL Canada and is insured for a replacement value of \$30,348,000 based on information contained in the insurance appraisal performed by BFL Canada.

Section 150 of the *Strata Property Act* requires the Strata Corporation to also obtain and maintain liability insurance to insure the strata corporation against liability for property damage and bodily injury.

Although optional under Section 151 of the *Strata Property Act*, all Strata Corporations managed by FirstService Residential BC Ltd. have errors and omissions insurance for council members against their liability and expenses for errors and omissions made in the exercise of their powers and performance of their duties as council members.

Please note the Strata Corporation's policy does NOT provide coverage for loss or damage to:

- Strata lot Owner's betterments and/or improvements to the strata lot
- Strata lot Owner's and/or Tenant's personal property
- Strata lot Owner's rental income loss (if applicable)

Note: While most Strata Insurance policies include Additional Living Expense coverage, this coverage is designed to help with unit owner's costs when they are displaced after a claim. The Strata's coverage is secondary and will be drawn upon after the unit owner's coverage is exhausted.

Insurance Coverage Recommendations

The Strata Manager on behalf of the Chairperson reminded all in attendance that it is strongly encouraged to obtain their own insurance coverage. While Owner should contact their personal broker, the following coverages are recommended as a guideline:

- **Personal property** such as furniture, jewellery and other belongings in the Strata lot or designated storage space.
- **Additional Living Expenses** incurred as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- Strata lot **Betterments and Improvements** completed at a Strata lot Owner's expense, such as upgraded flooring, fixtures etc.
- Owners should have coverage for any **Strata Deductible Assessments** in the event the Strata Corporation tries to recover the deductible portion of an insurance claim from an owner that is responsible for the loss or damage that gave rise to the claim. Please have your insurance broker review the current strata corporation bylaws.
- **Special Assessments** coverage which provides protection for the owner's share of levies for damage to the common property that may be charged back to the Owner for a variety of reasons. For example, all Owners should ensure they are covered for their portion of the Strata's **earthquake deductible**, which would be calculated based on a percentage of the replacement value and then split amongst Owner's by unit entitlement.
- **Personal Liability** protects for legal responsibility to others for claims arising from bodily injury, property damage and more.
- If the Strata Lot is rented, **Loss of Rental Income** incurred by a Strata lot Owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.

Note: In a rental situation, there are three separate parties therefore there should be three separate insurance policies: Strata Corporation policy, the Owner's policy and the Tenant's policy. The non-resident Owner should make sure their tenant clearly understands what is not covered under the Strata Corporation's policy (i.e. – personal contents).

*A copy of the Strata Corporation's most recent insurance summary, policy and property appraisal can be found on **FSRConnect™**.*

SIMPLE TIPS TO SAFEGUARD YOUR INVESTMENT

DOs inside your home:

- Know the location of the water line shut off valves for emergency shut off use.
- Check and replace hoses as required – washing machine, dishwasher, etc. Have a plumber make sure the check valves are working properly.
- Check the condition of the seals around your bathtub, toilet, faucet and shower heads; repair or replace caulking when necessary.
- When you leave on vacation, think about shutting off the water supply.

- Install a 4 inch lip sheet metal drain pan connecting to a floor drain underneath all in suite washer appliances.

DON'Ts inside your home:

- Do NOT hang clothes on sprinkler heads.
- Do NOT store contents and storage boxes within 24 inches of the ceiling or wall mounted sprinkler heads.
- Do NOT flush "stuff" in the toilets i.e., kitty litter, feminine products, etc.
- Do NOT leave your washing machine or dishwasher running in your absence.
- Do NOT use nails longer than 3/4 inches as it poses puncturing problems for hidden pipes. If you are using nails or drilling, be cautious of the piping inside the wall.

CONSIDERATION OF 3/4 VOTE RESOLUTION "A" WAIVER OF DEPRECIATION REPORT

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "A" reads as follows:

WHEREAS The Owners, Strata Plan EPS 3084, are aware that the building is under 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 is 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], think 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.

The results were as follows:

31.4 IN FAVOUR, 1 OPPOSED, 1 ABSTAINED. **CARRIED.**

Owners please note: Resolution "A" was CARRIED, so Resolution "B" was not presented for consideration.

BUDGET DISCUSSION AND APPROVAL

At the Pre-AGM Virtual Townhall Information Meeting held on June 29, 2020, Owners were referred to the 2020-2021 Proposed Operating Budget, the schedule of Strata Fees and the accompanying Budget notes explaining how the figures were prepared.

It was moved and seconded to approve the 2020-2021 Operating Budget as presented.

The results were as follows:

28.4 IN FAVOUR, 3 OPPOSED, 3 ABSTAINED. **CARRIED.**

Owners please note: Strata fees have increased, retroactive to April 1, 2020.

PAYMENT OPTIONS (MONTHLY STRATA FEES ONLY):

1. **Owners Currently on Pre-Authorized Payment (PAD):** There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.
2. **Owners Who Pay by Post-Dated Cheques:** Please send in 12 post-dated cheques payable to Strata Plan EPS 3084, as well as any retroactive payment if necessary, as per the attached fee schedule.
3. **Owners Who Pay by E-Banking:** Owners will have to re-submit the strata fee amount for future months, as well as any retroactive payment if necessary, as per the attached fee schedule.

If you have any questions regarding your account, please contact the Accounts Receivable Department at ar.bc@fsresidential.com.

**CONSIDERATION OF 3/4 VOTE RESOLUTION "C"
BYLAW AMENDMENT – UNREASONABLE NOISE (RESIDENTIAL OWNERS)**

(Note: The bylaw amendment requires the separate approval of the Residential and the Non-Residential Owners. If either vote does not pass, the bylaw amendment does not pass.)

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "C" reads as follows:

WHEREAS The Owners, Strata Plan EPS 3084, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 3084, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote of The Owners, Strata Plan EPS 3084, in residential strata lots represented in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office, adding 2. (a – e) to Bylaw 4. Use of Property, to read as follows:

4. *Use of property*

- 4.2 *For the purposes of bylaw 4.1(b) "unreasonable noise" includes noise made by a resident or visitor, another resident in another strata lot, the common property or the limited common property and includes, not exhaustively, excessive sound from:*
- (a) *music systems, instruments, televisions, live music;*
 - (b) *vibrations from appliances, vacuums, tools;*
 - (c) *a social gathering;*
 - (d) *residents or visitors entering or leaving the building;*
 - (e) *uncarpeted or hard surface floors;*

By adding Bylaw #4.2, all Bylaws are hereby re-numbered sequentially.

The results were as follows:

28 IN FAVOUR, 1 OPPOSED, 2 ABSTAINED. **CARRIED.**

**CONSIDERATION OF 3/4 VOTE RESOLUTION "C"
BYLAW AMENDMENT – UNREASONABLE NOISE (NON-RESIDENTIAL OWNERS)**

(Note: The bylaw amendment requires the separate approval of the Residential and the Non-Residential Owners. If either vote does not pass, the bylaw amendment does not pass.)

It was moved and seconded to bring the proposed resolution to the floor for discussion. Resolution "C" reads as follows:

WHEREAS The Owners, Strata Plan EPS 3084, pursuant to Division 2 of Part 7 of the *Strata Property Act*, S.B.C. 1998, may amend the Bylaws of their Strata Corporation;

AND WHEREAS The Owners, Strata Plan EPS 3084, wish to amend the Bylaws of their Strata Corporation;

BE IT RESOLVED by a 3/4 vote of The Owners, Strata Plan EPS 3084, in the non-residential strata lots represented in person or by proxy at this General Meeting that the Bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office by adding 2. (a – e) to Bylaw 4. Use of Property, to read as follows:

4. *Use of property*

- 4.2 *For the purposes of bylaw 4.1(b) "unreasonable noise" includes noise made by a resident or visitor, another resident in another strata lot, the common property or the limited common property and includes, not exhaustively, excessive sound from:*
- (a) *music systems, instruments, televisions, live music;*

- (b) *vibrations from appliances, vacuums, tools;*
- (c) *a social gathering;*
- (d) *residents or visitors entering or leaving the building;*
- (e) *uncarpeted or hard surface floors;*

By adding Bylaw #4.2, all Bylaws are hereby re-numbered sequentially.

The results were as follows:

2.4 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. **CARRIED.**

ELECTION OF COUNCIL

Strata Council members: Ian Cook, Gavin Gilmour, Mahbod Rankoohy, Gabriella Milgrom and Daniel Letient, are thanked for volunteering their time and commitment to the Sequel community over the past year. In accordance with the Strata Property Act, the Strata Council members step down at the Annual General Meeting and are eligible for re-election. Under the Bylaws of the Strata Corporation, the Council must consist of a minimum of 3 to a maximum of 7 members. Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

- Ian Cook, Unit 414
- Charly Garrett, Unit 217
- Hailey Kathler, Unit 403
- Michael Kouvarellis, Unit 413
- Gavin Gilmour, Unit 217, was nominated by an Owner and accepted the nomination.

The following Owners were declared as elected by a majority vote:

Ian Cook **Hailey Kathler** **Michael Kouvarellis** **Gavin Gilmour**

TERMINATION OF MEETING

There being no further business, it was moved to terminate the meeting at 2:17 p.m. **CARRIED.**

FirstService Residential BC Ltd.



Susan Paquette
Strata Manager
Per the Owners
Strata Plan EPS 3084

SP/sc

Email: info.bc@fsresidential.com
Customer Care Centre: 1.855.273.1967 (24 hours non-emergency)

www.fsresidential.com

Please keep a copy of these minutes for future reference, which will be required at the time of sale. A charge, as per the *Strata Property Act*, will be assessed for replacement copies.

In our dedication to ever-greater operational excellence and best practices, FirstService Residential uses **FSRConnect™**, an integrated web-based solution created solely for the property management industry. This software incorporates scores of advanced features that streamline building level administration, operations and communications.

A website portal, extended from **FSRConnect™**, is provided to your Strata Corporation, **FREE OF CHARGE**. Residents have secured access to stay up to date with community news, events, their accounts, etc. The email distribution capabilities and housing of strata documents will save postage and copying costs for the building.

HOW DO I ACCESS THE WEBSITE?

Residents are required to register to receive their secure password. There are two (2) options to register:

1. Complete the attached form and fax/email to our office; OR
2. Complete the "**FSRConnect™** Registration" online form by visiting our website at <http://fsresidential.com/British-Columbia/Homeowners/Forms>

(Note: Your information will only be used for strata communication purposes)

FIRSTSERVICE OFFERS CONVENIENCE!

1. *Pre-Authorized Debit Payment (PAD)*

For Owners who wish to enroll in our PAD for the 1st time, a copy of our PAD Agreement can be downloaded from our website at www.fsresidential.com under the “Forms” section.

2. *Online/Telephone Banking*

FirstService offers convenience! Our office has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your Strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

1. Go to bill payment option and set up “**FirstService Residential (Strata)**” as a vendor.
2. You will be required to provide your FirstService personally assigned unique reference number (without dashes or spaces). This number can be found in your FirstService correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer’s responsibility to ensure that payments are received by FirstService Residential by the due date to avoid any late payment fines.

EPS 3084 - SEQUEL 138
Approved Annual Budget
Apr 01, 2020 to Mar 31, 2021

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-20</u> <u>(12 Months)</u> \$	<u>2019/2020</u> <u>Budget</u> \$	<u>Variance</u> <u>2019/2020</u> <u>Act vs Budget</u> \$	<u>Approved</u> <u>2020/2021</u> <u>Budget</u> \$
<u>INCOME</u>				
<u>STRATA FEES</u>				
4002 Operating Fund Contribution	242,658	242,658	(0)	309,652
4003 Contingency Fund Contribution	28,500	28,500	--	28,500
TOTAL STRATA FEES	271,158	271,158	(0)	338,152
4523 Bylaw / Late Payment Fine	4,051	--	4,051	--
4537 Community Garden	600	600	--	--
4640 Interest Income	291	250	41	--
4682 Locker Income	1,500	4,000	(2,500)	--
4700 Miscellaneous Income	610	--	610	--
4702 Move In / Move Out Fee	3,750	2,000	1,750	--
4763 Security Card / Key Income	1,790	1,000	790	--
TOTAL INCOME	283,750	279,008	4,742	338,152
<u>EXPENSES</u>				
<u>GENERAL EXPENSES</u>				
5015 Audit	210	210	--	210
6300 Insurance	45,796	31,000	(14,796)	98,868
6504 Legal Fees	2,679	5,000	2,321	3,000
6700 Management Fees	27,735	29,688	1,953	29,122
6702 Meeting Expense	1,156	1,000	(156)	1,300
7025 Photocopy & Postage	2,512	2,000	(512)	2,500
TOTAL GENERAL EXPENSES	80,089	68,898	(11,191)	135,000
<u>BUILDING & GROUND EXPENSES</u>				
5010 Alarm Monitoring	1,260	1,000	(260)	1,300
5207 Building Envelope Maintenance	--	5,000	5,000	5,000
5705 Electricity	15,514	20,000	4,486	16,290
5715 Elevator Maintenance	11,998	7,000	(4,998)	12,000
5725 Enterphone	1,920	4,700	2,780	2,000
5734 Elevator Permit	490	260	(230)	500
5909 Fire System	2,648	6,500	3,852	2,800
6005 Gas	(873)	450	1,323	1,500
6027 Garbage & Recycling	12,845	11,000	(1,845)	13,487
6030 Garden	--	--	--	3,500
6400 Janitorial Services and Supplies	45,416	42,000	(3,416)	46,000
6510 Locks and Keys	1,061	500	(561)	1,200

EPS 3084 - SEQUEL 138
Approved Annual Budget
Apr 01, 2020 to Mar 31, 2021

<u>A/C Description</u>	<u>Actual to</u> <u>31-Mar-20</u> <u>(12 Months)</u> \$	<u>2019/2020</u> <u>Budget</u> \$	<u>Variance</u> <u>2019/2020</u> <u>Act vs Budget</u> \$	<u>Approved</u> <u>2020/2021</u> <u>Budget</u> \$
6511 Landscaping	728	7,000	6,272	2,300
7240 Repair and Maintenance	55,347	50,000	(5,347)	45,000
7423 Supplies	537	1,200	663	600
7447 Security	--	6,000	6,000	--
7850 Water / Sewer	16,358	20,000	3,642	17,175
7855 Window Cleaning	3,644	5,000	1,357	4,000
TOTAL BUILDING & GROUND EXPENSES	168,892	187,610	18,718	174,652
9010 Reserve - Contingency Fund	28,500	28,500	--	28,500
TOTAL EXPENSES	277,481	285,008	7,527	338,152
CURRENT YR NET SURPLUS/(DEFICIT)	6,269	(6,000)	12,269	0
9990 Operating Surplus (Deficit) Balance Forward	45,415	45,415	(0)	51,684
9995 Operating Surplus Transfer to CRF				(6,269)
ENDING OP SURPLUS/(DEFICIT)	51,684	39,415	12,269	45,415

EPS 3084 - SEQUEL 138
Approved Strata Fee Schedule
Apr 01, 2020 to Mar 31, 2021

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment April-Jul/20 \$
1	201 - 138 East Hastings Street	63	293.55	27.02	320.57	257.06	254.04
2	202 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
3	203 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
4	204 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
5	205 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
6	206 - 138 East Hastings Street	40	186.38	17.15	203.53	163.21	161.28
7	207 - 138 East Hastings Street	40	186.38	17.15	203.53	163.21	161.28
8	208 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
9	209 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
10	210 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
11	211 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
12	212 - 138 East Hastings Street	45	209.68	19.30	228.98	183.61	181.48
13	213 - 138 East Hastings Street	45	209.68	19.30	228.98	183.61	181.48
14	214 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
15	215 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
16	216 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
17	217 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
18	218 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
19	219 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
20	220 - 138 East Hastings Street	43	200.36	18.44	218.80	175.45	173.40
21	301 - 138 East Hastings Street	63	293.55	27.02	320.57	257.06	254.04
22	302 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
23	303-320 138 East Hastings Street	749	3,489.97	321.21	3,811.18	3,056.12	3,020.24
24	401 - 138 East Hastings Street	63	293.55	27.02	320.57	257.06	254.04

**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
Approved Strata Fee Schedule
Apr 01, 2020 to Mar 31, 2021

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment April-Jul/20 \$
25	402 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
26	403 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
27	404 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
28	405 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
29	406 - 138 East Hastings Street	40	186.38	17.15	203.53	163.21	161.28
30	407 - 138 East Hastings Street	40	186.38	17.15	203.53	163.21	161.28
31	408 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
32	409 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
33	410 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
34	411 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
35	412 - 138 East Hastings Street	45	209.68	19.30	228.98	183.61	181.48
36	413 - 138 East Hastings Street	45	209.68	19.30	228.98	183.61	181.48
37	414 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
38	415 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
39	416 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
40	417 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
41	418 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
42	419 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
43	420 - 138 East Hastings Street	43	200.36	18.44	218.80	175.45	173.40
44	501 - 138 East Hastings Street	63	293.55	27.02	320.57	257.06	254.04
45	502 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
46	503 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
47	504 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
48	505 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32

**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
Approved Strata Fee Schedule
Apr 01, 2020 to Mar 31, 2021

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment April-Jul/20 \$
49	506 - 138 East Hastings Street	40	186.38	17.15	203.53	163.21	161.28
50	507 - 138 East Hastings Street	40	186.38	17.15	203.53	163.21	161.28
51	508 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
52	509 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
53	510 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
54	511 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
55	512 - 138 East Hastings Street	45	209.68	19.30	228.98	183.61	181.48
56	513 - 138 East Hastings Street	65	302.86	27.88	330.74	265.22	262.08
57	514 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
58	515 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
59	516 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
60	517 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
61	518 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
62	519 - 138 East Hastings Street	43	200.36	18.44	218.80	175.45	173.40
63	601 - 138 East Hastings Street	64	298.20	27.45	325.65	261.14	258.04
64	602 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
65	603 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
66	604 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
67	605 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
68	606 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
69	607 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
70	608 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
71	609 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
72	610 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32

**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
Approved Strata Fee Schedule
Apr 01, 2020 to Mar 31, 2021

Strata Lot Number	Civic Address	Unit Entitlement	Op. Fund Monthly Contribution \$	CRF Monthly Contribution \$	Total Monthly Strata Fees \$	OLD Monthly Strata Fees \$	Retroactive Fee Adjustment April-Jul/20 \$
73	611 - 138 East Hastings Street	67	312.19	28.73	340.92	273.38	270.16
74	612 - 138 East Hastings Street	65	302.86	27.88	330.74	265.22	262.08
75	613 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
76	614 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
77	615 - 138 East Hastings Street	41	191.04	17.58	208.62	167.29	165.32
78	616 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
79	617 - 138 East Hastings Street	42	195.70	18.01	213.71	171.37	169.36
80	618 - 138 East Hastings Street	43	200.36	18.44	218.80	175.45	173.40
81	134 East Hastings Street	258	1,202.16	110.64	1,312.80	1,052.71	1,040.36
82	136 East Hastings Street	98	456.63	42.03	498.66	399.87	395.16
83	140 East Hastings Street	76	354.13	32.59	386.72	310.10	306.48
84	142 East Hastings Street	88	410.04	37.74	447.78	359.06	354.88
85	144 East Hastings Street	91	424.01	39.03	463.04	371.30	366.96
86	146 East Hastings Street	77	358.78	33.02	391.80	314.18	310.48
87	148 East Hastings Street	145	675.63	62.18	737.81	591.64	584.68
88	138 East Hastings Street	168	782.79	72.05	854.84	685.48	677.44
89	120 - 138 East Hastings Street	213	992.47	91.35	1,083.82	869.10	858.88
90	110 - 138 East Hastings Street	105	489.25	45.03	534.28	428.43	423.40
91	138 East Hastings Street	10	46.59	4.29	50.88	40.80	40.32
		5,538	25,804.36	2,374.84	28,179.20	22,596.46	22,330.96

Total Annual Strata Fees (x 12 months) =

338,150.40

271,157.52

**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.*

FSRConnect™ Registration Form

Dear Owner(s): **Fill in this form and get [Connected](#).**

We are pleased to advise that **FSRConnect™** is a website portal for your strata corporation. It will give you secure access to minutes, bylaws, rules, building insurance information, news, a community calendar, notice of special events, maintenance schedules, statement of account, etc. and is free of charge to your building.

FSRConnect™ integrates the functions of the strata council, site staff, and manager. It allows email distribution of minutes and notices for your convenience. It incorporates the *Resident Alert* function, a mass communication tool that allows your Strata Manager to notify you by phone of emergency and non-emergency situations.

To benefit from **FSRConnect™** and help your strata save money please provide us with your contact information and return this form:

FirstService Residential
200 Granville Street, Suite 700
Vancouver, BC
V6C 1S4

Email: connect.bc@fsresidential.com
Fax: 604.689.4829

If you have any questions, please contact our *Connect* Coordinator at 604.689.6920 or connect.bc@fsresidential.com.

REGISTERED OWNER(S) INFORMATION (* indicates required fields – complete one form per household)

Note: The information provided is for communication purposes only

Date*	Strata Plan # / Building Name*					Strata Lot #*			
Unit Address*									
Mailing Address* <i>(If different from Unit Address)</i>									
	OWNER 1 Primary Contact		OWNER 2			OWNER 3			
Name* <i>(Please print clearly)</i>	<i>Last Name</i>		<i>Last Name</i>			<i>Last Name</i>			
	<i>Given Name</i>		<i>Given Name</i>			<i>Given Name</i>			
Email Address									
Phone Numbers	<input checked="" type="checkbox"/> Please indicate which numbers are to receive Non-Emergency (NE) and/or Emergency (EM) messages (only applicable to phone numbers within North America).								
		NE	EM		NE	EM		NE	EM
➤ Home		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
➤ Cellular		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
➤ Work		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>



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 1st day of each month:
 - All recurring monthly strata fees and/or charges (e.g. parking and lockers etc.); and/or
 - All approved special levy(ies) and assessment(s); 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 1st 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, special levies 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.
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 Special levies 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