

# Notice of Annual General Meeting

---

The annual general meeting of The Owners of Strata Plan VIS2720 (545 Manchester and 520 Dunedin) has been scheduled as follows:

Date: **Thursday October 25, 2018**

Time: **6:30pm**

Place: Royal Canadian Legion, 411 Gorge Road E (Entrance on Dunedin)

Room: David Slater Auditorium

---

## MEETING AGENDA

- 1) Registration of owners, certification of proxies, issuing of voting cards
  - 2) Meeting called to order
  - 3) Approving/disposing of previous minutes
    - a) Minutes from the October 25, 2017 Annual General Meeting
  - 4) Old Business and Reports from council/committees
    - a) Building maintenance and repairs
    - b) Security (Fencing) - SR20181026a
  - 5) Considering the Accounts
    - a) Budget vs. Actual Report for 2017/2018
    - b) Approving Budget for 2018/2019
  - 6) New Business
    - a) Depreciation Report - SR20181026b
    - b) Maintenance and Safety - SR20181026c
    - c) Security - SR20181026d
    - d) Electric Vehicle Charging - SR20181026e
    - e) Smoking and Cannabis
    - f) Short-Term Rentals
    - g) Question and answer
  - 7) Electing a Strata Council
  - 8) Adjournment
- 

All owners are urged to attend this meeting. Owners that are unable to attend are asked to give their proxy to another person who will be attending the meeting, so quorum can be attained. If you have any questions about proxies, please contact Roger Taylor at 250.383.9061.

**IMPORTANT NOTE:** In order to vote at the meeting, an owner must not be arrears exceeding \$1000 at the time of the meeting. Please contact Sutton Advantage Property Management at 250.881.8866 to confirm the status of your strata account, prior to the meeting, if you are in doubt.

*Attachments to be included with mail-out to owners:*

- Balance Sheet (as of 2018-06-30)
- Statement of Change in Contingency Reserve Fund
- Budget vs Actual (2017/2018), Proposed Budget 2018/2019
- Monthly Unit Assessments 2018/2019
- Special resolutions (SR20181025a, SR20181025b, SR20181025c, SR20181025d, SR20181025e)
- Proxy

**DRAFT**

**Balance Sheet (Cash)**  
**HAMPTON COURT/CHURCHILL PLACE VIS2720 - (368)**  
**June 2018**

Page 1  
7/16/2018  
02:05 PM  
Strata

**ASSETS**

NBC OPERATING BANK ACCOUNT	39,031.33
NBC CONTINGENCY BANK ACCOUNT	506,054.20
COAST CAPITAL (PROSPERITY PLANNING)	1,831,819.02
ACCRUED INTEREST	59,657.03
ACCOUNTS RECEIVABLE	9,573.50
PREPAID INSURANCE	26,993.00
PREPAID EXPENSES	1,547.20

**TOTAL ASSETS**

2,474,675.28

**LIABILITIES**

ACCRUED LIABILITIES	18,365.70
PREPAID ASSESSMENTS	559.33

**TOTAL LIABILITIES**

18,925.03

**EQUITY**

CONTINGENCY TRUST FUND	2,321,107.01
APPROVED EXPENDITURE FROM CRF	76,423.24
CURRENT SURPLUS (LOSS)	14,963.90
PREVIOUS YEAR SURPLUS (LOSS)	43,256.10

**TOTAL EQUITY**

2,455,750.25

**TOTAL LIABILITIES AND EQUITY**

2,474,675.28

**STRATA PLAN VIS 2720**  
**Statement of Change - Contingency Reserve Fund**  
**July 1, 2017 to June 30, 2018**

**Contingency Reserve Fund**

Beginning Balance (July 1, 2017)		\$ 2,245,666.59
Additions		
Transfers to Contingency Reserve Fund	\$ 156,500.00	
Interest	<u>36,034.42</u>	
Total Additions		192,534.42
Subtractions		
Rooftop ventilator (Coral Engineering)	(17,094.00)	
West Stairwell Fob Readers (Paladin)	<u>(23,576.76)</u>	
Total Subtractions		<u>(40,670.76)</u>
Ending Balance (June 30, 2018)		<u><b>\$ 2,397,530.25</b></u>

Balance Sheet (June 30, 2018)		
Contingency Trust Fund		\$ 2,321,107.01
Approved Expenditures from CRF		<u>76,423.24</u>
Total Contingency Reserve Fund		<u><b>\$ 2,397,530.25</b></u>

**THE OWNERS, STRATA PLAN VIS2720**  
**INCOME STATEMENT - Year Ending June 30, 2018 - Budget vs. Actual**  
**PROPOSED BUDGET - Year Ending June 30, 2019**

	<b>BUDGET</b>		<b>ACTUAL</b>		<b>PROPOSED</b>	
	<b>June 30/18</b>		<b>June 30/18</b>		<b>June 30/19</b>	
<b>REVENUE</b>						
Strata Assessments	\$ 398,822.20	\$	398,869.54		\$407,971.90	2.3%
Parking	5,000.00		5,425.60		5,500.00	
Bicycle Hanger Rent	500.00		417.00		500.00	
Locker Rental	720.00		720.00		720.00	
Interest Income	600.00		1,120.60		-	
Fines	-		1,500.00		-	
Interest - Arrears	-		224.23		-	
Interest - Contingency	36,000.00		36,034.42		37,000.00	
Surplus from Previous Year	9,000.00		9,000.00		14,964.10	
<b>TOTAL REVENUE</b>	<b>\$ 450,642.20</b>	<b>\$</b>	<b>453,311.39</b>		<b>\$466,656.00</b>	
<b>EXPENSES</b>						
Garbage & Recycling	\$ 15,000.00	\$	15,530.66	\$	16,000.00	6.7%
Gas	30,000.00		22,402.17		25,000.00	-16.7%
Hydro	20,000.00		16,373.57		18,000.00	-10.0%
Water & Sewer	58,000.00		67,527.11		68,000.00	17.2%
Elevator	13,674.00		10,740.21		14,000.00	2.4%
Repairs & Maintenance	38,000.00		38,465.03		44,000.00	15.8%
Insurance	25,567.00		25,567.00		26,993.00	5.6%
Janitorial	16,000.00		13,407.72		16,000.00	0.0%
Landscaping	20,000.00		13,974.32		20,000.00	0.0%
Bank Charges	550.00		432.08		550.00	0.0%
Management Fee	19,051.20		19,051.20		22,113.00	16.1%
Professional Fees	300.00		420.00		500.00	66.7%
Postage/Stationery/Office	2,000.00		1,921.80		2,000.00	0.0%
	<b>\$258,142.20</b>		<b>\$245,812.87</b>		<b>\$273,156.00</b>	
Interest to Contingency	\$36,000.00		\$36,034.42		\$37,000.00	
Transfer to Contingency	\$156,500.00		\$156,500.00		\$156,500.00	
<b>TOTAL CONTINGENCY</b>	<b>\$192,500.00</b>		<b>\$192,534.42</b>		<b>\$193,500.00</b>	
<b>TOTAL EXPENSE + CONTINGENCY</b>	<b>\$450,642.20</b>		<b>\$438,347.29</b>		<b>\$466,656.00</b>	
<b>PROFIT (LOSS)</b>	<b>\$0.00</b>		<b>\$14,964.10</b>		<b>\$0.00</b>	

**The Owners, Strata Plan VIS 2720**

**Unit Entitlement and Monthly Assessments**

**Based on the Proposed Budget for the Year Ending June 30, 2019**

	Operating	Contingency	TOTAL	Prior Year	Increase
ANNUAL ASSESSMENTS	251,471.90	156,500.00	\$ 407,971.90	\$ 398,822.20	2.3%

SUITE ID	STRATA LOT	UNIT ENT.	MONTHLY ASSESSMENTS		
			Operating	Contingency	TOTAL
CP101	61	87	208.48	129.75	\$ 338.23
CP102	72	86	206.09	128.25	\$ 334.34
CP103	62	91	218.07	135.71	\$ 353.78
CP104	71	91	218.07	135.71	\$ 353.78
CP105	63	64	153.37	95.45	\$ 248.82
CP106	70	67	160.55	99.92	\$ 260.47
CP107	64	65	155.76	96.94	\$ 252.70
CP108	69	67	160.55	99.92	\$ 260.47
CP109	65	91	218.07	135.71	\$ 353.78
CP110	68	91	218.07	135.71	\$ 353.78
CP111	66	87	208.48	129.75	\$ 338.23
CP112	67	86	206.09	128.25	\$ 334.34
CP201	73	88	210.88	131.24	\$ 342.12
CP202	84	87	208.48	129.75	\$ 338.23
CP203	74	91	218.07	135.71	\$ 353.78
CP204	83	91	218.07	135.71	\$ 353.78
CP205	75	64	153.37	95.45	\$ 248.82
CP206	82	65	155.76	96.94	\$ 252.70
CP207	76	65	155.76	96.94	\$ 252.70
CP208	81	65	155.76	96.94	\$ 252.70
CP209	77	91	218.07	135.71	\$ 353.78
CP210	80	91	218.07	135.71	\$ 353.78
CP211	78	88	210.88	131.24	\$ 342.12
CP212	79	86	206.09	128.25	\$ 334.34
CP301	85	89	213.27	132.73	\$ 346.00
CP302	96	88	210.88	131.24	\$ 342.12
CP303	86	91	218.07	135.71	\$ 353.78
CP304	95	91	218.07	135.71	\$ 353.78
CP305	87	64	153.37	95.45	\$ 248.82
CP306	94	66	158.16	98.43	\$ 256.59
CP307	88	65	155.76	96.94	\$ 252.70
CP308	93	66	158.16	98.43	\$ 256.59
CP309	89	91	218.07	135.71	\$ 353.78
CP310	92	91	218.07	135.71	\$ 353.78
CP311	90	89	213.27	132.73	\$ 346.00
CP312	91	88	210.88	131.24	\$ 342.12
CP401	97	89	213.27	132.73	\$ 346.00

Pr. Monthly Assessment	Monthly Increase
\$ 330.64	\$ 7.59
\$ 326.84	\$ 7.50
\$ 345.84	\$ 7.94
\$ 345.84	\$ 7.94
\$ 243.23	\$ 5.59
\$ 254.63	\$ 5.84
\$ 247.03	\$ 5.67
\$ 254.63	\$ 5.84
\$ 345.84	\$ 7.94
\$ 345.84	\$ 7.94
\$ 330.64	\$ 7.59
\$ 326.84	\$ 7.50
\$ 334.44	\$ 7.68
\$ 330.64	\$ 7.59
\$ 345.84	\$ 7.94
\$ 345.84	\$ 7.94
\$ 243.23	\$ 5.59
\$ 247.03	\$ 5.67
\$ 247.03	\$ 5.67
\$ 247.03	\$ 5.67
\$ 345.84	\$ 7.94
\$ 345.84	\$ 7.94
\$ 334.44	\$ 7.68
\$ 326.84	\$ 7.50
\$ 338.24	\$ 7.76
\$ 334.44	\$ 7.68
\$ 345.84	\$ 7.94
\$ 345.84	\$ 7.94
\$ 243.23	\$ 5.59
\$ 250.83	\$ 5.76
\$ 247.03	\$ 5.67
\$ 250.83	\$ 5.76
\$ 345.84	\$ 7.94
\$ 345.84	\$ 7.94
\$ 338.24	\$ 7.76
\$ 334.44	\$ 7.68
\$ 338.24	\$ 7.76

SUITE ID	STRATA LOT	UNIT ENT.	MONTHLY ASSESSMENTS			Pr. Monthly Assessment	Monthly Increase
			Operating	Contingency	TOTAL		
CP402	108	88	210.88	131.24	\$ 342.12	\$ 334.44	\$ 7.68
CP403	98	91	218.07	135.71	\$ 353.78	\$ 345.84	\$ 7.94
CP404	107	91	218.07	135.71	\$ 353.78	\$ 345.84	\$ 7.94
CP405	99	64	153.37	95.45	\$ 248.82	\$ 243.23	\$ 5.59
CP406	106	65	155.76	96.94	\$ 252.70	\$ 247.03	\$ 5.67
CP407	100	65	155.76	96.94	\$ 252.70	\$ 247.03	\$ 5.67
CP408	105	65	155.76	96.94	\$ 252.70	\$ 247.03	\$ 5.67
CP409	101	91	218.07	135.71	\$ 353.78	\$ 345.84	\$ 7.94
CP410	104	91	218.07	135.71	\$ 353.78	\$ 345.84	\$ 7.94
CP411	102	89	213.27	132.73	\$ 346.00	\$ 338.24	\$ 7.76
CP412	103	88	210.88	131.24	\$ 342.12	\$ 334.44	\$ 7.68
HC101	1	85	203.69	126.76	\$ 330.45	\$ 323.04	\$ 7.41
HC102	15	89	213.27	132.73	\$ 346.00	\$ 338.24	\$ 7.76
HC103	2	90	215.67	134.22	\$ 349.89	\$ 342.04	\$ 7.85
HC104	14	92	220.46	137.20	\$ 357.66	\$ 349.64	\$ 8.02
HC105	3	64	153.37	95.45	\$ 248.82	\$ 243.23	\$ 5.59
HC106	13	85	203.69	126.76	\$ 330.45	\$ 323.04	\$ 7.41
HC107	4	65	155.76	96.94	\$ 252.70	\$ 247.03	\$ 5.67
HC108	12	72	172.54	107.38	\$ 279.92	\$ 273.63	\$ 6.29
HC109	5	65	155.76	96.94	\$ 252.70	\$ 247.03	\$ 5.67
HC110	11	84	201.29	125.27	\$ 326.56	\$ 319.24	\$ 7.32
HC111	6	66	158.16	98.43	\$ 256.59	\$ 250.83	\$ 5.76
HC112	10	92	220.46	137.20	\$ 357.66	\$ 349.64	\$ 8.02
HC114	9	85	203.69	126.76	\$ 330.45	\$ 323.04	\$ 7.41
HC115	7	91	218.07	135.71	\$ 353.78	\$ 345.84	\$ 7.94
HC117	8	86	206.09	128.25	\$ 334.34	\$ 326.84	\$ 7.50
HC201	16	85	203.69	126.76	\$ 330.45	\$ 323.04	\$ 7.41
HC202	30	89	213.27	132.73	\$ 346.00	\$ 338.24	\$ 7.76
HC203	17	90	215.67	134.22	\$ 349.89	\$ 342.04	\$ 7.85
HC204	29	92	220.46	137.20	\$ 357.66	\$ 349.64	\$ 8.02
HC205	18	65	155.76	96.94	\$ 252.70	\$ 247.03	\$ 5.67
HC206	28	84	201.29	125.27	\$ 326.56	\$ 319.24	\$ 7.32
HC207	19	65	155.76	96.94	\$ 252.70	\$ 247.03	\$ 5.67
HC208	27	72	172.54	107.38	\$ 279.92	\$ 273.63	\$ 6.29
HC209	20	65	155.76	96.94	\$ 252.70	\$ 247.03	\$ 5.67
HC210	26	84	201.29	125.27	\$ 326.56	\$ 319.24	\$ 7.32
HC211	21	66	158.16	98.43	\$ 256.59	\$ 250.83	\$ 5.76
HC212	25	92	220.46	137.20	\$ 357.66	\$ 349.64	\$ 8.02
HC214	24	85	203.69	126.76	\$ 330.45	\$ 323.04	\$ 7.41
HC215	22	91	218.07	135.71	\$ 353.78	\$ 345.84	\$ 7.94
HC217	23	86	206.09	128.25	\$ 334.34	\$ 326.84	\$ 7.50
HC301	31	85	203.69	126.76	\$ 330.45	\$ 323.04	\$ 7.41
HC302	45	89	213.27	132.73	\$ 346.00	\$ 338.24	\$ 7.76
HC303	32	90	215.67	134.22	\$ 349.89	\$ 342.04	\$ 7.85

SUITE ID	STRATA LOT	UNIT ENT.	MONTHLY ASSESSMENTS		
			Operating	Contingency	TOTAL
HC304	44	92	220.46	137.20	\$ 357.66
HC305	33	65	155.76	96.94	\$ 252.70
HC306	43	84	201.29	125.27	\$ 326.56
HC307	34	65	155.76	96.94	\$ 252.70
HC308	42	72	172.54	107.38	\$ 279.92
HC309	35	65	155.76	96.94	\$ 252.70
HC310	41	84	201.29	125.27	\$ 326.56
HC311	36	66	158.16	98.43	\$ 256.59
HC312	40	92	220.46	137.20	\$ 357.66
HC314	39	85	203.69	126.76	\$ 330.45
HC315	37	91	218.07	135.71	\$ 353.78
HC317	38	86	206.09	128.25	\$ 334.34
HC401	46	85	203.69	126.76	\$ 330.45
HC402	60	89	213.27	132.73	\$ 346.00
HC403	47	90	215.67	134.22	\$ 349.89
HC404	59	92	220.46	137.20	\$ 357.66
HC405	48	65	155.76	96.94	\$ 252.70
HC406	58	84	201.29	125.27	\$ 326.56
HC407	49	65	155.76	96.94	\$ 252.70
HC408	57	72	172.54	107.38	\$ 279.92
HC409	50	65	155.76	96.94	\$ 252.70
HC410	56	84	201.29	125.27	\$ 326.56
HC411	51	66	158.16	98.43	\$ 256.59
HC412	55	92	220.46	137.20	\$ 357.66
HC414	54	85	203.69	126.76	\$ 330.45
HC415	52	91	218.07	135.71	\$ 353.78
HC417	53	86	206.09	128.25	\$ 334.34

<i>Pr. Monthly Assessment</i>	<i>Monthly Increase</i>
\$ 349.64	\$ 8.02
\$ 247.03	\$ 5.67
\$ 319.24	\$ 7.32
\$ 247.03	\$ 5.67
\$ 273.63	\$ 6.29
\$ 247.03	\$ 5.67
\$ 319.24	\$ 7.32
\$ 250.83	\$ 5.76
\$ 349.64	\$ 8.02
\$ 323.04	\$ 7.41
\$ 345.84	\$ 7.94
\$ 326.84	\$ 7.50
\$ 323.04	\$ 7.41
\$ 338.24	\$ 7.76
\$ 342.04	\$ 7.85
\$ 349.64	\$ 8.02
\$ 247.03	\$ 5.67
\$ 319.24	\$ 7.32
\$ 247.03	\$ 5.67
\$ 273.63	\$ 6.29
\$ 247.03	\$ 5.67
\$ 319.24	\$ 7.32
\$ 250.83	\$ 5.76
\$ 349.64	\$ 8.02
\$ 323.04	\$ 7.41
\$ 345.84	\$ 7.94
\$ 326.84	\$ 7.50

**TOTALS**                      8,745    \$    **20,956.02**    \$    **13,041.74**    \$    **33,997.76**

## **STRATA PLAN VIS 2720 – Proposed Special Resolutions – AGM 2018-10-25**

Proposed wording of Special Resolutions to be voted on at the Annual General Meeting of the Owners of Strata Plan VIS2720 to take place on the 25th of October, 2018 (or any adjournment).

### **Special Resolution SR20181026a (Fencing):**

Be it resolved, as a three-quarter (3/4) vote of The Owners, Strata Plan No. VIS 2720, that council is authorized to pay up to **\$65,000 from the Contingency Reserve Fund for security-related fencing** as voted to be an emergency issue at the 2017-10-25 AGM and a followed-up electronic survey (and vote) by the owners regarding height, style, placement, and access.

### **Special Resolution SR20181026b (Depreciation Report):**

Be it resolved, as a three-quarter (3/4) vote of The Owners, Strata Plan No. VIS 2720, that the Strata Corporation waive the Depreciation Report for five (5) years and the council is authorized to pay up to **\$15,000 from the Contingency Reserve Fund for a Depreciation Report.**

*Comments: Section 94 of the Strata Property Act requires every Strata Corporation to obtain a Depreciation Report unless the Strata Corporation has waived the requirement by a ¾ vote of the Owners and the Strata Council. Originally, vendors had indicated that “follow-up” depreciation reports would cost significantly less (up to 75%) than the initial report, but this has not turned out to be the case in the industry. Due to the increased costs, most stratas are waiving the 3 year requirement for 5 year.*

### **Special Resolution SR20181026c (Maintenance & Safety):**

Be it resolved, as a three-quarter (3/4) vote of The Owners, Strata Plan No. VIS 2720, that council is authorized to pay up to **\$47,000 from the Contingency Reserve Fund for maintenance and safety items.**

*Breakdown of maintenance and safety items are as follows:*

*Dryer vent replacements (retroactive) – \$5,500*

*CP driveway – Drain Replacement – \$5,000*

*CP driveway – Brick settling – \$3,500*

*Garage ramp – Retaining wall - \$6,000*

*Interior painting / touch-ups - \$12,000*

*Hallway unit light fixtures (1 floor) - \$3,000*

*Privacy screen(s) - \$5,000*

*Fire safety plans and lock boxes - \$7,000*

### **Special Resolution SR20181026d (Security):**

Be it resolved, as a three-quarter (3/4) vote of The Owners, Strata Plan No. VIS 2720, that council is authorized to pay up to **\$37,000 from the Contingency Reserve Fund for security items.**

*Breakdown of security items are as follows:*

*Front door steel astragals – \$1,000*

*Front door cameras - \$6,000*

*CP driveway lighting - \$30,000*



**Special Resolution SR20181026e (Electric Vehicle Charging):**

Be it resolved, as a three-quarter (3/4) vote of The Owners, Strata Plan No. VIS 2720, that council is authorized to pay up to **\$30,000 from the Contingency Reserve Fund for infrastructure related to Electric Vehicle Charging stations.**

*Notes: Based on owner and resident inquiries, council is proposing an initial infrastructure to accommodate up to 4 charging stations. Assignment, use, and cost of stations would include a cost recovery over the estimated useful life of the charging equipment.*

# PROXY

I / We

---

*Please PRINT Owner(s) Name(s)*

being the registered Owner(s) of

Unit No. \_\_\_\_\_

545 Manchester       520 Dunedin

of Strata Plan VIS 2720

hereby revoke any previously assigned proxies and appoint

---

*Please PRINT the name of person to whom you are giving this proxy*

as my/our proxy

to vote for me/us on my/our behalf

at the **Annual General Meeting**

to be held on the **25<sup>th</sup>** day of **October, 2018**

and any adjournment.

<b>Special Resolutions</b>	<b>YES</b>	<b>NO</b>	<b>Abstain</b>
SR20181025A – Fencing	_____	_____	_____
SR20181025B – Depreciation Report	_____	_____	_____
SR20181025C – Maintenance & Safety	_____	_____	_____
SR20181025D – Security	_____	_____	_____
SR20181025E – EV Charging	_____	_____	_____

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

---

Signature - Owner 1

---

Signature - Owner 2, if applicable