

LMS 280

Chateau Comox

October 1, 2024

TO ALL OWNERS
STRATA PLAN LMS 280
1272 Comox Street
Vancouver, BC

Dear Owner(s):

RE: ANNUAL GENERAL MEETING

Please find enclosed the Notice of Meeting together with an Agenda, a Proxy Form and other information, which you should bring with you to the meeting for reference.

We wish to take this opportunity to remind you that your Strata Bylaws may state that **no owner is entitled to vote at a General Meeting unless all Strata Fees have been paid in full**. You would then need to ensure that your account is up-to-date, as no payment can be made at the actual time of the meeting, unless in the form of a cheque.

If you are unable to attend this meeting, please complete the attached Proxy Form and forward it to a representative of your choice who will be attending the meeting, thereby enabling your representative to vote on your behalf.

If you require further information or assistance regarding the foregoing or attached, please do not hesitate to contact me.

Yours truly,

**STERLING MANAGEMENT SERVICES
AUTHORIZED AGENT FOR STRATA PLAN LMS280**



Edward Jang, CPRPM
Strata Property Manager

TO ALL OWNERS
STRATA PLAN LMS 280
Chateau Comox

NOTICE OF THE ANNUAL GENERAL MEETING

DATE: Monday October 28, 2024
TIME: 7:00 P.M. - Registration commences at 6:50 P.M.
PLACE: Lobby level Meeting Room
1272 Comox Street
Vancouver, BC

AGENDA:

1. The Chairperson calls the meeting to order at 7:00 P.M.
2. Calling of the roll and certification of proxies
3. Proof of Notice of Meeting or waiver of notice and acknowledgement of receipt of financial statements (attached Appendix A)
4. Approval of the Minutes of the Annual General Meeting – October 23, 2023 (attached Appendix B)
5. Acknowledgement of receipt of report on insurance coverage (attached Appendix C)
6. Approval of the proposed Operating Budget “Majority Vote Resolution” (attached Appendix D)
7. Resolution A - $\frac{3}{4}$ Vote Bylaw Amendment (attached Appendix E)
8. Resolution B – Majority Vote Rules
9. Resolution C – $\frac{3}{4}$ Vote Design Phase Parkade Membrane Levy
10. Resolution D – $\frac{3}{4}$ Vote Levy and CRF Expense for selected window replacement, Electrical Summary Report and Infrared Scanning
11. Resolution E – $\frac{3}{4}$ Vote to terminate contract with Sterling Management Services
12. Election of Council
13. General Discussion
14. Adjournment

Resolution A - ¾ VOTE

BE IT RESOLVED as a ¾ vote resolution of the Owners, Strata PlanLMS280, Chateau Comox, (“the strata corporation”) that the bylaws of the strata corporation be completely replaced with the attached bylaws, such bylaws to be effective upon the filing of an amendment to the bylaws in prescribe form at the Land Title Office

See proposed bylaws attached Appendix E

Resolution B - MAJORITY VOTE (Rules)

BE IT RESOLVED as a majority vote resolution of the Owners, Strata PlanLMS280, Chateau Comox, (“the strata corporation”) that the rules of the strata corporation be amended/added as follows:

(12) USER FEES FOR PRIVATE CONSUMPTION OF COMMON PROPERTY/GOODS

Pursuant to Bylaw (1-11) User Fees for Private Consumption of Common Property/Goods, the Strata Corporation will establish user fees as follows:

- a. For strata lots with gas cooking appliances installed before October 28, 2024:
 - i. Gas cooktops: Estimated average annual usage is 4 to 7 gigajoules.¹ The annual charge will be based on the midpoint usage of 5.5 gigajoules.
 - ii. Gas ranges: Estimated average annual usage is 5 to 9 gigajoules.² The annual charge will be based on the midpoint usage of 7 gigajoules per year.
- b. For strata lots requesting access to the gas line for installing a gas cooking appliance after October 28, 2024, the installation of a gas meter will be required.
 - i. Gas usage will be charged on the metered amount used per fiscal year.
- c. The gas usage will be calculated annually by reviewing twelve months of gas bills, and determining the average cost per gigajoule (inclusive of taxes and fees). The average cost per gigajoule over this period will be charged retroactively to strata lots with gas cooking appliances at the beginning of each fiscal year.

¹ Based on Terasen Gas appliance usage estimates provided November 26, 2004. (attached, Appendix F)

² See Footnote 1

Resolution C – ¾ VOTE

BE IT RESOLVED by a ¾ vote resolution of the Owners, Strata PlanLMS280, Chateau Comox, (“the strata corporation”) authorize the strata council to proceed with design stage for parkade membrane remediation.

The total cost of design stage not to exceed \$22,000 to be levied against all the owners base on unit entitlement

The levy will be due upon passage of this resolution at the Annual General Meeting of October 28, 2024.
See Levy Schedule Appendix G

For financial convenience, owners can pay full levy payment on or before November 15, 2024

With reference to Section 109 of the Strata Property Act, in the event of a sale of a strata lot or refinancing, the entire levy is to be paid in full

The Strata Corporation may, under section 116(1) of the Strata Property Act, register a Certificate of Lien against the owner's strata lot for any unpaid special levy.

Resolution D – ¾ VOTE

BE IT RESOLVED by a ¾ vote resolution of the Owners, Strata PlanLMS280, Chateau Comox, ("the strata corporation") authorize the strata council to proceed with select window replacement, required Electrical Planning Report and infrared scanning. The total cost not to exceed \$30,000

The cost of \$30,000 will comprise of a levy to be assessed against each owner base on unit entitlement to a total of \$15,000 and the remaining amount up to \$15,000 to be expensed from Contingency Reserve Fund

The levy will be due upon passage of this resolution at the Annual General Meeting of October 28, 2024.
See Levy Schedule Appendix H

For financial convenience, owners can pay full levy payment on or before November 15, 2024

With reference to Section 109 of the Strata Property Act, in the event of a sale of a strata lot or refinancing, the entire levy is to be paid in full

The Strata Corporation may, under section 116(1) of the Strata Property Act, register a Certificate of Lien against the owner's strata lot for any unpaid special levy.

Resolution E – ¾ VOTE

BE IT RESOLVED as a ¾ vote resolution of the Owners, Strata PlanLMS280, Chateau Comox, ("the strata corporation") authorize the strata council to issue 2 month termination notice to Sterling Management Services as per Strata Property Act section 39.

APPENDIX A

Year End Financial Statements



Balance Sheet

As of 2024-08-31, Accrual Basis

LMS 280_Chateau Comox_1272 Comox St_VAN

Assets

Current Asset

1010 Cha-Com LMS 280_Operating	936.34
1020 Cha-Com LMS 280_Contingency	96,856.83
1500 Prepaid - 1510 Prepaid Insurance	9,742.50
1701 Due to CRF from OP_Insurance Loan	10,000.00
1702 Due to CRF from OP_AP Loan	3,000.00

Total Current Asset **\$120,535.67**

Total Assets

\$120,535.67

Liabilities

Current Liability

2005 Accounts Payable	176.40
2422 Key Deposit	420.00
2701 Due from OP to CRF_Insurance Loan	10,000.00
2702 Due from OP to CRF_AP Loan	3,000.00

Total Current Liability **\$13,596.40**

Total Liabilities

\$13,596.40

Equity

3201 Contingency Reserve Fund - Opening Balance	101,015.16
3205 Contingency Reserve Fund - Interest	5,837.91
3210 Contingency Reserve Fund - Contribution	12,914.97
3220 Contingency Reserve Fund - Expense	-9,911.21
3705 Retained Earnings	1,237.08
Net Income	-4,154.64

Total Equity **\$106,939.27**

Total Liabilities & Equity

\$120,535.67



Budget vs. Actuals

Accrual basis

LMS 280_Chateau Comox_1272 Comox St_VAN - Operating Budget for Fiscal Year September 2023 - August 2024

Account	2024-08-01 - 2024-08-31				2023-09-01 - 2024-08-31			
	Actual	Budget	Over Budget	% of Budget	Actual	Budget	Over Budget	% of Budget
Income								
4000 REVENUE								
4005 Strata Fees	11,945.85	11,945.87	-0.02	100.00 %	143,350.14	143,350.00	0.14	100.00 %
4013 Interest Income	28.38	0.00	28.38	--	1,789.70	0.00	1,789.70	--
4030 Fobs/Keys Income	0.00	0.00	0.00	--	50.00	0.00	50.00	--
4081 Gas Stove Income	12.50	0.00	12.50	--	-18.50	0.00	-18.50	--
Total for 4000 REVENUE	\$11,986.73	\$11,945.87	\$40.86	100.34 %	\$145,171.34	\$143,350.00	\$1,821.34	101.27 %
Total for Income	\$11,986.73	\$11,945.87	\$40.86	100.34 %	\$145,171.34	\$143,350.00	\$1,821.34	101.27 %
Expense								
5200 UTILITIES EXPENSE								
5210 Water & Sewer	454.31	591.63	-137.32	76.79 %	7,269.56	7,100.00	169.56	102.39 %
5220 Electricity	839.00	916.63	-77.63	91.53 %	9,794.46	11,000.00	-1,205.54	89.04 %
5221 Electricity EV	7.00	0.00	7.00	--	73.22	0.00	73.22	--
5230 Gas	511.43	916.63	-405.20	55.79 %	8,153.64	11,000.00	-2,846.36	74.12 %
5240 Garbage Disposal	812.57	833.37	-20.80	97.50 %	8,802.42	10,000.00	-1,197.58	88.02 %
5250 Telephone/Mobile /Internet	189.04	208.37	-19.33	90.72 %	2,412.74	2,500.00	-87.26	96.51 %
Total for 5200 UTILITIES EXPENSE	\$2,813.35	\$3,466.63	-\$653.28	81.16 %	\$36,506.04	\$41,600.00	-\$5,093.96	87.75 %
5300 BUILDING & EQUIPMENT								
5310 Maint. - Janitorial	1,060.83	1,208.37	-147.54	87.79 %	12,965.42	14,500.00	-1,534.58	89.42 %
5321 R&M - Elevator	2,265.48	666.74	1,598.74	339.78 %	11,018.30	8,000.00	3,018.30	137.73 %

Budget vs. Actuals

Accrual basis

Account	2024-08-01 - 2024-08-31				2023-09-01 - 2024-08-31			
	Actual	Budget	Over Budget	% of Budget	Actual	Budget	Over Budget	% of Budget
5322 R&M - Fire Inspection/Prevention	-5,827.50	83.37	-5,910.87	-6,989.92 %	4,914.63	1,000.00	3,914.63	491.46 %
5390 R&M - General	6,017.93	1,666.74	4,351.19	361.06 %	25,708.82	20,000.00	5,708.82	128.54 %
Total for 5300 BUILDING & EQUIPMENT	\$3,516.74	\$3,625.22	-\$108.48	97.01 %	\$54,607.17	\$43,500.00	\$11,107.17	125.53 %
5400 GROUND & GARDEN								
5410 Landscaping	39.17	150.00	-110.83	26.11 %	3,543.76	1,800.00	1,743.76	196.88 %
Total for 5400 GROUND & GARDEN	\$39.17	\$150.00	-\$110.83	26.11 %	\$3,543.76	\$1,800.00	\$1,743.76	196.88 %
5900 OPERATING EXPENSES								
5901 Administration Fee	62.50	62.50	0.00	100.00 %	802.50	750.00	52.50	107.00 %
5905 Bank Fees & Charges	66.71	66.63	0.08	100.12 %	801.58	800.00	1.58	100.20 %
5930 Insurance	1,948.50	1,916.63	31.87	101.66 %	22,632.81	23,000.00	-367.19	98.40 %
5940 Professional/Legal Fees	0.00	41.63	-41.63	0.00 %	0.00	500.00	-500.00	0.00 %
5941 Audit/Review Fees	0.00	0.00	0.00	--	351.75	0.00	351.75	--
5944 Engineering Fees	0.00	416.63	-416.63	0.00 %	4,704.00	5,000.00	-296.00	94.08 %
5980 Sundry/Miscellaneous Expense	176.40	100.00	76.40	176.40 %	176.40	1,200.00	-1,023.60	14.70 %
5990 Management Fees	1,023.75	1,023.75	0.00	100.00 %	12,285.00	12,285.00	0.00	100.00 %
Total for 5900 OPERATING EXPENSES	\$3,277.86	\$3,627.77	-\$349.91	90.35 %	\$41,754.04	\$43,535.00	-\$1,780.96	95.91 %
Total for Expense	\$9,647.12	\$10,869.62	-\$1,222.50	88.75 %	\$136,411.01	\$130,435.00	\$5,976.01	104.58 %
Net Operating Income	\$2,339.61	\$1,076.25	\$1,263.36	217.39 %	\$8,760.33	\$12,915.00	-\$4,154.67	67.83 %



Budget vs. Actuals

Accrual basis

Account	2024-08-01 - 2024-08-31				2023-09-01 - 2024-08-31			
	Actual	Budget	Over Budget	% of Budget	Actual	Budget	Over Budget	% of Budget
Non-operating Expense								
8000 OTHER EXPENSES								
8500 CRF Reserve Contribution	1,076.25	1,076.25	0.00	100.00 %	12,914.97	12,915.00	-0.03	100.00 %
Total for 8000 OTHER EXPENSES	\$1,076.25	\$1,076.25	\$0.00	100.00 %	\$12,914.97	\$12,915.00	-\$0.03	100.00 %
Total for Non-operating Expense	\$1,076.25	\$1,076.25	\$0.00	100.00 %	\$12,914.97	\$12,915.00	-\$0.03	100.00 %
Net Non-operating Income	-\$1,076.25	-\$1,076.25	\$0.00	0.00 %	-\$12,914.97	-\$12,915.00	\$0.03	0.00 %
Net Income	\$1,263.36	\$0.00	\$1,263.36	0.00 %	-\$4,154.64	\$0.00	-\$4,154.64	0.00 %

APPENDIX B

Minutes of Annual General Meeting
October 23rd, 2023

**MINUTES OF THE ANNUAL GENERAL MEETING STRATA PLAN
LMS 280 "CHATEAU COMOX" HELD ON MONDAY OCTOBER 23, 2023
AT 7:00 P.M. MEETING ROOM**

1. CALL TO ORDER

The meeting was called to order by the Strata Council President and Chair of the Annual General Meeting, at 7:00 P.M.

Chaired by Strata Council President

2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement of the meeting there were 12 eligible voters in attendance and 9 represented by proxy for a total of 21

The quorum requirements had been achieved and the meeting proceeded.

**3. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE AND
ACKNOWLEDGEMENT OF RECEIPT OF FINANCIAL STATEMENTS**

It was then **MOVED Strata Lot 18 and SECONDED By Strata Lot 06** that the Notice dated October 03, 2023, complied with all appropriate notice requirements in accordance with the Bylaws of the Strata Corporation and the *Strata Property Act* and also that the financial statements had been duly received.

There being no discussion and/or question was called, the Chair then declared the
MOTION CARRIED

**4. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON OCTOBER 24,
2022 AND THE SPECIAL GENERAL MEETING HELD ON AUGUST 21, 2023**

A discussion was had to amend the **8. Resolution "A"** and **9. Resolution "B"** Annual General Meeting Minutes held on October 24, 2022 to read

RESOLUTION "A"

PREAMBLE:

Strata Corporation ended the current fiscal year 2021 – 2022 with a deficit of \$17,001.40. The deficit was mainly due to an expense of window replacement and necessary repairs to a unit sustaining interior damage due to building water seepage.

Strata Corporation has \$28,435.76 in retained earnings (surplus funds from previous years)

BE IT RESOLVED that the Strata Corporation LMS280 transfers an amount of \$17,001.40 from retained earnings to the Contingency Reserve Fund, then authorizes expensing the fiscal year 2021 – 2022 deficit of \$17,001.40 from the Contingency Reserve Fund.

<p>Please keep these minutes as a permanent record of the Strata Corporation's business. Replacement of Minutes, Rules and Regulations or Bylaws will be at the expense of the Owner.</p>

RESOLUTION “B”

PREAMBLE:

Strata Corporation LMS 280 completed an EV Ready Plan and wishes to proceed with the next phase of electric vehicle chargers.

Strata council have received multiple competitive quotes for the next phase of EV, (installation of chargers).

Be it resolved that the Strata Corporation expense an amount totalling \$47,172.77 for the installation of electric vehicle chargers. Strata Corporation will receive a rebate amount of \$15,600 for this project. Therefore the total difference is \$31,572.77. Strata council suggest an amount of \$15,000 to expense from the CRF and the remaining amount of \$16,572.77 will be charged against the owners Strata Plan LMS280 based on unit entitlement.

It was then **MOVED Strata Lot 18 and SECONDED By Strata Lot 12** to approve the Minutes of the Annual General Meeting of the general ownership held on October 24, 2022 and the Special General Meeting held on August 21, 2023 as amended.

There being no discussion and/or question was called, and the Chair then declared the

MOTION CARRIED

5. ACKNOWLEDGEMENT OF RECEIPT OF CERTIFICATE OF INSURANCE COVERAGE

The property manager noted summary of coverage of strata insurance is included with the AGM agenda package as required by the Bylaws of the Strata Corporation and the Strata Property Act.

The Property Manager then provided information to the general ownership, both for the common property and personal owner's contents insurance. The Corporation's insured value was \$10,700,000.00.

The property manager explained to the owners it is strongly recommended for each unit owner to have their unit insurance for any betterments and/or deductible coverage. The property manager confirmed the deductible of \$50,000 was water damage and sewer backup. The property manager also confirmed earthquake coverage with a deductible amount of 15% minimum.

6. APPROVAL OF THE PROPOSED ANNUAL OPERATING BUDGET

The Strata Council President's report on the strata corporation's fiscal year.

The Property manager and the Strata Council addressed the general ownership with respect to the proposed annual Operating Budget which requires an 11.26% strata fee increase.

Please keep these minutes as a permanent record of the Strata Corporation's business. Replacement of Minutes, Rules and Regulations or Bylaws will be at the expense of the Owner.

Discussion

The floor was then open for discussion on the Operating Budget.

Owners inquired the Strata Council on items relating to the Contingency Reserve Fund and repairs and maintenance.

It was then **MOVED by Strata Lot 10 and SECONDED by Strata Lot 07** to increase the strata fees to include a CRF contribution to \$25,000 as recommended in the depreciation report from the budgeted \$12,915.00

After a discussion, the voting results are as follows

3 In Favour 18 Opposed 0 Abstained

MOTION DEFEATED

It was then **MOVED by Strata Lot 18 and SECONDED by Strata Lot 12** to adopt the proposed Annual Operating Budget as presented.

After a discussion, the voting results are as follows

17 In Favour 2 Opposed 2 Abstained

MOTION CARRIED

Strata council, then addressed the general ownership with respect to the proposed Annual Operating Budget. Strata council explained that there were some minor adjustments to the proposed operating budget noting a 11.26% increase in monthly strata fees.

The new strata fees will commence on September 1, 2023, and a makeup amount will be required for September and October.

7. RESOLUTION A - ¾ VOTE TO EXPENSE THE FISCAL YEAR DEFICIT FROM THE CONTINGENCY RESERVE FUND

BE IT RESOLVED that the Strata Corporation LMS 280 authorize the Strata Council to expense the amount of \$9,926.21 from the Contingency Reserve Fund for the purpose of offsetting the fiscal year end 2022 – 2023.

It was then **MOVED by Strata Lot 18 and SECONDED by Strata Lot 06** to approve the ¾ resolution as presented.

After a discussion, the voting results are as follows

18 In Favour 2 Opposed 1 Abstained

MOTION CARRIED

Please keep these minutes as a permanent record of the Strata Corporation's business. Replacement of Minutes, Rules and Regulations or Bylaws will be at the expense of the Owner.
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8. RESOLUTION B – ¾ VOTE BYLAW AMENDMENT (ATTACHED)

BE IT RESOLVED as a ¾ vote resolution at the Annual General Meeting of October 23, 2023, of the owners Strata Plan LMS 280 (Chateau Comox) that the bylaws of the strata corporation be amended as follows, such amendments to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Title Office.

After a discussion, the strata corporation has decided to not move forward with the resolution.

The strata corporation will revisit the amendment of the bylaws at the next AGM.

9. RESOLUTION C – MAJORITY VOTE TO AMEND THE RULES (ATTACHED)

After a brief discussion and the reasons for this resolution, it was **MOVED by Strata Lot 18** and **SECONDED by Strata Lot 06** to approve the majority resolution as presented.

Voting Results

21 IN FAVOUR

0 OPPOSED

0 ABSTAINED

MOTION CARRIED

10. ELECTION OF COUNCIL

A thank you was offered to the outgoing Strata Council for a job well done and for the many volunteer hours put in on behalf of the general ownership of the Strata Corporation.

Strata Council noted that at this time all current Council Members must resign, and it was the obligation of the ownership present, to elect a new Strata Council, which must consist of a minimum of three (3) maximum of five (5) Members.

At the end of this process, the following owners were then nominated to the Strata Council as follows:

Don Davidson	Strata Lot # 06
Kevin Wice	Strata Lot # 18
Adriaan de Vries	Strata Lot # 12
Sascha Bendt	Strata Lot # 10
John Rose	Strata Lot # 15

There being no further nominations, it was then **Moved and Seconded** to close nominations.

MOTION CARRIED

As there are 5 nominations and 5 seats available on the council with no objections to nominations, the following owners were elected to the strata council 2023-2024.

Please keep these minutes as a permanent record of the Strata Corporation's business. Replacement of Minutes, Rules and Regulations or Bylaws will be at the expense of the Owner.
--

Don Davidson	Strata Lot # 06
Kevin Wice	Strata Lot # 18
Adriaan de Vries	Strata Lot # 12
Sascha Bendt	Strata Lot # 10
John Rose	Strata Lot # 15

A brief meeting was then held with the newly elected Strata Council Members and the Property Manager to elect Council Officers.

At the end of this process, the following Strata Council Members were then declared elected to the following Officer positions.

Don Davidson	Vice - President
Kevin Wise	President
Adriaan de Vries	Secretary
Sascha Bendt	Treasurer
John Rose	Member at Large

11. GENERAL DISCUSSION

Strata Council advise that there will be a building Christmas Party on December 1st in the Meeting Room.

9. ADJOURNMENT

There being no further discussion it was then **MOVED** by Strata Lot 18 and **SECONDED** by Strata Lot 06 to terminate the meeting at 8:07 P.M.

The Chair then declared the **MOTION CARRIED** and the meeting officially terminated and concluded.

<p>Please keep these minutes as a permanent record of the Strata Corporation's business. Replacement of Minutes, Rules and Regulations or Bylaws will be at the expense of the Owner.</p>

APPENDIX C

Summary of Insurance Coverage



Residential Strata Program Summary of Coverages - The Owners of Strata Plan LMS280

Insured: The Owners of Strata Plan LMS280, Chateau Comox

Property Policy Number: CMW M0073

Policy Sterling Management Services Ltd.

From: February 1, 2024

To: February 1, 2025

Effective: February 1, 2024

Period:

Location(s): 1272 Comox Street, Vancouver, BC V6E 1K7

Description Of Coverages

Property of Every Description – Per Occurrence, Form CMWM-APRIL-2023, Appraisal: Feb 1, 2024, Year of Cycle: 2

Business Interruption

All Risks (All Losses Deductible)

Earthquake – Annual Aggregate

Flood – Annual Aggregate

Water Damage

Sewer Backup

Exterior Glass Breakage - Frame Construction

Exterior Glass Breakage - All Other Construction

Commercial Glass Breakage

Canopy Glass Breakage

Master Key Coverage

Lock and Key Coverage

Illegal Drug Activity

All Losses arising from Vacant Units

Equipment Breakdown - By-laws Included

Business Interruption - Loss of Profits (Gross Rentals)

Included Debris Removal; \$500,000 Water Damage; \$500,000 Ammonia Contamination; \$500,000 Hazardous Substances;

\$500,000 Professional Fees; \$100,000 Contingent Business Interruption; \$100,000 Brands And Labels; \$100,000 Fungus Clean Up

Or Removal Coverage; \$100,000 Service Interruption; \$250,000 Extra Expense; \$1,000,000 Expediting Expense

General Liability – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence

Products and Completed Operations – Aggregate Limit

Non-Owned Automobile

Advertising Injury Liability

Medical Payments – Each Person

Tenants' Legal Liability – Any One Premises

Voluntary Compensation Extension – Strata Volunteers Coverage

(Weekly Indemnity of 2/3 of Employee's Weekly Wage, but not exceeding \$500/week & set at \$500/week for Volunteer Workers)

Strata Corporation Directors & Officers Liability – Annual Aggregate – Claims Made; Defense Costs Outside limit of liability - No limitation

Professional Liability Extension for Property Manager per Wrongful Act – Annual Aggregate – Claims Made

Discrimination Defense Costs

Employment Practices Liability

Broad Form Money & Securities - Loss Inside & Outside Premises, Depositors Forgery, Fraud, Theft, Robbery or Burglary

Employee Dishonesty, Coverage – Form A

Pollution Liability – Each Pollution Event, Including Bodily Injury or Property Damage and Clean-up Costs

Aggregate (Master) Policy Limit

Terrorism and Sabotage Coverage

Volunteer Accident Coverage

Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)

Accident Expenses - various up to \$15,000. (please see wording) Dental Expenses \$5,000.

Intellect Privacy & Data Breach

Liability

Expense

Earthquake Deductible Buy-Down Coverage – Annual Aggregate

Platinum Legal Services Retainer Contract

Per Claim – \$1,500,000 Term Aggregate

Note: The Legal Services Retainer Contract with Clark Wilson LLP is not a contract of insurance but is a Retainer agreement between the Strata Corporation and Clark Wilson LLP for Legal Services as described in the Contract.

Premium is fully earned.

Conditions – Property

- All Risks of direct physical loss or damage to property described at Location(s) of Risk shown above.
- Basis of Loss Settlement – Replacement Cost including by-laws
- Valuation Basis – Stated Amount
- Extended Replacement Cost – Not Covered
- Any Property additions, renovations or installation work will be subject to a limit of 15% of the insured value, with a maximum of \$1,000,000.

Conditions – General Liability

- Property Manager is an Additional Named Insured for their management of the Strata Plan.
- \$1,000. Bodily Injury Deductible shall be waived on the first bodily injury loss/claim if there is no prior bodily injury loss within 5 years from the effective date of the coverage term

Page 1 of 1

Limits Of Liability

\$11,470,000.

Not Covered

\$10,000.

\$11,470,000.

10%, Minimum

\$100,000.

\$11,470,000.

\$25,000.

\$50,000.

\$50,000.

\$250.

\$1,000.

\$1,000.

\$1,000.

\$2,500.

\$2,500.

\$50,000.

\$50,000.

\$11,470,000.

Not Covered

Included

\$10,000,000.

\$10,000,000.

\$10,000,000.

\$10,000,000.

\$50,000.

\$500,000.

\$50,000.

\$10,000,000.

Included

Nil

Included

Included

Not Covered

Not Covered

\$1,000,000.

\$10,000.

\$5,000,000.

\$500,000.

\$2,500

\$100,000.

7 Day Waiting

Period

Nil.

\$100,000.

\$50,000.

Not Covered

Aggregate Fees Cap per Legal Proceeding

\$1,000,000.

Notable Exclusions & Endorsements

- See Schedule of Forms
- Property Cyber and Data Endorsement / Property & Equipment Breakdown Communicable Disease Exclusion / Virus, Bacteria or Microorganism Exclusion / Declaration of Emergency Endorsement

E&OE This document does not form part of the policy. For more specific details, please refer to the actual policy wordings.

700-2025 Willingdon Avenue, Burnaby, BC V5C0J3 T (604) 294-3301 F (604) 294-3003 TF (800) 263-3313

APPENDIX D

Proposed Operating Budget
For Fiscal Year Sept 2024 – Aug 2025

STRATA PLAN
Proposed Operating Budget
For Fiscal Year

LMS 280 - CHATEAU COMOX
September 2024 - August 2025

9.47% STRATA FEE INCREASE

		Approved Budget	ACTUAL	PROPOSED
		September 2023 - August 2024	September 2023 - August 2024	September 2024 - August 2025
GL CODE	GL NAME			
REVENUE				
4005	Strata Fees	143,350.00	143,350.14	156,928.56
4013	Interest Income	0	1,789.70	0
4030	Fobs/Keys Income	0	50	0
4081	Gas Stove Income	0	-18.5	0
4098	Prior Year Retained Earnings			1,237.08
TOTAL REVENUE		143,350.00	145,171.34	158,165.64
UTILITIES EXPENSE				
5210	Water & Sewer	7,100.00	7,269.56	7,700.00
5220	Electricity	11,000.00	9,794.46	10,500.00
5221	Electricity EV	0	73.22	100
5230	Gas	11,000.00	8,153.64	8,500.00
5240	Garbage Disposal	10,000.00	8,802.42	9,500.00
5250	Telephone/Mobile/Internet	2,500.00	2,412.74	2,500.00
TOTAL UTILITIES		41,600.00	36,506.04	38,800.00
BUILDING & EQUIPMENT				
5310	Maint. - Janitorial	14,500.00	12,965.42	14,500.00
5321	R&M - Elevator	8,000.00	11,018.30	12,000.00
5322	R&M - Fire Inspection/Prevention	1,000.00	4,914.63	4,000.00
5332	R&M - Exterior - Windows			2,500.00
5390	R&M - General	20,000.00	25,708.82	22,000.00
TOTAL BUILDING & EQUIPMENT		43,500.00	54,607.17	55,000.00
GROUNDS & GARDENS				
5410	Landscaping	1,800.00	3,543.76	2,500.00
TOTAL GROUNDS & GARDENS		1,800.00	3,543.76	2,500.00
ADMINISTRATIVE EXPENSE				
5901	Administration Fee	750	802.5	850
5905	Bank Fees & Charges	800	801.58	850
5930	Insurance	23,000.00	22,632.81	24,600.00
5940	Professional/Legal Fees	500	0	1,500.00
5941	Audit/Review Fees	0	351.75	360
5944	Engineering Fees	5,000.00	4,704.00	
5980	Sundry/Miscellaneous Expense	1,200.00	176.4	1,200.00
5990	Management Fees	12,285.00	12,285.00	14,350.00
TOTAL ADMINISTRATIVE		43,535.00	41,754.04	43,710.00
TOTAL OPERATING EXPENSE		130,435.00	136,411.01	140,010.00
RESERVE FUNDS				
8500	CRF Reserve Contribution	12,915.00	12,914.97	14,001.00
8900	Prior Year Deficit Recovery			4,154.64
TOTAL RESERVE FUNDS		12,915.00	12,914.97	18,155.64
TOTAL EXPENSE		143,350.00	149,325.98	158,165.64
NET INCOME		0	-4,154.64	0

STRATA PLAN
Proposed Strata Fee Schedule
For Fiscal Year

LMS 280 - CHATEAU COMOX

September 2024 - August 2025

9.47% STRATA
FEE INCREASE

Please be advised that below fees commence on the first day of the fiscal year as noted below. **When applicable**, on the adjustment date, the fee payable includes any retroactive differences. Pre-authorized payments will be adjusted automatically (including any one time adjustment). Owners who pay by cheques are requested to send in post dated cheques for the fee adjustment and regular fees.

FEE COMMENCEMENT DATE:
1-Sep-24

FEE ADJUSTMENT DATE:
1-Dec-24

Operating Expenses \$142,927.56

CRF \$14,001.00

Total Strata Fees \$156,928.56

STRATA LOT	UNIT	U/E	Operating	CRF	NEW Monthly Strata Fees 2024-2025	Annual Fees 2024-2025	Previous Monthly Fees 2023- 2024	Three (3) Months Catch-Up September - November 2024	One-Time Payment December 1, 2024
1	201	67	404.67	39.64	444.31	5,331.75	405.87	115.33	559.64
2	202	75	452.99	44.37	497.36	5,968.38	454.33	129.1	626.47
3	203	79	477.15	46.74	523.89	6,286.69	478.56	135.99	659.88
4	204	70	422.79	41.42	464.21	5,570.49	424.04	120.5	584.71
5	301	67	404.67	39.64	444.31	5,331.75	405.87	115.33	559.64
6	302	75	452.99	44.37	497.36	5,968.38	454.33	129.1	626.47
7	303	79	477.15	46.74	523.89	6,286.69	478.56	135.99	659.88
8	304	70	422.79	41.42	464.21	5,570.49	424.04	120.5	584.71
9	401	67	404.67	39.64	444.31	5,331.75	405.87	115.33	559.64
10	402	75	452.99	44.37	497.36	5,968.38	454.33	129.1	626.47
11	403	79	477.15	46.74	523.89	6,286.69	478.56	135.99	659.88
12	404	70	422.79	41.42	464.21	5,570.49	424.04	120.5	584.71
13	501	142	857.66	84.02	941.68	11,300.13	860.2	244.43	1,186.11
14	502	79	477.15	46.74	523.89	6,286.69	478.56	135.99	659.88
15	503	70	422.79	41.42	464.21	5,570.49	424.04	120.5	584.71
16	601	142	857.66	84.02	941.68	11,300.13	860.2	244.43	1,186.11
17	602	149	899.94	88.16	988.1	11,857.18	902.6	256.49	1,244.59
18	701	134	809.34	79.28	888.63	10,663.50	811.74	230.66	1,119.28
19	702	141	851.62	83.42	935.05	11,220.55	854.14	242.72	1,177.76
20	801	117	706.67	69.22	775.89	9,310.67	708.75	201.42	977.31
21	802	125	754.98	73.96	828.94	9,947.30	757.22	215.16	1,044.11
TOTAL		1,972	11,910.63	1,166.75	13,077.38	156,928.56	11,945.85	3,394.59	16,471.97

APPENDIX E

Strata LMS280 proposed Bylaws



LMS 280 – CHATEAU COMOX BYLAWS

Division 1 - Duties of Owners, Tenants, Occupants and Visitors

1 – 1 Payment of strata fees

- (1) An owner must pay strata fees on or before the first day of the month to which the strata fees relate.
- (2) If an owner is late in paying their strata fees, assessments or other fines from bylaw or rule infractions, the owner must pay to the Strata Corporation interest on the late payment in the amount of 10% per annum, compounded annually, and calculated on a monthly basis commencing from the date the payment was due and continuing until the last day of the month in which it is paid.

1 - 2 Repair and maintenance of property by owner

- (1) An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the Strata Corporation under these bylaws.
- (2) An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the Strata Corporation under these bylaws.
- (3) Construction and renovation **noise is restricted** to weekdays and Saturdays, excluding statutory holidays, from **8:00 am to 6 pm**.
- (4) Trades and service people contracted or hired by the Strata Corporation to work on common property, are exempt from Bylaw 1 – 2(3).

1 – 3 Use of property

- (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that:
 - (a) causes a nuisance, hazard or threat to another person.
 - (b) causes unreasonable noise.
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot.
 - (d) is illegal.
 - (e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.

(2) An owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the Strata Corporation must repair and maintain under these bylaws or insure under section 149 of the Strata Property Act (henceforth SPA).

(3) An owner, tenant or occupant must not keep any pets on a strata lot other than one or more of the following:

- (a) a reasonable number of fish or other small aquarium animals.
- (b) a reasonable number of small, caged mammals.
- (c) up to 2 caged birds.
- (d) two dogs or two cats, or one dog and one cat.

When on common property:

- (e) ambulatory pets such as dogs or cats, owned by residents or guests, are to be kept under control and on leash while on building / common property.
- (f) owners are required to ensure that pets do not disturb other residents by way of noise, waste or odor.
- (g) during inclement weather, owners are required to ensure their pets do not track mud/dirt into the building.

(4) Smoking is strictly prohibited in any/all common and limited common property areas and also prohibited in any Owner's unit. "Chateau Comox is completely smoke free."

(5) Barbeques are permitted on balconies, but must be fueled only by propane.

(6) Wind chimes and birdfeeders are not permitted, with the exception of hummingbird feeders.

(7) Garbage Disposal

(a) All small household garbage shall be properly contained in secured bags and **deposited in the designated bins** located in the garbage room as per Recycle BC : <https://recyclebc.ca> and City of Vancouver bylaw 8417 (<https://bylaws.vancouver.ca/8417c.pdf>) and guidelines.

(b) Compostable foodstuffs, bottles, cans, cartons, paper products, etc. must be recycled as per City of Vancouver by-laws and Recycle BC.

(c) Cardboard boxes must be **properly cut down** to Recycle BC Guideline size of 30" X 30" / 78 cm X 78 cm and collapsed / flattened before placement in bins.

(d) Any waste material other than the above must be properly disposed of at appropriate disposal sites i.e., municipal dump.

(8) In keeping with Canadian Human Rights declarations and international law, Chateau Comox seeks to foster safety and the feeling of being secure in our homes and throughout the building, including all common property areas, therefore, no resident, owner, occupant or visitor shall harass, intimidate, threaten, humiliate or belittle anyone verbally and/or physically in any manner for any reason. Any differences must be addressed in a calm and respectful manner or via a mediator agreeable to both parties, if requested by one or both parties.

1 - 4 Inform Strata Corporation

- (1) Within 2 weeks of becoming an owner, an owner must inform the Strata Corporation of the owner's name, strata lot number, phone number, email address and mailing address outside the strata plan, if any.
- (2) On request by the Strata Corporation, a tenant must inform the Strata Corporation of his or her name.

1 – 5 Obtain approval before altering a strata lot

- (1) An owner must obtain the written approval of the Strata Corporation before making an alteration to a strata lot that involves any of the following:
 - (a) the structure of a building.
 - (b) the exterior of a building.
 - (c) chimneys, stairs, balconies or other things attached to the exterior of a building.
 - (d) doors, windows or skylights on the exterior of a building, or that front on the common property.
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard.
 - (f) common property located within the boundaries of a strata lot.
 - (g) those parts of the strata lot which the Strata Corporation must insure under section 149 of the SPA.
 - (h) and anything that requires a City of Vancouver permit.
- (2) The Strata Corporation must not unreasonably withhold its approval under bylaw 1-5 (1), but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.
- (3) An owner, tenant or occupant must not alter a strata lot which changes the exterior appearance of the building.
- (4) An owner or tenant wishing to install hard floor surfaces such as hardwood, stone or tile, must take all reasonable steps to ensure noise reduction as held by the City of Vancouver. More information on specifications and recommended standards can be found here: City of Vancouver Noise Control Manual (<https://vancouver.ca/files/cov/noise-control-manual.pdf>) and the BC Building Code (https://free.bcpublications.ca/civix/document/id/public/bcbc2018/bcbc_2018dbp9s911r2).

1 - 6 Obtain approval before altering common property

- (1) An owner must obtain the written approval of the Strata Corporation before making an alteration to common property, including limited common property, or common assets.
- (2) The Strata Corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

(3) Where the majority of owners agree to a re-design of their common corridor, different from the building standard, and after all have been consulted, they may do so at their expense, subject to all municipal regulations, and with the written approval of the Strata Council, which shall not be unreasonably withheld.

1 – 7 Permit entry to strata lot

(1) An owner, tenant, occupant or visitor must allow a person authorized by the Strata Corporation to enter the strata lot

(a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and

(b) at a reasonable time, on 48 hours' written notice, to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the Strata Corporation to repair and maintain under these bylaws or insure under section 149 of the Act.

(2) The notice referred to in subsection (1) (b) must include the date and approximate time of entry, and the reason for entry.

1 – 8 Rentals

(1) Short term [30 days or less as per City of Vancouver] rentals, tenancies or licenses of occupancy are prohibited.

(2) In the case of long-term rentals, the tenant must receive a Form K: Notice of Tenants' Responsibilities through the Property Manager prior to occupancy.

1 - 9 Electrical Vehicle Charging

(1) Each owner is provided with one 220V electrical connection in their parking stall(s) for the sole purpose of providing electricity for charging a motor vehicle. This connection may only be used to connect to a Strata approved charger as spelt out in the Strata Rules. It may not be used for any other purpose.

(2) An owner must obtain the written approval of the Strata Corporation before installing an Electric Vehicle Charging Station (EVCS) Lite-on Platinum 7.5 kW Level 2 charger, and it must be located within their designated parking stall(s). While the 220 V electrical connection and electrical infrastructure is common property. The EVCS Lite-on Platinum 7.5 kW Level 2 charger is considered the owners property once installed.

(3) The Strata Corporation will grant consent to install an EVCS Lite-on Platinum 7.5 kW Level 2 charger provided that:

(a) The owner will pay all costs related to the installation of the EVCS Lite-on Platinum 7.5 kW Level 2 charger, and will pay for the costs of all future repairs, maintenance and upgrades of their EVCS Lite-on Platinum 7.5 kW Level 2 charger.

(b) The owner will obtain necessary permits.

(c) The owner will comply with applicable laws.

- (d) The owner will ensure that the EVCS Lite-on Platinum 7.5 kW Level 2 charger is only installed by a BC qualified electrician and instruct them to connect the Lite-on Platinum 7.5 kW Level 2 charger to the owner's 220V electrical connection provided in their parking stall(s).
 - (e) The owner may ONLY install a Lite-on Platinum 7.5 kW Level 2 charger, approved by the Strata Corporation as set out in the Strata Corporation's Rules.
 - (f) The owner will indemnify and save harmless the Strata Corporation for any costs, loss or expense of whatever kind which the Strata Corporation may sustain in connection with the installation of the EVCS Lite-on Platinum 7.5 kW Level 2 charger.
 - (g) The owner will assume all risks, and liability for installation and use of the EVCS Lite-on Platinum 7.5 kW Level 2 charger, including any future damage, vandalism or theft of such EVCS Level II Chargers. It is recommended the owner insure themselves accordingly.
- (4) The electrical costs associated with the charging of electrical vehicles will be dealt with as follows:
- (a) The Strata Corporation has approved a Third Party Billing Provider (TPBP), as spelt out in the Strata Rules, to collect monies on its behalf from those owners with an EVCS Lite-on Platinum 7.5 kW Level 2 charger using the Strata Corporation's electricity to charge their vehicles.
 - (b) The EVCS Lite-on Platinum 7.5 kW Level 2 charger owner is required to have their EVCS Lite-on Platinum 7.5 kW Level 2 charger connected electronically to the TPBP in order for the charger to operate. The EVCS Lite-on Platinum 7.5 kW Level 2 charger will report back to the TPBP the amount of electricity used by the owner and the TPBP will charge and collect from the owner accordingly. Monies collected by the TPBP are then forwarded back to the Strata Corporation to pay for all electricity used to charge vehicles.
 - (c) It is the responsibility of the EVCS Lite-on Platinum 7.5 kW Level 2 charger owner to establish an account with the TPBP, and to keep said account current and up-to-date.
 - (d) The EVCS Lite-on Platinum 7.5 kW Level 2 charger owner is responsible for all fees associated with setting up and maintaining an account with the TPBP.
 - (e) The EVCS Lite-on Platinum 7.5 kW Level 2 charger owner must close their TPBP account upon the sale of their strata unit or transfer it to the new strata unit owner and they are responsible for any associated fees.
- (5) The EVCS Lite-on Platinum 7.5 kW Level 2 charger remains the property of the owner and upon the sale of the owner's strata unit, it may be sold or transferred to the new owner.
- (6) The EVCS Lite-on Platinum 7.5 kW Level 2 charger may be removed at any time by the owner, provided that:
- (a) The owner will ensure that the EVCS Lite-on Platinum 7.5 kW Level 2 charger is only removed by a BC qualified electrician.
 - (b) The owner, upon the removal of the EVCS Lite-on Platinum 7.5 kW Level 2 charger, will put the electrical supply back to its original state before the initial installation.

(c) The owner will promptly restore any damage caused to the common property upon such removal.

(d) The owner will coordinate the removal of the EVCS Lite-on Platinum 7.5 kW Level 2 charger with the closure of their TPBP account.

1 – 10 Insurance Claims, Deductibles and Chargebacks

(1) A resident is responsible for obtaining their own insurance coverage to cover risks that are not covered by the Strata Corporation insurance. Without limiting the foregoing, an owner is responsible for obtaining insurance coverage to pay any deductibles payable under the strata insurance for which the owner is responsible.

(2) The Strata Corporation shall not be financially responsible to an owner for any loss, damage, or expense to an owner for overflows, or leakage of water arising from a strata lot or any adjoining strata lots where such overflow or leakage arises from that part or parts of a strata lot that an owner is required to repair and maintain under these bylaws.

(3) An owner is responsible for any loss or damage to a strata lot, contents thereof, common property, limited common property, common facilities or common assets where the cause of the loss or damage originated within the owner's strata lot and shall indemnify and save harmless the Strata Corporation and the applicable section from the expense of any maintenance, repair or replacement rendered necessary to the strata lot, contents thereof, common property, limited common property, common facilities or common assets but only to the extent that such expense is not reimbursed from the proceeds received by operation of any strata insurance policy.

(4) Without limiting the generality of the word "responsible", an owner is responsible for the occupant's own acts or omissions, as well as those of any of the family, guests, tenants, occupants, visitors, agents, contractors, employees, volunteers or pets of the strata lot or the owner.

(5) For the purpose of these bylaws,

(a) any insurance deductible paid or payable by the Strata Corporation where a claim is made under the Strata Corporation's insurance policy will be considered an expense not covered by the strata insurance proceeds received by the Strata Corporation and will be charged to the owner; and

(b) any maintenance, repair or replacement costs paid or payable by the Strata Corporation that is less than the strata insurance deductible, will be considered an expense not covered by the strata insurance proceeds received by the Strata Corporation and will be a charge to the owner.

(6) An expense charged to the owner under the above bylaw shall be added to and become part of the assessment of that owner for the month next following the date on which the expense was incurred and shall become due and payable on the date of payment of the assessment.

1 – 11 User Fees for Private Consumption of Common Property / Goods

(1) User fees shall be imposed for a strata lot's use of natural gas, ("Gas User Fee") as long as such a fee is reasonable. The Gas User Fee shall be set out in the Strata Corporations Rules.

1 - 12 Extra Private Service from Property Management company

Any owner requesting private extra service(s) from the Strata Corporation's contracted property management company, will be responsible for paying for such private extra service(s) at the property management company's current rates.

1 – 13 Building Security

- (1) Any resident, owner, occupant or visitor will ensure that any door or gate has fully closed behind them after leaving or entering the building / common property.
- (2) Further any resident, owner, occupant or visitor entering or leaving via the electric parking garage gate must stop, wait and ensure the gate has fully closed behind them before moving away from the gate.

Division 2 - Powers and Duties of Strata Corporation

2 - 1 Repair and maintenance of property by Strata Corporation.

The Strata Corporation must repair and maintain all of the following:

- (a) common assets of the Strata Corporation,
- (b) common property that has not been designated as limited common property,
- (c) limited common property, but the duty to repair and maintain it is restricted to:
 - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (ii) the following, no matter how often the repair or maintenance ordinarily occurs:
 - (A) the structure of a building,
 - (B) the exterior of a building,
 - (C) chimneys, stairs, balconies and other things attached to the exterior of a building,
 - (D) doors, windows and skylights on the exterior of a building or that front on the common property,
 - (E) fences, railings and similar structures that enclose patios, balconies and yards.

2 – 2 Video surveillance

Chateau Comox employs a camera-based surveillance security system to assist in safeguarding all residents and their property. The camera-based system is operated in compliance with the BC Personal Information Privacy Act.

Division 3 — Council

3 – 1 Eligibility for council

- (1) The only persons who may be council members are the following:
 - (a) owners;
 - (b) individuals representing corporate owners;
 - (c) tenants who, under section 147 or 148 of the SPA, have been assigned a landlord's right to stand for council.
- (2) Despite this section, a Strata Corporation may, by bylaw, provide that no person may stand for council or continue to be on council with respect to a strata lot if the Strata Corporation is entitled to register a lien against that strata lot under section 116 (1).

3 – 2 Membership on council

- (1) The number of persons on council is determined by the bylaws.
- (2) If a strata lot is owned by more than one person, only one owner of the strata lot may be a council member at any one time with respect to that lot.
- (3) If a strata lot is owned by a corporation, only one representative of the corporation may be a council member at any one time with respect to that lot.

3 – 3 Council size

The council must have at least 3 and not more than 5 members.

3 – 4 Council members' terms

- (1) The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.
- (2) A person whose term as council member is ending is eligible for re-election.

3 – 5 Removing council member

- (1) The Strata Corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.
- (2) After removing a council member, the Strata Corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

3 – 6 Replacing council member

- (1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.

- (2) A replacement council member may be appointed from any person eligible to sit on the council.
- (3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.
- (4) If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the Strata Corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the SPA, the regulations and the bylaws respecting the calling and holding of meetings.

3 – 7 Officers

- (1) At the first meeting of the council held after each annual general meeting of the Strata Corporation, the council must elect, from among its members, a president, a vice president, a secretary and a treasurer.
- (2) A person may hold more than one office at a time, other than the offices of president and vice president.
- (3) The vice president has the powers and duties of the president
 - (a) while the president is absent or is unwilling or unable to act, or
 - (b) for the remainder of the president's term if the president ceases to hold office.
- (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

3 – 8 Calling council meetings

- (1) Any council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.
- (2) Notice of meeting may be sent by email to council members.
- (3) A council meeting may be held on less than one week's notice if
 - (a) all council members consent in advance of the meeting, or
 - (b) the meeting is required to deal with an emergency situation, and all council members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.
- (4) The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

3 – 9 Quorum of council

- (1) A quorum of the council is 3, if the council consists of 5 members.

(2) Council members must be present in person or electronically at the council meeting to be counted in establishing quorum.

3 – 10 Council meetings

(1) At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.

(2) If a council meeting is held by electronic means, council members are deemed to be present in person.

(3) Owners may attend council meetings as observers.

(4) The Chairperson of the Strata Council Meeting will, during the meeting as determined by the Chairperson, provide an opportunity for observers to speak with relevant comments, requests, items, and ideas.

(5) Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:

(a) bylaw contravention hearings under section 135 of the SPA;

(b) rental restriction bylaw exemption hearings under section 144 of the SPA;

(c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

3 – 11 Voting at council meetings

(1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.

(2) If there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.

(3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

3 – 12 Council to inform owners of minutes

The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

3 – 13 Delegation of council's powers and duties

(1) Subject to subsections (2) to (4), the council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.

(2) The council may delegate its spending powers or duties, but only by a resolution that

(a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or

(b) delegates the general authority to make expenditures in accordance with subsection (3).

(3) A delegation of a general authority to make expenditures must

(a) set a maximum amount that may be spent, and

- (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- (4) The council may not delegate its powers to determine, based on the facts of a particular case,
 - (a) whether a person has contravened a bylaw or rule,
 - (b) whether a person should be fined, and the amount of the fine, or
 - (c) whether a person should be denied access to a recreational facility.

3 – 14 Spending restrictions

- (1) A person may not spend the Strata Corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (1), a council member may spend the Strata Corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

3 – 15 Limitation on liability of council member

- (1) A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.
- (2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the Strata Corporation.

Division 4 — Enforcement of Bylaws and Rules

4 – 1 Maximum fine

The Strata Corporation may fine an owner or tenant a maximum of

- (a) \$200 for each contravention of a bylaw,
- (b) \$1000 for each contravention of a rental restriction bylaw 1-8(1), and
- (c) \$50 for each contravention of a rule.

4 – 2 Continuing contravention

If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days. For short term rental bylaw contravention a fine may be imposed daily.

Division 5 — Annual and Special General Meetings

5 – 1 Person to chair meeting

- (1) Annual and special general meetings must be chaired by the president of the council.

- (2) If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- (3) If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

5 – 2 Participation by other than eligible voters

- (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- (2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
- (3) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

5 – 3 Voting

- (1) At an annual or special general meeting, voting cards may be issued to eligible voters.
- (2) At an annual or special general meeting a vote is decided on a show of voting cards or hands, unless an eligible voter requests a precise count.
- (3) If a precise count is requested, the chair must decide whether it will be by show of voting cards, hands or by roll call, secret ballot or some other method.
- (4) The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- (5) If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.
- (6) Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.
- (7) An owner who is otherwise an eligible voter may not exercise his or her vote for a strata lot, except on matters requiring a unanimous vote, if the Strata Corporation is entitled to register a lien against that strata lot, and council has not approved an alternative payment plan.

5 – 4 Order of business

The order of business at annual and special general meetings is as follows:

- (a) certify proxies and corporate representatives and issue voting cards, if requested;
- (b) determine that there is a quorum;
- (c) elect a person to chair the meeting, if necessary;
- (d) present to the meeting proof of notice of meeting or waiver of notice;
- (e) approve the agenda;
- (f) approve minutes from the last annual or special general meeting;

- (g) deal with unfinished business;
- (h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
- (i) ratify any new rules made by the Strata Corporation under section 125 of the SPA;
- (j) report on insurance coverage in accordance with section 154 of the SPA, if the meeting is an Annual General Meeting;
- (k) approve the budget for the coming year in accordance with section 103 of the SPA, if the meeting is an annual general meeting;
- (l) deal with new business, including any matters about which notice has been given under section 45 of the SPA;
- (m) elect a council, if the meeting is an annual general meeting;
- (n) terminate the meeting.

Division 6 — Voluntary Dispute Resolution

6 – 1 Voluntary dispute resolution

- (1) A dispute among owners, tenants, the Strata Corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if
 - (a) all the parties to the dispute consent, and
 - (b) the dispute involves the SPA, the regulations, the bylaws or the rules.
- (2) A dispute resolution committee consists of
 - (a) one owner or tenant of the Strata Corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or
 - (b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.
- (3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

APPENDIX F

Terasen Gas Cooking Appliance Usage Estimates
November 26, 2004



16705 Fraser Highway
Surrey, B.C. V3S 2K7
Tel: 604-576-7125
Fax: 604-576-7122
www.terasen.com

November 26, 2004

[REDACTED]

RE: Natural Gas Cooktop Consumption and Metering

Thank you for your phone call on Monday, November 22.

In regards to your questions about gas cooktop fuel consumption and metering options, I can relate what we advise developers of new buildings. Our surveys of natural gas appliance usage indicate that residential gas ranges consume between five to nine gigajoules of natural gas per year. The differences depend mostly upon life styles. You are only looking at a cooktop though, so I would estimate between four to seven gigajoules per year. Using the current gas rate that applies to your building (Rate 2) that equates to:

$$4\text{GJ} \times \$10.189 = \$40.756 \text{ per year to } 7\text{GJ} \times \$10.189 = \$71.323 \text{ per year}$$

With gas usage this low, we normally recommend against installing metering. It is usually much easier and far more cost effective to negotiate a mutually acceptable monthly fee with your strata.

If you want to install your own gas meter, like the Sonix 6 electronic meter, than you'll need to allow at least \$300 for the price of the meter, plus installation. A standard non-electronic gas meter should be about half that price. Either meter may be installed inside of a building as long any associated pressure regulators are installed to local gas code requirements.

If you wish Terasen Gas to install a billing meter, your cost would be a minimum of \$85 plus GST. (Please note: Rate 1 basic account charges are \$10.75 per month. In addition to this are Rate 1 consumption charges at \$10.539 per gigajoule.) Please contact our Install Centre: 1-800-224-2710 to arrange for a detailed installation cost estimate. The new gas meter would normally be installed beside the existing gas meter. However, this is dependent upon local site and building conditions.

I hope you find the preceding information of value, and that you'll soon be enjoying your new gas cooktop.

Sincerely,

A handwritten signature in cursive script that reads "Stu MacGillivray".

Stu MacGillivray
Builder Developer Account Manager
Terasen Gas Inc.

APPENDIX G

Parkade Membrane Remediation - Design Phase Levy Schedule

Proposed Special Levy Schedule**Resolution C****STRATA PLAN LMS280 - Chateau Comox****Proposed Levy****\$22,000**The total levy is **due by November 15, 2024.****STRATA PLAN LMS280 - Chateau Comox
Parkade Membrane Remediation - Design Phase**

STRATA LOT	UNIT	U/E	TOTAL SPECIAL LEVY FEE DUE: November 15, 2024
1	201	67	\$747.46
2	202	75	\$836.71
3	203	79	\$881.34
4	204	70	\$780.93
5	301	67	\$747.46
6	302	75	\$836.71
7	303	79	\$881.34
8	304	70	\$780.93
9	401	67	\$747.46
10	402	75	\$836.71
11	403	79	\$881.34
12	404	70	\$780.93
13	501	142	\$1,584.18
14	502	79	\$881.34
15	503	70	\$780.93
16	601	142	\$1,584.18
17	602	149	\$1,662.27
18	701	134	\$1,494.93
19	702	141	\$1,573.02
20	801	117	\$1,305.27
21	802	125	\$1,394.52
TOTAL		1,972	\$21,999.96

APPENDIX G

Window Replacement, Electrical Planning Report & Infrared Scanning
Levy Schedule

Proposed Special Levy Schedule**Resolution D****STRATA PLAN LMS280 - Chateau Comox****Proposed Levy****\$15,000**The total levy is **due by November 15, 2024.****STRATA PLAN LMS280 - Chateau Comox****Window Replacement, Electrical Planning Report & Infrared Scanning**

STRATA LOT	UNIT	U/E	TOTAL SPECIAL LEVY FEE DUE: November 15, 2024
1	201	67	\$509.63
2	202	75	\$570.49
3	203	79	\$600.91
4	204	70	\$532.45
5	301	67	\$509.63
6	302	75	\$570.49
7	303	79	\$600.91
8	304	70	\$532.45
9	401	67	\$509.63
10	402	75	\$570.49
11	403	79	\$600.91
12	404	70	\$532.45
13	501	142	\$1,080.12
14	502	79	\$600.91
15	503	70	\$532.45
16	601	142	\$1,080.12
17	602	149	\$1,133.37
18	701	134	\$1,019.27
19	702	141	\$1,072.52
20	801	117	\$889.96
21	802	125	\$950.81
TOTAL		1,972	\$14,999.97

PROXY

I/We _____ [name(s)], the owner(s)/ tenant(s)/ mortgagee of

Strata Lot _____ of Owners Strata Plan LMS 280

Address _____

hereby appoint _____

and failing him/her _____ President of the Strata Council

to be my/our proxy to vote at their discretion, unless indicated below, for me/us on my/our behalf at the Annual General Meeting of the Owners Strata Plan LMS 280 to be held on Monday October 28, 2024 at 7:00 P.M., or at any adjournment thereof. Should any amendment(s) to a Resolution indicated below be put forth at the meeting noted above, the appointed proxy holder may vote at their discretion.

Please check one	Approve	Disapprove	Abstain
Propose Budget	()	()	()
Resolution A	()	()	()
Resolution B	()	()	()
Resolution C	()	()	()
Resolution D	()	()	()
Resolution E	()	()	()

Owner's Signature(s)