

## **MINUTES OF ANNUAL GENERAL MEETING ONE UNIVERSITY CRESCENT – BCS 1345**

**Held: Thursday, January 6<sup>th</sup>, 2011 @ 7:00 p.m.**

**Location: 9390 University Crescent, Burnaby, B.C.**

### **INTRODUCTION**

**Bruce Clayman**, the Council President, welcomed all of the Owners to the meeting and thanked them for their attendance. He advised the Owners present he would be chairing the meeting with the assistance of **Chris McInnes** from AWM-Alliance Real Estate Group Ltd. The Chair introduced the members of the Strata Council and Chris McInnes.

AWM-Alliance Real Estate Group Ltd. is minuted as "AWM".

### **CALL TO ORDER**

The Annual General Meeting of Strata Corporation BCS 1345 was called to order @ 7:10 p.m.

### **ATTENDANCE**

30 Owners were represented, with 24 in person and 6 by proxy. The Strata Property Act states that, in order to conduct business at a General Meeting, at least thirty-three percent (33%) or 1/3 of the persons entitled to vote must be present in person or by proxy. OUC Bylaws state that if at the time appointed for the General Meeting a quorum is not present, the meeting shall continue 1/2 hour later with the persons who are entitled to vote and those present shall constitute a quorum. The Owners present approved proceeding with the meeting under the latter condition.

It was **MOVED** (#300-9310), **SECONDED** (#100-9370) and **CARRIED** to accept the certification of quorum.

### **CERTIFICATION OF PROXIES**

The Chairperson reviewed with the Owners present the requirements for the certification of the proxies.

It was **MOVED** (#501-9300), **SECONDED** (#700-9310) and **CARRIED** to accept the proxies received as validated and certified.

### **PROOF OF NOTICE**

The Chair reviewed for the Owners the proof of notice requirements as per the Strata Property Act. There had been no returns of the meeting notice, which was previously sent to Owners by mail.

It was **MOVED** (#501-9330), **SECONDED** (#600-9320) and **CARRIED** to accept the proof of notice as circulated on December 17<sup>th</sup>, 2010.

#### **APPROVAL OF THE AGENDA**

The agenda was reviewed by the Owners present. It was recommended for the ¾ Vote Resolutions to be discussed prior to the budget to allow for a better flow of discussion, as one of the resolutions affects the budgets to be considered.

It was **MOVED** (#602-9370), **SECONDED** (#501-9300) and **CARRIED** to approve agenda as amended.

#### **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The Chair noted that the minutes from the previous General Meeting held on October 21<sup>st</sup>, 2010 were to be considered next. There were no corrections proposed and the following motion was made.

It was **MOVED** (#500-9320), **SECONDED** (#501-9300) and **CARRIED** to accept the General Meeting minutes from the meeting dated October 21<sup>st</sup>, 2010 as circulated.

#### **CERTIFICATE OF INSURANCE**

AWM provided a brief review of the current insurance policy. It was noted any alterations to a Strata Lot including, but not limited to, flooring, window coverings, walls (excluding paint) are considered an alteration or betterment. As a result, these alterations require Strata Council's prior approval. Each individual Owner is also responsible to ensure these alterations or betterments are insured under his or her homeowner's insurance policy.

AWM also reviewed with the Owners the requirement for Owners to ensure that required maintenance is being completed on their appliances because these are not the responsibility of the Strata Corporation and damage to common property resulting from malfunctions can be found to be the responsibility of the Owner.

There was a brief question period in regard to earthquake coverage and the specific deductibles for Strata losses. Owners are advised that they should allow for deductible coverage on their specific Homeowners insurance policy at a maximum of \$5,000.00. After discussion the following motion was made.

There was a brief question and answer period regarding the coverage of the policy.

As there was no further discussion,

It was **MOVED** (#400-9310), **SECONDED** (#602-9300) and **CARRIED** to approve the insurance certificate.

**¾ VOTE RESOLUTION – BOILER REPLACEMENT/IMPROVEMENT-OPTION #1**

Be it resolved by the Owners of Strata Plan BCS 1345 to approve that the Strata Corporation pass a ¾ Vote Resolution to approve monies be expensed from the Contingency Reserve Fund for the purpose of completing improvements to the mechanical system with the installation of replacement boilers for: 9300/9310/9320/9370/9380 and 9390 University Crescent. This work is being considered at this time due to the greater energy efficiency of the boilers and also to prevent further emergency costs with replacement of the current hot water tanks. This is to be funded as per the breakdown outlined below:

Work Required	Comments	
Boiler Replacement	Owners to approve an expenditure to complete the required repairs.	\$177,127.00
Rebates available	Allowance for Terasen Gas rebates and also for salvage cost of current hot water tanks	(\$61,000.00)
Allowance	Allowance for unexpected costs in relation to the installation.	\$12,000.00
HST		\$15,375.24
Administration Costs	Allowance for additional administration and management costs.	\$3,500.00
<b>Total cost of work</b>		<b>\$147,002.24</b>

With reference to Section 109 of the Strata Property Act; in the event of a sale of a strata lot, the entire special assessment is to be paid in full by the Seller.

In the event that there is a surplus in excess of the above Resolution, by approving this resolution, the surplus monies will be transferred back into the Contingency Reserve Fund of the Strata Corporation.

It was **MOVED** (#600-9320), and **SECONDED** (#100-9370) to approve the resolution as worded above.

The Council provided the Ownership with a history in regard to the proposed change to the heating system for the buildings. It was noted that one building had been changed to a more efficient system, and it was being recommended to change the remaining 6 buildings to ensure these are operating more efficiently. There was further discussion, and the following points were discussed:

- **Options** – There were questions raised from the floor in regard to other options that were considered by the Council and whether alternative options could be considered at this meeting. It was noted that only the proposals at the meeting could be considered, however, minor amendments could be made if approved by the Ownership.

- **Replacement Cost** – An Owner reviewed the specific per unit replacement cost for each unit, and the savings being achieved. The Council and AWM reviewed with the Owners the costs as outlined in the Resolution, and the saving being provided by completing this work at one time which was approximately \$60,000.
- **Resolution Options** – There was discussion regarding the two resolutions and the difference in this regard. The Council reviewed the resolution options being considered for each building and noted that Option #1 was a full withdrawal from the Contingency Fund, with Option #2 being a partial withdrawal from the Contingency Fund and the balance to be funded through the annual budget.
- **Water Temperature** – There was concern expressed on whether these changes would improve the temperature to the suites. This was reviewed, and the Council noted this would be confirmed with the mechanical contractor, but it was believed this would improve with the changes.

After a further question and answer period, it was noted for a vote to be called and the resolution was put to a vote and **DEFEATED** (9 in favour/19 opposed/2 abstention)

#### **¾ VOTE RESOLUTION #2 – BOILER REPLACEMENT/IMPROVEMENT-OPTION #2**

Be it resolved by the Owners of Strata Plan BCS 1345 to approve that the Strata Corporation pass a ¾ Vote Resolution to approve monies be expensed from the Contingency Reserve Fund and through the annual budget for the purpose of completing improvements to the mechanical system with the installation of replacement boilers for: 9300/9310/9320/9370/9380 and 9390 University Crescent. This work is being considered at this time due to the greater energy efficiency of the boilers and also to prevent further emergency costs with replacement of the current hot water tanks. This is to be funded as per the breakdown outlined below:

<b>Work Required</b>	<b>Comments</b>	
Boiler Replacement	Owners to approve an expenditure to complete the required repairs.	<b>\$177,127.00</b>
Rebates available	Allowance for Terasen Gas rebates and also for salvage cost of current hot water tanks	<b>(\$61,000.00)</b>
Allowance	Allowance for unexpected costs in relation to the installation.	<b>\$12,000.00</b>
HST		<b>\$15,375.24</b>
Administration Costs	Allowance for additional administration and management costs.	<b>\$3,500.00</b>
<b>Total cost of work</b>		<b>\$147,002.24</b>

With reference to Section 109 of the Strata Property Act; in the event of a sale of a strata lot, the entire special assessment is to be paid in full by the Seller.

The funding of the project will be broken down as follows:

- **\$90,502.24** to be withdrawn from the Contingency Reserve Fund for use as part of the boiler replacement.

- **\$56,500.00** to be financed over a period of 60 months (5 years) and approved as part of the monthly budget.

In the event that there is a surplus in excess of the above Resolution, by approving this resolution, the surplus monies will be transferred back into the Contingency Reserve Fund of the Strata Corporation.

It was **MOVED** (#300-9310), **SECONDED** (#700-9370) to approve the resolution as noted above.

There was a brief discussion and answer period in regard to the financing for the remainder portion, which would be expensed through the budget.

After discussion, a question was called and the motion was put to a vote and **CARRIED** (23 in favour/5 opposed/2 abstentions)

#### **APPROVAL OF THE BUDGET FOR 2011/2012**

It was asked for the resolution to be put on the floor to allow for discussion of the budget.

It was **MOVED** (#300-9310), **SECONDED** (#501-9300) to approve the budget for the fiscal year February 1, 2011 to January 31, 2012 for Strata Plan BCS 1345.

There was a discussion in regard to the following items:

- **Management Fees** – An Owner raised a question in regard to what these fees were for, which were to cover the Property Management fees.
- **Snow Removal** – There was discussion in regard to the allowance for snow removal for the next fiscal year.
- **Enterphone Lease** – A question was raised as to when this lease will cease, and whether this would provide a reduction in the overall fees. There was discussion, and this would be reviewed further when the lease ceases.

After a further question and answer period, the question was called and the motion was put to a vote, which **CARRIED** unanimously.

\*\*\*All Owners are advised there is a change in the Monthly Maintenance Fees. The fees will adjust to the **NEW RATE** effective **February 1<sup>st</sup>, 2011**. Any Owners on automatic withdrawal will continue to have the fees withdrawn from their account on the 1<sup>st</sup> of each month with the **NEW** fees withdrawn on **FEBRUARY 1<sup>ST</sup>, 2011**. All other Owners are requested to provide cheques to cover the monthly fees. For convenience we have provided the attached Pre-Authorized Debit form for automatic payments to fill in and send to AWM-Alliance Real Estate Group Ltd. Those Owners who are already on the Pre-Authorized debit form need not do anything, as the payment will automatically continue or adjust as necessary.

Please see the attached maintenance fee schedule for further details. Note the maintenance fees attached will be considered as the official fees for the next fiscal year.\*\*\*

### **ELECTION OF COUNCIL**

Before the election took place, AWM proposed a round of applause for the efforts put forward by the members of the Strata Council over the previous year. Owners applauded.

AWM advised the Owners present that, under the regulations of the Strata Property Act, a minimum of three (3) and maximum of seven (7) members must be elected by the Owners to the Strata Council.

The following Owners/representatives were nominated/volunteered for the Strata Council for the coming year.

<b>Bruce Clayman</b>	<b>Mark Beese</b>
<b>Dario Nonis</b>	<b>Marnie Drummond</b>
<b>Lois Woolf</b>	<b>Pauline Kan</b>
<b>Linda Yim</b>	<b>Taylor Mammel</b>

As there were more than seven (7) nominations/volunteers an election was required. AWM instructed the Owners present to complete their ballot card and return. A tally of the votes was taken with two (2) scrutineers from the Ownership present.

After a tally of the votes was completed, the following Owners were elected for the 2011/2012 fiscal year.

<b>Bruce Clayman</b>	<b>Taylor Mammel</b>
<b>Dario Nonis</b>	<b>Marnie Drummond</b>
<b>Lois Woolf</b>	<b>Pauline Kan</b>
<b>Linda Yim</b>	

As there were no further nominations/volunteers;

It was **MOVED** (#400-9310), **SECONDED** (#300-9310) and **CARRIED** that the above-noted Owners be elected to serve as the Strata Council for 2011/2012.

### **NEW BUSINESS**

AWM advised that Owners could now raise any concerns which the Owners wished the Strata Council to address in the next fiscal year.

- **Block Watch** – There was a review of the block watch program implemented in the SFU area. It was noted that further notices will be circulated/posted in regard to this program.
- **Speed Bumps** – There was discussion in regard to this and the Council discussed the current status of the speed bumps on University Crescent. It was noted that this was not being considered by the City of Burnaby at this time.

- **Driveway Access** – There was concern on the access through the driveway, which some Residents raised a concern on vehicles scraping when driving out of the complex. It was noted that signage would be displayed to address this.
- **Garage Gate Use** – There was discussion in regard to the garbage being left when the bins are outside. It was noted a further notice would be circulated.
- **Mirror** – There was concern expressed in regard to additional mirrors required in the parkade. The Council noted this would be reviewed and additional mirrors added where necessary.

**CONCERNS/COMPLAINTS:**

Owners are requested to put their *non-emergency concerns* in writing to AWM-Alliance Real Estate Group Ltd. This will ensure that proper documentation is maintained and that concerns will be addressed at the next Council meeting. Please email, mail or fax correspondence to AWM-Alliance Real Estate Group Ltd. Please note that all letters must be identified by suite address and must be signed and dated; otherwise, Council will not consider them. All correspondence is confidential.

**ADJOURNMENT/NEXT MEETING**

There being no further business, the meeting was adjourned @ 8:59 p.m. The next meeting is the Council meeting, scheduling to be announced.

The minutes were taken and respectfully submitted by Chris McInnes of AWM-Alliance Real Estate Group Ltd., (604) 685-3227.

Owners are reminded to keep these Minutes for their future reference and / or in the event that they wish to sell their suite. They will be available on the AWM website <http://awmalliance.com/secure/login.php> with user ID BCS 1345 and password OUC. Please note that any replacement paper copies must be purchased from AWM-Alliance Real Estate Group Ltd.

**ONE UNIVERSITY CRESCENT - BCS 1345**

**APPROVED MAINTENANCE FEES**

**FEBRUARY 1, 2011 - JANUARY 31, 2012**

<b>Unit</b>	<b>Strata Lot</b>	<b>U.E.</b>	<b>Operating Contribution</b>	<b>Contingency Contribution</b>	<b>Maintenance Fee w/ Boiler Financing</b>
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**9300 University Crescent**

<b>100</b>	<b>11</b>	<b>136</b>	<b>\$429.83</b>	<b>\$47.30</b>	<b>\$477.13</b>
<b>101</b>	<b>47</b>	<b>92</b>	<b>\$290.77</b>	<b>\$32.00</b>	<b>\$322.77</b>
<b>102</b>	<b>12</b>	<b>160</b>	<b>\$505.69</b>	<b>\$55.65</b>	<b>\$561.33</b>
<b>300</b>	<b>58</b>	<b>120</b>	<b>\$379.26</b>	<b>\$41.74</b>	<b>\$421.00</b>
<b>301</b>	<b>60</b>	<b>91</b>	<b>\$287.61</b>	<b>\$31.65</b>	<b>\$319.26</b>
<b>302</b>	<b>59</b>	<b>106</b>	<b>\$335.02</b>	<b>\$36.87</b>	<b>\$371.88</b>
<b>400</b>	<b>68</b>	<b>111</b>	<b>\$350.82</b>	<b>\$38.61</b>	<b>\$389.43</b>
<b>401</b>	<b>70</b>	<b>82</b>	<b>\$259.16</b>	<b>\$28.52</b>	<b>\$287.68</b>
<b>402</b>	<b>69</b>	<b>106</b>	<b>\$335.02</b>	<b>\$36.87</b>	<b>\$371.88</b>
<b>500</b>	<b>78</b>	<b>110</b>	<b>\$347.66</b>	<b>\$38.26</b>	<b>\$385.92</b>
<b>501</b>	<b>80</b>	<b>82</b>	<b>\$259.16</b>	<b>\$28.52</b>	<b>\$287.68</b>
<b>502</b>	<b>79</b>	<b>106</b>	<b>\$335.02</b>	<b>\$36.87</b>	<b>\$371.88</b>
<b>600</b>	<b>88</b>	<b>110</b>	<b>\$347.66</b>	<b>\$38.26</b>	<b>\$385.92</b>
<b>601</b>	<b>90</b>	<b>82</b>	<b>\$259.16</b>	<b>\$28.52</b>	<b>\$287.68</b>
<b>602</b>	<b>89</b>	<b>106</b>	<b>\$335.02</b>	<b>\$36.87</b>	<b>\$371.88</b>
<b>700</b>	<b>97</b>	<b>110</b>	<b>\$347.66</b>	<b>\$38.26</b>	<b>\$385.92</b>
<b>701</b>	<b>99</b>	<b>82</b>	<b>\$259.16</b>	<b>\$28.52</b>	<b>\$287.68</b>
<b>702</b>	<b>98</b>	<b>106</b>	<b>\$335.02</b>	<b>\$36.87</b>	<b>\$371.88</b>
<b>800</b>	<b>104</b>	<b>110</b>	<b>\$347.66</b>	<b>\$38.26</b>	<b>\$385.92</b>
<b>801</b>	<b>106</b>	<b>82</b>	<b>\$259.16</b>	<b>\$28.52</b>	<b>\$287.68</b>
<b>802</b>	<b>105</b>	<b>106</b>	<b>\$335.02</b>	<b>\$36.87</b>	<b>\$371.88</b>
<b>900</b>	<b>109</b>	<b>110</b>	<b>\$347.66</b>	<b>\$38.26</b>	<b>\$385.92</b>
<b>901</b>	<b>111</b>	<b>82</b>	<b>\$259.16</b>	<b>\$28.52</b>	<b>\$287.68</b>
<b>902</b>	<b>110</b>	<b>106</b>	<b>\$335.02</b>	<b>\$36.87</b>	<b>\$371.88</b>
<b>1000</b>	<b>112</b>	<b>179</b>	<b>\$565.74</b>	<b>\$62.26</b>	<b>\$627.99</b>
<b>1001</b>	<b>113</b>	<b>154</b>	<b>\$486.72</b>	<b>\$53.56</b>	<b>\$540.28</b>



## ONE UNIVERSITY CRESCENT - BCS 1345

## APPROVED MAINTENANCE FEES

FEBRUARY 1, 2011 - JANUARY 31, 2012

Unit	Strata Lot	U.E.	Operating Contribution	Contingency Contribution	Maintenance Fee w/ Boiler Financing
<b>9310 University Crescent</b>					
100	9	136	\$429.83	\$47.30	\$477.13
101	10	167	\$527.81	\$58.08	\$585.89
300	56	111	\$350.82	\$38.61	\$389.43
301	57	110	\$347.66	\$38.26	\$385.92
400	66	111	\$350.82	\$38.61	\$389.43
401	67	110	\$347.66	\$38.26	\$385.92
500	76	111	\$350.82	\$38.61	\$389.43
501	77	110	\$347.66	\$38.26	\$385.92
600	86	111	\$350.82	\$38.61	\$389.43
601	87	110	\$347.66	\$38.26	\$385.92
700	95	111	\$350.82	\$38.61	\$389.43
701	96	110	\$347.66	\$38.26	\$385.92
800	102	111	\$350.82	\$38.61	\$389.43
801	103	110	\$347.66	\$38.26	\$385.92
900	107	179	\$565.74	\$62.26	\$627.99
901	108	110	\$347.66	\$38.26	\$385.92

**9320 University Crescent**

100	7	136	\$429.83	\$47.30	\$477.13
101	8	167	\$527.81	\$58.08	\$585.89
300	54	111	\$350.82	\$38.61	\$389.43
301	55	111	\$350.82	\$38.61	\$389.43
400	64	111	\$350.82	\$38.61	\$389.43
401	65	111	\$350.82	\$38.61	\$389.43
500	74	111	\$350.82	\$38.61	\$389.43

**ONE UNIVERSITY CRESCENT - BCS 1345**

**APPROVED MAINTENANCE FEES**

**FEBRUARY 1, 2011 - JANUARY 31, 2012**

<b>Unit</b>	<b>Strata Lot</b>	<b>U.E.</b>	<b>Operating Contribution</b>	<b>Contingency Contribution</b>	<b>Maintenance Fee w/ Boiler Financing</b>
<b>501</b>	75	111	\$350.82	\$38.61	<b>\$389.43</b>
<b>600</b>	84	111	\$350.82	\$38.61	<b>\$389.43</b>
<b>601</b>	85	111	\$350.82	\$38.61	<b>\$389.43</b>
<b>700</b>	93	111	\$350.82	\$38.61	<b>\$389.43</b>
<b>701</b>	94	110	\$347.66	\$38.26	<b>\$385.92</b>
<b>800</b>	100	180	\$568.90	\$62.60	<b>\$631.50</b>
<b>801</b>	101	110	\$347.66	\$38.26	<b>\$385.92</b>

**9330 University Crescent**

<b>100</b>	6	136	\$429.83	\$47.30	<b>\$477.13</b>
<b>101</b>	46	91	\$287.61	\$31.65	<b>\$319.26</b>
<b>102</b>	5	160	\$505.69	\$55.65	<b>\$561.33</b>
<b>200</b>	50	119	\$376.10	\$41.39	<b>\$417.49</b>
<b>201</b>	48	90	\$284.45	\$31.30	<b>\$315.75</b>
<b>202</b>	49	107	\$338.18	\$37.21	<b>\$375.39</b>
<b>300</b>	53	111	\$350.82	\$38.61	<b>\$389.43</b>
<b>301</b>	51	82	\$259.16	\$28.52	<b>\$287.68</b>
<b>302</b>	52	106	\$335.02	\$36.87	<b>\$371.88</b>
<b>400</b>	63	111	\$350.82	\$38.61	<b>\$389.43</b>
<b>401</b>	61	82	\$259.16	\$28.52	<b>\$287.68</b>
<b>402</b>	62	106	\$335.02	\$36.87	<b>\$371.88</b>
<b>500</b>	73	111	\$350.82	\$38.61	<b>\$389.43</b>
<b>501</b>	71	82	\$259.16	\$28.52	<b>\$287.68</b>
<b>502</b>	72	106	\$335.02	\$36.87	<b>\$371.88</b>
<b>600</b>	83	111	\$350.82	\$38.61	<b>\$389.43</b>

## ONE UNIVERSITY CRESCENT - BCS 1345

## APPROVED MAINTENANCE FEES

FEBRUARY 1, 2011 - JANUARY 31, 2012

Unit	Strata Lot	U.E.	Operating Contribution	Contingency Contribution	Maintenance Fee w/ Boiler Financing
601	81	82	\$259.16	\$28.52	\$287.68
602	82	106	\$335.02	\$36.87	\$371.88
700	91	154	\$486.72	\$53.56	\$540.28
701	92	110	\$347.66	\$38.26	\$385.92

## 9370 University Crescent

100	3	131	\$414.03	\$45.56	\$459.59
101	14	91	\$287.61	\$31.65	\$319.26
102	4	160	\$505.69	\$55.65	\$561.33
300	21	118	\$372.94	\$41.04	\$413.98
301	23	95	\$300.25	\$33.04	\$333.29
302	22	106	\$335.02	\$36.87	\$371.88
400	29	109	\$344.50	\$37.91	\$382.41
401	31	82	\$259.16	\$28.52	\$287.68
402	30	106	\$335.02	\$36.87	\$371.88
500	36	109	\$344.50	\$37.91	\$382.41
501	38	82	\$259.16	\$28.52	\$287.68
502	37	106	\$335.02	\$36.87	\$371.88
600	41	109	\$344.50	\$37.91	\$382.41
601	43	82	\$259.16	\$28.52	\$287.68
602	42	106	\$335.02	\$36.87	\$371.88
700	44	176	\$556.26	\$61.21	\$617.47
701	45	154	\$486.72	\$53.56	\$540.28

## 9380 University Crescent

100	1	131	\$414.03	\$45.56	\$459.59
101	2	162	\$512.01	\$56.34	\$568.35
300	19	110	\$347.66	\$38.26	\$385.92
301	20	109	\$344.50	\$37.91	\$382.41
400	27	109	\$344.50	\$37.91	\$382.41
Unit	Strata Lot	U.E.	Operating Contribution	Contingency Contribution	Maintenance Fee w/ Boiler Financing
401	28	109	\$344.50	\$37.91	\$382.41
500	34	109	\$344.50	\$37.91	\$382.41
501	35	109	\$344.50	\$37.91	\$382.41
600	39	177	\$559.42	\$61.56	\$620.98
601	40	109	\$344.50	\$37.91	\$382.41

## 9390 University Crescent

100	13	99	\$312.89	\$34.43	\$347.33
200	15	119	\$376.10	\$41.39	\$417.49
300	18	109	\$344.50	\$37.91	\$382.41
301	16	82	\$259.16	\$28.52	\$287.68

**ONE UNIVERSITY CRESCENT - BCS 1345****APPROVED MAINTENANCE FEES****FEBRUARY 1, 2011 - JANUARY 31, 2012**

<b>302</b>	<b>17</b>	<b>106</b>	<b>\$335.02</b>	<b>\$36.87</b>	<b>\$371.88</b>
<b>400</b>	<b>26</b>	<b>109</b>	<b>\$344.50</b>	<b>\$37.91</b>	<b>\$382.41</b>
<b>401</b>	<b>24</b>	<b>82</b>	<b>\$259.16</b>	<b>\$28.52</b>	<b>\$287.68</b>
<b>402</b>	<b>25</b>	<b>106</b>	<b>\$335.02</b>	<b>\$36.87</b>	<b>\$371.88</b>
<b>500</b>	<b>32</b>	<b>154</b>	<b>\$486.72</b>	<b>\$53.56</b>	<b>\$540.28</b>
<b>501</b>	<b>33</b>	<b>108</b>	<b>\$341.34</b>	<b>\$37.56</b>	<b>\$378.90</b>
<b>Sub-Total</b>		<b>12,840</b>	<b>\$40,581.33</b>	<b>\$4,465.67</b>	<b>\$45,047.00</b>
<b>Total Annual Fees</b>			<b>\$486,976.00</b>	<b>\$53,588.00</b>	<b>\$540,564.00</b>

# **ELECTRONIC FUNDS TRANSFER (EFT) AGREEMENT**



## **Terms and Conditions**

1. I/We acknowledge that by participating in this EFT plan established by AWM-ALLIANCE REAL ESTATE GROUP LTD. that all terms and conditions set out herein must be abided. AWM-ALLIANCE REAL ESTATE GROUP LTD. reserves the right to reject the application or discontinue the service.
2. I/We warrant and guarantee that all persons whose consent is required for this account have authorized this agreement.
3. I/We acknowledge that this EFT authorization is provided for the benefit of AWM-ALLIANCE REAL ESTATE GROUP LTD. and the processing institution administering the account. It is provided in consideration of the said processing institution agreeing to process this EFT against my/our bank account in accordance with the rules of the Canadian Payments Association.
4. I/We hereby authorize AWM-ALLIANCE REAL ESTATE GROUP LTD. and its processing institution to debit my/our bank account on the 1<sup>st</sup> day of each month:
  - All recurring monthly strata fees and/or charges (e.g. parking and lockers etc.); and/or
  - Any one-time retroactive strata fees/charges adjustments; and/or
  - Any one-time sporadic debit of any kind (e.g. a "catch-up" payment on previous outstanding strata fees for 1<sup>st</sup> time EFT enrolment, NSF administration fee, etc.) as authorized by me/us.

I/We understand that the amount of strata fees/rent may be increased or decreased based on the approved budget as adopted by my/our strata corporation or by increases in monthly rent as determined by the landlord. **I/We agree to waive the requirements for pre-notification including, without Limitation, pre-notification of any changes in the amount of the EFT due to a change in strata fees/rent, charges, or adjustment.**

5. I/We acknowledge that delivery of this authorization to AWM-ALLIANCE REAL ESTATE GROUP LTD. constitutes delivery by me/us to the processing institution.
6. I/We understand that this authority is to remain in effect until AWM-ALLIANCE REAL ESTATE GROUP LTD. has received written notification from me/us of its change or termination. The notification must be delivered to the office of AWM-ALLIANCE REAL ESTATE GROUP LTD. before the 20<sup>th</sup> of the month prior to the next EFT withdrawal. I/We may obtain a cancellation form or more information on my/our right to cancel our EFT Agreement by contacting the office of AWM ALLIANCE REAL ESTATE GROUP LTD. or by visiting our website.
7. I/We undertake to inform AWM-ALLIANCE REAL ESTATE GROUP LTD. immediately, in writing, of any change in the account (e.g. account closure, change of account number, etc.) or other information provided in this authorization.
8. I/We understand that a NSF administration fee will apply to my/our account should my/our EFT 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 EFT.
9. I/We understand the personal information provided in this EFT Agreement is for purposes of identifying and communicating with me/us, processing payments, responding to emergencies, ensuring the orderly management of the Strata Corporation or property and complying with legal requirements. I/We hereby authorize the strata corporation/property under our management to collect, use and disclose my/our personal information for these purposes.

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

## ELECTRONIC FUNDS TRANSFER (EFT) AGREEMENT



### PERSONAL INFORMATION

EFT Effective Date \_\_\_\_\_

_____ Name of Owner(s)	_____ Strata Plan	_____ Unit Number	
_____ Address (fees paying for)	_____ City	_____ Province	_____ Postal Code
_____ Mailing Address (if different from above)	_____ City	_____ Province	_____ Postal Code
_____ Phone Number (Res.)	_____ (Bus.)	_____ (Cell)	_____ Email Address

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

☐ **Void cheque attached** – The name on cheque must match name(s) of the owner(s)/tenant(s) on our records. If someone other than the owner(s)/tenant(s) is making the payment, please complete below information.

_____ Name	_____ Relation to Applicant
_____ Address	_____ Phone Number

☐ **Or, If your account does not provide cheques, please include a document filled out by your bank to ensure the account is coded correctly and will allow for pre-authorized payment.**

### AUTHORIZATION

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)
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When the form is complete, mail, fax or email to: AWM-ALLIANCE REAL ESTATE GROUP LTD.  
Attention: Accounts Receivable  
#401-958 West 8th Avenue, Vancouver, BC V5Z 1E5  
Tel: 604-685-3227 Fax: 604-893-1721  
Email: [eft@awmalliance.com](mailto:eft@awmalliance.com)

**PLEASE NOTE THIS FORM MUST BE RECEIVED IN OUR OFFICE NO LATER THAN THE 20<sup>TH</sup> OF THE MONTH PRIOR TO THE MONTH THE PAD IS TO COMMENCE.**