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STRATA PLAN BCS 1073 – CALLISTO

NOTICE TO OWNERS

RE: SPECIAL LEVIES – PAYMENT REQUIRED

At the Annual General Meeting held on April 30, 2026, the Owners approved 3/4 Vote Resolution #3 and 3/4 Vote Resolution #4, which results in Special Levies for installing new in-suite isolation valves and balancing valves, as well as installing new leak detector sensors in all units.

Payment details for these levies are enclosed in the Minutes and found on Schedules "A" and "B".

ACTION REQUIRED
PAYMENT OF SPECIAL LEVIES (2 Options)

Option 1: Pre-Authorized Payment (PAP)

If you pay your strata fees through PAP (not cheque), and would like these special levies withdrawn from the same account, please fill out the below and return no later than **May 25, 2026 (by 5:00 PM)** for payments to be deducted on **June 1, 2026.**

Please check (☑) one withdrawal option below: **(Please fill in the fields below in BLACK/BLUE INK)**:

3/4 Vote Resolution #3 (Schedule "A")

☐ One payment (full amounts); or ☐ 2 payments per schedule **(June 1, 2026 & July 1, 2026)**

3/4 Vote Resolution #4 (Schedule "B")

☐ One payment (full amounts); or ☐ 2 payments per schedule **(June 1, 2026 & July 1, 2026)**

Unit / Building Number: ________________

Bank Account Holder's: ____________________________ ____________________
(Name) (Signature)

If you would like these special levies withdrawn from a different bank account than is currently used for the monthly strata fees, please attach a void cheque/account information to this form and check this box: ☐

Please send this page to ar@wynford.com for processing, or mail to Wynford.

Option 2: Pay by Cheque(s)

If you are not enrolled in PAP or would prefer to pay by cheque, please send cheque(s) payable to "Strata Plan BCS 1073", indicate unit number on cheque, for the amounts shown opposite the Strata Lot on Schedules "A" and "B" attached to the enclosed minutes. *To avoid duplicate payment, if you pay by cheque, do not return this form.*

If you have any questions regarding payment of these special levies, please email ar@wynford.com.

THE WYNFORD GROUP
Managing Agents for BCS 1073, Callisto
Date: May 12, 2026

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May 12, 2026
To all Owners of Strata Plan BCS 1073 – Callisto

MEETING SUMMARY & ACTION ITEMS

Annual General Meeting held on April 30, 2026

SPECIAL LEVIES (to contact Wynford AR, email **ar@wynford.com**)
- Owners voted to approve two Special Levies.
- Amount: See Schedules "A" and "B" attached to the minutes.
- Due date: April 30, 2026 / Payable date: June 1 & July 1, 2026 (per attached schedule).
- **Payment Options:**
  - **Fill out the cover page and return as soon as possible.**
  - Cheques – payable to "Strata Plan BCS 1073", indicate unit number on cheque.

OPERATING BUDGET
- Approved, as presented.

STRATA FEES (to contact Wynford AR, email **ar@wynford.com**)
- Increased, effective March 1, 2026.
- A list of new fees is enclosed.
- A one-time adjustment to cover the increase for March, April & May 2026 will be taken on **June 1, 2026.**
- **Payment Options:**
  - Pre-authorized Payment Plan (PAP) – if already enrolled, no action is needed. If not enrolled, please fill out the enclosed PAP Form to register.
  - Cheques – if you pay by cheque, please provide a series of postdated cheques for the new fee amounts for the fiscal year and a cheque to cover the one-time adjustment increase amount. Cheques payable to "Strata Plan BCS 1073" and indicate your unit number.

BYLAW CHANGES
- Owners voted to approve changes to the Bylaws (see enclosed minutes).
- Updated Bylaws are found online at portal.wynford.com and hard copies can be ordered through Wynford's Records Department (records@wynford.com).

Other items of business conducted at the Annual General Meeting are reported in the attached Minutes. **If your contact information has changed, please inform our records department at records@wynford.com.**

ONLINE REGISTRATION
Your strata corporation is registered for the Wynford online portal. If you would like to receive important strata updates electronically, sign up for an account at: **portal.wynford.com**.

THE WYNFORD GROUP
Managing Agents for
BCS 1073, Callisto

Arpan Sandhaa
Strata Manager

Enclosures

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Pre-Authorized Payment (PAP) Form

** In addition to mail and fax, signed (PAP) forms can be submitted by **email** to ar@wynford.com

Owner Name(s): ______________________________ Home #: ______________________

Strata Plan: BCS 1073 ______________ Strata Lot: ______________ Cell #: ______________________

Unit Address: ______________________________ Email: ______________________

Purpose: ☐ New Enrolment ☐ Change in Banking Information ☐ Cancellation (15 days' notice required)

AUTHORIZATION:

1. I / We hereby authorize The Wynford Group on behalf of our Strata Corporation and / or respective Section to draw cheques or prepare debits by paper or electronic entry on the 1st of each month covering the following:
   Please " √ " the applicable items:

   ☐ Monthly Strata and/or Section Fees ☐ Storage/Locker ☐ Parking/EV ☐ Gas Recovery ☐ Other______________

   I / We acknowledge that the amounts for each item indicated will be those prescribed / approved by the Owners and due to the Strata Corporation and / or Section. The amounts may be increased / decreased as approved by the Owners of the Strata Corporation and / or Section.

   I / We acknowledge that other withdrawals can be made for charges not specified on this form, if such withdrawal is requested by me / us in writing.

2. **EFFECTIVE DATE:** ____________ (Month) 1st (Day) ____________ (Year) **(See "Note" Below)**

Note: The effective date must be the 1st day of the month. The PAP Form must be received by The Wynford Group **15 days prior** to the effective date to ensure processing in time for 1st of the month. However, for forms received after the deadline, withdrawals may be scheduled for 1-5 business days AFTER the 1st of the month, and withdrawals can be made retroactively.

3. I / We undertake to inform The Wynford Group, in writing, of any change in the account or address information provided in this authorization, **15 days before the beginning of the month**. If the account is transferred to another financial institution, it will be necessary to provide The Wynford Group with a voided cheque / digital bank information form.

4. This authorization may be cancelled at any time upon receipt of a minimum of 15 days written notice to The Wynford Group prior to the first day of the following month.

5. I / We acknowledge that delivery of this authorization to The Wynford Group constitutes delivery by me to the financial institution indicated on the face of my voided cheque / digital bank information form.

6. I / We have certain recourse rights if any debit does not comply with this agreement. For example, I / We have the right to receive reimbursement for any debit that is not authorized or is not consistent with this pre-authorized agreement.
   More information on recourse rights is available from any financial institution or at www.cdnpay.ca.

ACCEPTANCE

I / We hereby confirm our authorization in accordance with the provisions contained herein and warrant that all persons whose signatures are required to sign on this account have signed below:

Date: __________ (Month) __________ (Day) __________ (Year) ____________________ Registered Owner Signature ____________________ 2nd Owner Signature, if required

IMPORTANT: If you are **NOT** the registered Owner but are taking responsibility for making payments (i.e. the bank account is in your name), please complete the information below:

Email: ____________________

Name: ____________________ *Please Print* ____________________ *Please Sign* Phone #: ____________________

FOR BANK ACCOUNTS IN A COMPANY NAME (when the company is not a registered owner**),** we require the signature of a Company Signing Officer below:

Name: ____________________ *Please Print* ____________________ *Please Sign* ____________________ *Title*

REQUIRED TO BE ATTACHED (to indicate the account to be drawn upon): (Can usually be downloaded from online banking)

☐ Blank cheque marked "VOID" OR ☐ Direct Debit/Deposit Bank Information Form

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For Wynford Use Only: Strata Plan: BCS 1073 Unit Code: __________ Owner Code: ______________

Rev: Apr.1/24 Entered By: ____________________ Date Entered: ____________________

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MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN BCS 1073 - CALLISTO, HELD ON THURSDAY, APRIL 30, 2026, AT 7:00 P.M., IN THE LOUNGE, 1281 WEST CORDOVA STREET, VANCOUVER, BC

In Attendance: 31 Strata Lot Owners represented in person.
24 Strata Lots represented by Proxy.
55 Strata Lots represented in total.

Strata Managers: Tom Agnew — The Wynford Group
Arpan Sandhaa — The Wynford Group

1. CERTIFICATION OF PROXIES

The strata manager advised that the proxies were certified to be correct, a quorum was established, and the meeting was duly constituted to proceed.

2. CALL TO ORDER

The Annual General Meeting was called to order at 7:04 p.m. by Strata Manager Tom Agnew.

3. ELECTION OF CHAIRPERSON

Pursuant to Bylaw #28.1, an election of a chairperson for the meeting was not necessary as the Council President was in attendance.

4. FILING OF PROOF OF NOTICE OF MEETING

The strata manager confirmed that the Notice of the Annual General Meeting was mailed to all Owners of record on or before April 9, 2026, as required by the *Strata Property Act*. It was then **MOVED / SECONDED** to approve the notice as circulated. **CARRIED (all in favour)**

5. APPROVAL OF AGENDA

It was **MOVED / SECONDED** to approve the Agenda, as presented. **CARRIED (all in favour)**

6. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was **MOVED / SECONDED** to approve the Minutes of the Special General Meeting held on October 21, 2025. **CARRIED (all in favour)**

7. COUNCIL REPORT

The Council Report was attached to the Annual General Meeting Notice package which was distributed to all owners.

8. REPORT ON INSURANCE

The insurance summary of the Strata Corporation was attached to the Notice of the Annual General Meeting for information purposes. A brief report was provided with respect to the insurance policy and reviewing the limits and deductibles. Please see the attached insurance summary for the insured value and deductible amounts.

Owners were advised that they should be aware that these deductibles which may be covered by their homeowner insurance policies. The strata manager also recommended that Owners inform their personal insurer of these deductibles and have their policy adjusted to cover these amounts.

Here is some information regarding insurance. The Strata Corporation's insurance does not cover contents, upgrades (betterments and improvements), loss of rental income, or relocation to other living accommodations during repairs that may have been required as a result of an insurance claim. All Owners are reminded of the importance of carrying homeowner insurance for damage to personal property. If you rent out your unit, please ensure your Tenant has insurance. You are also encouraged to ensure you have betterments or Tenants' improvements insurance if you have carried out any upgrades or betterments to your Strata Lot.

Earthquake: The earthquake coverage deductible is a percentage of the total value of the building. In case of damage caused by an earthquake, the Strata Corporation would have to pay the deductible, and this would be assessed to Owners by way of unit entitlement.

Water: Currently, the Strata Corporation will charge any Owner deemed responsible for a damage claim up to the insurance policy deductible. That means, for example, should a dishwasher or bathtub overflow in your unit, all costs will be charged to you for up to the water damage deductible.

Please retain a copy of the attached insurance summary as your homeowner insurance representative will ask you for a copy when you renew your homeowner insurance.

9. APPROVAL OF 3/4 VOTE RESOLUTION #1 – OPERATING FUND TRANSFER

WHEREAS *the Owners, Strata Plan BCS 1073, have a prior years' operating surplus of $14,321 and an estimated operating surplus of $11,849 for the fiscal year ending February 28, 2026;*

It was **MOVED / SECONDED** to approve 3/4 vote resolution #1:

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), that the actual accumulated operating fund surplus or deficit be either transferred to or recovered from the Contingency Reserve Fund.*

Following a brief discussion on the purpose of this resolution, the vote was called to question on 3/4 vote resolution #1, as presented. **CARRIED (all in favour)**

10. APPROVAL OF MAJORITY VOTE RESOLUTION #1 – OPERATING BUDGET

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), have reviewed the proposed Operating Budget included with this notice of the Annual General Meeting;*

It was **MOVED / SECONDED** to approve majority vote resolution #1 as presented:

BE IT THEREFORE RESOLVED *as a majority vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), that the proposed Operating Budget be approved.*

Following discussion on the various accounts and owners being provided additional details regarding the breakdown of operating expenses related to elevator maintenance and site employee payroll expenses, the vote was called to question on majority vote resolution #1, as presented. **CARRIED (49 in favour, 6 opposed, 0 abstentions)**

11. APPROVAL OF 3/4 VOTE RESOLUTIONS #2 – #6

3/4 VOTE RESOLUTION #2 – BYLAW AMENDMENT – HARASSMENT PROHIBITED

PREAMBLE: *Council previously introduced a proposed harassment bylaw, which generated valuable feedback from owners. Some were concerned about how such a bylaw might be perceived externally, while others raised questions about the potential for Council to become involved in disputes between residents.*

Council has carefully considered these perspectives and has revised the bylaw accordingly. The updated version is more clearly defined, more measured in tone, and importantly, limited in scope. It applies only to interactions with employees and agents of the Strata Corporation, with the sole purpose of ensuring they are able to perform their duties in a safe and respectful environment.

Providing a workplace free from harassment is a standard expectation in any organization. This bylaw is not an indication of existing issues within the community, but rather a proactive step in support of those who work in Callisto.

Council believes this revised approach strikes an appropriate balance - addressing the concerns raised while reinforcing a respectful and professional environment for everyone.

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their strata corporation; and*

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to amend the bylaws of their strata corporation;*

It was **MOVED / SECONDED** to approve 3/4 vote resolution #2:

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:*

By adding a new bylaw #45, to read as follows:

Harassment Prohibited

45 *(1) All employees of the strata corporation, members of the strata council, contractor(s) and agent of the strata corporation are entitled to carry out their duties to the strata corporation free from harassment or abuse of any kind, which includes, but is not limited to:*

(a) threats, intimidation, yelling or verbal abuse of any kind;

(b) physical abuse which includes, but is not limited to, unwelcome physical pursuit, unwelcome touching or threats of unwelcome touching; or

(c) targeted nuisance;

(d) inappropriate surveillance and staring; or

(e) unwelcome remarks, jokes, slurs, or taunting about a person's character, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender or age.

(2) In this bylaw, the terms harassment or abuse includes, but is not limited to, harassment and abuse by email, telephone, text message, in writing or social media messaging systems.

(3) Without limiting the generality of the foregoing, upon being notified by another owner, tenant or occupant verbally or in writing (a "Notifying Person"), no owner, tenant or occupant may deliver any emails, text messages, social media messages, notices, or any written communications of any kind to the strata lot of any Notifying Person, except for communication that is from the strata corporation or that is authorized to be delivered to a Notifying Person under the Act, the Strata Property Regulation or these bylaws.

(4) The strata council may, on behalf of an employee, contractor, council member or agent of the strata corporation, notify an owner, tenant, or occupant by notice in writing that they are not to communicate with that identified employee, contractor, council member or agent, except for communication that is from the strata corporation or that is authorized to be delivered under the Act, the Regulations or the Bylaws. Any communication in breach of this provision constitutes harassment under this bylaw.

Following discussion on the purpose of the resolution, the vote was called to question on 3/4 vote resolution #2, as presented. **DEFEATED (26 in favour, 29 opposed, 0 abstentions)**

3/4 VOTE RESOLUTION #3 – SPECIAL LEVY & CONTINGENCY RESERVE FUND – NEW IN-SUITE ISOLATION VALVES AND BALANCING VALVES INSTALLATION

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to install new in-suite isolation valves and balancing valves;*

It was **MOVED / SECONDED** to approve 3/4 vote resolution #3:

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), that a sum of money not exceeding* ***$220,000.00*** *(including tax and all related expenses), be raised and spent for the purpose of installing new in-suite isolation valves and balancing valves, such expenditure to be funded and expensed as follows:*

a) ***$110,000.00*** *by way of special levy upon the registered owners in proportion to unit entitlement of their respective strata lots, for the amount shown opposite the strata lot on* ***Schedule "A"*** *attached hereto; funds raised by way of special levy will be utilized first; and*

b) up to ***$110,000.00*** *to be funded from the Contingency Reserve Fund*

In the event that the actual cost of the proposed project is less than the special levy amount, monies will be refunded or reallocated subject to Sections 108(5) and (6) of the Strata Property Act, which read as follows:

(5) If the money collected exceeds the amount required, or for any other reason is not fully used for the purpose set out in the resolution, the strata corporation must pay to each owner of a strata

lot the portion of the unused amount of the special levy that is proportional to the contribution made to the special levy in respect of that strata lot.

(6) Despite subsection (5), if no owner is entitled to receive more than $100 in total under subsection (5), the strata corporation may deposit the excess in the contingency reserve fund.

Interest earned on funds raised pursuant to this resolution will be allocated to the Special Levy Fund.

***This special levy of $110,000.00, (amount that <u>Owners</u> will be levied per (a) above) shall be assessed on April 30, 2026** (date of general meeting or any adjournment thereof), and shall become due and payable in full immediately on the passing of this resolution by the registered owners on title as at the end of that day. Any owner who wishes to sell, convey or transfer his / her title, or remortgage, must pay the special levy in full before a "Form F – Certificate of Full Payment" can be issued pursuant to Section 115 of the Strata Property Act.*

***As a matter of financial convenience only, the Owners may pay this special levy over a period of 2 months, such payments to be made in 2 equal amounts on the first of each month, commencing on June 1 and July 1, 2026.** Notwithstanding the foregoing, this special levy is not considered an "installment" levy as contemplated by Section 108(3) (e) of the Strata Property Act, and Section 109 of the Strata Property Act therefore does not apply.*

Any owner who fails to make any payment(s) in accordance with this resolution may be assessed a fine per the Strata Corporation Bylaws, and / or interest at a rate of up to 10% per annum compounded annually and charged on a monthly basis. Sections 116, 117 and 118 of the Strata Property Act shall be applicable where an owner fails to make the required payment as authorized by the passing of this 3/4 vote.

Following discussion on the purpose of the isolation valves, clarification on how these are installed and the importance in their assisting with reducing water damage and scheduling installation, the vote was called to question on 3/4 vote resolution #3, as presented. **CARRIED (all in favour)**

<u>3/4 VOTE RESOLUTION #4 – SPECIAL LEVY & CONTINGENCY RESERVE FUND – NEW LEAK DETECTOR SENSORS INSTALLATION</u>

***WHEREAS** the Owners, Strata Plan BCS 1073, Callisto, adopted Bylaw #44 at the October 21, 2025 Special General Meeting which permits installation of a new leak detector within individual suites; and*

***WHEREAS** the Strata Council have researched various types of sensors and obtained comparable quotations for installing new leak detector sensors within all suites;*

It was **MOVED / SECONDED** to approve 3/4 vote resolution #4:

***BE IT THEREFORE RESOLVED** as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), that a sum of money not exceeding **$220,000.00** (including tax and all related expenses), be raised and spent for the purpose of installing new leak detector sensors in all units, such expenditure to be funded and expensed as follows:*

*c) **$110,000.00** by way of special levy upon the registered owners in proportion to unit entitlement of their respective strata lots, for the amount shown opposite the strata lot on **Schedule "B"** attached hereto; funds raised by way of special levy will be utilized first; and* *d) up to **$110,000.00** to be funded from the Contingency Reserve Fund*

In the event that the actual cost of the proposed project is less than the special levy amount, monies will be refunded or reallocated subject to Sections 108(5) and (6) of the Strata Property Act, which read as follows:

> *(5) If the money collected exceeds the amount required, or for any other reason is not fully used for the purpose set out in the resolution, the strata corporation must pay to each owner of a strata lot the portion of the unused amount of the special levy that is proportional to the contribution made to the special levy in respect of that strata lot.*
>
> *(6) Despite subsection (5), if no owner is entitled to receive more than $100 in total under subsection (5), the strata corporation may deposit the excess in the contingency reserve fund.*

Interest earned on funds raised pursuant to this resolution will be allocated to the Special Levy Fund.

***This special levy of $110,000.00, (amount that <u>Owners</u> will be levied per (a) above) shall be assessed on April 30, 2026** (date of general meeting or any adjournment thereof), and shall become due and payable in full immediately on the passing of this resolution by the registered owners on title as at the end of that day. Any owner who wishes to sell, convey or transfer his / her title, or remortgage, must pay the special levy in full before a "Form F – Certificate of Full Payment" can be issued pursuant to Section 115 of the Strata Property Act.*

***As a matter of financial convenience only, the Owners may pay this special levy over a period of 2 months, such payments to be made in 2 equal amounts on the first of each month, commencing on June 1 and July 1, 2026.** Notwithstanding the foregoing, this special levy is not considered an "installment" levy as contemplated by Section 108(3) (e) of the Strata Property Act, and Section 109 of the Strata Property Act therefore does not apply.*

Any owner who fails to make any payment(s) in accordance with this resolution may be assessed a fine per the Strata Corporation Bylaws, and / or interest at a rate of up to 10% per annum compounded annually and charged on a monthly basis. Sections 116, 117 and 118 of the Strata Property Act shall be applicable where an owner fails to make the required payment as authorized by the passing of this 3/4 vote.

Following further discussion on scheduling installation, providing options on who could be notified should the alarm be activated and details on the life expectancy of the batteries (i.e. 3 to 4 years), the vote was called to question on 3/4 vote resolution #4, as presented. **CARRIED (all in favour)**

<u>3/4 VOTE RESOLUTION #5 – INSURANCE PREMIUM CRF LOAN EXTENSION</u>

***PREAMBLE:** It is common practice and permissible under the Strata Property Act for the Strata Corporation to pay for the strata insurance premium as a loan from the Contingency Reserve Fund (CRF) to be paid back in monthly installments from the Operating Fund. The reason for this loan is to avoid financing costs and cash flow problems in the operating account.*

Furthermore, the Strata Property Act allows for the Operating Fund to borrow money from the CRF as long as the loan is paid back by the end of the fiscal year. Due to timing of when the insurance premium is due and the fiscal year end, the temporary loan for the Strata Corporation's Insurance Premium will not be paid off by the end of this fiscal year. By passing this resolution, the Owners are authorizing an extension for the use of the CRF to pay for the insurance premium with the understanding that the loan *will be paid back as soon as the funds are available (as strata fee payments are received). This loan does not cost the Owners any additional money and is a standard practice in the industry.*

It was **MOVED / SECONDED** to approve 3/4 vote resolution #5:

BE IT THEREFORE RESOLVED, *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the Strata Corporation), that the strata corporation be provided an extension on the existing temporary loan from the Contingency Reserve Fund (CRF) for the purpose of funding the remaining payments of the Strata Corporation's Insurance Premium for the* ***fiscal year of 2025-2026****. The remaining loan will be repaid to the CRF by no later than* ***February 28, 2027.***

Following discussion on the purpose of the resolution to meet requirements of the *Strata Property Act*, the vote was called to question on 3/4 vote resolution #5, as presented. **CARRIED (all in favour)**

3/4 VOTE RESOLUTION #6 – BYLAW AMENDMENT – REFUNDABLE DEPOSIT

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their strata corporation; and*

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to amend the bylaws of their strata corporation;*

It was **MOVED / SECONDED** to approve 3/4 vote resolution #6:

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:*

Bylaw #6(6), currently reads:

Obtain approval before altering a strata lot

6(6) A one-time $750 renovation fee for all renovations that require a renovation approval will be charged. A $500 refundable damage deposit prior to start of renovation is required and perform a documented inspection of common areas before and after to ensure no damages have been caused by the renovation contractor.

By deleting bylaw #6(6) and replacing it with the following:

Obtain approval before altering a strata lot

6(6) An owner must pay a refundable damage deposit not exceeding $5,000 to the Strata Corporation, to be assessed by the strata council, depending on the scope of the alterations. The strata council may direct funds from the damage deposit be used to effect repairs to the building, assets and common property that arise as a consequence of the alterations, including carpet cleaning and replacement of common area smoke detectors. Any fines levied will be deducted from the damage deposit. The refundable damage deposit required does not imply any limitation of financial responsibility of an owner for repairs to the building, assets or common property that arise as a consequence of the alterations. The strata council may, at their discretion, waive the fee and/or the damage deposit for minor alterations.

Following discussion on the purpose regarding collection of the damage deposit, the vote was called to question on 3/4 vote resolution #6, as presented. **CARRIED (51 in favour, 4 opposed, 0 abstentions)**

12. NEW BUSINESS

- Building Manager Role
  Discussion ensued regarding the Building Manager's role and duties performed on behalf of the Strata Corporation. A few owners were unclear about the Building Manager's role and the need for this position. It was agreed that Council will discuss the matter and provide further updates to residents and owners subsequent to the first council meeting.

- Elevator Maintenance – Consultant Review
  Several concerns were raised regarding ongoing elevator maintenance, associated operating expenses and potential capital expenses. There was a collective opinion to engage an independent elevator consultant to carry out an assessment in order to better understand the long-term requirements for capital expenditures for the elevators.

13. ELECTION OF THE 2026-2027 STRATA COUNCIL

The Council Members for the 2025-2026 fiscal year automatically retired from their positions, pursuant to the *Strata Property Act*. The Owners expressed their appreciation of a job well done by their outgoing Strata Council.

Further to the owners extending a vote of thanks as endorsed by a round of applause, the following owners were nominated for the 2026-2027 fiscal year:

Mauricio Browne De Paula
Peter Xing
Michael Li
Catherine Clark
Pantea Moghaddam

There being no further nominations, it was **MOVED / SECONDED** to cease nominations and to elect the slate of abovementioned Owners to the Strata Council by Majority Vote. **CARRIED**

14. MEETING TERMINATION

There being no further business, the meeting was terminated at 8:53 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: reception@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

VICTORIA DAY OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for Victoria Day on:

Monday, May 18, 2026

24-hour emergency service is provided by calling 604-261-0285

Attachments: Insurance Policy
2026-2027 Operating Budget
2026-2027 Assessment Schedule
Special Levy – Schedule “A”
Special Levy – Schedule “B”

(https://wynfordgroup.sharepoint.com/sites/Properties/BCS/BCS 1073/Meetings/Meetings-General Mtgs/2026-04-30.AGM-Minutes.bcs1073.docx) cw

CondoSURE™ HUB

THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE

Policy No. CBCS1073 **Summary of Coverage**

Named Insured:	The Owners of Strata Plan BCS 1073 The Callisto
Additional Insured(s):	The Wynford Group
Mailing Address:	c/o The Wynford Group, 815 - 1200 73rd Avenue West, Vancouver, BC V6P 6G5
Location Address(es):	1211 - 1299 West Cordova Street, Vancouver, BC, V6C 3P9 & 308 - 358 Jervis Mews, Vancouver, BC, V6C 3S6
Policy Period:	**April 30, 2026** to **April 30, 2027** 12:01 a.m. Standard Time

Insuring Agreements	Deductibles	Amount of Insurance
PROPERTY COVERAGES		
All Property, All Risk	$25,000	$154,000,000
Stated Amount Co-Insurance, Replacement Cost	Included	Included
Excess Replacement Cost		
Limit of Liability - 30% of Total Sum of Underlying Insurance Limit(s) (Any One Loss Occurrence)		$46,200,000
Earthquake and Flood limit in the annual aggregate not to exceed 30% of Total Sum of Underlying Insurance Limit(s) (Any on Loss Occurrence)		
Combined Extended Replacement Cost: 130% of Appraised Value)		$200,200,000
Excess Unit Owner Displacement Coverage - Aggregate Limit		$1,000,000
A. Additional Living Expense Limit per Unit - $50,000		Included
Uninsured Unit Owner Retention - $10,000		
B. Contingent Mass Evacuation Limit per Unit - $5,000		Included
Water Damage	$50,000	Included
Back up of Sewers, Sumps, Septic Tanks or Drains	$50,000	Included
Earthquake Damage	10%	Included
Minimum Deductible:	$150,000	
Aggregate Limit		$154,000,000
Flood Damage	$50,000	Included
Aggregate Limit		$154,000,000
Key and Lock Replacement	Nil	$50,000
BLANKET EXTERIOR GLASS	Residential $5,000	Blanket
	Canopies $1,000	Blanket
COMMERCIAL GENERAL LIABILITY		
A - Bodily or Mental Injury and Property Damage Liability - *Each Occurence*	$5,000	$30,000,000
Products & Completed Operations - *Aggregate*	$5,000	$30,000,000
B - Personal and Advertising Liability - *Any one person or organization*		$30,000,000
C - Tenant's Property Damage Liability - *any one premises*	$5,000	$500,000
D - Voluntary Medical Payments - any one person		$25,000
Employer's Liability		
Non-Owned Automobile - SPF #6		
Third Party Liability		$5,000,000
SEF 94 Legal Liability for Damage to Hired Automobiles	$500	$50,000
Contractual Liability Endorsement		
Excluding Long Term Leased Vehicle Endorsement		
Employee Benefits Errors and Omissions Liability		$1,000,000
Pollution Liability - 120 Hour Extension Endorsement		$100,000
Liability Conditions		
Z CHOICE POLLUTION LIABILITY		
Limit of Liability – Each Incident, Coverages A-G	$25,000 Retention	$1,000,000
Limit of Liability – Each Incident, Coverage I	5 day waiting period	$250,000
Aggregate Limit		$5,000,000
Crisis Management Expense Endorsement		$50,000

The inclusion of more than one insured strata or condominium corporation under the HUB CondoSure program in the discovery of a pollution event or in the making of a claim regarding the same pollution event shall not increase the Limits of Liability set forth in Item 3 of the Declarations.

Insuring Agreements	Deductibles	Amount of Insurance
NON-PROFIT ORGANIZATION LIABILITY		
Declaration of Emergency Endorsement		
Non-Profit Organization Liability Insurance Policy		
A - Insured Person Non-Indemnifiable Liability: Aggregate Limit		$20,000,000
B - Insured Person Indemnifiable Liability: Aggregate Limit		As per A above
C - Insured Organization Liability: Aggregate Limit		As per A above
Employment Practices Wrongful Act: Aggregate Limit		As per A above
Fiduciary Wrongful Act: Aggregate Limit		As per A above
Total Aggregate Limit of Liability per Policy Period		As per A above
Directors & Officers Liability - Strata/Condominium Endorsement		
Bodily Injury - Property Damage Exclusion		
Legal Guard Information Service		
Statutory Conditions		
Trade and Economic Sanctions - Additional Condition		
DO-NFP-204 - Directors and Officers Liability - Property Managers Extension		
GROUP OCCUPATIONAL ACCIDENT INSURANCE		
Personal Accident Limit - Lesser of $1,000,000 or 5x Annual Salary		$1,000,000
Weekly Accident Indemnity - Lesser of $750 or 75% of Gross Weekly Earnings (52 weeks), if unemployed, $100 weekly indemnity	7 day Waiting Period	
Medical Accident Expense Benefit - $15,000		
Dental Accident Expense Benefit - $5,000		
Program Aggregate Limit		$10,000,000
(Maximum Benefit - 60 years of age or older - Lesser of $750,000 or 5x Annual Salary)		
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty / Excess	$100	$1,000,000
Broad Form Money & Securities / Excess	$100	$60,000
Program Aggregate Limit		$10,000,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	$5,000	$154,000,000
II Consequential Damage, 90% Co-Insurance	$5,000	$25,000
III Extra Expense	24 Hour Waiting Period	$1,000,000
IV Ordinary Payroll – 90 Days	24 Hour Waiting Period	$100,000
TERRORISM	$ 500	$500,000
CYBER INSURANCE FOR BUSINESS	$1,000	$50,000
Comprehensive Cyber Coverage		
A. Data Compromise Response Expenses		
Forensic IT Review		
Legal Review		
Public Relations - sublimit flat $5,000		
Regulatory Fines & Penalties		
PCI Fines & Penalties		
Named Malware - sublimit flat $50,000		

This is a generalized summary of coverage for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents.

Other Services and Service Providers

PLATINUM LEGAL SERVICES RETAINER – CLARK WILSON LLP

Legal advice and exclusive benefits. See Contract for details. — Retained

$1,000,000 / Legal Proceeding
$1,500,000 Aggregate
Fee: 100% Retained

March 23, 2026 - E&OE

Strata Plan BCS 1073 - CALLISTO				
Final 2026-2027 Operating Budget				
February 28th Year-end				
				12/May/26
GL Code	**Description**	**Actual to Feb 28, 2026**	**2025-2026 Budget**	**Approved 2026-2027 Budget**
400000	**REVENUES**			
405000	Strata Fees	2,189,751.36	2,189,750	2,299,238
415000	Bylaw Fines / Late Fees	7,000.00	-	-
422500	Interest Income - Operating	10,701.38	15,000	10,000
424000	Interest On Overdue Accounts	2,104.64	-	-
426501	Electrical Charge Station	2,286.41	-	2,500
428500	Move-in / Move-out Charges	13,400.00	-	-
429500	Key Revenue	30.00	-	-
440600	Door Openers - Transmitters	1,180.00	-	-
441600	Miscellaneous Revenue	269.50	-	-
499900	**TOTAL REVENUES**	**2,226,723.29**	**2,204,750**	**2,311,738**
500000	**OPERATING EXPENSES**			
510000	**ADMINISTRATIVE EXPENSES**			
511000	Management Fees	43,885.80	43,886	45,864
511600	Bank Administration Fee	756.00	756	756
512000	Audit / Review	5,171.25	5,500	5,500
513000	Duplication / Postage / Courier	9,091.85	10,000	10,000
513200	Legal	1,341.36	10,000	5,000
513600	Audit - *Real Estate Services Act*	169.42	400	400
514200	Insurance Expense	338,422.00	340,000	250,450
517900	Building Manager and Contracted Services	117,175.58	115,000	118,500
520200	Concierge	294,377.38	280,000	260,000
521200	Miscellaneous Expenses	9,530.97	5,000	10,000
521400	Social Fund Expense	11,295.66	12,000	12,000
528400	Telephone	13,865.55	14,500	14,500
529900	**TOTAL ADMINISTRATIVE EXPENSES**	**845,082.82**	**837,042**	**732,970**
530000	**UTILITIES**			
531100	BC Hydro / Electricity	120,580.19	112,000	130,000
532700	Gas	69,620.78	97,600	82,000
535100	Water/Sewer	81,878.55	70,000	95,000
535500	Garbage Disposal	55,138.81	54,000	55,000
539900	**TOTAL UTILITIES**	**327,218.33**	**333,600**	**362,000**

Strata Plan BCS 1073 - CALLISTO
Final 2026-2027 Operating Budget
February 28th Year-end

12/May/26

GL Code	Description	Actual to Feb 28, 2026	2025-2026 Budget	Approved 2026-2027 Budget
540000	**BUILDING MAINTENANCE**			
540800	Janitorial	134,015.81	130,000	130,000
541400	Supplies	31,799.58	20,000	25,000
542000	Pest Control	5,704.38	5,000	5,500
542600	Security & Alarm System	8,397.40	15,000	10,000
543500	Elevator Maintenance	57,141.95	60,000	62,000
545000	Plumbing	23,262.73	45,000	24,000
549800	Fire Equipment	22,324.74	30,000	25,000
549900	Fire Alarm Monitoring	2,001.79	3,000	3,000
550700	Electrical Repairs	24,748.15	20,000	20,000
556700	Repair & Maint, Building	23,537.99	75,000	50,000
559100	HVAC Maintenance	276,361.92	110,000	250,000
559900	**TOTAL BUILDING MAINTENANCE**	**609,296.44**	**513,000**	**604,500**
560000	**EXTERIOR MAINT & REPAIRS**			
562700	Window Cleaning	(147.00)	25,000	55,000
565700	Exterior Repair/Maint	23,602.70	75,000	30,000
569900	**TOTAL EXTERIOR MAINT & REPAIRS**	**23,455.70**	**100,000**	**85,000**
570000	**GROUNDS AND GARDEN**			
571000	Landscaping Services	94,196.65	95,000	29,000
571400	Landscape Improvements	-	-	56,000
576400	Sprinkler Maintenance	-	-	7,500
578600	Fountains	-	-	2,500
579900	**TOTAL GROUNDS AND GARDEN**	**94,196.65**	**95,000**	**95,000**
580000	**RECREATION CENTRE**			
580900	Recreation Ctr Maint	29,516.44	40,000	35,000
589900	**TOTAL RECREATION CENTRE**	**29,516.44**	**40,000**	**35,000**
60000	**TOTAL OPERATING EXPENSES**	**1,928,766.38**	**1,918,642**	**1,914,470**
		297,956.91	**286,108**	**397,268**
700000	**TRANSFERS TO RESERVE FUND**			
700100	Contingency Reserve Fund	286,108.00	286,108	397,268
705000	**TOTAL TRANSFERS TO RESERVES**	**286,108.00**	**286,108**	**397,268**
800000	**NET OPERATING SURPLUS(DEFICIT)**	**11,848.91**	**-**	**-**

STRATA PLAN BCS 1073 - CALLISTO
APPROVED 2026-2027 MONTHLY STRATA FEES and CRF CONTRIBUTIONS

Annual Operating Contributions	$1,901,970.00	**Total Aggregate**	**20,896**
Annual CRF Contributions	$397,268.00		
Total Annual Strata Fees	$2,299,238.00		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**2026-2027 Monthly Operating Contributions**	**2026-2027 Monthly CRF Contributions**	**2026-2027 Total Monthly Strata Fees**	**One-time Adjustment for Mar, Apr & May 2026**
1	TH33	166	0.7944104135%	$1,259.13	$262.99	$1,522.12	$217.47
2	TH32	154	0.7369831547%	1,168.10	243.98	1,412.08	201.72
3	TH31	145	0.6939127106%	1,099.84	229.72	1,329.56	189.93
4	TH30	141	0.6747702910%	1,069.49	223.39	1,292.88	184.68
5	TH29	141	0.6747702910%	1,069.49	223.39	1,292.88	184.68
6	TH28	209	1.0001914242%	1,585.28	331.12	1,916.40	273.78
7	TH27	207	0.9906202144%	1,570.11	327.95	1,898.06	271.14
8	TH26	200	0.9571209801%	1,517.01	316.86	1,833.87	261.96
9	TH25	199	0.9523353752%	1,509.42	315.28	1,824.70	260.67
10	TH24	203	0.9714777948%	1,539.77	321.61	1,861.38	265.92
11	TH23	198	0.9475497703%	1,501.85	313.69	1,815.54	259.38
12	TH22	223	1.0671898928%	1,691.47	353.30	2,044.77	292.11
13	TH21	230	1.1006891271%	1,744.57	364.39	2,108.96	301.29
14	TH20	232	1.1102603369%	1,759.73	367.56	2,127.29	303.90
15	TH19	245	1.1724732006%	1,858.34	388.16	2,246.50	320.94
16	TH18	248	1.1868300153%	1,881.09	392.91	2,274.00	324.84
17	12810201	87	0.4163476263%	659.91	137.83	797.74	113.97
18	12810401	236	1.1294027565%	1,790.07	373.90	2,163.97	309.15
19	12810402	227	1.0863323124%	1,721.81	359.64	2,081.45	297.36
20	12810501	157	0.7513399694%	1,190.85	248.74	1,439.59	205.65
21	12810502	213	1.0193338438%	1,615.62	337.46	1,953.08	279.03
22	12810504	115	0.5503445636%	872.28	182.20	1,054.48	150.66
23	12810601	157	0.7513399694%	1,190.85	248.74	1,439.59	205.65
24	12810602	213	1.0193338438%	1,615.62	337.46	1,953.08	279.03
25	12810604	141	0.6747702910%	1,069.49	223.39	1,292.88	184.68
26	12810701	281	1.3447549770%	2,131.40	445.19	2,576.59	368.07
27	12810703	116	0.5551301685%	879.87	183.78	1,063.65	151.95
28	12810704	127	0.6077718224%	963.30	201.21	1,164.51	166.35
29	12810801	286	1.3686830015%	2,169.33	453.11	2,622.44	374.64
30	12810803	116	0.5551301685%	879.87	183.78	1,063.65	151.95
31	12810804	127	0.6077718224%	963.30	201.21	1,164.51	166.35
32	12810901	292	1.3973966309%	2,214.84	462.62	2,677.46	382.50
33	12810903	116	0.5551301685%	879.87	183.78	1,063.65	151.95
34	12810904	127	0.6077718224%	963.30	201.21	1,164.51	166.35
35	12811001	299	1.4308958652%	2,267.93	473.71	2,741.64	391.65
36	12811003	116	0.5551301685%	879.87	183.78	1,063.65	151.95
37	12811004	127	0.6077718224%	963.30	201.21	1,164.51	166.35
38	12811101	157	0.7513399694%	1,190.85	248.74	1,439.59	205.65
39	12811102	142	0.6795558959%	1,077.08	224.97	1,302.05	186.00
40	12811103	116	0.5551301685%	879.87	183.78	1,063.65	151.95
41	12811104	127	0.6077718224%	963.30	201.21	1,164.51	166.35
42	12811201	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
43	12811202	148	0.7082695253%	1,122.59	234.48	1,357.07	193.89
44	12811203	116	0.5551301685%	879.87	183.78	1,063.65	151.95
45	12811204	127	0.6077718224%	963.30	201.21	1,164.51	166.35

STRATA PLAN BCS 1073 - CALLISTO
APPROVED 2026-2027 MONTHLY STRATA FEES and CRF CONTRIBUTIONS

Annual Operating Contributions	$1,901,970.00	**Total Aggregate**	**20,896**
Annual CRF Contributions	$397,268.00		
Total Annual Strata Fees	$2,299,238.00		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**2026-2027 Monthly Operating Contributions**	**2026-2027 Monthly CRF Contributions**	**2026-2027 Total Monthly Strata Fees**	**One-time Adjustment for Mar, Apr & May 2026**
46	12811301	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
47	12811302	153	0.7321975498%	1,160.51	242.40	1,402.91	200.40
48	12811303	116	0.5551301685%	879.87	183.78	1,063.65	151.95
49	12811304	127	0.6077718224%	963.30	201.21	1,164.51	166.35
50	12811401	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
51	12811402	273	1.3064701378%	2,070.72	432.52	2,503.24	357.60
52	12811404	127	0.6077718224%	963.30	201.21	1,164.51	166.35
53	12811501	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
54	12811502	161	0.7704823890%	1,221.20	255.07	1,476.27	210.90
55	12811503	116	0.5551301685%	879.87	183.78	1,063.65	151.95
56	12811504	127	0.6077718224%	963.30	201.21	1,164.51	166.35
57	12811601	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
58	12811602	165	0.7896248086%	1,251.54	261.41	1,512.95	216.15
59	12811603	116	0.5551301685%	879.87	183.78	1,063.65	151.95
60	12811604	127	0.6077718224%	963.30	201.21	1,164.51	166.35
61	12811701	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
62	12811702	169	0.8087672282%	1,281.87	267.75	1,549.62	221.37
63	12811703	116	0.5551301685%	879.87	183.78	1,063.65	151.95
64	12811704	127	0.6077718224%	963.30	201.21	1,164.51	166.35
65	12811801	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
66	12811802	172	0.8231240429%	1,304.63	272.50	1,577.13	225.30
67	12811803	116	0.5551301685%	879.87	183.78	1,063.65	151.95
68	12811804	127	0.6077718224%	963.30	201.21	1,164.51	166.35
69	12811901	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
70	12811902	174	0.8326952527%	1,319.80	275.67	1,595.47	227.91
71	12811903	116	0.5551301685%	879.87	183.78	1,063.65	151.95
72	12811904	127	0.6077718224%	963.30	201.21	1,164.51	166.35
73	12812001	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
74	12812002	177	0.8470520674%	1,342.56	280.42	1,622.98	231.87
75	12812003	116	0.5551301685%	879.87	183.78	1,063.65	151.95
76	12812004	127	0.6077718224%	963.30	201.21	1,164.51	166.35
77	12812101	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
78	12812102	179	0.8566232772%	1,357.73	283.59	1,641.32	234.48
79	12812103	116	0.5551301685%	879.87	183.78	1,063.65	151.95
80	12812104	127	0.6077718224%	963.30	201.21	1,164.51	166.35
81	12812201	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
82	12812202	181	0.8661944870%	1,372.90	286.76	1,659.66	237.12
83	12812203	116	0.5551301685%	879.87	183.78	1,063.65	151.95
84	12812204	127	0.6077718224%	963.30	201.21	1,164.51	166.35
85	12812301	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
86	12812302	183	0.8757656968%	1,388.06	289.93	1,677.99	239.70
87	12812303	116	0.5551301685%	879.87	183.78	1,063.65	151.95
88	12812304	127	0.6077718224%	963.30	201.21	1,164.51	166.35
89	12812401	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
90	12812402	185	0.8853369066%	1,403.23	293.10	1,696.33	242.31

STRATA PLAN BCS 1073 - CALLISTO
APPROVED 2026-2027 MONTHLY STRATA FEES and CRF CONTRIBUTIONS

Annual Operating Contributions	$1,901,970.00	**Total Aggregate**	**20,896**
Annual CRF Contributions	$397,268.00		
Total Annual Strata Fees	$2,299,238.00		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**2026-2027 Monthly Operating Contributions**	**2026-2027 Monthly CRF Contributions**	**2026-2027 Total Monthly Strata Fees**	**One-time Adjustment for Mar, Apr & May 2026**
91	12812403	116	0.5551301685%	879.87	183.78	1,063.65	151.95
92	12812404	127	0.6077718224%	963.30	201.21	1,164.51	166.35
93	12812501	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
94	12812502	186	0.8901225115%	1,410.82	294.68	1,705.50	243.63
95	12812503	116	0.5551301685%	879.87	183.78	1,063.65	151.95
96	12812504	127	0.6077718224%	963.30	201.21	1,164.51	166.35
97	12812601	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
98	12812602	186	0.8901225115%	1,410.82	294.68	1,705.50	243.63
99	12812603	116	0.5551301685%	879.87	183.78	1,063.65	151.95
100	12812604	127	0.6077718224%	963.30	201.21	1,164.51	166.35
101	12812701	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
102	12812702	186	0.8901225115%	1,410.82	294.68	1,705.50	243.63
103	12812703	116	0.5551301685%	879.87	183.78	1,063.65	151.95
104	12812704	127	0.6077718224%	963.30	201.21	1,164.51	166.35
105	12812801	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
106	12812802	185	0.8853369066%	1,403.23	293.10	1,696.33	242.31
107	12812803	116	0.5551301685%	879.87	183.78	1,063.65	151.95
108	12812804	127	0.6077718224%	963.30	201.21	1,164.51	166.35
109	12812901	158	0.7561255743%	1,198.44	250.32	1,448.76	206.97
110	12812902	184	0.8805513017%	1,395.65	291.51	1,687.16	241.02
111	12812903	116	0.5551301685%	879.87	183.78	1,063.65	151.95
112	12812904	127	0.6077718224%	963.30	201.21	1,164.51	166.35
113	12813001	239	1.1437595712%	1,812.83	378.65	2,191.48	313.08
114	12813002	183	0.8757656968%	1,388.06	289.93	1,677.99	239.70
115	12813003	146	0.6986983155%	1,107.42	231.31	1,338.73	191.25
116	12813101	239	1.1437595712%	1,812.83	378.65	2,191.48	313.08
117	12813102	181	0.8661944870%	1,372.90	286.76	1,659.66	237.12
118	12813103	146	0.6986983155%	1,107.42	231.31	1,338.73	191.25
119	12813201	239	1.1437595712%	1,812.83	378.65	2,191.48	313.08
120	12813202	180	0.8614088821%	1,365.31	285.18	1,650.49	235.80
121	12813203	146	0.6986983155%	1,107.42	231.31	1,338.73	191.25
122	12813301	269	1.2873277182%	2,040.38	426.18	2,466.56	352.38
123	12813302	261	1.2490428790%	1,979.71	413.50	2,393.21	341.91
124	12813401	218	1.0432618683%	1,653.54	345.38	1,998.92	285.54
125	12813402	253	1.2107580398%	1,919.02	400.83	2,319.85	331.41
126	12813501	488	2.3353751914%	3,701.51	773.14	4,474.65	639.24
		20,896	100%	$158,497.55	$33,105.67	$191,603.22	$27,371.82
			Yearly (x 12)	$1,901,970.64	$397,268.00	$2,299,238.64	

STRATA PLAN BCS 1073 - CALLISTO
APPROVED SPECIAL LEVY - 3/4 VOTE RESOLUTION #3
SCHEDULE "A"

Special Levy $110,000.00
Total Aggregate 20,896

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**Special Levy Due Apr 30, 2026**	**Or 2 Payments Payable on June 1 & July 1, 2026**
1	TH33	166	0.7944104135%	$873.85	$436.93
2	TH32	154	0.7369831547%	810.68	405.34
3	TH31	145	0.6939127106%	763.30	381.65
4	TH30	141	0.6747702910%	742.25	371.13
5	TH29	141	0.6747702910%	742.25	371.13
6	TH28	209	1.0001914242%	1,100.21	550.11
7	TH27	207	0.9906202144%	1,089.68	544.84
8	TH26	200	0.9571209801%	1,052.83	526.42
9	TH25	199	0.9523353752%	1,047.57	523.79
10	TH24	203	0.9714777948%	1,068.63	534.32
11	TH23	198	0.9475497703%	1,042.30	521.15
12	TH22	223	1.0671898928%	1,173.91	586.96
13	TH21	230	1.1006891271%	1,210.76	605.38
14	TH20	232	1.1102603369%	1,221.29	610.65
15	TH19	245	1.1724732006%	1,289.72	644.86
16	TH18	248	1.1868300153%	1,305.51	652.76
17	12810201	87	0.4163476263%	457.98	228.99
18	12810401	236	1.1294027565%	1,242.34	621.17
19	12810402	227	1.0863323124%	1,194.97	597.49
20	12810501	157	0.7513399694%	826.47	413.24
21	12810502	213	1.0193338438%	1,121.27	560.64
22	12810504	115	0.5503445636%	605.38	302.69
23	12810601	157	0.7513399694%	826.47	413.24
24	12810602	213	1.0193338438%	1,121.27	560.64
25	12810604	141	0.6747702910%	742.25	371.13
26	12810701	281	1.3447549770%	1,479.23	739.62
27	12810703	116	0.5551301685%	610.64	305.32
28	12810704	127	0.6077718224%	668.55	334.28
29	12810801	286	1.3686830015%	1,505.55	752.78
30	12810803	116	0.5551301685%	610.64	305.32
31	12810804	127	0.6077718224%	668.55	334.28
32	12810901	292	1.3973966309%	1,537.14	768.57
33	12810903	116	0.5551301685%	610.64	305.32
34	12810904	127	0.6077718224%	668.55	334.28
35	12811001	299	1.4308958652%	1,573.99	787.00
36	12811003	116	0.5551301685%	610.64	305.32
37	12811004	127	0.6077718224%	668.55	334.28
38	12811101	157	0.7513399694%	826.47	413.24

STRATA PLAN BCS 1073 - CALLISTO
APPROVED SPECIAL LEVY - 3/4 VOTE RESOLUTION #3
SCHEDULE "A"

Special Levy $110,000.00
Total Aggregate 20,896

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**Special Levy Due Apr 30, 2026**	**Or 2 Payments Payable on June 1 & July 1, 2026**
39	12811102	142	0.6795558959%	747.51	373.76
40	12811103	116	0.5551301685%	610.64	305.32
41	12811104	127	0.6077718224%	668.55	334.28
42	12811201	158	0.7561255743%	831.74	415.87
43	12811202	148	0.7082695253%	779.10	389.55
44	12811203	116	0.5551301685%	610.64	305.32
45	12811204	127	0.6077718224%	668.55	334.28
46	12811301	158	0.7561255743%	831.74	415.87
47	12811302	153	0.7321975498%	805.42	402.71
48	12811303	116	0.5551301685%	610.64	305.32
49	12811304	127	0.6077718224%	668.55	334.28
50	12811401	158	0.7561255743%	831.74	415.87
51	12811402	273	1.3064701378%	1,437.12	718.56
52	12811404	127	0.6077718224%	668.55	334.28
53	12811501	158	0.7561255743%	831.74	415.87
54	12811502	161	0.7704823890%	847.53	423.77
55	12811503	116	0.5551301685%	610.64	305.32
56	12811504	127	0.6077718224%	668.55	334.28
57	12811601	158	0.7561255743%	831.74	415.87
58	12811602	165	0.7896248086%	868.59	434.30
59	12811603	116	0.5551301685%	610.64	305.32
60	12811604	127	0.6077718224%	668.55	334.28
61	12811701	158	0.7561255743%	831.74	415.87
62	12811702	169	0.8087672282%	889.64	444.82
63	12811703	116	0.5551301685%	610.64	305.32
64	12811704	127	0.6077718224%	668.55	334.28
65	12811801	158	0.7561255743%	831.74	415.87
66	12811802	172	0.8231240429%	905.44	452.72
67	12811803	116	0.5551301685%	610.64	305.32
68	12811804	127	0.6077718224%	668.55	334.28
69	12811901	158	0.7561255743%	831.74	415.87
70	12811902	174	0.8326952527%	915.96	457.98
71	12811903	116	0.5551301685%	610.64	305.32
72	12811904	127	0.6077718224%	668.55	334.28
73	12812001	158	0.7561255743%	831.74	415.87
74	12812002	177	0.8470520674%	931.76	465.88
75	12812003	116	0.5551301685%	610.64	305.32
76	12812004	127	0.6077718224%	668.55	334.28

STRATA PLAN BCS 1073 - CALLISTO
APPROVED SPECIAL LEVY - 3/4 VOTE RESOLUTION #3
SCHEDULE "A"

Special Levy $110,000.00
Total Aggregate 20,896

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**Special Levy Due Apr 30, 2026**	**Or 2 Payments Payable on June 1 & July 1, 2026**
77	12812101	158	0.7561255743%	831.74	415.87
78	12812102	179	0.8566232772%	942.29	471.15
79	12812103	116	0.5551301685%	610.64	305.32
80	12812104	127	0.6077718224%	668.55	334.28
81	12812201	158	0.7561255743%	831.74	415.87
82	12812202	181	0.8661944870%	952.81	476.41
83	12812203	116	0.5551301685%	610.64	305.32
84	12812204	127	0.6077718224%	668.55	334.28
85	12812301	158	0.7561255743%	831.74	415.87
86	12812302	183	0.8757656968%	963.34	481.67
87	12812303	116	0.5551301685%	610.64	305.32
88	12812304	127	0.6077718224%	668.55	334.28
89	12812401	158	0.7561255743%	831.74	415.87
90	12812402	185	0.8853369066%	973.87	486.94
91	12812403	116	0.5551301685%	610.64	305.32
92	12812404	127	0.6077718224%	668.55	334.28
93	12812501	158	0.7561255743%	831.74	415.87
94	12812502	186	0.8901225115%	979.13	489.57
95	12812503	116	0.5551301685%	610.64	305.32
96	12812504	127	0.6077718224%	668.55	334.28
97	12812601	158	0.7561255743%	831.74	415.87
98	12812602	186	0.8901225115%	979.13	489.57
99	12812603	116	0.5551301685%	610.64	305.32
100	12812604	127	0.6077718224%	668.55	334.28
101	12812701	158	0.7561255743%	831.74	415.87
102	12812702	186	0.8901225115%	979.13	489.57
103	12812703	116	0.5551301685%	610.64	305.32
104	12812704	127	0.6077718224%	668.55	334.28
105	12812801	158	0.7561255743%	831.74	415.87
106	12812802	185	0.8853369066%	973.87	486.94
107	12812803	116	0.5551301685%	610.64	305.32
108	12812804	127	0.6077718224%	668.55	334.28
109	12812901	158	0.7561255743%	831.74	415.87
110	12812902	184	0.8805513017%	968.61	484.31
111	12812903	116	0.5551301685%	610.64	305.32
112	12812904	127	0.6077718224%	668.55	334.28
113	12813001	239	1.1437595712%	1,258.14	629.07
114	12813002	183	0.8757656968%	963.34	481.67

STRATA PLAN BCS 1073 - CALLISTO
APPROVED SPECIAL LEVY - 3/4 VOTE RESOLUTION #3
SCHEDULE "A"

Special Levy $110,000.00
Total Aggregate 20,896

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**Special Levy Due Apr 30, 2026**	**Or 2 Payments Payable on June 1 & July 1, 2026**
115	12813003	146	0.6986983155%	768.57	384.29
116	12813101	239	1.1437595712%	1,258.14	629.07
117	12813102	181	0.8661944870%	952.81	476.41
118	12813103	146	0.6986983155%	768.57	384.29
119	12813201	239	1.1437595712%	1,258.14	629.07
120	12813202	180	0.8614088821%	947.55	473.78
121	12813203	146	0.6986983155%	768.57	384.29
122	12813301	269	1.2873277182%	1,416.06	708.03
123	12813302	261	1.2490428790%	1,373.95	686.98
124	12813401	218	1.0432618683%	1,147.59	573.80
125	12813402	253	1.2107580398%	1,331.83	665.92
126	12813501	488	2.3353751914%	2,568.91	1,284.46
		20,896	100%	$109,999.99	$55,000.00

STRATA PLAN BCS 1073 - CALLISTO
APPROVED SPECIAL LEVY - 3/4 VOTE RESOLUTION #4
SCHEDULE "B"

Special Levy	$110,000.00
Total Aggregate	20,896

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**Special Levy Due Apr 30, 2026**	**Or 2 Payments Payable on June 1 & July 1, 2026**
1	TH33	166	0.7944104135%	$873.85	$436.93
2	TH32	154	0.7369831547%	810.68	405.34
3	TH31	145	0.6939127106%	763.30	381.65
4	TH30	141	0.6747702910%	742.25	371.13
5	TH29	141	0.6747702910%	742.25	371.13
6	TH28	209	1.0001914242%	1,100.21	550.11
7	TH27	207	0.9906202144%	1,089.68	544.84
8	TH26	200	0.9571209801%	1,052.83	526.42
9	TH25	199	0.9523353752%	1,047.57	523.79
10	TH24	203	0.9714777948%	1,068.63	534.32
11	TH23	198	0.9475497703%	1,042.30	521.15
12	TH22	223	1.0671898928%	1,173.91	586.96
13	TH21	230	1.1006891271%	1,210.76	605.38
14	TH20	232	1.1102603369%	1,221.29	610.65
15	TH19	245	1.1724732006%	1,289.72	644.86
16	TH18	248	1.1868300153%	1,305.51	652.76
17	12810201	87	0.4163476263%	457.98	228.99
18	12810401	236	1.1294027565%	1,242.34	621.17
19	12810402	227	1.0863323124%	1,194.97	597.49
20	12810501	157	0.7513399694%	826.47	413.24
21	12810502	213	1.0193338438%	1,121.27	560.64
22	12810504	115	0.5503445636%	605.38	302.69
23	12810601	157	0.7513399694%	826.47	413.24
24	12810602	213	1.0193338438%	1,121.27	560.64
25	12810604	141	0.6747702910%	742.25	371.13
26	12810701	281	1.3447549770%	1,479.23	739.62
27	12810703	116	0.5551301685%	610.64	305.32
28	12810704	127	0.6077718224%	668.55	334.28
29	12810801	286	1.3686830015%	1,505.55	752.78
30	12810803	116	0.5551301685%	610.64	305.32
31	12810804	127	0.6077718224%	668.55	334.28
32	12810901	292	1.3973966309%	1,537.14	768.57
33	12810903	116	0.5551301685%	610.64	305.32
34	12810904	127	0.6077718224%	668.55	334.28
35	12811001	299	1.4308958652%	1,573.99	787.00
36	12811003	116	0.5551301685%	610.64	305.32
37	12811004	127	0.6077718224%	668.55	334.28
38	12811101	157	0.7513399694%	826.47	413.24

STRATA PLAN BCS 1073 - CALLISTO
APPROVED SPECIAL LEVY - 3/4 VOTE RESOLUTION #4
SCHEDULE "B"

Special Levy	$110,000.00
Total Aggregate	20,896

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**Special Levy Due Apr 30, 2026**	**Or 2 Payments Payable on June 1 & July 1, 2026**
39	12811102	142	0.6795558959%	747.51	373.76
40	12811103	116	0.5551301685%	610.64	305.32
41	12811104	127	0.6077718224%	668.55	334.28
42	12811201	158	0.7561255743%	831.74	415.87
43	12811202	148	0.7082695253%	779.10	389.55
44	12811203	116	0.5551301685%	610.64	305.32
45	12811204	127	0.6077718224%	668.55	334.28
46	12811301	158	0.7561255743%	831.74	415.87
47	12811302	153	0.7321975498%	805.42	402.71
48	12811303	116	0.5551301685%	610.64	305.32
49	12811304	127	0.6077718224%	668.55	334.28
50	12811401	158	0.7561255743%	831.74	415.87
51	12811402	273	1.3064701378%	1,437.12	718.56
52	12811404	127	0.6077718224%	668.55	334.28
53	12811501	158	0.7561255743%	831.74	415.87
54	12811502	161	0.7704823890%	847.53	423.77
55	12811503	116	0.5551301685%	610.64	305.32
56	12811504	127	0.6077718224%	668.55	334.28
57	12811601	158	0.7561255743%	831.74	415.87
58	12811602	165	0.7896248086%	868.59	434.30
59	12811603	116	0.5551301685%	610.64	305.32
60	12811604	127	0.6077718224%	668.55	334.28
61	12811701	158	0.7561255743%	831.74	415.87
62	12811702	169	0.8087672282%	889.64	444.82
63	12811703	116	0.5551301685%	610.64	305.32
64	12811704	127	0.6077718224%	668.55	334.28
65	12811801	158	0.7561255743%	831.74	415.87
66	12811802	172	0.8231240429%	905.44	452.72
67	12811803	116	0.5551301685%	610.64	305.32
68	12811804	127	0.6077718224%	668.55	334.28
69	12811901	158	0.7561255743%	831.74	415.87
70	12811902	174	0.8326952527%	915.96	457.98
71	12811903	116	0.5551301685%	610.64	305.32
72	12811904	127	0.6077718224%	668.55	334.28
73	12812001	158	0.7561255743%	831.74	415.87
74	12812002	177	0.8470520674%	931.76	465.88
75	12812003	116	0.5551301685%	610.64	305.32
76	12812004	127	0.6077718224%	668.55	334.28

STRATA PLAN BCS 1073 - CALLISTO
APPROVED SPECIAL LEVY - 3/4 VOTE RESOLUTION #4
SCHEDULE "B"

Special Levy	$110,000.00
Total Aggregate	20,896

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**Special Levy Due Apr 30, 2026**	**Or 2 Payments Payable on June 1 & July 1, 2026**
77	12812101	158	0.7561255743%	831.74	415.87
78	12812102	179	0.8566232772%	942.29	471.15
79	12812103	116	0.5551301685%	610.64	305.32
80	12812104	127	0.6077718224%	668.55	334.28
81	12812201	158	0.7561255743%	831.74	415.87
82	12812202	181	0.8661944870%	952.81	476.41
83	12812203	116	0.5551301685%	610.64	305.32
84	12812204	127	0.6077718224%	668.55	334.28
85	12812301	158	0.7561255743%	831.74	415.87
86	12812302	183	0.8757656968%	963.34	481.67
87	12812303	116	0.5551301685%	610.64	305.32
88	12812304	127	0.6077718224%	668.55	334.28
89	12812401	158	0.7561255743%	831.74	415.87
90	12812402	185	0.8853369066%	973.87	486.94
91	12812403	116	0.5551301685%	610.64	305.32
92	12812404	127	0.6077718224%	668.55	334.28
93	12812501	158	0.7561255743%	831.74	415.87
94	12812502	186	0.8901225115%	979.13	489.57
95	12812503	116	0.5551301685%	610.64	305.32
96	12812504	127	0.6077718224%	668.55	334.28
97	12812601	158	0.7561255743%	831.74	415.87
98	12812602	186	0.8901225115%	979.13	489.57
99	12812603	116	0.5551301685%	610.64	305.32
100	12812604	127	0.6077718224%	668.55	334.28
101	12812701	158	0.7561255743%	831.74	415.87
102	12812702	186	0.8901225115%	979.13	489.57
103	12812703	116	0.5551301685%	610.64	305.32
104	12812704	127	0.6077718224%	668.55	334.28
105	12812801	158	0.7561255743%	831.74	415.87
106	12812802	185	0.8853369066%	973.87	486.94
107	12812803	116	0.5551301685%	610.64	305.32
108	12812804	127	0.6077718224%	668.55	334.28
109	12812901	158	0.7561255743%	831.74	415.87
110	12812902	184	0.8805513017%	968.61	484.31
111	12812903	116	0.5551301685%	610.64	305.32
112	12812904	127	0.6077718224%	668.55	334.28
113	12813001	239	1.1437595712%	1,258.14	629.07
114	12813002	183	0.8757656968%	963.34	481.67

STRATA PLAN BCS 1073 - CALLISTO
APPROVED SPECIAL LEVY - 3/4 VOTE RESOLUTION #4
SCHEDULE "B"

Special Levy $110,000.00
Total Aggregate 20,896

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**Special Levy Due Apr 30, 2026**	**Or 2 Payments Payable on June 1 & July 1, 2026**
115	12813003	146	0.6986983155%	768.57	384.29
116	12813101	239	1.1437595712%	1,258.14	629.07
117	12813102	181	0.8661944870%	952.81	476.41
118	12813103	146	0.6986983155%	768.57	384.29
119	12813201	239	1.1437595712%	1,258.14	629.07
120	12813202	180	0.8614088821%	947.55	473.78
121	12813203	146	0.6986983155%	768.57	384.29
122	12813301	269	1.2873277182%	1,416.06	708.03
123	12813302	261	1.2490428790%	1,373.95	686.98
124	12813401	218	1.0432618683%	1,147.59	573.80
125	12813402	253	1.2107580398%	1,331.83	665.92
126	12813501	488	2.3353751914%	2,568.91	1,284.46
		20,896	100%	$109,999.99	$55,000.00

IMPORTANT INFORMATION	Please have this translated	重要資料	請找人爲你翻譯
RENSEIGNEMENTS IMPORTANTS	Prière de les faire traduire	これはたいせつなお知らせです。	どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE	Busque alguien que le traduzca	알려드립니다	이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG	*Xin nhờ người dịch hộ*	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ	ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS 1073, CALLISTO, HELD ON MONDAY, FEBRUARY 9, 2026, AT 4:30 PM IN THE LOBBY MEETING ROOM

Council in Attendance:	Catherine Clark	President
	Peter Xing	Treasurer
	Michael Li	Secretary / Privacy Officer
Regret:	Mauricio de Paula	Vice President
Strata Managers:	Tom Agnew	The Wynford Group
	Arpan Sandhaa	The Wynford Group

1. **CALL TO ORDER**
The Council Meeting was called to order at 4:33 pm.

2. **MINUTES OF THE PREVIOUS MEETING**
It was **MOVED / SECONDED** to approve the minutes of the Council Meeting held on December 4, 2025, as circulated. **CARRIED**

3. **FINANCIAL REPORT**

A. Operating Statements
Further to a general review and overview of miscellaneous revenue and expenses, it was **MOVED / SECONDED** to accept the Operating Statement for the months ending December 2025 and January 2026 as prepared by The Wynford Group (Wynford). **CARRIED**

B. Receivable Report
As previously directed, receivable letters continue to be issued to accounts over 90 days in arrears or where no response has been received.

The Strata Manager also reported that efforts will continue to coordinate a meeting between the owner of Strata Lot 58 and the Strata Council in order to work toward a resolution. It was then **MOVED / SECONDED** to issue formal notice to the registered owner of Strata Lot 58 requiring attendance, either in person or virtually, no later than February 28, 2026, to address the outstanding arrears, including strata fees and chargebacks. Failing compliance, it was agreed to proceed with issuance of a Notice of Lien. **CARRIED**

It was also **MOVED / SECONDED** to instruct legal counsel to proceed with the collection process for Strata Lot 47, as no response was received following the issuance of the Notice of Lien. **CARRIED**

It was **MOVED / SECONDED** to instruct legal counsel to proceed with the collection process for Strata Lot 51, as the owner's account has again fallen into arrears following multiple outstanding payments and the issuance of a Notice of Lien. **CARRIED**

All owners are reminded that the Strata Corporation has significant ongoing monthly financial obligations and that timely payment of strata fees is essential. Council thanked those owners who consistently make their payments in full and on time.

C. Draft Budget: Operating Year 2026-2027

Council has commenced work on the draft operating budget for the 2026–2027 fiscal year, noting that the Strata Corporation's fiscal year end is February 28 and that this work is being undertaken in conjunction with preparation of the Annual General Meeting (AGM). The Strata Manager reported that a tentative AGM date has been identified for late April, and that formal notices will be issued in accordance with the *Strata Property Act* once details are finalized over the coming weeks.

4. BUILDING MANAGER'S REPORT

The Building Manager reported that routine maintenance and operational activities for December 2025 and January 2026 were completed, including mechanical inspections, emergency generator testing, carpet cleaning of common areas, coordination of multiple contractors etc. Security and life-safety systems continued to be monitored and maintained, including replacement of a CO_2 sensor and review of high-voltage electrical equipment records. Staffing matters, internal operations, and resident-related issues were addressed as required, and preparations are underway for landscaping and exterior-related work planned for the spring.

It was then **MOVED / SECONDED** to accept the Building Manager reports for the months ending December 2025 and January 2026 as circulated. **CARRIED**

5. BUSINESS ARISING FROM THE MINUTES

A. Mechanical System Upgrades

- **Boiler Plant Proposal**

  Council was advised that Besant & Associates Engineers Ltd. are preparing the formal construction contract and finalizing pricing with the selected contractor – Haakon Mechanical Services. The finalized contract will be presented to Council for review and approval once complete.

  It was **MOVED / SECONDED** authorize payment of Invoice #26002 to Besant & Associates Engineers Ltd. in the amount of $5,292.00, with the expense to be posted against the "Other Reserve – Hot Water/Boiler Sys & Gas" trust account. **CARRIED**

- **Water Sensor System**

  Council advised that proposals have been received for the building-wide leak detection (water sensor) system and that additional proposals are still being obtained. Council further advised that full details including scope of work and cost information are being compiled and will be presented at the Town Hall Information Meeting tentatively scheduled for Monday March 30th at 6 pm. Following the Town hall meeting, Council will determine whether to proceed with a funding resolution for inclusion in the Annual General Meeting notice.

B. Building Envelope Remediation Renewal

Council acknowledged that payments related to the exterior painting and building envelope project have been and continue to be processed in accordance with the Builder Lien Holdback requirements following the Substantial Performance Date of November 24, 2025.

It was **MOVED / SECONDED** to ratify the payment authorization of Invoice #20250730 (Certificate for Payment #04) to Prostar Contracting in the amount of $65,094.03 (less 10% Builder's Lien Holdback plus taxes) with the expense to be posted against the "Other Reserve – Building Envelope" trust account. **CARRIED**

It was **MOVED / SECONDED** to ratify the payment authorization of Invoice #20250930 (Certificate for Payment – Lien Holdback Release) to Prostar Contracting in the amount of $63,032.97 including taxes, with the expense to be posted against the "Other Reserve – Building Envelope" trust account. **CARRIED**

It was also **MOVED / SECONDED** to ratify the payment authorization of invoice #25012-2511 to BC Building Science for the amount of $6,982.50 including taxes with the expense to be posted against from the "Other Reserve – Building Envelope" trust account. **CARRIED**

C. Building Wide Valve Replacement Project

Council acknowledged that replacement of aging valves is a prudent and necessary initiative, noting that many of the existing valves are experiencing oxidation, which has led to water leaks, property damage, and the potential for insurance claims. Council advised that the project is expected to be completed efficiently, and that full details, including scope and cost information, will be presented to owners at the Annual General Meeting for consideration.

D. Glass Repairs

The Strata Manager reported that the glass repairs for Strata Lot 23 have been completed. Repairs for Strata Lot 110 are scheduled for completion by the end of February and remain in progress as an insurance claim.

E. BC Hydro Rebates – LED Lighting Replacements

The Strata Manager reported that coordination is underway with licenses consultants to gather the necessary information, conduct the assessment, and develop recommendations on next steps for presentation and consideration at the Annual General Meeting.

F. Concierge – Email Address Transition

Council was advised that a notification was received from Rogers Communications last month indicating that Shaw email address services will be discontinued within 90 days of the notice. Council reported that they have been working proactively with Uniserve Communications to establish a standalone concierge email address that aligns with the building's name and operational needs. Council advised that formal notices and detailed information will be distributed once the transition to the new email address is underway. Owners and residents are encouraged to remain attentive and follow all communications issued by Strata Management throughout the transition.

6. NEW BUSINESS

A. Alteration Request

Council reviewed the following alteration requests and, upon completing their review, determined as follows:

- **Strata Lot 49 – In-Suite Alteration**
  It was **MOVED / SECONDED** to ratify the conditional approval of the in-suite alteration request from Strata Lot 49, subject to required compliance with bylaws, rules, and terms of responsibilities. **CARRIED**

- **Strata Lot 81 – In-Suite Alteration**
  It was **MOVED / SECONDED** to ratify the conditional approval of the in-suite alteration request from Strata Lot 81, subject to required compliance with bylaws, rules, and terms of responsibilities. **CARRIED**

- **Strata Lot 3 – In-Suite Alteration**
  It was **MOVED / SECONDED** to ratify the conditional approval of the in-suite alteration request from Strata Lot 3, subject to required compliance with bylaws, rules, and terms of responsibilities. **CARRIED**

- **Strata Lot 94 – In-Suite Alteration**
  It was **MOVED / SECONDED** to approve the in-suite alteration request from Strata Lot 94, subject to compliance with applicable bylaws and rules, and receipt of third-party independent testing confirming IIC and Delta IIC ratings. **CARRIED**

B. Landscaping
Council reviewed the landscaping report received from Paraspace Landscaping Inc., including the various recommendations provided. Further review and research will be undertaken in relation to the recommended items.

C. Audit Engagement – Dong Russell & Company Inc
Council reviewed the terms of engagement received from Dong Russell & Company Inc. to audit the financial statements of Strata Plan BCS 1073 (Callisto).

It was then **MOVED / SECONDED** to authorize the proposal from Dong Russell & Company Inc. in the amount of $4,450.00 plus GST to proceed with the audit for the fiscal year ending February 28, 2026, together with preparation of the T2 Corporate Income Tax Return and T1044 Non-Profit Organization Information Return for an additional fee of $475.00 plus GST. **CARRIED**

D. Energy and Carbon Reporting – City of Vancouver
The Strata Manager reported that the City of Vancouver now requires all strata corporations to submit an Energy and Carbon Report containing 2025 building energy data, including but not limited to electricity, natural gas, steam, and solar usage. The deadline for submission is June 1, 2026, and the Strata Manager confirmed that work on the report is currently in progress.

E. Insurance Appraisal
Council has received the insurance appraisal prepared by Normac Appraisals Ltd., which establishes the total insurable value of Strata Plan BCS 1073 at $154,000,000.00. The Strata Manager has forwarded the appraisal to the insurance broker in preparation for the upcoming insurance renewal.

F. Annual Roof Anchor Inspection
Suspended Stages Inc. will be on site on February 19, 2026, to conduct the Annual Roof Anchor Inspection to ensure WorkSafe BC Compliance. Adequate notice has been provided to the top-floor strata lots where in-suite access is required.

G. Annual Fire Safety Inspection
Fire-Pro Fire Protection Ltd is coordinating with the Building Manager to conduct the building’s annual fire safety inspections. The inspections are tentatively scheduled for the third week of March, and adequate notice will be provided to owners and residents in advance. Owners are advised to make alternate arrangements if they are unable to provide access during this time.

H. Lobby Waterfall – Underwater Lighting
The Building Manager has reported that the underwater lighting located at the lobby waterfall does not function properly and experiences frequent breakdowns. It was **MOVED / SECONDED** to approve the proposal received from Imperial Paddock Pools Ltd. in the amount of $4,000 plus GST to replace the underwater lighting fixtures at the lobby waterfall. **CARRIED**

I. Owner Concern – S.L. 119
An owner’s assignee raised concerns on the owner’s behalf and requested that Council review the matter related to the periodic leak that occurred in the unit. Council has reviewed the matter and will provide its response in accordance with the *Strata Property Act.*

7. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS

Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the strata corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the strata corporation is a party. At the time of the meeting, there was nothing to report.

8. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS

The Council reviewed correspondence and provided the strata manager with direction pursuant to subject matters outlined as part of "Business Arising from Previous Minutes" or "New Business".

9. MEETING TERMINATION

There being no further business, the meeting was terminated at 6:21 p.m.

10. NEXT MEETING

The date of the next Council Meeting is to be determined.

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account. The Strata Council would like to encourage all Owners to register as soon as possible as this will save the strata corporation monies for photocopying and postage charges.

Please visit **portal.wynford.com** and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements

- JavaScript-enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the Owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: reception@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

EASTER LONG WEEKEND OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for the Easter Long Weekend on:

Friday, April 3, 2026
& Monday, April 6, 2026

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

wynford

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IMPORTANT INFORMATION	Please have this translated	重要資料	請找人爲你翻譯
RENSEIGNEMENTS IMPORTANTS	Prière de les faire traduire	これはたいせつなお知らせです。	どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE	Busque alguien que le traduzca	알려드립니다	이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG	*Xin nhờ người dịch hộ*	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ	ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS 1073, CALLISTO, HELD ON THURSDAY, DECEMBER 4, 2025, AT 4:30 PM IN THE LOBBY MEETING ROOM

Council in Attendance:	Catherine Clark	President
	Mauricio de Paula	Vice President
	Peter Xing	Treasurer
	Michael Li	Secretary / Privacy Officer
Strata Managers:	Tom Agnew	The Wynford Group
	Arpan Sandhaa	The Wynford Group

1. **CALL TO ORDER**
The Council Meeting was called to order at 4:37 pm.

2. **MINUTES OF THE PREVIOUS MEETING**
It was **MOVED / SECONDED** to approve the minutes of the Council Meeting held on October 7, 2025, as circulated. **CARRIED**

3. **FINANCIAL REPORT**

A. Operating Statements
Further to a general review and overview of miscellaneous revenue and expenses, it was **MOVED / SECONDED** to accept the Operating Statement for the months ending October and November 2025 as prepared by The Wynford Group (Wynford). **CARRIED**

B. Receivable Report
Further to last month's discussion regarding the outstanding balance for Strata Lot 58, communication with the unit owner remains ongoing, and the Strata Manager will continue efforts to coordinate a meeting between the owner and the Strata Council in order to bring this matter to a resolution.

As previously directed, fine letters continue to be issued to accounts over 90 days in arrears or where no response has been received.

It was **MOVED / SECONDED** to proceed with lien proceedings for Strata Lot 47 should no response be received within 21 days from the issuance of the Notice of Lien. **CARRIED**

It was **MOVED / SECONDED** to reverse the interest and fines applied to Strata Lot 67, in recognition of the owner's long-standing good payment history with the strata corporation. **CARRIED**

4. BUILDING MANAGER'S REPORT

The Building Manager reported that routine mechanical inspections and generator testing were completed, along with numerous repairs including HP drain cleaning, replacement of failed mechanical components, lobby drywall repairs, common area tile and carpet cleaning, and adjustments to gate and HVAC systems. Major ongoing items include the exterior painting project and deficiency follow-up, planning for boiler and balancing-valve upgrades, and a large P1 heat pump replacement scheduled for delivery in the coming months. HP filter replacements were completed building-wide with follow-up required for outstanding units. Landscaping reviews, safety system checks, and multiple unit-specific issues such as flood restorations, drain blockages, noise and pet complaints, and alteration requests were managed. Staff communication processes and parcel delivery procedures were reinforced, and the Building Manager continues uploading strata records to Pipe Drive as directed.

It was then **MOVED / SECONDED** to accept the Building Manager reports for the months ending October and November 2025 as circulated. **CARRIED**

It was also **MOVED / SECONDED** to reimburse staff for the cost of First Aid and AED training upon successful completion, conditional upon the employee remaining employed for six months following reimbursement. **CARRIED**

5. BUSINESS ARISING FROM THE MINUTES

A. Building Interior Renovation

Council noted that they have received mixed views regarding the proposed building interior renovations, and at this time the matter does not appear to be progressing. Council agreed to prioritize and direct their energies toward current operational items, with the renovation discussion deferred for consideration at a future date.

B. Mechanical System Upgrades

- **Boiler Plant Proposal**

  Council reviewed three quotes for the boiler replacement project, along with the technical breakdown and findings provided by Besant & Associates Engineers Ltd. The engineer confirmed that the existing boiler plant and associated piping are at end-of-life, experiencing reliability issues, and require full replacement to ensure consistent heating and to mitigate the risk of future mechanical failure and potential water-related damage. The new boiler plant is proposed to be installed in the P1 parkade mechanical area, with the old roof-level boiler supply and return lines to be permanently decommissioned.

  It was **MOVED / SECONDED** to approve the proposal from Haakon Mechanical Services in the amount of $194,159.71 (plus taxes) , to be funded from the "Other Reserve – Hot Water/Boiler Sys & Gas" trust account, subject to final clarification and a separate update on the spare circulation pump. **CARRIED**

  Council confirmed their understanding that additional charges may be proposed depending on final review by the consultant and these will be review and / or approved at a later date.

  It was also **MOVED / SECONDED** to retain Besant & Associates Engineers Ltd to provide project oversight and engineering review for the boiler replacement project at a cost of $6,500 (plus taxes) with the expense to be posted against the "Other Reserve – Hot Water/Boiler Sys & Gas" trust account. **CARRIED**

- **Water Sensor System**

  Following the approval of the Water Sensor Bylaw at the recent SGM, Council confirmed that they will now proceed with obtaining quotes for a building-wide leak detection system. Further details and recommendations will be brought forward once proposals have been reviewed.

C. Building Envelope Remediation Renewal
Pro Star Painting and Restoration Ltd. (Pro Star) has declared and advised the Strata Corporation that the Substantial Performance Date for the exterior painting and building envelope project has been established as November 24, 2025. This date formally initiates the Builder Lien Holdback period, and Council noted that all required payments must be completed within 55 days of this date to comply with lien legislation.

It was **MOVED / SECONDED** to authorize payment of Invoice #20250858 to Prostar Contracting in the amount of $73,104.02 plus GST, with the expense to be posted against the "Other Reserve – Building Envelope" trust account. **CARRIED**

It was also **MOVED / SECONDED** to authorize payment of invoice #25012-2508 to BC Building Science for the amount of $5,197.50 (plus taxes), plus invoice #25012-2510, in the amount of $5,605.00 (plus taxes). Said funding is to be expensed from the "Other Reserve – Building Envelope" trust account. **CARRIED**

D. Building Wide Valve Replacement Project
The Council acknowledged and reviewed the various quotes received from different vendors for the building-wide valve replacement project. Council determined that further investigation is required to better understand the full scope of work, and an additional quote will be obtained. This item remains ongoing for further discussion.

E. Landscape

- **Proposal**

Council reviewed the proposal from Paraspace Landscaping and, following discussion, agreed to retain their contractual services for the 2026 term. It was **MOVED / SECONDED** to approve the 2026 Landscape Contract from Paraspace Landscaping for the 12-month maintenance program in the amount of $24,908 plus taxes per year, together with the selected optional services, for a total cost of $48,041.00 plus taxes for the term commencing January 1, 2026. **CARRIED**

- **Northside Pathway Taxus**

Several Taxus trees along the north-side pathway have failed, and replacing them will restore privacy, security, and visual consistency. It was then **MOVED / SECONDED** to approve Quote #36432 from Paraspace Landscaping in the amount of $4,576 plus GST for the replacement of the Taxus trees along the north-side pathway. **CARRIED**

- **River Rock Extension**

The proposal to extend the river rock beneath the overhang to a couple of feet out from the wall including the removal and transplanting of grasses, installation of landscape fabric, and placement of black stones was reviewed. It was then **MOVED / SECONDED** to approve Quote #36516 from Paraspace Landscaping in the amount of $565 plus GST to remove and transplant the grasses, lay landscape fabric, and install black stones to extend the river rock area as proposed. **CARRIED**

6. NEW BUSINESS

A. Alteration Request
Council reviewed the following alteration requests and, upon completing their review, determined as follows:

- **Strata Lot 6 – Water Feature**

It was **MOVED / SECONDED** to approve the water feature rebuild request from Strata Lot 6, conditionally, subject to required compliance with bylaws, rules, and terms of responsibilities. **CARRIED**

- **Strata Lot 42 – Parking Stall**

It was **MOVED / SECONDED** to approve the parking stall alteration request from Strata Lot 42, conditionally, subject to required compliance with bylaws, rules, and terms of responsibilities. **CARRIED**

- **Strata Lot 53 – Flooring Change**

It was **MOVED / SECONDED** to ratify the conditional approval of the flooring change request from Strata Lot 53, subject to required compliance with bylaws, rules, and terms of responsibilities. **CARRIED**

B. Glass Repairs

The Strata Manager reported that glass repairs for Strata Lot 23 and Strata Lot 110 are in progress, with work for Strata Lot 23 scheduled for this week and Strata Lot 110 scheduled for completion by the end of December. The repair for Strata Lot 110 is an insurance claim and remains in progress.

C. Gym - Preventative Maintenance

Prior to the meeting, Fitness Experience provided a proposal for preventative maintenance of the gym equipment.

It was **MOVED / SECONDED** to approve the bi-annual service proposal by Fitness Experience at a contractual rate of $115 per hour, with an estimated 2.25 hours (135 minutes) required per visit, plus applicable taxes. **CARRIED**

D. Pet Incident – Animal Control

An officer from the City's Animal Control Department attended the building following a complaint from an owner whose pet was briefly attacked by another resident's pet. Although the incident was momentary, harm was still caused. Council also reviewed the written response provided by the resident of the subject unit. After reviewing all information, it was **MOVED / SECONDED** to impose a $100 fine against Strata Lot 73 for failing to keep their pet under proper control and for creating a potential safety risk to others. **CARRIED**

E. Pressure Wash & Window Cleaning

Council reviewed quotes from multiple vendors and, with input and recommendations from the Building Manager, reached a decision. It was then **MOVED / SECONDED** to approve All Star Window & Pressure Cleaning Systems for window cleaning (Quotation #50096) in the amount of $20,240 plus GST, and for pressure washing (Quotation #50375) in the amount of $16,830 plus GST. **CARRIED**

F. Dryer Vent Cleaning

It was **MOVED / SECONDED** to approve Quotation #Q011278 received from National Air Technologies for completing interior and exterior dryer vent cleaning in the amount of $9,480 plus applicable taxes. **CARRIED**

G. Snow Removal

Allstar Snow Removal & Equipment Division Ltd. has been selected for this year's snow removal and de-icing services. It was **MOVED / SECONDED** to ratify the approval of authorizing Allstar Snow Removal & Equipment Division Ltd. for the 2025/2026 winter season, with services to remain consistent with prior years. **CARRIED**

H. BC Hydro Rebates – LED Lighting Replacements

Council directed the Strata Manager to confirm with BC Hydro whether the building meets the program's eligibility requirements. If eligible, the next step will be to proceed with an opportunity assessment under the program, and the Strata Manager will coordinate a visit from a qualified industry professional to conduct the assessment and provide recommendations on the next steps.

7. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS

Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the strata corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the strata corporation is a party.

At the time of the meeting, there was nothing to report.

8. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS

The Council reviewed correspondence and provided the strata manager with direction pursuant to subject matters outlined as part of "Business Arising from Previous Minutes" or "New Business".

9. MEETING TERMINATION

There being no further business, the meeting was terminated at 6:29 p.m.

10. NEXT MEETING

The next Council Meeting is scheduled for **Monday, February 9, 2026, at 4:30 p.m.**, to be held in person.

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account. The Strata Council would like to encourage all Owners to register as soon as possible as this will save the strata corporation monies for photocopying and postage charges.

Please visit **portal.wynford.com** and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements

- JavaScript-enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the Owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: reception@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

HOLIDAY OFFICE CLOSURES

Please be advised that the office of The Wynford Group will be closed during the holidays on:

Wednesday, December 24, 2025 (closed at 2:00 PM)
Thursday, December 25, 2025 (closed)
Friday, December 26, 2025 (closed)
Wednesday, December 31, 2025 (closed at 2:00 PM)
Thursday, January 1, 2026 (closed)
Friday, January 2, 2026 (closed)

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

wynford

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MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN BCS 1073 - CALLISTO, HELD ON TUESDAY, OCTOBER 21, 2025, AT 7:00 P.M., IN THE LOUNGE, 1281 WEST CORDOVA STREET, VANCOUVER, BC

In Attendance:	25 Strata Lot Owners represented in person.	
	19 Strata Lots represented by Proxy.	
	44 Strata Lots represented in total.	
Strata Managers:	Tom Agnew	The Wynford Group
	Arpan Sandhaa	The Wynford Group

1. CERTIFICATION OF PROXIES

The strata manager advised that the proxies were certified to be correct, a quorum was established and the meeting was duly constituted to proceed.

2. CALL TO ORDER

The Special General Meeting was called to order at 7:00 p.m. by Strata Manager Tom Agnew.

3. ELECTION OF CHAIRPERSON

Pursuant to bylaw #28(1), an election of a chairperson for the meeting was not necessary as the council president was in attendance.

4. FILING OF PROOF OF NOTICE OF MEETING

The strata manager confirmed that the Notice of the Special General Meeting was distributed to all Owners of record on or before October 1, 2025, as required by the *Strata Property Act*. As Canada Post was on strike, no hard copies were mailed out, the SGM Notice was posted on the Wynford portal and emailed out.

5. APPROVAL OF AGENDA

It was **MOVED / SECONDED** to approve the Agenda, as presented. **CARRIED (all in favour)**

6. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was **MOVED / SECONDED** to approve the Minutes of the Annual General Meeting held on May 22, 2025. **CARRIED (all in favour)**

7. APPROVAL OF THE MAJORITY VOTE RESOLUTION #1 – CONTINGENCY RESERVE FUND EXPENSE – BOILER UPGRADES

Preamble: *At the Annual General Meeting on July 4, 2024, the Strata approved an expenditure of $300,000 to install a new boiler on the P1 level. This installation would allow for the decommissioning of the existing hot water recirculation loop, which currently runs between the mechanical room on the 35th floor and P1.*

This loop transfers heat from a boiler on the 35th floor to three heat exchangers on P1, which provide heating for the pool, the spa, and a portion of the fresh air drawn into the building through the ventilation system.

The piping in this loop operates near its upper limits for both temperature and pressure and is overdue for replacement. Because it passes through all the "01" units, replacement would be highly disruptive and extremely costly.

Unfortunately, on July 12, 2024, a flood occurred in suite 1601 due to a coupler failure in this same piping loop that we are seeking to decommission. This incident highlights the urgent need to have the new boiler installed as soon as possible.

After the expenditure was approved, the newly elected council reviewed the project further to ensure there was no less expensive alternative to installing a boiler on P1. After considerable review, it was determined that the P1 installation remained the most practical and cost-effective option.

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to upgrade the boilers; and*

WHEREAS *at the July 4, 2024 Annual General Meeting, the owners approved the expenditure of $300,000 from the Contingency Reserve Fund for this purpose, of which $288,350 currently remains available; and*

WHEREAS *additional funds in the amount of $212,000 are required to complete this work;*

WHEREAS *the Strata Plan BCS 1073, Callisto ("the Strata Corporation"), has completed a depreciation report, and this expenditure from the Contingency Reserve Fund is in accordance with Section 96(A) (II) of the Strata Property Act;*

It was then **MOVED / SECONDED** to approve majority vote resolution #1 as presented:

BE IT THEREFORE RESOLVED *as a majority vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), that a sum of money not exceeding* ***$212,000.00*** *(including tax and all related expenses), be spent for the purpose of upgrading the boilers, such expenditure to be charged against the Contingency Reserve Fund.*

Discussion ensued with owners being provided information on the historical evolution of this recommended maintenance as outlined in the Depreciation Report, engagement of an engineering consultant, difficulties in obtaining optional quotations and the need to obtain further comparative proposals. In response to owner queries, additional details were provided noting that the existing system would be decommissioned with installation of new components including two new boilers. Further to owner concerns being expressed due to the delays in obtaining details and expediting completion of this job, it was noted that the funding resolution was based on criteria and costs obtained to date, including a contingency allowance and upon approval of the proposed funding, the Strata Council would be in the position to proceed further to finalize this matter.

In response to additional concerns being expressed regarding the process being applied, an invitation was submitted to owners seeking volunteers to participate on a sub-committee and work with the Strata Council in finalizing this project.

Following discussion, the question was then called, and a vote was taken on majority vote resolution #1, as presented. **CARRIED (32 in favour, 10 opposed, 2 abstentions)**

8. APPROVAL OF 3/4 VOTE RESOLUTIONS #1 – #4

3/4 VOTE RESOLUTION #1 – BYLAW AMENDMENT – HARASSMENT PROHIBITED

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their strata corporation; and*

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to amend the bylaws of their strata corporation;*

It was then **MOVED / SECONDED** to approve 3/4 vote resolution #1 as presented:

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:*

By adding a new bylaw #44, to read as follows:

Harassment Prohibited

44 *(1) Every owner, tenant and occupant of a strata lot and every council member, employee, contractor and agent of the strata corporation is entitled to use and enjoy the strata lots and common property and carry out their duties to the strata corporation free from harassment or abuse of any kind, which includes, but is not limited to:*

(a) threats, intimidation, yelling or verbal abuse of any kind;

(b) physical abuse which includes, but is not limited to, unwelcome physical pursuit, unwelcome touching or threats of unwelcome touching; or

(c) targeted nuisance;

(d) inappropriate surveillance and staring; or

(e) unwelcome remarks, jokes, slurs, or taunting about a person's character, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender or age.

(2) In this bylaw, the terms harassment or abuse includes, but is not limited to, harassment and abuse by email, telephone, text message, in writing or social media messaging systems.

(3) Without limiting the generality of the forgoing, upon being notified by another owner, tenant or occupant verbally or in writing (a "Notifying Person"), no owner, tenant or occupant may deliver any emails, text messages, social media messages, notices, or any written communications of any kind to the strata lot of any Notifying Person, except for communication that is from the strata

corporation or that is authorized to be delivered to a Notifying Person under the Act, the Strata Property Regulation or these bylaws.

(4) The strata council may, on behalf of an employee, contractor, council member or agent of the strata corporation, notify an owner, tenant, or occupant by notice in writing that they are not to communicate with that identified employee, contractor, council member or agent, except for communication that is from the strata corporation or that is authorized to be delivered under the Act, the Regulations or the Bylaws. Any communication in breach of this provision constitutes harassment under this bylaw.

Discussion ensued regarding the intent of the proposed bylaw and potential perceptions on the application of the bylaw. Various aspects of the draft bylaw were considered including potential amendments in order to reduce the scope and also seeking legal counsel to provide an opinion on the potential ramifications regarding adopting the proposed bylaw.

Further to discussion and recommendation to present a revised draft bylaw at the Annual General Meeting, the question was called, and a vote was taken on 3/4 vote resolution #1, as presented. **DEFEATED (26 in favour, 18 opposed, 0 abstentions)**

3/4 VOTE RESOLUTION #2 – BYLAW AMENDMENT – PETS

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their strata corporation; and*

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to amend the bylaws of their strata corporation;*

It was then **MOVED / SECONDED** to approve 3/4 vote resolution #2 as presented:

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:*

Bylaw #4.2(d) currently reads:

Pet and animals

4 (2) An owner, tenant, occupant or visitor must not keep a pet 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) 3 pets (dogs or cats)

By amending bylaw #4.2(d) to read now as follows:

Pet and animals

4 (2) An owner, tenant, occupant or visitor must not keep a pet 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) **2** pets (dogs or cats)*

Following a brief discussion, the question was called, and a vote was taken on 3/4 vote resolution #2, as presented. **CARRIED (39 in favour, 5 opposed, 0 abstentions)**

3/4 VOTE RESOLUTION #3 – BYLAW AMENDMENT – PETS

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their strata corporation; and*

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to amend the bylaws of their strata corporation;*

It was then **MOVED / SECONDED** to approve 3/4 vote resolution #3 as presented:

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:*

Bylaw #4.6 currently reads:

Pet and animals

4 (6) Pets are not permitted in the lounge, fitness area, pool and hot tub area.

By amending bylaw #4.6 to read now as follows:

Pet and animals

*4 (6) Pets are not permitted in the lounge, **media room**, fitness area, pool and hot tub area.*

Following discussion, the question was called, and a vote was taken on 3/4 vote resolution #3, as presented. **CARRIED (40 in favour, 2 opposed, 2 abstentions)**

3/4 VOTE RESOLUTION #4 – BYLAW AMENDMENT – WATER SENSOR

Preamble: *Over recent years, the strata corporation has incurred water damage resulting from leaks originating in heat pump piping, common area piping, and, in certain cases, from unit fixtures including toilets, laundry equipment, and kitchen supply lines. In order to mitigate the risk of such damage and protect the common property and strata lots, the Strata Council has undertaken a review of available leak detection systems. Before moving forward with quotes and further planning, our legal counsel has recommended that we first adopt a bylaw to authorize the use of these water sensor systems.*

WHEREAS *the Strata Corporation proposes to amend its bylaws.*

It was then **MOVED / SECONDED** to approve 3/4 vote resolution #4 as presented:

BE IT RESOLVED *by a 3/4 vote that:*

1. The Strata Corporation amend the existing bylaws by adding Bylaw 45 as set out in Schedule A.

2. The Strata Council is directed to register the amendments set out in this Resolution in the Land Title Office. Any two members of the Strata Council may execute any documents required to register the amendments.

Schedule A

45. Water Sensor

(1) Notwithstanding Bylaw 2, the strata corporation will install a leak detector system in each and every strata lot (the "Water Sensor") for the purpose of detecting water leaks, and minimizing related damage.

(2) Notwithstanding Bylaw 12(1)(d), the strata corporation will repair and maintain the Water Sensor.

(3) An owner, tenant, or occupant will allow a person authorized by the strata corporation to enter the strata lot at a reasonable time, on 48 hours' written notice for the purpose of:

(a) installing the Water Sensor; and

(b) inspecting, repairing, and maintaining the Water Sensor.

(4) The notice referred to in Bylaw 44(3) must include the date and approximate time of entry, and the reason for entry.

(5) The strata corporation makes no representations or guarantees that a Water Sensor will be fully operational at any time. The strata corporation is not responsible to an owner, tenant, occupant, or guest for any cost, loss or damage whatsoever related to a failure of a Water Sensor to operate for any reason, including but not limited to a failure resulting from negligence or lack of maintenance or repair.

(6) No owner, tenant, or occupant shall do anything to damage or interfere with a Water Sensor.

Following discussion regarding the requirement for the bylaw and providing details on the type of systems available, concerns were expressed regarding the potential risk of on-line privacy being compromised and the purpose to mitigate an increase in potential water damage, the question was called, and a vote was taken on 3/4 vote resolution #4, as presented. **CARRIED (43 in favour, 1 opposed, 0 abstentions)**

9. MEETING TERMINATION

There being no further business, the meeting was terminated at 8:18 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: reception@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

(https://wynfordgroup.sharepoint.com/sites/Properties/BCS/BCS 1073/Meetings/Meetings-General Mtgs/SGM (10-21-2025)/2025-10-21.SGM-Minutes.bcs1073.docx) cw

MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS 1073, CALLISTO, HELD ON TUESDAY, OCTOBER 7, 2025, AT 4:30 PM IN THE LOBBY MEETING ROOM

Council in Attendance:	Catherine Clark	President
	Mauricio de Paula	Vice President
	Peter Xing	Treasurer
	Michael Li	Secretary / Privacy Officer
Strata Managers:	Tom Agnew	The Wynford Group
	Arpan Sandhaa	The Wynford Group

1. **CALL TO ORDER**
The Council Meeting was called to order at 4:40 pm.

2. **MINUTES OF THE PREVIOUS MEETING**
It was **MOVED / SECONDED** to approve the minutes of the Council Meeting held on September 4, 2025, as circulated. **CARRIED**

3. **FINANCIAL REPORT**

A. Operating Statements
Further to a general review and overview of miscellaneous revenue and expenses, it was **MOVED / SECONDED** to accept the Operating Statement for the month ending September 2025 as prepared by The Wynford Group (Wynford). **CARRIED**

B. Receivable Report
Further to last month's discussion regarding the outstanding balance for Strata Lot 58, communication with the unit owner remains ongoing, and the Strata Manager will continue efforts to coordinate a meeting between the owner and the Strata Council in order to bring this matter to resolution.

As previously directed, fine letters continue to be issued to accounts over 90 days in arrears or where no response has been received.

C. Approval of 2025 Year End Audit
Council confirmed receipt of the draft Audited Financial Statements for the fiscal year ending February 28, 2025 as prepared by Dong Russell & Company Inc. in addition to the Letter of Representation for Strata Plan BCS1073 (Callisto). During the course of their examination, the auditors did not identify any significant weaknesses in internal controls, nor did they note any significant audit findings for the strata corporation.

Following Council's review and noting that additional adjusting journal entries were not required, it was **MOVED / SECONDED** to approve the draft year end audited financial statements for Strata Plan BCS1073, as prepared by Dong Russell & Company for the fiscal year ending February 28, 2025. **CARRIED**

4. BUILDING MANAGER'S REPORT

The Building Manager's reports for the months ending August and September 2025 were received for review. Routine maintenance and inspections were completed, including mechanical system servicing, generator testing, and minor plumbing and security repairs. Staffing, security, and administrative matters were also addressed, including the implementation of updated privacy protocols and approval of a replacement concierge cell phone. It was also **MOVED / SECONDED** to authorize Viewtech Security to upgrade one existing camera located at the Concierge Desk at a cost of $1,350.00 (plus taxes) subject to clarification on specifications provided within quotation #5774. **CARRIED**

It was also **MOVED / SECONDED** to increase the clothing allowance to $500.00 for full time employees and $350.00 for part time employees. **CARRIED**

It was then **MOVED / SECONDED** to accept the Building Manager reports for the months ending August and September 2025 as circulated. **CARRIED**

REMINDER

All Residents are requested to ensure that garbage is disposed of in secured (i.e. tied) bag when depositing down the chute.

5. BUSINESS ARISING FROM THE MINUTES

A. Elevator Upgrades

Further to completion of the elevator upgrade project, it was **MOVED / SECONDED** to ratify direction and authorization to issue payment of invoice #1000128109, to TK Elevator (Canada) Limited, in the amount of $30,061.50 (plus taxes) as Progress Draw #3 and final payment for the elevator upgrade project with said funds to be expensed from the "Other Reserve – Elevator" trust account. In addition, and upon final reconciliation, to close this account and transfer the surplus to the Contingency Reserve Fund. **CARRIED**

B. Building Interior Renovation

Defer.

C. Mechanical System Upgrades

As follow up to obtaining details related to the boiler upgrade project, it was confirmed that a notice of Special General Meeting was distributed for convening on October 21, 2025 to seek owner approval to raise additional funding for completing boiler upgrades.

In addition and further to obtaining legal counsel, owners will be requested to approve required bylaw amendments authorizing the installation of in-suite water / leak detection system.

D. Building Envelope Remediation Renewal

In continuation of the ongoing project update, Council was advised that the exterior painting and building envelope project being completed by Pro Star Painting and Restoration Ltd. (Pro Star) under the oversight of BC Building Science remains on schedule and progressing well. Discussion ensued regarding concerns related to deficiencies and it was confirmed the contractor and engineer will be circulating notices to survey owners to ensure outstanding deficiencies are being attended to.

E. Electrical Planning Report

The Council acknowledged and received the Electrical Planning Report provided by Electrical Asset Inc. It was then **MOVED / SECONDED** to approve the Electrical Planning Report as presented by Electrical Asset Inc. **CARRIED.** No further action required.

F. Landscape Review

Council discussed the ongoing matter of landscaping services and vendor selection and will continue its review of the available options, with further discussion to take place at the next Council Meeting prior to making a final decision regarding the selection of a landscape vendor. Discussion continued regarding the contractor's recommendation to replace northside pathway taxus. Further to noting that replacement at this time of year was appropriate, it was **MOVED / SECONDED** to authorize Paraspace Landscaping to replace the failing taxus located along the north side planted bed at a cost of $5,984.00 (plus taxes) subject to confirming that 17 were to be replaced. **CARRIED**

Council also requested the Strata Manager to review invoices paid to Paraspace for their attendance as part of a site inspection.

6. NEW BUSINESS

A. Balancing Valve Replacement - Unit 704

Council reviewed the quotation for the replacement of two leaking balancing valves in Unit 704, as the existing valves have deteriorated due to age and environmental wear, with similar components previously failing and causing damage. The work involves isolating and draining the riser, removing the failed valves, and installing new Armstrong balancing valves and isolating ball valves, with minor re-piping as required.

It was **MOVED / SECONDED** to ratify the email approval of Quotation #189191 from Haakon Industries (Canada) Limited in the amount of $2,426.28. **CARRIED**

B. Pressure-Reducing Valve (PRV) Replacement – Parkade

Council reviewed the quotation provided by Haakon Industries (Canada) Limited for the replacement of the failed pressure-reducing valve (PRV) located in the P1 parkade. The existing valve was reported to be over-pressurizing the system, which could lead to leaks in fixtures or piping and potential hot and cold water overlap.

Following Council's review, it was **MOVED / SECONDED** to ratify the email approval of quotation #188411 received from Haakon Industries (Canada) Limited in the amount of $4,000.00 (plus taxes) for the replacement of the failed pressure-reducing valve (PRV) in the P1 parkade. **CARRIED**

C. Suite Alteration Request

Further to receipt of an owner application and supporting details, it was **MOVED / SECONDED** to conditionally authorize unit owner #1501 (SL 53) to complete flooring upgrades subject to compliance with terms of responsibility, bylaws and rules. **CARRIED**

D. Building-Wide Valve Replacement Project

During a recent emergency callout, several balancing and isolation valves serving the building's heat pump system were identified as failing due to age and wear, creating a potential risk of leaks and system imbalance. Haakon Industries (Canada) Limited provided a quotation in the amount of $179,011.03 (plus GST) for the replacement of approximately 282 valves throughout the building.

The proposed scope included isolating and draining sections, removing existing valves, and installing new Armstrong brass balancing valves and MA Stuart isolation ball valves, with minor re-piping and ducting adjustments as required. The upgraded components will improve system reliability and provide full isolation capability for future maintenance.

Council directed the Strata Manager to obtain additional quotations from alternate qualified contractors to compare costs and further review the proposed scope of work prior to proceeding.

E. Storm Drain and Condensate Line Cleaning
Storm drain cleaning and inspection were completed by Haakon Industries (Canada) Limited, including hydro-jetting and/or augering of drain lines, camera scoping to the City connection, and visual inspection for leaks, code compliance, and overall pipe condition. The contractor also performed a sump assembly bump test and inspected all catch basins. As part of the biannual maintenance program, cleaning of the storm and condensate drain lines for Units 604 and 402 and the lobby kitchen heat pump condensate drains was also completed at a cost of $3,060.00 (plus taxes), along with servicing of the check valve in the P1 ceiling where the condensate connects to the storm system.

F. Fire Alarm Monitoring – Communication Card Upgrade
Council was advised that the 3G network in British Columbia is scheduled to be retired by the end of September 2025 as part of a nationwide phase-out by major carriers. As a result, any fire alarm communicators or related devices currently operating on the 3G network will cease to function and must be upgraded to 4G/LTE or other code-compliant systems to ensure continued monitoring and compliance with fire safety regulations.

Fire-Pro Fire Protection Ltd. were engaged to complete the required upgrades at a cost of $695.10 (plus taxes) as per their quotation #1014661. This work is currently in progress and will be completed to maintain compliance and avoid any interruption in fire monitoring service.

G. Suite Fireplace Cleaning
It was noted that the Building Manager was currently scheduling suite fireplace cleaning. Said cost for the cleaning to remain the owners' responsibility.

H. Mechanical Maintenance
Council reviewed issues related to failed heat pumps. Based on the requirement to replace a failed heat pump in Townhouse 26, it was **MOVED / SECONDED** to authorize payment of invoice #5270863547, in the amount of $15,180.00 (plus taxes) to Honeywell Limited. Said funds to be expensed from the Operating Budget. **CARRIED**

In addition, Council reviewed quotation #12850784 received from Honeywell Limited for replacement of an existing heating pump located next to the electrical transformer room at a cost of $20,296.00 (plus taxes). Details to follow.

I. Flood Repair Costs
Further to recent pipe repairs, it was **MOVED / SECONDED** to authorize payment of invoice #2507SR055-EO-1, in the amount of $45,282.74 (plus taxes) to Barclay Restoration for providing emergency services due to flood repairs resulting from burst pipe on the 16th floor. Due to the emergency nature of this expenditure, said costs to be expensed from the Contingency Reserve Fund. **CARRIED**

In addition, it was **MOVED / SECONDED** to authorize payment of invoice 2507SR171-EO, in the amount of $7,097.39 (plus taxes) to Barclay Restoration for providing emergency services due to a leaking air conditioning unit. Siad funding to be expensed from the Operating Budget. **CARRIED**

J. Holiday Social
It was agreed to convene the holiday social on Monday, December 15th, 2025. Details to be circulated separately.

7. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS
Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the strata corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the strata corporation is a party.

At the time of the meeting, there was nothing to report.

8. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS

The Council reviewed correspondence and provided the strata manager with direction pursuant to subject matters outlined as part of "Business Arising from Previous Minutes" or "New Business".

9. MEETING TERMINATION

The meeting was terminated at 6:28 p.m.

10. NEXT MEETING

The next meeting will be the **Special General Meeting**, scheduled for **Tuesday, October 21, 2025,** at 7:00 p.m., to be followed by the next **Council Meeting** on **Thursday, December 4, 2025,** at 4:30 p.m.

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account. The Strata Council would like to encourage all Owners to register as soon as possible as this will save the strata corporation monies for photocopying and postage charges.
Please visit **portal.wynford.com** and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements

- JavaScript-enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the Owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: reception@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

REMEMBRANCE DAY OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for Remembrance Day on:

Tuesday, November 11, 2025

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

wynford

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MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS 1073, CALLISTO, HELD ON THURSDAY, SEPTEMBER 4, 2025, AT 4:00 PM IN THE LOBBY MEETING ROOM

Council in Attendance:	Catherine Clark	President
	Mauricio de Paula	Vice President
	Peter Xing	Treasurer
	Michael Li	Secretary / Privacy Officer
Strata Manager:	Tom Agnew	The Wynford Group
	Arpan Sandhaa	The Wynford Group

1. **CALL TO ORDER**
The Council Meeting was called to order at 4:15 pm.

2. **MINUTES OF THE PREVIOUS MEETING**
It was **MOVED / SECONDED** to approve the minutes of the Council Meeting held on June 26, 2025, as circulated. **CARRIED**

3. **FINANCIAL REPORT**

A. Operating Statements
Further to a general review and overview of miscellaneous revenue and expenses, it was **MOVED / SECONDED** to accept the Operating Statement for the months ending June, July, and August 2025 as prepared by The Wynford Group (Wynford). **CARRIED**

B. Receivable Report
Further to completing a review of the current strata lot account balances, discussion ensued specifically with respect to the outstanding balance regarding Strata Lot 58. Details of the account were reviewed, whereby the strata manager confirmed that communication was ongoing with the unit owner and their agreement to meet with the Strata Council with the attempt to bring closure to this matter. Further to establishing a meeting date, details to be forwarded to the Strata Council.

Discussion continued with respect to remaining accounts in arrears, and it was **MOVED / SECONDED** to issue the required Notice of Lien regarding the outstanding balance for Strata Lot 67. **CARRIED**

Council also instructed the strata manager to issue applicable fine letters to accounts that are over 90 days in arrears or have not provided a response.

The strata manager also presented unit owner correspondence requesting that a plumbing chargeback be reversed. Further to noting the problem source was within the strata lot, and the contractor was required to investigate the problem within the source suite and the suite immediately below, it was agreed to maintain the chargeback and advise the unit owner accordingly.

4. BUILDING MANAGER REPORT

The Council confirmed receipt of and reviewed the Building Manager's report for the month ending June & July 2025. Over the past two months, the building's operations have centered on three major priorities: the completion of Elevator #2 modernization, progress on the exterior painting and envelope renewal project, and proactive planning for water and flood prevention measures. In addition, a wide range of repairs and preventative maintenance were carried out across HVAC systems, sump pumps, security infrastructure, and other common-area components.

It was also noted that staffing has stabilized with the onboarding of new personnel and improved coverage arrangements, ensuring consistent service levels for residents. Communication with residents remained clear and frequent, particularly around project updates, notices, and event coordination. Council also continued to monitor and enforce key community issues, including EV charging compliance, waste management practices, and bylaw adherence. Concerns were noted regarding recent incident(s) involving a unit owner, and it was agreed that a "Standard Operating Procedure" be developed with respect to staff interaction with residents.

It was then **MOVED / SECONDED** to accept the Building Manager reports for the month ending June and July 2025 as circulated. **CARRIED**

5. BUSINESS ARISING FROM THE MINUTES

A. Elevator Maintenance

Based on job progress, it was **MOVED / SECONDED** to ratify approval of invoice #1000125165 and payment in the amount of $60,123.00 plus GST to TK Elevator (Canada) Ltd., with said funding to be expensed from the "Other Reserve Expense – Elevator" trust account in accordance with the resolution approved at the Special General Meeting held on September 16, 2024. **CARRIED**

It was further noted that the job progress review has been completed by Technical Safety BC.

B. Building Renovation Project Update

A general discussion ensued regarding this project, and it was agreed to defer this matter for further review of options.

C. Mechanical System Upgrades

Council was informed that quotations have been received from Piperun Plumbing & Mechanical and DA & Associates, as facilitated by the consultant, Besant and Associates Engineers Ltd., for completing the proposed boiler upgrades. Further to reviewing the quotations and considering other allowances for preparing the funding resolutions (i.e., project management, account administration, contingency allowances), it was agreed to finalize a funding budget for Council to present to the ownership at a **Special General Meeting (SGM)** to be scheduled for Tuesday**, October 21, 2025.**

Council further reviewed the invoice received for completing the emergency heat pump replacement. Due to the immediate requirement to complete this work, it was **MOVED / SECONDED** to authorize payment of invoice #5270016022, to Honeywell Ltd. for replacement of the 3 Ton heat pump within unit #3202, at a cost of $16,310.00 (plus taxes), with said expense to be paid from the Contingency Reserve Fund (CRF). **CARRIED**

Council also reviewed additional proposals for installing water sensors within strata lots. Details were discussed with respect to the legality of installing these, and it was agreed to direct the strata manager to seek clarification from legal counsel on the ability to proceed with this upgrade within a strata lot.

D. Building Envelope Remediation Renewal

Further to owner approval of the required resolution at the 2025 Annual General Meeting (AGM), Council was provided a summary update on work completed to date by Pro Star Painting and Restoration Ltd. (Pro Star) as overseen by BC Building Sciences. Based on the work completed to date, balcony repairs are on schedule to be completed by early October. Owners will be requested to report any deficiencies at that time. Remaining work to be completed by the end of October (weather dependent). In addition, post-tension cables were examined by a structural engineer, and additional protection was provided where required. No repairs are necessary.

It was then **MOVED / SECONDED** to authorize payment of invoice #25012-2506 to BC Building Science for in the amount of $3,535.00 (plus taxes), plus invoice #25012-2507, in the amount of $6,920.00 (plus taxes). Said funding is to be expensed from the “Other Reserve – Building Envelope” trust account. **CARRIED**

It was also **MOVED / SECONDED** to authorize payment of invoice #20250382 to Prostar in the amount of $126,450.00 (plus taxes), plus invoice #20250510 in the amount of $150,452.88 (plus taxes). Said funding is to be expensed from the “Other Reserve – Building Envelope” trust account. **CARRIED**

E. Electrical Planning Report

The Council acknowledged and received the Electrical Planning Report provided by Electrical Asset Inc. No further action is required at this time.

F. Building Security Review

Following up on a resident request for the addition of security measures and cameras on the P1 Level. Council reviewed and discussed the request and agreed that no further action was required.

6. NEW BUSINESS

A. Waste & Recycling Disposal

As per Council direction, a second weekly pickup has been scheduled to help minimize the ongoing issues with waste and recycling disposal.

B. Parking Stall Alteration Application

Council reviewed the unit owner application for completing parking stall alterations, and further to considering the details and supporting information as provided, it was **MOVED / SECONDED** to conditionally approve the application for unit #402 (Strata Lot 19), subject to required compliance with bylaws, rules, and terms of responsibilities. **CARRIED**

C. Landscape Review

The Strata Corporation currently has an active landscape contract with Para Space Landscaping Inc. and has also received an alternate proposal from Vancouver Garden Box. To ensure quality control and oversight of the scope of work, it was acknowledged that active involvement from Council will be required.

Council will review the options and make a decision in the coming months regarding the selection of a landscape vendor.

7. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS

Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the strata corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the strata corporation is a party.

At the time of the meeting, there was nothing to report.

8. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS

The Council reviewed correspondence and provided the strata manager with direction pursuant to subject matters outlined as part of “Business Arising from Previous Minutes” or “New Business”.

9. MEETING TERMINATION

The meeting was terminated at 5:55 p.m.

10. NEXT MEETING

The next meeting is scheduled for **Tuesday, October 07, 2025,** at 4:30 pm.

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account. The Strata Council would like to encourage all Owners to register as soon as possible as this will save the strata corporation monies for photocopying and postage charges.

Please visit **portal.wynford.com** and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements

- JavaScript-enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)

ATTENTION – LEGAL RECORD

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WYNFORD OFFICE HOURS & CONTACT INFORMATION

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After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

TRUTH & RECONCILIATION DAY OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for Truth and Reconciliation Day on:

Tuesday, September 30, 2025

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

(https://wynfordgroup.sharepoint.com/sites/Properties/BCS/BCS 1073/Meetings/Meetings-Council Mtgs/2025-09-04.Minutes.bcs1073.docx) tk

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MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS 1073, CALLISTO, HELD ON THURSDAY, JUNE 26, 2025, AT 3:00 PM IN THE LOBBY MEETING ROOM

Council in Attendance:	Catherine Clark Peter Xing Michael Li Mauricio de Paula	
Strata Manager:	Tom Agnew	The Wynford Group

1. **CALL TO ORDER**
The Council Meeting was called to order at 3:05 pm.

2. **CONFIRMATION OF COUNCIL POSITONS**
Pursuant to Bylaw 17(1), the following positions were nominated and accepted:

President	Catherine Clark
Vice President	Mauricio de Paula
Treasurer	Peter Xing
Secretary	Michael Li
Privacy Officer	Michael Li

Council members also confirmed receipt of the *Strata Council Confidentiality Agreement* and the *Strata Council Code of Conduct* which summarized various strata council responsibilities as outline in the *Strata Property Act.* No further direction required.

3. **MINUTES OF THE PREVIOUS MEETING**
It was **MOVED / SECONDED** to approve the minutes of the Council Meeting held on March 20, 2025, as circulated. **CARRIED**

4. **FINANCIAL REPORT**

A. Operating Statements
Further to a general review and overview of miscellaneous revenue and expenses, it was **MOVED / SECONDED** to accept the Year End Operating Statement for the month ending February 2025 as prepared by The Wynford Group (Wynford). **CARRIED**

Based on owner approval of the 2025-2026 Operating Budget, Council confirmed receipt of the current years operating statements. Further to reviewing various aspects of the statements, it was **MOVED / SECONDED** to accept the Operating Statement for the months ending March, April and May 2025 as prepared by Wynford. **CARRIED**

B. 2024-2025 Fiscal Year End Audit

Based on Council direction, the strata manager confirmed that the firm of Dong Russell & Company Inc. was authorized to complete the strata corporation audit for the February 28, 2025, year end.

C. Receivable Report

Further to completing a review of the current strata lot account balances, discussion ensued specifically with respect to the outstanding balance regarding Strata Lot 58. Details of the account were reviewed, and it was agreed to facilitate a hearing with the unit owner prior to taking further action.

5. BUILDING MANAGER REPORT

The Council confirmed receipt of and reviewed the Building Manager's report for the month ending May 2025. A general discussion ensued with respect to recent changes in site concierge employees noting that the Building Manager would be requested to diarize and convene quarterly site meetings with the employees to address ongoing operational matters.

6. BUSINESS ARISING FROM THE MINUTES

A. Elevator Consultant

It was noted that the elevator contractor, TK Canada, was in the process of finalizing the elevator upgrades. Upon completion and final inspection by Technical Safety BC, the elevator would return to service.

B. Building Renovation Project Update

A general discussion ensued regarding this project, and it was agreed to defer this matter for further review of options.

C. Mechanical System Upgrades

Council was advised that further to Besant and Associates Engineers Ltd. being retained to complete specifications, it was noted that the engineer was in the process of obtaining tender quotations. Details to be circulated upon receipt.

It was then **MOVED / SECONDED** to authorize payment to Besant and Associates Engineers Ltd. of invoice #25025 in the amount of $4,080.00 (plus taxes) and invoice #25054 in the amount of $1,600.00 (plus taxes) with said expense to be posted against the "Other Reserve – Hot Water / Boiler system" trust account. **CARRIED**

D. Building Envelope Remediation Renewal

Further to owner approval of the required resolution at the 2025 Annual General Meeting (AGM), Council was provided a breakdown of the funding budget including costs for the general contractor, engineering consultant, project administration and a contingency allowance.

It was then **MOVED / SECONDED** to ratify direction provided to BC Building Sciences to issue a Notice of Award and authorization to retain Prostar Contracting to complete the exterior coating renewals project, at a cost of $565,450.00 (plus taxes). **CARRIED** Council then proceeded to sign off the required CCDC contract.

It was also **MOVED / SECONDED** to approve the Large Project Administration Fee with Wynford, in the amount of $20,000.00 (plus taxes) for providing additional administration and accounting assistance with the exterior coating project. **CARRIED** Council then proceeded to sign off the required contract addendum with Wynford.

It was then **MOVED / SECONDED** to authorize payment to BC Building Science for invoice #25012-2502 in the amount of $10,160.51 (plus taxes) and invoice #25012-2503, in the amount of $7,910.66 (plus taxes). Said funding is to be expensed from the “Other Reserve – Building Envelope” trust account. **CARRIED**

Council was advised of recent site meeting with all parties in attendance, noting that further details will be circulated to all residents on the schedule for completing this project and the requirement for residents to prepare their balconies / decks in order to provide the contractor access to safely complete their work. Details to follow.

E. Electrical Planning Report
Deferred. *(Subsequent to termination of the council meeting, the strata manager received a copy of the draft Electrical Planning Report, as prepared by Electrical Asset Inc., and forwarded to the Strata Council for review.)*

7. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS
Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the strata corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the strata corporation is a party. At the time of the meeting, there was nothing to report.

8. NEW BUSINESS

A. Fire Safety Testing Update
Council was advised that following completion of the annual fire safety system inspection, Council was advised that the contractor was authorized to attend and complete various deficiency repairs.

B. Propane / CO Sensor Replacement
Following completion of the annual testing and calibration of the parkade propane / carbon monoxide sensors, Council was advised that one unit had failed. Further to receipt of an initial quotation, the contractor revised details and costs, and it was then **MOVED / SECONDED** to authorize Honeywell Limited to replace the unit located in parking stall #326, at a cost of $2,446.00 (plus taxes). **CARRIED**

C. Suite Alteration Application
Council reviewed unit owner application for completing suite alterations and further to considering the details and supporting information as provided, it was **MOVED / SECONDED** to conditionally approve the application for unit #TH-21 (Strata Lot 13) subject to required compliance with bylaws, rules and terms of responsibilities. **CARRIED**

D. Building Security Review
A general discussion ensued regarding options for upgrading site security hardware, access control system, monitoring systems (CCTV) and use of the visitor parking area. Various considerations were made to installing additional common area cameras, implementing a “visitor parking” pass format, completing a “fob” audit and updating the “Welcome Package” for new owners / residents. It was agreed that, at this time, the Building Manager would be requested to proceed with completing a building fob audit.

REMINDER: All Residents are reminded of Bylaw #40(11) which states “*A resident or visitor operating a vehicle in the parking areas must activate the vehicle’s headlights and not exceed 10 km/hour.”*

E. Bylaw / Rule Review
Council reviewed the current bylaws and rules and specifically, those related to EV Charging, the media room, pets and use of scooters in common areas. Due to recent changes in the format on how charges are applied, and contradictions between bylaw #42 and rules, it was **MOVED / SECONDED** to rescind the current “EV Charging and Trickle Charging” Rule. **CARRIED**

F. AGM Procedural Review
As follow up to discussion which ensued at the 2025 AGM regarding use and assignment of proxies, Council reviewed correspondence issued by legal counsel noting that the *Strata Property Act* did not provide guidance on the allocation of or assignment of proxies. Further to reviewing this matter, it was agreed to defer at this time.

G. Building Social / BBQ
It was confirmed that the community social (BBQ) was scheduled to convened on July 22, 2025 (5 pm to 8 pm).

H. Tree Removal
It was confirmed that the site contractor, Para Space Landscaping, had inspected the dead trees located on Jervis Mews, and will be applying to the City of Vancouver (COV) for a permit for removing them. The COV will also provide a list of optional tree species for replacement for Council approval.

I. Bike Audit Update
Council confirmed the bike audit has been completed. Unregistered bicycles will be removed during the week of July 7, 2025. Residents requiring bike storage, please see the Concierge for assistance in locating an available bike hoop and ensuring the bicycle is properly registered.

9. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS
The Council reviewed correspondence and provided the strata manager with direction pursuant to subject matters outlined as part of "Business Arising from Previous Minutes" or "New Business".

10. MEETING TERMINATION
The meeting was terminated at 5:20 pm.

11. NEXT MEETING
A. Thursday, September 4, 2025 at 3:00 pm.
B. Tuesday, October 7, 2025 at 3:00 pm.

WYNFORD CLIENT PORTAL

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BC DAY OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for BC Day on:

Monday, August 4, 2025

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

(https://wynfordgroup.sharepoint.com/sites/Properties/BCS/BCS 1073/Meetings/Meetings-Council Mtgs/2025-06-26-Minutes.bcs1073.docx) kk

wynford

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IMPORTANT INFORMATION Please have this translated	重要資料 請找人爲你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいせつなお知らせです。 どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG *Xin nhờ người dịch hộ*	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN BCS 1073 - CALLISTO, HELD ON THURSDAY, MAY 22, 2025, AT 7:00 P.M., IN THE LOUNGE, 1281 WEST CORDOVA STREET, VANCOUVER, BC

In Attendance: 28 Strata Lot Owners represented in person.
26 Strata Lots represented by Proxy.
54 Strata Lots represented in total.

Strata Manager: Tom Agnew The Wynford Group

1. **CERTIFICATION OF PROXIES**
The strata manager advised that the proxies were certified to be correct, a quorum was established, and the meeting was duly constituted to proceed.

2. **CALL TO ORDER**
The Annual General Meeting was called to order at 7:05 p.m. by Strata Manager Tom Agnew.

3. **ELECTION OF CHAIRPERSON**
Pursuant to Bylaw #28.1, an election of a chairperson for the meeting was not necessary as the Council President was in attendance.

4. **FILING OF PROOF OF NOTICE OF MEETING**
The strata manager confirmed that the Notice of the Annual General Meeting was mailed to all Owners of record on or before May 1, 2025, as required by the *Strata Property Act*. It was then **MOVED / SECONDED** to approve the notice as circulated. **CARRIED (all in favour)**

5. **APPROVAL OF AGENDA**
It was **MOVED / SECONDED** to approve the Agenda, as presented. **CARRIED (all in favour)**

6. **APPROVAL OF PREVIOUS GENERAL MEETING MINUTES**
It was **MOVED / SECONDED** to approve the Minutes of the Annual General Meeting held on September 16, 2024. **CARRIED (all in favour)**

7. **COUNCIL REPORT**
The Council Report was attached to the Annual General Meeting Notice package which was distributed to all owners.

8. APPROVAL OF MAJORITY VOTE RESOLUTION #1 – RATIFICATION OF RULES – USE OF LOUNGE / MULTI-PURPOSE ROOM

WHEREAS *pursuant to Section 125 of the Strata Property Act, Rules can be created or amended by the Strata Council to govern the use, safety and condition of the common property and common assets of a Strata Corporation, but a Rule ceases to have effect at the first Annual General Meeting held after it is made, unless the Rule is ratified by a resolution passed by a majority vote (a) at that Annual General Meeting, or (b) at a Special General Meeting held before that Annual General Meeting; and*

WHEREAS *since the last Annual General Meeting, Council amended the Rules for the building, and would now like the Owners to approve them as contemplated by Section 125 of the Strata Property Act;*

It was **MOVED / SECONDED** to approve majority vote resolution #1 as presented:

BE IT THEREFORE RESOLVED *that the Owners, Strata Plan BCS 1073, Callisto, ratify as a majority vote, at this General Meeting the following Rules:*

F. Use of Lounge / Multi-Purpose Room

1. (c) A $500 deposit must be paid at the time of booking. The host must clean and return the premises to its original condition by noon the following day. Any necessary cleaning over and above the regular scheduled cleaning of the area by Callisto housekeeping staff will be deducted from said deposit at the rate of $45 per hour. Any necessary professional cleaning of the carpet and/or upholstery will also be deducted from said deposit. The concierge staff will determine if a full or partial refund is due.

Further to a brief discussion on the process required for ratifying the rule, the vote was called to question on majority vote resolution #1, as presented. **CARRIED (All in favour)**

9. REPORT ON INSURANCE

The insurance summary of the Strata Corporation was attached to the Notice of the Annual General Meeting for information purposes. A brief report was provided with respect to the insurance policy and reviewing the limits and deductibles. Please see the attached insurance summary for the insured value and deductible amounts.

Owners were advised that they should be aware that these deductibles which may be covered by their homeowner insurance policies. The strata manager also recommended that Owners inform their personal insurer of these deductibles and have their policy adjusted to cover these amounts.

Here is some information regarding insurance. The Strata Corporation's insurance does not cover contents, upgrades (betterments and improvements), loss of rental income, or relocation to other living accommodations during repairs that may have been required as a result of an insurance claim. All Owners are reminded of the importance of carrying homeowner insurance for damage to personal property. If you rent out your unit, please ensure your Tenant has insurance. You are also encouraged to ensure you have betterments or Tenants' improvements insurance if you have carried out any upgrades or betterments to your Strata Lot.

Earthquake: The earthquake coverage deductible is a percentage of the total value of the building. In case of damage caused by an earthquake, the Strata Corporation would have to pay the deductible, and this would be assessed to Owners by way of unit entitlement.

Water: Currently, the Strata Corporation will charge any Owner deemed responsible for a damage claim up to the insurance policy deductible. That means, for example, should a dishwasher or bathtub overflow in your unit, all costs will be charged to you for up to the water damage deductible.

Please retain a copy of the attached insurance summary as your homeowner insurance representative will ask you for a copy when you renew your homeowner insurance.

10. APPROVAL OF 3/4 VOTE RESOLUTIONS #1 & #2

3/4 VOTE RESOLUTION #1 – LANDSCAPE IMPROVEMENT PROJECT – DEFICIT RECOVERY BY CONTINGENCY RESERVE FUND

WHEREAS *the strata corporation has confirmed a deficit in the landscape improvement project fund in the amount of $619.57; and*

WHEREAS *the landscape improvement project fund approved by the Owners at the July 4, 2024 AGM for $20,000.00 went over budget, with a final total of $20,619.57 due to additional irrigation maintenance;*

It was **MOVED / SECONDED** to approve 3/4 vote resolution #1:

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto, that the deficit amount of $619.57 (including tax), be expensed from the Contingency Reserve Fund.*

Following the strata manager providing a breakdown of this particular trust account, the vote was called to question on 3/4 vote resolution #1, as presented. **CARRIED (All in favour)**

3/4 VOTE RESOLUTION #2 – INSURANCE PREMIUM CRF LOAN EXTENSION

PREAMBLE: *It is common practice and permissible under the Strata Property Act for the Strata Corporation to pay for the strata insurance premium as a loan from the Contingency Reserve Fund (CRF) to be paid back in monthly installments from the Operating Fund. The reason for this loan is to avoid financing costs and cash flow problems in the operating account.*

Furthermore, the Strata Property Act allows for the Operating Fund to borrow money from the CRF as long as the loan is paid back by the end of the fiscal year. Due to timing of when the insurance premium is due and the fiscal year end, the temporary loan for the Strata Corporation's Insurance Premium will not be paid off by the end of this fiscal year. By passing this resolution, the Owners are authorizing an extension for the use of the CRF to pay for the insurance premium with the understanding that the loan will be paid back as soon as the funds are available (as strata fee payments are received). This loan does not cost the Owners any additional money and is a standard practice in the industry.

It was **MOVED / SECONDED** to approve 3/4 vote resolution #2:

BE IT THEREFORE RESOLVED, *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the Strata Corporation), that the strata corporation be provided an extension on the existing temporary loan from the Contingency Reserve Fund (CRF) for the purpose of funding the remaining payments of the Strata Corporation's Insurance Premium for the* ***2025-2026 fiscal year****. The remaining loan will be repaid to the CRF by no later than* ***February 28, 2026****.*

Following the strata manager providing details on the requirements of the *Strata Property Act* with respect to payment of loans prior to year-end and the requirement to authorize a loan for cash flow purposes to assist with payment of the insurance premium, the question was called to vote on 3/4 vote resolution #2, as presented. **CARRIED (All in favour)**

11. APPROVAL OF THE MAJORITY VOTE RESOLUTIONS #2 & #3

MAJORITY VOTE RESOLUTION #2 – OPERATING FUND SURPLUS

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, have an estimated Operating Fund surplus of $117,899 for the fiscal year, and an accumulated Operating Fund surplus of $206,613 from prior years ending February 28, 2025;*

It was **MOVED / SECONDED** to approve majority vote resolution #2:

BE IT THEREFORE RESOLVED *as a majority vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), that the total Operating Fund surplus $324,512 be transferred to the Contingency Reserve Fund.*

Following a brief review of the accumulated year to date surplus and transferring this to the Contingency Reserve Fund, the vote was called to question on majority vote resolution #2, as presented. **CARRIED (All in favour)**

MAJORITY VOTE RESOLUTION #3 – OPERATING BUDGET

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), have reviewed the proposed Operating Budget included with this notice of the Annual General Meeting;*

It was **MOVED / SECONDED** to approve majority vote resolution #3:

BE IT THEREFORE RESOLVED *as a majority vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), that the proposed Operating Budget be approved.*

Following discussion on the various accounts and noting the separation of various expenses to assist provide additional details on what expenses are incurred, the vote was called to question on majority vote resolution #3, as presented. **CARRIED (All in favour)**

12. APPROVAL OF 3/4 VOTE RESOLUTIONS #3 – #7

3/4 VOTE RESOLUTION #3 – CONTINGENCY RESERVE FUND EXPENSE & SPECIAL LEVY – EXTERIOR ENVELOPE RENEWAL PROJECT

PREAMBLE: *This project includes repainting of all concrete surfaces to the exterior including townhouse walls at roof and decks, all painted concrete planters, steel ring beams at top of roof, concrete ceilings of all patio decks, replacement of lights in all ceilings of patio decks, and almost all surfaces currently painted on the exterior of the building. Also included in this project will be the grinding and removal of all waterproof coating along edges of balconies, repairing and grinding the exposed concrete edges, and then reapplying waterproof membrane at all balcony edges.*

The original plan regarding the waterproofing to balcony edges based on the recommendation from JRS Depreciation Report was to simply target spot repairs as necessary. However, our consultant BCBS recommended that all balcony edges be included on the basis that the contractor will be on site performing this work, therefore all balconies should be treated at the same time. By taking care of this item now during the current exterior envelope renewal project, we will avoid the $1,090,947 that has been projected for this item four years from now on the attached capital expenditure forecast. In fact the balcony and eyebrow membranes which are projected for 2029/30 will not be necessary until approximately 10 years from now.

This work has been approved in concept at our last AGM where the funds were approved to hire a consulting company for the purpose of tendering the project. Council prepared and sent RFP requests to 3 suitable companies capable of handling this task. Of the three proposals received, BC Building Science provided the best overall proposal not only in price, but also in experience level and capability. They have worked over the past year to investigate our building thoroughly, prepare drawings and specifications and tender documents, select six capable contractors to bid the project, tender the project, prepare a bid analysis from the six bids received, attend meetings with council and low bidders, and finally give recommendations for Council to select final contractor to perform the work.

Council has selected a contractor who is fully familiar with this work with extensive experience over two decades, and has proven their ability for manpower and schedule to handle our project with completion by fall 2025. At this point in time the name of the contractor will remain confidential until the outcome of the May 22 AGM vote on this resolution.

The Council has prepared a CRF Capital Expenditure Forecast combined with a CRF Balance Forecast. This chart indicates various capital expenditures listed in the Depreciation Report which we may be faced with over the next six years. In this chart you will notice that future capital expenditures are funded 50% from the CRF and 50% through special levy assessment, with the exception of this year where we have included the elevator repairs to be taken 100% from the CRF as per the SGM vote earlier this year. We have continued the recommendation started last year of increasing the strata fees by 3% annually which has allowed an approximate increase of 40% in CRF contributions each year. These figures are approximate and are based on 1.5% interest earned from our CRF account. While we recognize that future Councils may adjust this procedure as they feel necessary, this model shows that if followed we will continually increase our CRF while affording to pay our projected costs. This model also allows for a high enough CRF should funding be required for a portion of the potential renovation project in upcoming years. The renovation project has not been added to the capital expenditure forecast since it has been projected to be funded primarily by special assessment levy.

Based on the information provided above and the discussions held at the previous Townhall meeting, the council is recommending 50% funding from the CRF and 50% by special assessment levy to fund the Exterior Envelope Renewal Project.

***WHEREAS** the Owners, Strata Plan BCS 1073, Callisto, wish to conduct the work for the exterior building envelope project with the selected contractor;*

It was **MOVED / SECONDED** to approve 3/4 vote resolution #3:

***BE IT THEREFORE RESOLVED** as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), that a sum of money not exceeding **$820,000.00** (including tax and all related expenses), be raised and spent for the purpose of conducting the work for the exterior building envelope project with the selected contractor, such expenditure to be funded and expensed as follows:*

a) *$410,000.00 by way of special levy upon the registered owners in proportion to unit entitlement of their respective strata lots, for the amount shown opposite the strata lot on Schedule "A" attached hereto; funds raised by way of special levy will be utilized first; and*

b) *up to $410,000.00 to be funded from the Contingency Reserve Fund*

In the event that the actual cost of the proposed project is less than the special levy amount, monies will be refunded or reallocated subject to Sections 108(5) and (6) of the Strata Property Act, which read as follows:

> *(5) If the money collected exceeds the amount required, or for any other reason is not fully used for the purpose set out in the resolution, the strata corporation must pay to each owner of a strata lot the portion of the unused amount of the special levy that is proportional to the contribution made to the special levy in respect of that strata lot.*
>
> *(6) Despite subsection (5), if no owner is entitled to receive more than $100 in total under subsection (5), the strata corporation may deposit the excess in the contingency reserve fund.*

Interest earned on funds raised pursuant to this resolution will be allocated to the Special Levy Fund.

This special levy of $410,000.00 (amount that Owners will be levied per (a) above) shall be assessed on May 22, 2025 *(date of general meeting or any adjournment thereof), and shall become due and payable in full immediately on the passing of this resolution by the registered owners on title as at the end of that day. Any owner who wishes to sell, convey or transfer his / her title, or remortgage, must pay the special levy in full before a "Form F – Certificate of Full Payment" can be issued pursuant to Section 115 of the Strata Property Act.*

As a matter of financial convenience only, the Owners may pay this special levy over a period of two months, such payments to be made in two (2) equal amounts on July 1, 2025 and August 1, 2025. *Notwithstanding the foregoing, this special levy is not considered an "installment" levy as contemplated by Section 108(3) (e) of the Strata Property Act, and Section 109 of the Strata Property Act therefore does not apply.*

Any owner who fails to make any payment(s) in accordance with this resolution may be assessed a fine per the Strata Corporation Bylaws, and / or interest at a rate of up to 10% per annum compounded annually and charged on a monthly basis. Sections 116, 117 and 118 of the Strata Property Act shall be applicable where an owner fails to make the required payment as authorized by the passing of this 3/4 vote.

Owners were provided details and information related to the process applied regarding the selection of the consulting engineer, preparation of the specifications and applying a formal tender process. Additional information was provided regarding the breakdown of the proposed funding budget noting it was based on the multiple tenders received, the proposed contract fee, along with the addition of a required construction contingency allowance and budgeted expenses for project management and administration project fees. Further to a brief discussion on the proposed scope of work, the question was called to vote on 3/4 vote resolution #3, as presented. **CARRIED (53 in favour, 1 opposed, 0 abstentions)**

3/4 VOTE RESOLUTION #4 – BYLAW AMENDMENT – AUTOMATIC WATER SHUTOFFS

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their strata corporation; and*

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to amend the bylaws of their strata corporation; and*

WHEREAS *pursuant to s.128(1)(c) of the Strata Property Act, amendments to bylaws must be approved at an annual or special general meeting, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the non-residential strata lots.*

It was **MOVED / SECONDED** to approve 3/4 vote resolution #4:

***BE IT THEREFORE RESOLVED** as a 3/4 vote resolution of the Owners of residential strata lots, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:*

<u>By adding a new Bylaw 7 (13), to read as follows:</u>

7 (13) Automated water shutoff systems must be installed in accordance with the following bylaw:

(a) Purpose

To regulate and encourage the safe installation and use of automated water shut-off systems in strata lots to reduce the risk of water damage and preserve the integrity of the building and common property.

(b) Definitions

For the purposes of this bylaw:

- ***"System"** means an automated water shut-off system capable of detecting leaks and automatically shutting off the water supply.*
- ***"Owner"** includes any person entitled to possession of a strata lot.*
- ***"Qualified Installer"** means a licensed plumber or technician permitted to install plumbing systems in British Columbia.*

(c) Council Approval Required

(i) An Owner must obtain written permission from the Strata Council before installing a System.

(ii) The request must include:

- *A description of the System and its features*
- *Product specifications*
- *Installation details including whether it affects common property*
- *The name and qualifications of the installer*

(d) Conditions of Approval

Council may approve the installation subject to conditions, including but not limited to:

(i) The installation must be carried out by a Qualified Installer.

(ii) The System must not compromise any part of the building's plumbing infrastructure, nor negatively affect other units.

(iii) If the System connects to common property (e.g., electrical panels, Wi-Fi, or plumbing), further conditions or professional review may be imposed.

(e) Owner Responsibility

(i) The Owner is solely responsible for:

- *All costs related to the installation, operation, maintenance, repair, or replacement of the System.*
- *Any damage caused to the strata lot, common property, or other strata lots due to failure, malfunction, or improper installation of the System.*

(ii) The Owner must ensure the System is maintained in good working order.

(iii) The Owner must remove or upgrade the System if it becomes defective or non-compliant with this bylaw or applicable laws.

(f) Access for Inspection
Upon providing reasonable notice in accordance with section 1.9 of the Strata Property Act, the strata corporation may inspect the System to verify compliance with this bylaw.

(g) Disclosure Upon Sale
An Owner must inform prospective purchasers of the existence of the System and provide all relevant documentation, including Council approval and maintenance history.

(h) Existing Installations
Owners with pre-existing Systems must disclose and register their devices with the Strata Council within 60 days of the enactment of this bylaw. Council may require inspection or modifications to bring existing Systems into compliance.

Following discussion on the purposes of the device, the question was called to vote on 3/4 vote resolution #4, as presented. **CARRIED (All in favour)**

<u>3/4 VOTE RESOLUTION #5 – BYLAW AMENDMENT – RENOVATION FEES</u>

PREAMBLE: *Due to the potentially high traffic of contractors in any renovation and the uncertainty of the contractors, damages have occurred during the renovation process. The Callisto needs to ensure that contractors are demonstrating utmost care when bringing materials in and out of our building. Should damages occur by contractors, they should be held accountable. This involves additional work from the Concierge staff and therefore a fee should be necessary.*

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their strata corporation; and*

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to amend the bylaws of their strata corporation; and*

WHEREAS *pursuant to s.128(1)(c) of the Strata Property Act, amendments to bylaws must be approved at an annual or special general meeting, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the non-residential strata lots.*

It was **MOVED / SECONDED** to approve 3/4 vote resolution #5:

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners of residential strata lots, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:*

<u>By adding a new Bylaw 6 (6), to read as follows:</u>

6 (6) A one-time $750 renovation fee for all renovations that require a renovation approval will be charged. A $500 refundable damage deposit prior to start of renovation is required and perform a documented inspection of common areas before and after to ensure no damages have been caused by the renovation contractor.

Following a brief discussion on the administration of this charge, the question was called to vote on 3/4 vote resolution #5, as presented. **CARRIED (All in favour)**

3/4 VOTE RESOLUTION #6 – BYLAW AMENDMENT – MOVE IN / MOVE OUT FEES

PREAMBLE: *Due to the high amount of traffic to our common areas during moving in and moving out procedures, we are experiencing increased damage to our building. By having a higher fee for this item, we are encouraging tenants to be more careful. Funds will eventually be transferred to the CRF which will help for future projects.*
WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their strata corporation; and*

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to amend the bylaws of their strata corporation; and*

WHEREAS *pursuant to s.128(1)(c) of the Strata Property Act, amendments to bylaws must be approved at an annual or special general meeting, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the non-residential strata lots.*

It was **MOVED / SECONDED** to approve 3/4 vote resolution #6:

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners of residential strata lots, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:*

To Delete Bylaw #39(1) and #39 (10) which currently reads:

Move-ins and move-outs

39 (1) A one-time move-in/out fee of $500 (unfurnished), $150 (furnished) will be charged to each strata lot upon move in and/or out of any new occupant (owner or tenant). The one time move-in/out fee covers the cost of wear and tear and administrative costs.

(10) Notwithstanding subsections (1) through (3) of this bylaw, the move-in/out fees will not apply to owners of townhouse units within the strata plan.

By Adding Bylaw #39(1), to read as follows:

*39 (1) A one-time move-in/out fee of **$750** (unfurnished), **$250** (furnished) will be charged to each strata lot upon move in and/or out of any new occupant (owner or tenant). The one time move-in/out fee covers the cost of wear and tear and administrative costs.*

Amendment is indicated in **bold.*

Following a brief discussion on the intent of this resolution and recognizing that one elevator required additional protection during completion of the elevator upgrade project, the question was called to vote on 3/4 vote resolution #6, as presented. **CARRIED (All in favour)**

3/4 VOTE RESOLUTION #7 – BYLAW AMENDMENT – EV CHARGING

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their strata corporation; and*

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to amend the bylaws of their strata corporation; and*

WHEREAS *pursuant to s.128(1)(c) of the Strata Property Act, amendments to bylaws must be approved at an annual or special general meeting, by both a resolution passed by a 3/4 vote of the residential strata lots and a resolution passed by a 3/4 vote of the non-residential strata lots.*

It was **MOVED / SECONDED** to approve 3/4 vote resolution #7:

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners of residential strata lots, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:*

Bylaw #42(1)(b) , currently reads:

EV Charging

42 (1) The following guidelines must be adhered to for the use of electric car charging stations in visitors parking and in owners private parking stall:

(b) Residents using the group chargers in visitors parking area or using an individual charger in their assigned parking stall are required complete a Callisto EV Charger Users agreement, a Unico Power agreement and pay an annual fee of $400.00 to BCS 1073 by preauthorized Debit;

By amending bylaw #42(1)(b) to read as follows:

42 (1) The following guidelines must be adhered to for the use of electric car charging stations in visitors parking and in owners private parking stall:

(b) Callisto EV Charger Users must complete a Unico Power Agreement and arrange direct payment plan to Unico.

Amendment is indicated in* ***bold.*

Following discussion whereby it was noted that the annual fee was no longer required, the question was called to vote on 3/4 vote resolution #7, as presented. **CARRIED (All in favour)**

13. NEW BUSINESS

- Owners were provided information on the ongoing bike room audit as per the information circulated with the meeting notice.

- Discussion ensued on the process applied for verifying and certifying proxies at a general meeting. Further to discussing the current process and providing information received from legal counsel, a general consensus was provided by the owners in attendance requesting the new Strata Council to research this further with the intent of potentially having a bylaw drafted to address this concern.

14. ELECTION OF THE 2025-2026 STRATA COUNCIL

The Council Members for the 2024-2025 fiscal year automatically retired from their positions, pursuant to the *Strata Property Act*. The Owners expressed their appreciation of a job well done by their outgoing Strata Council.

Further to the owners extending a vote of thanks as endorsed by a round of applause, the following owners were nominated for the 2025-2026 fiscal year:

Mauricio Browne De Paula
Peter Xing
Michael Li
Catherine Clark

There being no further nominations, it was **MOVED / SECONDED** to cease nominations and to elect the slate of abovementioned Owners to the Strata Council by Majority Vote. **CARRIED**

15. MEETING TERMINATION

There being no further business, the meeting was terminated at 8:37 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: reception@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

Attachments: Insurance Policy
2025-2026 Operating Budget
2025-2026 Assessment Schedule
Special Levy – Schedule "A"

CondoSURE™ HUB

THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE

Policy No. CBCS1073 **Summary of Coverage**

Named Insured:	The Owners of Strata Plan BCS 1073 The Callisto
Additional Insured(s):	The Wynford Group
Mailing Address:	c/o The Wynford Group, 815 - 1200 73rd Avenue West, Vancouver, BC V6P 6G5
Location Address(es):	1211 - 1299 West Cordova Street, Vancouver, BC, V6C 3R4 & 308 - 358 Jervis Mews, Vancouver, BC V6C 3P8
Policy Period:	**April 30, 2025** to **April 30, 2026** 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act

Insuring Agreements	Deductibles	Amount of Insurance
PROPERTY COVERAGES		
All Property, All Risk	$25,000	$149,880,000
Stated Amount Co Insurance, Replacement Cost	Included	Included
Excess Unit Owner Displacement Coverage - Aggregate Limit		$1,000,000
A. Additional Living Expense Limit per Unit - $50,000		Included
Uninsured Unit Owner Retention - $10,000		
B. Contingent Mass Evacuation Limit per Unit - $5,000		Included
Water Damage	$100,000	Included
Back up of Sewers, Sumps, Septic Tanks or Drains	$100,000	Included
Earthquake Damage	10%	Included
Minimum Deductible:	$150,000	
Aggregate Limit		$149,880,000
Flood Damage	$100,000	Included
Aggregate Limit		$149,880,000
Key and Lock Replacement	Nil	$50,000
BLANKET EXTERIOR GLASS	Residential $5,000	Blanket
	Canopies $1,000	Blanket
COMMERCIAL GENERAL LIABILITY		
A - Bodily or Mental Injury and Property Damage Liability - *Each Occurence*	$5,000	$30,000,000
Products & Completed Operations - *Aggregate*	$5,000	$30,000,000
B - Personal and Advertising Liability - *Any one person or organization*		$30,000,000
C - Tenant's Property Damage Liability - *any one premises*	$5,000	$500,000
D - Voluntary Medical Payments - any one person		$25,000
Employer's Liability		
Non-Owned Automobile - SPF #6		
Third Party Liability		$5,000,000
SEF 94 Legal Liability for Damage to Hired Automobiles	$500	$50,000
Contractual Liability Endorsement		
Excluding Long Term Leased Vehicle Endorsement		
Employee Benefits Errors and Omissions Liability		$1,000,000
Pollution Liability - 120 Hour Extension Endorsement		$100,000
Liability Conditions		

CondoSURE™ HUB

Insuring Agreements	Deductibles	Amount of Insurance
CONDO DIRECTORS & OFFICERS LIABILITY		
Primary Policy	$5,000	$20,000,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY		
Limit of Liability – Each Incident, Coverages A-G	$25,000 Retention	$1,000,000
Limit of Liability – Each Incident, Coverage I	5 day waiting period	$250,000
Aggregate Limit		$5,000,000
Crisis Management Expense Endorsement		$50,000
The inclusion of more than one insured strata or condominium corporation under the HUB CondoSure program in the discovery of a pollution event or in the making of a claim regarding the same pollution event shall not increase the Limits of Liability set forth in Item 3 of the Declarations.		
VOLUNTEER ACCIDENT INSURANCE COVERAGE		
Personal Accident Limit - Maximum Benefit - Lesser of $1,000,000 or 5x Annual Salary		$1,000,000
Weekly Accident Indemnity - Lesser of $750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to $15,000 (see policy wording) Dental Expense - $5,000		
Program Aggregate Limit		$10,000,000
(Maximum Benefit - 60 years of age or older - Lesser of $750,000 or 5x Annual Salary)		
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty / Excess	$100	$1,000,000
Broad Form Money & Securities / Excess	$100	$60,000
Program Aggregate Limit		$10,000,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	$5,000	$149,880,000
II Consequential Damage, 90% Co-Insurance	$5,000	$25,000
III Extra Expense	24 Hour Waiting Period	$250,000
IV Ordinary Payroll – 90 Days	24 Hour Waiting Period	$100,000
TERRORISM	$ 500	$1,000,000
CYBER SUITE COVERAGE	$1,000	$50,000
Comprehensive Cyber Coverage		
A. Data Compromise Response Expenses		
Forensic IT Review		
Legal Review		
Public Relations - sublimit flat $5,000		
Regulatory Fines & Penalties		
PCI Fines & Penalties		
Named Malware - sublimit flat 50,000		

This is a generalized summary of coverage for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents.

Other Services and Service Providers

PLATINUM LEGAL SERVICES RETAINER – CLARK WILSON LLP

Legal advice and exclusive benefits. See Contract for details. — Retained

$1,000,000 / Legal Proceeding

$1,500,000 Aggregate

Fee: 100% Retained

March 27, 2025 - E&OE

Strata Plan BCS 1073 - CALLISTO				
Final 2025-2026 Operating Budget				
February 28th Year-end				
				27/May/25
GL Code	**Description**	**Actual to Feb 28, 2025**	**2024-2025 Budget**	**Approved 2025-2026 Budget**
400000	**REVENUES**			
405000	Strata Fees	2,125,967.04	2,125,969	2,189,750
415000	Bylaw Fines / Late Fees	-	-	-
422500	Interest Income - Operating	17,282.19	15,000	15,000
424000	Interest On Overdue Accounts	3,764.51	-	-
426501	Electrical Charge Station	3,214.00	7,000	-
428500	Move-in / Move-out Charges	9,100.00	-	-
429500	Key Revenue	30.00	-	-
440600	Door Openers - Transmitters	1,800.00	-	-
441600	Miscellaneous Revenue	5,467.96	-	-
443500	Prior Year Operating Surplus	-	-	-
499900	**TOTAL REVENUES**	**2,166,625.70**	**2,147,969**	**2,204,750**
500000	**OPERATING EXPENSES**			
510000	**ADMINISTRATIVE EXPENSES**			
511000	Management Fees	42,399.00	42,400	43,886
511600	Bank Administration Fee	756.00	760	756
512000	Audit / Review	4,987.50	5,500	5,500
513000	Duplication/Postage/Courier	8,787.94	-	10,000
513200	Legal	3,125.31	10,000	10,000
513600	Audit - *Real Estate Services Act*	-	400	400
514200	Insurance Expense	353,105.18	360,640	340,000
517600	Wages - Caretakers	109,843.12	110,000	-
517900	Building Manager and Contracted Services	-	-	115,000
520200	Concierge	260,936.30	280,000	280,000
521200	Miscellaneous Expenses	11,299.98	11,500	5,000
521400	Social Fund Expense	-	12,000	12,000
528400	Telephone	13,932.98	11,500	14,500
529900	**TOTAL ADMINISTRATIVE EXPENSES**	**809,173.31**	**844,700**	**837,042**
530000	**UTILITIES**			
531100	BC Hydro / Electricity	109,328.83	120,000	112,000
532700	Gas	93,669.97	97,600	97,600
535100	Water/Sewer	63,878.10	62,000	70,000
535500	Garbage Disposal	54,601.35	47,000	54,000
539900	**TOTAL UTILITIES**	**321,478.25**	**326,600**	**333,600**

Strata Plan BCS 1073 - CALLISTO				
Final 2025-2026 Operating Budget				
February 28th Year-end				
				27/May/25
GL Code	**Description**	**Actual to Feb 28, 2025**	**2024-2025 Budget**	**Approved 2025-2026 Budget**
540000	**BUILDING MAINTENANCE**			
540500	Mechanical	35,951.74	60,000	-
540800	Janitorial	126,694.45	115,000	130,000
541400	Supplies	24,911.57	17,000	20,000
542000	Pest Control	8,214.93	18,000	5,000
542600	Security & Alarm System	20,244.00	8,000	15,000
543500	Elevator Maintenance	56,524.57	70,000	60,000
545000	Plumbing	45,275.33	36,000	45,000
549800	Fire Equipment	27,728.88	-	30,000
549900	Fire Alarm Monitoring	2,012.74	12,000	3,000
550700	Electrical Repairs	23,936.69	-	20,000
556700	Repair & Maint, Building	73,558.87	270,354	75,000
559100	HVAC Maintenance	56,155.28	20,000	110,000
559500	HVAC Repairs	64,629.76	15,000	-
559900	**TOTAL BUILDING MAINTENANCE**	**565,838.81**	**641,354**	**513,000**
560000	**EXTERIOR MAINT & REPAIRS**			
562700	Window Cleaning	21,057.75	25,000	25,000
565700	Exterior Repair/Maint	-	-	75,000
569900	**TOTAL EXTERIOR MAINT & REPAIRS**	**21,057.75**	**25,000**	**100,000**
570000	**GROUNDS AND GARDEN**			
571000	Landscaping Services	83,812.08	75,000	95,000
579900	**TOTAL GROUNDS AND GARDEN**	**83,812.08**	**75,000**	**95,000**
580000	**RECREATION CENTRE**			
580900	Recreation Ctr Maint	52,051.24	40,000	40,000
589900	**TOTAL RECREATION CENTRE**	**52,051.24**	**40,000**	**40,000**
60000	**TOTAL OPERATING EXPENSES**	**1,853,411.44**	**1,952,654**	**1,918,642**
		313,214.26	**195,315**	**286,108**
700000	**TRANSFERS TO RESERVE FUND**			
700100	Contingency Reserve Fund	195,315.00	195,315	286,108
705000	**TOTAL TRANSFERS TO RESERVES**	**195,315.00**	**195,315**	**286,108**
800000	**NET OPERATING SURPLUS(DEFICIT)**	**117,899.26**	**-**	**-**

STRATA PLAN BCS 1073 - CALLISTO
APPROVED 2025-2026 MONTHLY STRATA FEES and CRF CONTRIBUTIONS

Annual Operating Contributions	$1,903,642.00	**Total Aggregate**	**20,896**
Annual CRF Contributions	$286,108.00		
Total Annual Strata Fees	$2,189,750.00		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**2025-2026 Monthly Operating Contributions**	**2025-2026 Monthly CRF Contributions**	**2025-2026 Total Monthly Strata Fees**	**One-time Adjustment for Mar, Apr, May & Jun 2025**
1	TH33	166	0.7944104135%	$1,260.22	$189.41	$1,449.63	$168.88
2	TH32	154	0.7369831547%	1,169.13	175.71	1,344.84	156.68
3	TH31	145	0.6939127106%	1,100.81	165.44	1,266.25	147.56
4	TH30	141	0.6747702910%	1,070.44	160.88	1,231.32	143.48
5	TH29	141	0.6747702910%	1,070.44	160.88	1,231.32	143.48
6	TH28	209	1.0001914242%	1,586.67	238.47	1,825.14	212.64
7	TH27	207	0.9906202144%	1,571.49	236.19	1,807.68	210.64
8	TH26	200	0.9571209801%	1,518.35	228.20	1,746.55	203.52
9	TH25	199	0.9523353752%	1,510.75	227.06	1,737.81	202.44
10	TH24	203	0.9714777948%	1,541.12	231.62	1,772.74	206.52
11	TH23	198	0.9475497703%	1,503.16	225.92	1,729.08	201.44
12	TH22	223	1.0671898928%	1,692.96	254.44	1,947.40	226.88
13	TH21	230	1.1006891271%	1,746.10	262.43	2,008.53	234.00
14	TH20	232	1.1102603369%	1,761.28	264.71	2,025.99	236.04
15	TH19	245	1.1724732006%	1,859.98	279.54	2,139.52	249.28
16	TH18	248	1.1868300153%	1,882.75	282.97	2,165.72	252.32
17	12810201	87	0.4163476263%	660.48	99.27	759.75	88.52
18	12810401	236	1.1294027565%	1,791.64	269.28	2,060.92	240.08
19	12810402	227	1.0863323124%	1,723.32	259.01	1,982.33	230.96
20	12810501	157	0.7513399694%	1,191.90	179.14	1,371.04	159.76
21	12810502	213	1.0193338438%	1,617.04	243.03	1,860.07	216.72
22	12810504	115	0.5503445636%	873.05	131.21	1,004.26	117.00
23	12810601	157	0.7513399694%	1,191.90	179.14	1,371.04	159.76
24	12810602	213	1.0193338438%	1,617.04	243.03	1,860.07	216.72
25	12810604	141	0.6747702910%	1,070.44	160.88	1,231.32	143.48
26	12810701	281	1.3447549770%	2,133.28	320.62	2,453.90	285.92
27	12810703	116	0.5551301685%	880.64	132.36	1,013.00	118.04
28	12810704	127	0.6077718224%	964.15	144.91	1,109.06	129.24
29	12810801	286	1.3686830015%	2,171.23	326.33	2,497.56	291.00
30	12810803	116	0.5551301685%	880.64	132.36	1,013.00	118.04
31	12810804	127	0.6077718224%	964.15	144.91	1,109.06	129.24
32	12810901	292	1.3973966309%	2,216.79	333.17	2,549.96	297.12
33	12810903	116	0.5551301685%	880.64	132.36	1,013.00	118.04
34	12810904	127	0.6077718224%	964.15	144.91	1,109.06	129.24
35	12811001	299	1.4308958652%	2,269.93	341.16	2,611.09	304.24
36	12811003	116	0.5551301685%	880.64	132.36	1,013.00	118.04
37	12811004	127	0.6077718224%	964.15	144.91	1,109.06	129.24
38	12811101	157	0.7513399694%	1,191.90	179.14	1,371.04	159.76
39	12811102	142	0.6795558959%	1,078.03	162.02	1,240.05	144.48
40	12811103	116	0.5551301685%	880.64	132.36	1,013.00	118.04
41	12811104	127	0.6077718224%	964.15	144.91	1,109.06	129.24
42	12811201	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
43	12811202	148	0.7082695253%	1,123.57	168.87	1,292.44	150.56
44	12811203	116	0.5551301685%	880.64	132.36	1,013.00	118.04
45	12811204	127	0.6077718224%	964.15	144.91	1,109.06	129.24

STRATA PLAN BCS 1073 - CALLISTO
APPROVED 2025-2026 MONTHLY STRATA FEES and CRF CONTRIBUTIONS

Annual Operating Contributions	$1,903,642.00	**Total Aggregate**	**20,896**
Annual CRF Contributions	$286,108.00		
Total Annual Strata Fees	$2,189,750.00		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**2025-2026 Monthly Operating Contributions**	**2025-2026 Monthly CRF Contributions**	**2025-2026 Total Monthly Strata Fees**	**One-time Adjustment for Mar, Apr, May & Jun 2025**
46	12811301	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
47	12811302	153	0.7321975498%	1,161.54	174.57	1,336.11	155.68
48	12811303	116	0.5551301685%	880.64	132.36	1,013.00	118.04
49	12811304	127	0.6077718224%	964.15	144.91	1,109.06	129.24
50	12811401	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
51	12811402	273	1.3064701378%	2,072.55	311.49	2,384.04	277.76
52	12811404	127	0.6077718224%	964.15	144.91	1,109.06	129.24
53	12811501	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
54	12811502	161	0.7704823890%	1,222.27	183.70	1,405.97	163.80
55	12811503	116	0.5551301685%	880.64	132.36	1,013.00	118.04
56	12811504	127	0.6077718224%	964.15	144.91	1,109.06	129.24
57	12811601	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
58	12811602	165	0.7896248086%	1,252.64	188.26	1,440.90	167.88
59	12811603	116	0.5551301685%	880.64	132.36	1,013.00	118.04
60	12811604	127	0.6077718224%	964.15	144.91	1,109.06	129.24
61	12811701	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
62	12811702	169	0.8087672282%	1,283.00	192.83	1,475.83	171.92
63	12811703	116	0.5551301685%	880.64	132.36	1,013.00	118.04
64	12811704	127	0.6077718224%	964.15	144.91	1,109.06	129.24
65	12811801	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
66	12811802	172	0.8231240429%	1,305.78	196.25	1,502.03	175.00
67	12811803	116	0.5551301685%	880.64	132.36	1,013.00	118.04
68	12811804	127	0.6077718224%	964.15	144.91	1,109.06	129.24
69	12811901	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
70	12811902	174	0.8326952527%	1,320.97	198.53	1,519.50	177.04
71	12811903	116	0.5551301685%	880.64	132.36	1,013.00	118.04
72	12811904	127	0.6077718224%	964.15	144.91	1,109.06	129.24
73	12812001	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
74	12812002	177	0.8470520674%	1,343.73	201.96	1,545.69	180.08
75	12812003	116	0.5551301685%	880.64	132.36	1,013.00	118.04
76	12812004	127	0.6077718224%	964.15	144.91	1,109.06	129.24
77	12812101	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
78	12812102	179	0.8566232772%	1,358.92	204.24	1,563.16	182.12
79	12812103	116	0.5551301685%	880.64	132.36	1,013.00	118.04
80	12812104	127	0.6077718224%	964.15	144.91	1,109.06	129.24
81	12812201	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
82	12812202	181	0.8661944870%	1,374.10	206.52	1,580.62	184.12
83	12812203	116	0.5551301685%	880.64	132.36	1,013.00	118.04
84	12812204	127	0.6077718224%	964.15	144.91	1,109.06	129.24
85	12812301	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
86	12812302	183	0.8757656968%	1,389.29	208.80	1,598.09	186.20
87	12812303	116	0.5551301685%	880.64	132.36	1,013.00	118.04
88	12812304	127	0.6077718224%	964.15	144.91	1,109.06	129.24
89	12812401	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
90	12812402	185	0.8853369066%	1,404.48	211.08	1,615.56	188.24

STRATA PLAN BCS 1073 - CALLISTO
APPROVED 2025-2026 MONTHLY STRATA FEES and CRF CONTRIBUTIONS

Annual Operating Contributions	$1,903,642.00	**Total Aggregate**	**20,896**
Annual CRF Contributions	$286,108.00		
Total Annual Strata Fees	$2,189,750.00		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**2025-2026 Monthly Operating Contributions**	**2025-2026 Monthly CRF Contributions**	**2025-2026 Total Monthly Strata Fees**	**One-time Adjustment for Mar, Apr, May & Jun 2025**
91	12812403	116	0.5551301685%	880.64	132.36	1,013.00	118.04
92	12812404	127	0.6077718224%	964.15	144.91	1,109.06	129.24
93	12812501	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
94	12812502	186	0.8901225115%	1,412.06	212.23	1,624.29	189.24
95	12812503	116	0.5551301685%	880.64	132.36	1,013.00	118.04
96	12812504	127	0.6077718224%	964.15	144.91	1,109.06	129.24
97	12812601	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
98	12812602	186	0.8901225115%	1,412.06	212.23	1,624.29	189.24
99	12812603	116	0.5551301685%	880.64	132.36	1,013.00	118.04
100	12812604	127	0.6077718224%	964.15	144.91	1,109.06	129.24
101	12812701	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
102	12812702	186	0.8901225115%	1,412.06	212.23	1,624.29	189.24
103	12812703	116	0.5551301685%	880.64	132.36	1,013.00	118.04
104	12812704	127	0.6077718224%	964.15	144.91	1,109.06	129.24
105	12812801	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
106	12812802	185	0.8853369066%	1,404.48	211.08	1,615.56	188.24
107	12812803	116	0.5551301685%	880.64	132.36	1,013.00	118.04
108	12812804	127	0.6077718224%	964.15	144.91	1,109.06	129.24
109	12812901	158	0.7561255743%	1,199.49	180.28	1,379.77	160.76
110	12812902	184	0.8805513017%	1,396.88	209.94	1,606.82	187.20
111	12812903	116	0.5551301685%	880.64	132.36	1,013.00	118.04
112	12812904	127	0.6077718224%	964.15	144.91	1,109.06	129.24
113	12813001	239	1.1437595712%	1,814.42	272.70	2,087.12	243.16
114	12813002	183	0.8757656968%	1,389.29	208.80	1,598.09	186.20
115	12813003	146	0.6986983155%	1,108.39	166.59	1,274.98	148.56
116	12813101	239	1.1437595712%	1,814.42	272.70	2,087.12	243.16
117	12813102	181	0.8661944870%	1,374.10	206.52	1,580.62	184.12
118	12813103	146	0.6986983155%	1,108.39	166.59	1,274.98	148.56
119	12813201	239	1.1437595712%	1,814.42	272.70	2,087.12	243.16
120	12813202	180	0.8614088821%	1,366.51	205.38	1,571.89	183.12
121	12813203	146	0.6986983155%	1,108.39	166.59	1,274.98	148.56
122	12813301	269	1.2873277182%	2,042.17	306.93	2,349.10	273.68
123	12813302	261	1.2490428790%	1,981.44	297.80	2,279.24	265.52
124	12813401	218	1.0432618683%	1,655.00	248.74	1,903.74	221.80
125	12813402	253	1.2107580398%	1,920.71	288.67	2,209.38	257.40
126	12813501	488	2.3353751914%	3,704.76	556.81	4,261.57	496.48
		20,896	100%	$158,636.95	$23,842.33	$182,479.28	$21,261.44
			Yearly (x 12)	$1,903,643.36	$286,108.00	$2,189,751.36	

STRATA PLAN BCS 1073- CALLISTO
APPROVED SPECIAL LEVY - 3/4 VOTE RESOLUTION #3
SCHEDULE "A"

Special Levy $410,000.00

Total Aggregate 20,896

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**Special Levy Due May 22, 2025**	**Or 2 Payments Payable on July 1 & August 1, 2025**
1	TH33	166	0.7944104135%	$3,257.08	$1,628.54
2	TH32	154	0.7369831547%	3,021.63	1,510.82
3	TH31	145	0.6939127106%	2,845.04	1,422.52
4	TH30	141	0.6747702910%	2,766.56	1,383.28
5	TH29	141	0.6747702910%	2,766.56	1,383.28
6	TH28	209	1.0001914242%	4,100.78	2,050.39
7	TH27	207	0.9906202144%	4,061.54	2,030.77
8	TH26	200	0.9571209801%	3,924.20	1,962.10
9	TH25	199	0.9523353752%	3,904.58	1,952.29
10	TH24	203	0.9714777948%	3,983.06	1,991.53
11	TH23	198	0.9475497703%	3,884.95	1,942.48
12	TH22	223	1.0671898928%	4,375.48	2,187.74
13	TH21	230	1.1006891271%	4,512.83	2,256.42
14	TH20	232	1.1102603369%	4,552.07	2,276.04
15	TH19	245	1.1724732006%	4,807.14	2,403.57
16	TH18	248	1.1868300153%	4,866.00	2,433.00
17	12810201	87	0.4163476263%	1,707.03	853.52
18	12810401	236	1.1294027565%	4,630.55	2,315.28
19	12810402	227	1.0863323124%	4,453.96	2,226.98
20	12810501	157	0.7513399694%	3,080.49	1,540.25
21	12810502	213	1.0193338438%	4,179.27	2,089.64
22	12810504	115	0.5503445636%	2,256.41	1,128.21
23	12810601	157	0.7513399694%	3,080.49	1,540.25
24	12810602	213	1.0193338438%	4,179.27	2,089.64
25	12810604	141	0.6747702910%	2,766.56	1,383.28
26	12810701	281	1.3447549770%	5,513.50	2,756.75
27	12810703	116	0.5551301685%	2,276.03	1,138.02
28	12810704	127	0.6077718224%	2,491.86	1,245.93
29	12810801	286	1.3686830015%	5,611.60	2,805.80
30	12810803	116	0.5551301685%	2,276.03	1,138.02
31	12810804	127	0.6077718224%	2,491.86	1,245.93
32	12810901	292	1.3973966309%	5,729.33	2,864.67
33	12810903	116	0.5551301685%	2,276.03	1,138.02
34	12810904	127	0.6077718224%	2,491.86	1,245.93
35	12811001	299	1.4308958652%	5,866.67	2,933.34
36	12811003	116	0.5551301685%	2,276.03	1,138.02
37	12811004	127	0.6077718224%	2,491.86	1,245.93
38	12811101	157	0.7513399694%	3,080.49	1,540.25

STRATA PLAN BCS 1073- CALLISTO
APPROVED SPECIAL LEVY - 3/4 VOTE RESOLUTION #3
SCHEDULE "A"

Special Levy $410,000.00
Total Aggregate 20,896

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**Special Levy Due May 22, 2025**	**Or 2 Payments Payable on July 1 & August 1, 2025**
39	12811102	142	0.6795558959%	2,786.18	1,393.09
40	12811103	116	0.5551301685%	2,276.03	1,138.02
41	12811104	127	0.6077718224%	2,491.86	1,245.93
42	12811201	158	0.7561255743%	3,100.11	1,550.06
43	12811202	148	0.7082695253%	2,903.91	1,451.96
44	12811203	116	0.5551301685%	2,276.03	1,138.02
45	12811204	127	0.6077718224%	2,491.86	1,245.93
46	12811301	158	0.7561255743%	3,100.11	1,550.06
47	12811302	153	0.7321975498%	3,002.01	1,501.01
48	12811303	116	0.5551301685%	2,276.03	1,138.02
49	12811304	127	0.6077718224%	2,491.86	1,245.93
50	12811401	158	0.7561255743%	3,100.11	1,550.06
51	12811402	273	1.3064701378%	5,356.53	2,678.27
52	12811404	127	0.6077718224%	2,491.86	1,245.93
53	12811501	158	0.7561255743%	3,100.11	1,550.06
54	12811502	161	0.7704823890%	3,158.98	1,579.49
55	12811503	116	0.5551301685%	2,276.03	1,138.02
56	12811504	127	0.6077718224%	2,491.86	1,245.93
57	12811601	158	0.7561255743%	3,100.11	1,550.06
58	12811602	165	0.7896248086%	3,237.46	1,618.73
59	12811603	116	0.5551301685%	2,276.03	1,138.02
60	12811604	127	0.6077718224%	2,491.86	1,245.93
61	12811701	158	0.7561255743%	3,100.11	1,550.06
62	12811702	169	0.8087672282%	3,315.95	1,657.98
63	12811703	116	0.5551301685%	2,276.03	1,138.02
64	12811704	127	0.6077718224%	2,491.86	1,245.93
65	12811801	158	0.7561255743%	3,100.11	1,550.06
66	12811802	172	0.8231240429%	3,374.81	1,687.41
67	12811803	116	0.5551301685%	2,276.03	1,138.02
68	12811804	127	0.6077718224%	2,491.86	1,245.93
69	12811901	158	0.7561255743%	3,100.11	1,550.06
70	12811902	174	0.8326952527%	3,414.05	1,707.03
71	12811903	116	0.5551301685%	2,276.03	1,138.02
72	12811904	127	0.6077718224%	2,491.86	1,245.93
73	12812001	158	0.7561255743%	3,100.11	1,550.06
74	12812002	177	0.8470520674%	3,472.91	1,736.46
75	12812003	116	0.5551301685%	2,276.03	1,138.02
76	12812004	127	0.6077718224%	2,491.86	1,245.93

STRATA PLAN BCS 1073- CALLISTO
APPROVED SPECIAL LEVY - 3/4 VOTE RESOLUTION #3
SCHEDULE "A"

Special Levy $410,000.00

Total Aggregate 20,896

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**Special Levy Due May 22, 2025**	**Or 2 Payments Payable on July 1 & August 1, 2025**
77	12812101	158	0.7561255743%	3,100.11	1,550.06
78	12812102	179	0.8566232772%	3,512.16	1,756.08
79	12812103	116	0.5551301685%	2,276.03	1,138.02
80	12812104	127	0.6077718224%	2,491.86	1,245.93
81	12812201	158	0.7561255743%	3,100.11	1,550.06
82	12812202	181	0.8661944870%	3,551.40	1,775.70
83	12812203	116	0.5551301685%	2,276.03	1,138.02
84	12812204	127	0.6077718224%	2,491.86	1,245.93
85	12812301	158	0.7561255743%	3,100.11	1,550.06
86	12812302	183	0.8757656968%	3,590.64	1,795.32
87	12812303	116	0.5551301685%	2,276.03	1,138.02
88	12812304	127	0.6077718224%	2,491.86	1,245.93
89	12812401	158	0.7561255743%	3,100.11	1,550.06
90	12812402	185	0.8853369066%	3,629.88	1,814.94
91	12812403	116	0.5551301685%	2,276.03	1,138.02
92	12812404	127	0.6077718224%	2,491.86	1,245.93
93	12812501	158	0.7561255743%	3,100.11	1,550.06
94	12812502	186	0.8901225115%	3,649.50	1,824.75
95	12812503	116	0.5551301685%	2,276.03	1,138.02
96	12812504	127	0.6077718224%	2,491.86	1,245.93
97	12812601	158	0.7561255743%	3,100.11	1,550.06
98	12812602	186	0.8901225115%	3,649.50	1,824.75
99	12812603	116	0.5551301685%	2,276.03	1,138.02
100	12812604	127	0.6077718224%	2,491.86	1,245.93
101	12812701	158	0.7561255743%	3,100.11	1,550.06
102	12812702	186	0.8901225115%	3,649.50	1,824.75
103	12812703	116	0.5551301685%	2,276.03	1,138.02
104	12812704	127	0.6077718224%	2,491.86	1,245.93
105	12812801	158	0.7561255743%	3,100.11	1,550.06
106	12812802	185	0.8853369066%	3,629.88	1,814.94
107	12812803	116	0.5551301685%	2,276.03	1,138.02
108	12812804	127	0.6077718224%	2,491.86	1,245.93
109	12812901	158	0.7561255743%	3,100.11	1,550.06
110	12812902	184	0.8805513017%	3,610.26	1,805.13
111	12812903	116	0.5551301685%	2,276.03	1,138.02
112	12812904	127	0.6077718224%	2,491.86	1,245.93
113	12813001	239	1.1437595712%	4,689.41	2,344.71
114	12813002	183	0.8757656968%	3,590.64	1,795.32

STRATA PLAN BCS 1073- CALLISTO
APPROVED SPECIAL LEVY - 3/4 VOTE RESOLUTION #3
SCHEDULE "A"

Special Levy $410,000.00
Total Aggregate 20,896

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**Special Levy Due May 22, 2025**	**Or 2 Payments Payable on July 1 & August 1, 2025**
115	12813003	146	0.6986983155%	2,864.66	1,432.33
116	12813101	239	1.1437595712%	4,689.41	2,344.71
117	12813102	181	0.8661944870%	3,551.40	1,775.70
118	12813103	146	0.6986983155%	2,864.66	1,432.33
119	12813201	239	1.1437595712%	4,689.41	2,344.71
120	12813202	180	0.8614088821%	3,531.78	1,765.89
121	12813203	146	0.6986983155%	2,864.66	1,432.33
122	12813301	269	1.2873277182%	5,278.04	2,639.02
123	12813302	261	1.2490428790%	5,121.08	2,560.54
124	12813401	218	1.0432618683%	4,277.37	2,138.69
125	12813402	253	1.2107580398%	4,964.11	2,482.06
126	12813501	488	2.3353751914%	9,575.04	4,787.52
		20,896	100%	$409,999.72	$204,999.86

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CHỈ DẪN QUAN TRỌNG *Xin nhờ người dịch hộ*

重 要 資 料 請 找 人 爲 你 翻 譯

これはたいせつなお知らせです。 どなたかに日本語に訳してもらってください。

알려드립니다 이것을 번역해 주십시오

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS 1073, CALLISTO, HELD ON THURSDAY, MARCH 20, 2025, AT 9:00 AM IN THE LOBBY MEETING ROOM

Council in Attendance:	Daniel Greer	President
	Catherine Clark	Vice President, Privacy Officer
	Steven Shaw	Secretary
Strata Manager:	Tom Agnew	The Wynford Group

1. **CALL TO ORDER**
The Council Meeting was called to order at 9:00 am.

2. **MINUTES OF THE PREVIOUS MEETING**
It was **MOVED / SECONDED** to approve the minutes of the Council Meeting held on January 9, 2025, as circulated. **CARRIED**

3. **FINANCIAL REPORT**

A. Operating Statements
Further to a general review and overview of miscellaneous revenue and expenses, it was **MOVED / SECONDED** to accept the Operating Statement for the months ending January 2025 as prepared by The Wynford Group. **CARRIED**

B. 2025-2026 Draft Budget Review
Council was advised that the February year-end was currently being closed, and the strata manager provided a draft pro-forma operating budget for the 2025-2026 fiscal year for review. A general discussion ensued whereby it was agreed to convene a separate meeting to review the draft budget separate from routine Council meeting issues.

C. Receivable Report
Further to reviewing the current strata lot account balances, it was **MOVED / SECONDED** to file the required claim with the Civil Resolution Tribunal with respect to seeking reimbursement of contractor charges payment of outstanding charges applied against the account of Strata Lot 58 in the amount of $50,344.40. **CARRIED**

It was also **MOVED / SECONDED** to initiate legal action against the registered owner of Strata Lot 86 due to outstanding payment of strata fees and interest in the amount of $9,013.30. **CARRIED**

4. **BUILDING MANAGER REPORT**
The Council confirmed receipt of and reviewed the Building Manager's report for the months ending February 2025. It was agreed that further action was not required.

5. BUSINESS ARISING FROM THE MINUTES

A. Elevator Consultant
Further to the owner's approval of the required funding resolution at the September 16, 2024, Special General Meeting and payment of the required deposit, Council was advised by the contractor that materials were expected to arrive in mid-May 2025.

B. Building Renovation Project Update
It was noted that further details regarding this project would be presented at the town hall meeting scheduled for convening in April 2025.

C. Mechanical System Upgrades
Council was advised that further to Besant and Associates Engineers Ltd. attending the site to review conditions and preparation of specifications, it was **MOVED / SECONDED** to authorize payment of invoice #25011, payable to Besant and Associates Engineers Ltd, in the amount of $3,600.00 (plus taxes). with said expense to be posted against the “Other Reserve – Design” trust account. **CARRIED**.

It was further noted that following completion of the cooling tower repairs, it was **MOVED / SECONDED** to ratify direction and authorization to issue payment of invoice #5269218540, payable to Honeywell, for completing cooling tower repairs, in the amount of $30,447.00 (plus taxes) with said funding to be expensed from the 2024-2025 operating budget. **CARRIED**

Council also reviewed the costs researched for applying new floor coating. Further to reviewing quotation specifications detailing the proposed product, it was **MOVED / SECONDED** to authorize West Pacific Coatings Ltd. to prepare the concrete floor, fill cracks, and apply a new base and topcoat at a cost of $4,500.00 (plus taxes) as per the estimate #3102. **CARRIED**

D. Building Envelope Remediation Renewal
As part of the process for completing required specifications, drawings, etc. it was **MOVED / SECONDED** to authorize payment to BC Building Science for invoice #25012-2501, in the amount of $10,765.00 (plus taxes). Said funding is to be expensed from the “Other Reserve – Building Envelope” trust account. **CARRIED**

It was also noted that further to the March 4th site tender meeting, two additional extensions were approved. Details to be forwarded.

E. Electrical Planning Report
Deferred.

F. Drain Cleaning
It was noted that Haakon Mechanical Services attended on February 18, 19th, and 20th to complete to complete in-suite sanitary drain cleaning at a cost of $7,190 (plus taxes).

G. Dryer Duct Cleaning
Council was advised that National Air Technologies attend and clean suite dryer vents on January 22, 23, and 24, 2025. No further action is required.

H. Insurance Claim Update
The strata manager advised that the insurance adjuster confirmed that the claim was being processed with respect to units #901 and 801. No further direction was required from the Strata Council.

6. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS
Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the strata corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the strata corporation is a party. At the time of the meeting, there was nothing to report.

7. NEW BUSINESS

A. Fire Safety Testing Update

Council was advised of the schedule for Fire-Pro Fire Protection Ltd. to attend on February 3, 2025, in order to complete inspections or repairs within various suites as the remaining part of the 2024 inspection at a cost of $3,520.00 (plus taxes) plus diarizing completion of the 2025 annual inspection of all common area and in-suite devices at a cost of $8,935.00 (plus taxes) scheduled for May 22nd and 23, 2025. No further direction is required. Council was also advised of the February 11, 2025, inspection completed by the City of Vancouver Fire Department, with noted deficiencies being forwarded to the service contractor for resolution.

B. Roof Anchor Testing

It was confirmed that SSI attended on March 11, 2025, to complete the required testing and certification of the building roof anchor system. No further action is required.

C. Window Cleaning

It was **MOVED / SECONDED** to ratify the direction provided previously and authorize Champion Window and Pressure Cleaning Services to complete exterior window cleaning plus pressure washing of sidewalks, walkways, ground floor patios, and the parkade and ramp at a cost of $28,420.00 (plus taxes). Based on seeking owner approval at the Annual General Meeting to complete the exterior painting project, commencing June 2025, and will include pressure washing the exterior of the building, including concrete and eyebrows, but excluding windows, it was agreed to delay scheduling this maintenance. **CARRIED**

It was further noted that the delay was required as the windows will be noticeably dusty throughout the work being carried out through the summer. A further final cleaning will be performed by the contractor at the end of the contract. The window cleaning will be performed in the Fall however will not need to include the entire pressure washing package as a portion of it will be completed by the exterior painting contractor. The window washing price will be adjusted accordingly.

D. Carpet Cleaning

Discussion ensued regarding the recent cleaning of common area carpets and noted deficiency staining. Further to an ongoing discussion with the contractor, it was noted that the issue was being resolved, however, a final site meeting would be requested to avoid duplication of the concerns. It was also agreed to obtain a cost for cleaning the common area carpets twice a year.

E. Fob Audit

Council agreed that it was beneficial to schedule the completion of a current audit of all access control devices. It was then agreed to request the Building Manager to facilitate the completion of this project.

F. Driveway Damage Repairs

Further to recent damage to the driveway tile, it was **MOVED / SECONDED** to ratify direction and authorization for Allstar Waterproofing & Restoration Systems to complete targeted repairs at a cost of $7,500.00 (plus taxes) **CARRIED.** It was noted that this repair was part of an ICBC Claim initiated for reimbursement of costs related to the vehicle damage to the tile in the entry driveway.

G. Suite Modification Applications

Following Council receipt and review of various owner suite modification applications, it was **MOVED / SECONDED** to approve/ratify direction authorization acceptance of the following suite applications, subject to owner acceptance and compliance with bylaw requirements and terms of responsibilities.

i) Strata Lot 6 (TH 28) – common area landscape enhancement plus interior modifications including flooring, and fireplace upgrades. Installation of divider privacy screen conditionally approved subject to ensuring it does not significantly change the exterior appearance of the building façade.
ii) Strata Lot 43 (#1201) – carpet replacement
iii) Strata Lot 67 (#1803) – carpet replacement **CARRIED**

H. 2025 Annual General Meeting
In preparation for the 2025 Annual General Meeting, discussion ensued regarding a proposed date and resolutions. Further to considering options, it was agreed to schedule the **Annual General Meeting** for the evening of **Thursday, May 22, 2025**. In advance of this, a town hall/information meeting would be scheduled to convene on Monday, April 7th.

Resolutions were considered and further to reviewing the current "move fee" bylaw, it was agreed to amend the user fee due to the requirement for additional administration and property damage. Further to considering options, it was agreed to propose the following amendment to bylaw #39(1)

From

A one-time move-in/out fee of $500 (unfurnished), and $150 (furnished) will be charged to each strata lot upon move-in and/or out of any new occupant (owner or tenant). The one-time move-in/out fee covers the cost of wear and tear and administration costs.

To

A one-time move in/out fee ***of $750 (unfurnished), and $250 (furnished****) will be charged to each strata lot upon move in and/or out of any new occupant (owner or tenant) plus in the event of "staging" a unit. The one-time move-in/out fee covers the cost of wear and tear and administration costs.*

Following this, a general discussion ensued regarding the process for completing common property (including elevators) inspections before and after a move or delivery. It was agreed to review the current administrative process for possible amendments to ensure a suitable format including use of a general checklist format.

I. Bicycle Audit
As a follow-up to the recent bicycle audit, it was confirmed there were approximately ten (10) bicycles found to be abandoned. It was agreed that a final notice would be posted and failing a resident retrieving their bicycle, the remaining bicycles will be disposed of or provided to a local charity.

J. In-suite Shut Off Valves
A brief discussion ensued regarding the responsibility for maintenance and repair of in-suite shut-off valves and it was agreed this would remain the responsibility of the unit owner.

8. REMINDERS
Owners, residents, and tenants are reminded of the following:

- Please ensure to review the current rules and policies regarding disposal of garbage, recycling, and organics and ensure items are placed in the correct container to avoid further charges by the contractor due to cross-contamination and possible fines.
- Please use your assigned parking stall and do not park in the dedicated visitor parking area.

9. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS
The Council reviewed correspondence and provided the strata manager with direction pursuant to subject matters outlined as part of "Business Arising from Previous Minutes" or "New Business".

10. MEETING TERMINATION
The meeting was terminated at 10:47 AM.

11. NEXT MEETING
To be confirmed.

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account. The Strata Council would like to encourage all Owners to register as soon as possible as this will save the strata corporation monies for photocopying and postage charges.

Please visit **portal.wynford.com** and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements

- JavaScript-enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)
- Internet Explorer 11+ or Microsoft Edge 12 & 13

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the Owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: reception@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

EASTER LONG WEEKEND OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for Easter Weekend on:

Friday, April 18, 2025 &
Monday, April 21, 2025

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

wynford

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Vancouver BC V6P 6G5

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wynford.com

IMPORTANT INFORMATION Please have this translated	重 要 資 料 請 找 人 爲 你 翻 譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいせつなお知らせです。 どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG *Xin nhờ người dịch hộ*	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS 1073, CALLISTO, HELD ON THURSDAY, JANUARY 9, 2025, AT 1:00 PM IN THE LOBBY MEETING ROOM

Council in Attendance:	Daniel Greer	President
	Catherine Clark	Vice President, Privacy Officer
	Steven Shaw	Secretary
Strata Manager:	Tom Agnew	The Wynford Group

1. **CALL TO ORDER**
The Council Meeting was called to order at 1:00 pm. Council also confirmed receipt of John Shed's resignation.

2. **MINUTES OF THE PREVIOUS MEETING**
It was **MOVED / SECONDED** to approve the minutes of the Council Meeting held on October 31, 2024, as circulated. **CARRIED**

3. **FINANCIAL REPORT**

A. Operating Statements
Further to a general review and overview of miscellaneous revenue and expenses, it was **MOVED / SECONDED** to accept the Operating Statement for the months ending October, November and December 2024 as prepared by The Wynford Group. **CARRIED**

Discussion continued regarding expenses previously posted to various ledger accounts and following a review of these different allocations, additional ledger accounts were added to the budget for the reallocation of these. Council noted these re-allocations in the operating statement for the month ending December 2024.

The strata manager also provided an overview of the various reserve accounts and expenses posted to these. Further to discussion, it was **MOVED / SECONDED** to complete the following:

i) Reverse charge paid to 1Clearwater Technologies and applied against "Other Reserve – Water System" in the amount $1,905.12 and post against "Other Reserve Exp – Hot Water / Boiler System & Gas" account.
ii) Close account "Other Reserve Exp – Landscape Improvement".
iii) Close account "Other Reserve Exp – Design" subject to final payment to Make Projects for invoice #20-32-04 in the amount of $7,612.94 (plus taxes). **CARRIED**

Council also confirmed receipt of rates related to Contingency Reserve Fund investments. Based on options available, Council confirmed the direction provided to renew the GIC as of January 29, 2025, for one year at a rate of 3.60%.

B. Receivable Report
Further to reviewing the current strata lot account balances, it was **MOVED / SECONDED** to authorize applying a credit against the account of Strata Lot 24 in the amount of $33.15 to off-set previously applied interest charge. **CARRIED**

4. BUILDING MANAGER REPORT

The Council confirmed receipt of and reviewed the Building Manager's report for the months ending November and December 2024. A general discussion ensued with respect to suggested replacement of lights located on the balcony exterior and it was agreed to include this as part of the overall building envelope review. In addition, discussion ensued regarding parcel drop off at suite entry doors when owners are away and various concerns related to this. Council agreed this matter would require additional consideration with respect to potential changes to policies and procedures. Details to follow.

5. BUSINESS ARISING FROM THE MINUTES

A. Elevator Consultant
Further to owner approval of the required funding resolution at the September 16, 2024, Special General Meeting and payment of the required deposit, Council were advised by the contractor that due to delays related to suppliers, the new machines were expected to arrive in Vancouver in the next 16 to 18 weeks.

In addition, the contractor also confirmed that the car door roller has been replaced and that future reports of further noise will be due to the hall door rollers.

B. Pest Control
Council reviewed information and costs forwarded for installation of extrusion protection to assist with deterring rodent access to the building. Further to reviewing the information provided, it was agreed to retain Anderson First Rate Contracting to address reports of pest concerns on a "case by case" basis.

C. Knocking Noise
In response to continued reports of noise and vibration concerns, ongoing investigation and remediation action continued to be taken to address this issue.

D. Building Renovation Project Update
It was **MOVED / SECONDED** to approve payment to Make Projects Ltd. for invoice #20-32-04, in the amount of $7,612.94 (plus taxes) with said funds expensed from the Other Reserve Exp – Design trust account. **CARRIED** No further action required at this time.

E. Mechanical System Upgrades
Further to Council direction, it was confirmed that Besant and Associates Engineers Ltd. were retained to complete their review and tender mechanical system upgrades as per their October 17, 2024, proposal.

It was also noted that 1Clearwater Technology had commenced their services in maintaining treatment levels of the pH level of the building's domestic water supply plus maintaining corrosion inhibitor treatment levels.

F. Building Envelope Remediation Renewal
Further to circulating the Request for Proposal and receipt of comparative tenders, it was **MOVED / SECONDED** to ratify Council direction and approval of the Agreement to Provide Engineering Consulting Services issued by BC Building Science with respect to the building envelope at a cost of $22,000.00 (plus taxes) plus an allowance of $5,000.00 for reimbursables for a total of $27,000.00 (plus taxes). Said funding to be expensed from the "Other Reserve – Building Envelope" trust account. **CARRIED**

It was noted that tender documentation was being prepared for circulation.

G. Electrical Planning Report
Deferred.

H. Drain Cleaning
Deferred until receipt of additional information.

I. Gym Equipment
As follow up to the requirement for completing repairs to gym equipment, Council confirmed receipt of additional information, and it was agreed to proceed and authorize Fitness World complete treadmill repairs at a cost of $1,605.00 (plus taxes). No further action required.

J. Dryer Duct Cleaning
Council was advised that National Air Technologies was scheduled to attend and clean suite dryer vents on January 22, 23 and 24, 2025.

6. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS
Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the strata corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the strata corporation is a party. At the time of the meeting, there was nothing to report.

7. NEW BUSINESS

A. Turf Maintenance
Council reviewed information and costs associated with maintaining the newly installed turf and it was then **MOVED / SECONDED** to authorize Turf Team to deep clean the turf at a cost of $900.00 (less 20% discount plus taxes) as per estimate #1. **CARRIED**

B. Bylaw Contravention Concerns
Discussion ensued regarding correspondence received and issued with respect to bylaw contraventions including reports of excessive dog barking and a separate issue involving a report of cigarette smoke entering another strata lot. Further to reviewing details, it was agreed that no further action could be taken.

REMINDER
Please be reminded of the restriction outlined in bylaw #3(14) which states:

A resident or visitor must not smoke (including vaping) on common property, limited common property or in a strata suite.

C. Insurance Claim Update
The strata manager confirmed that the insurance adjuster confirmed that the claim continued to be addressed as it impacted on Strata Lots 292 (#901) and 286 (#801). No further direction required.

D. Garage Gate Damage
Council reviewed details related to an incident involving a vehicle impacting with the garage gate. Further to reviewing details, it was agreed that further action was not required and costs associated with the parkade gate would be applied to the unit owner account for reimbursement.

E. Suite Alteration Request
Council confirmed receipt of and reviewed unit owner request's to complete suite alterations and it was then **MOVED / SECONDED** to authorize unit owner #1101 (Strata Lot 38) to complete suite modifications including installation of new flooring, cabinets and appliances, subject to compliance with bylaws, rules and terms of responsibilities. **CARRIED**

F. EV Charger Review
Further to a brief discussion, it was agreed to proceed with the new payment plan for EV charges permitting direct billing / payments with Unico and the individual users of the EV Charging stations.

G. Carbon Credit
Council confirmed that an agreement with Carbon Bridge was signed for a carbon credit program to allow the strata corporation to collect carbon credits.

8. REMINDERS
Owners, residents, and tenants are reminded of the following:

- Please ensure to review the current rules and policies regarding disposal of garbage, recycling, and organics and ensure items are placed in the correct container to avoid further charges by the contractor due to cross-contamination and possible fines.
- Please use your assigned parking stall and do not park in the dedicated visitor parking area.

9. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS
The Council reviewed correspondence and provided the Strata Manager with direction pursuant to subject matters outlined as part of "Business Arising from Previous Minutes" or "New Business".

10. MEETING TERMINATION
The meeting was terminated at 3:00 PM.

11. NEXT MEETING
The next meeting is scheduled for **Tuesday, March 4, 2025, at 9:00 am.**

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account. The Strata Council would like to encourage all Owners to register as soon as possible as this will save the strata corporation monies for photocopying and postage charges.
Please visit **portal.wynford.com** and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements
- JavaScript-enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)
- Internet Explorer 11+ or Microsoft Edge 12 & 13

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the Owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: reception@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press “3”	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press “1” – for emergencies only outside of office hours	

FAMILY DAY OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for Family Day on:

Monday, February 17, 2025

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

(https://wynfordgroup.sharepoint.com/sites/Properties/BCS/BCS 1073/Meetings/Meetings-Council Mtgs/2025-01-09-Minutes.bcs1073.docx) kk

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IMPORTANT INFORMATION Please have this translated	重要資料 請找人爲你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいせつなお知らせです。 どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG *Xin nhờ người dịch hộ*	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS 1073, CALLISTO, HELD ON THURSDAY, OCTOBER 31, 2024, AT 4:00 PM IN THE LOBBY MEETING ROOM

Council in Attendance:	Daniel Greer	President
	Catherine Clark	Vice President, Privacy Officer
	John Shed	Treasurer
	Steven Shaw	Secretary
Strata Manager:	Tom Agnew	The Wynford Group

1. **CALL TO ORDER**
The Council Meeting was called to order at 4:08 pm.

2. **MINUTES OF THE PREVIOUS MEETING**
It was **MOVED / SECONDED** to approve the minutes of the Council Meeting held on September 12, 2024, as circulated. **CARRIED**

3. **FINANCIAL REPORT**

A. Operating Statements
Further to a general review and overview of miscellaneous revenue and expenses, it was **MOVED / SECONDED** to accept the Operating Statement for the months ending August and September 2024 as prepared by The Wynford Group. **CARRIED**

Discussion ensued regarding the posting of expenses to various ledger accounts and the reallocation of these. It was agreed the Treasurer and Strata Manager would meet to review the various accounts and attend to the adjustments.

Council also confirmed receipt of rates related to Contingency Reserve Fund investments. Based on options available, Council confirmed the direction provided to renew the GIC as of November 1st, 2024, for one year at a rate of 3.90%.

Discussions continued regarding the cost-sharing agreement established for various exterior common area expenses in conjunction with the adjoining strata corporation (i.e. the Carina). In addition, access agreements were discussed including a reciprocal access easement, a fire separation agreement, and a non-exclusive transformer easement with respect to the shared nature of the driveway, garage, common utility areas, and fire safety. The Strata Manager was requested to obtain a copy of these agreements as registered at the Land Title Office.

B. Receivable Report
Further to reviewing the current strata lot account balances, it was **MOVED / SECONDED** to authorize the following direction to be taken by the strata agent:

- Due to a lack of response, it was directed to issue the required lien warning notice to the unit owner and associated parties with respect to Strata Lot 24
- Due to a lack of response, it was directed to issue the required lien warning notice to the unit owner and associated parties with respect to Strata Lot 81
- Due to a lack of response and balance due with respect to Strata Lot 86 and lien registration, direction was provided to forward this account for legal counsel and required action. **CARRIED**

4. BUILDING MANAGER REPORT
The Council confirmed receipt of and reviewed the Building Manager's report for the months ending September and October 2024. Further to reviewing the information provided, no further action was required.

A general discussion ensued regarding the Building Manager's request for vacation. It was agreed that assistance would be provided during this time by the on-duty concierge. Discussion also ensued regarding changes to current employees and staffing with respect to turnover and staff replacement.

5. BUSINESS ARISING FROM THE MINUTES

A. Elevator Consultant
Further to owner approval of the required funding resolution at the September 16, 2024, Special General Meeting, Council confirmed receipt of updated information, and it was **MOVED / SECONDED** to ratify approval of the October 3, 2024, proposal with TK Elevator (Canada) Limited. (TK Elevator) to change the OH-traction machine at a cost of $120,246,00 (plus taxes), including a warranty for 10 years from the installation date. **CARRIED**

In addition, the Strata Manager was requested to pursue TK Elevator to obtain updated information on the scheduling resolution of the squeaking elevator doors.

B. Pest Control
Deferred. Reviewing additional estimates.

C. Knocking Noise
In response to continued reports of noise and vibration concerns, ongoing investigation and remediation action continued to be taken to address this issue.

D. Renovation Project Update
Responses from recent surveys indicate that while owners are interested in a renovation, there is not enough support in the proposed budgets individually that would allow a 75% approval. Council is continuing to explore options in order to reach a solution.

E. Landscape Review
Based on work completed to date, it was **MOVED / SECONDED** to authorize payment to Para Space Landscaping for invoice #47586, in the amount of $6,646.00 (plus taxes) for completing irrigation upgrades and payment to Turf Team Landscaping, in the amount of $12,991.68, for invoice #1529 installing new topping surface. Said expenses are to be funded from the "Other Reserve Exp. – Landscape Improvements". **CARRIED**

It was also **MOVED / SECONDED** to ratify the direction provided to approve the 12-month landscape service contract with Para Space Landscaping Ltd., effective January 1, 2025, at a cost of $23,712.00 (plus taxes) plus $22,649.00 (plus taxes) for approved optional services. **CARRIED**

F. Exterior Fountain Maintenance
Based on repairs completed, it was **MOVED / SECONDED** to authorize payment of invoice #27676HB, payable to Remdal Painting and Restoration Inc., in the amount of $15,095.01 (plus taxes) for installation of a new glass and paint water feature at the roundabout. Said expense is to be funded from the Annual Operating Budget. **CARRIED.** It was noted that reimbursement of $3,000.00 would be forwarded by the adjoining strata corporation (BCS334 – Carina) as payment for painting the roundabout water feature.

G. Mechanical System Upgrades

i) With respect to obtaining costs to complete upgrades, a Request for Proposal was drafted and under review with the mechanical engineering consultant for obtaining costs to complete modifications to the mechanical system. Based on responses received to date, information is currently under review. Direction to be provided as soon as possible.

ii) Based on receipt of additional information received from the service contractor, it was **MOVED / SECONDED** to ratify approval of the services agreement with “1Clearwater Technologies Ltd.” and authorize payment to “1Clearwater Technologies” for invoice #BCS1073.001, in the amount of $32, 852.89 (plus taxes) for installation of the water treatment system and invoice #BCS1073.002, in the amount of $1,701.00 (plus taxes) for providing maintenance services for the months of November 2024, December 2024 and January 2025. Said funds are to be expensed from the “Other Reserve Exp. – Water System” account. **CARRIED**

iii) Further to receipt of recommendations and costs, it was **MOVED / SECONDED** to authorize Haakon Industries to replace a 3” PV on the 25th floor at a cost of $9,034.00 (plus taxes) as per quotation #179424 and complete repairs to the 17th floor PRV flange at a cost of $4,522.00 (plus taxes) as per quotation #179425. Said funds are to be expensed from the annual operating “plumbing:” budget. **CARRIED**

H. Building Envelope Remediation
Council confirmed a “Request for Proposal” document was issued and submissions are currently under review. Details to follow.

I. Electrical Planning Report
In accordance with the requirements of the *Strata Property Act,* the Strata Manager forwarded two optional proposals for completing an Electrical Planning Report. Further to reviewing details, it was **MOVED / SECONDED** to Electric Asset to prepare the required Electrical Planning Report at a cost of $4,750.00 (plus taxes). **CARRIED**

J. Drain Cleaning
Deferred until receipt of additional information.

K. Gym Equipment
Further to receipt of initial costs for completing repairs to gym equipment, Council was advised that a comparable quotation was being obtained from a second contractor. Details to follow.

L. Dryer Duct Cleaning
Following receipt of comparable quotations, it was **MOVED / SECONDED** to retain National Air Technologies to clean suite dryer vents from inside and outside the strata lot at a cost of $55.00 per unit (plus taxes). **CARRIED**

M. Cyber-Security Update
Deferred.

6. NEW BUSINESS

A. Compactor Maintenance Agreement Renewal
Council confirmed receipt of the renewal letter for servicing the building compactor. It was then **MOVED / SECONDED** to approve the two-year maintenance semi-annual service agreement with GFL Environmental, effective September 23, 2024, at a cost of $275.00 (plus taxes) per visit. **CARRIED**

B. Form Review
Council reviewed draft forms being prepared for residents to use the lounge/kitchen and the Media Room. Further to considering options, it was agreed to initiate a refundable deposit for residents to issue in the amount of $250.00 for use of the Media Room and $500 for use of the Lounge/kitchen.

C. Christmas Social
It was confirmed the annual Christmas Celebration would be scheduled for the evening of Thursday, December 19, 2024. Notices are to be forwarded for resident information, and for those residents wishing to volunteer, please RSVP by December 10, 2024 by contact the Concierge at callisto@shawcable.com and provide your contact details.

D. Suite Modification Application
Council reviewed the unit owner's application to complete modifications to the suite bathroom. Based on the information provided, it was **MOVED / SECONDED** to conditionally approve the suite modification application submitted for unit #2903 (SL 111) subject to the owner's submission of a completed "Callisto Floor Replacement / Acoustical Rating Approval" Form and compliance with required bylaws, rules and terms of responsibility. **CARRIED**

E. Suite Access Review
A general discussion ensued regarding when suite access is permitted using a resident-provided key. Aside from accessing a suite due to reported emergencies (i.e. fire, flood, etc.), the Strata Manager confirmed that suite access should not be permitted without prior written permission from the resident. Further to considering options, it was agreed to review key authorization forms for potential amendments to permit suite access for completion of annual maintenance projects (i.e. fire inspection, dryer vent cleaning, etc.).

7. REMINDERS
Owners, residents, and tenants are reminded of the following:

- Please ensure to review the current rules and policies regarding disposal of garbage, recycling, and organics and ensure items are placed in the correct container to avoid further charges by the contractor due to cross-contamination and possible fines.
- Please use your assigned parking stall and do not park in the dedicated visitor parking area.

8. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS
The Council reviewed correspondence and provided the Strata Manager with direction pursuant to subject matters outlined as part of "Business Arising from Previous Minutes" or "New Business".

9. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS
Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the Strata Corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the Strata Corporation is a party. No action was ongoing at this time.

10. MEETING TERMINATION
The meeting was terminated at 6:16 PM.

11. NEXT MEETING
The next meeting is scheduled for **Thursday, January 9, 2025,** at 4:00 pm.

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account. The Strata Council would like to encourage all Owners to register as soon as possible as this will save the Strata Corporation monies for photocopying and postage charges.

Please visit **portal.wynford.com** and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements

- JavaScript-enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)
- Internet Explorer 11+ or Microsoft Edge 12 & 13

ATTENTION – LEGAL RECORD

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WYNFORD OFFICE HOURS & CONTACT INFORMATION

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After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

HOLIDAY OFFICE CLOSURES

Please be advised that the offices of The Wynford Group will be closed during the holidays:

Tuesday, December 24, 2024 (closed at 2:00 p.m.)
Wednesday, December 25, 2024 (closed)
Thursday, December 26, 2024 (closed)
Friday, December 27, 2024 (closed)
Tuesday, December 31, 2024 (closed at 2:00 p.m.)
Wednesday, January 1, 2025 (closed)

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

(https://wynfordgroup.sharepoint.com/sites/Properties/BCS/BCS 1073/Meetings/2024/Meetings-Council Mtgs/2024-10-31-Minutes.bcs1073.docx) tk

wynford

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IMPORTANT INFORMATION Please have this translated	重要資料 請找人爲你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG *Xin nhờ người dịch hộ*	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN BCS 1073 - CALLISTO, HELD ON MONDAY, SEPTEMBER 16, 2024, AT 7:00 P.M., IN THE LOUNGE, 1281 WEST CORDOVA STREET, VANCOUVER, BC

In Attendance: 23 Strata Lot Owners represented in person.
13 Strata Lots represented by Proxy.
36 Strata Lots represented in total.

Strata Manager: Tom Agnew The Wynford Group

1. **CERTIFICATION OF PROXIES**
The strata manager advised that the proxies were certified to be correct. As there was not a quorum of owners present in person and by proxy, the meeting start time was delayed by 15 minutes in accordance with Strata Corporation Bylaw #29(1).

2. **CALL TO ORDER**
The Special General Meeting was called to order at 7:15 p.m. by Strata Manager Tom Agnew.

3. **ELECTION OF CHAIRPERSON**
Pursuant to bylaw #28(1), an election of a chairperson for the meeting was not necessary as the council president was in attendance.

4. **FILING OF PROOF OF NOTICE OF MEETING**
The strata manager confirmed that the Notice of the Special General Meeting was mailed to all Owners of record on or before August 26, 2024, as required by the *Strata Property Act*.

5. **APPROVAL OF AGENDA**
It was **MOVED / SECONDED** to approve the Agenda, as presented. **CARRIED (all in favour)**

6. **APPROVAL OF PREVIOUS GENERAL MEETING MINUTES**
It was **MOVED / SECONDED** to approve the Minutes of the Annual General Meeting held on July 4, 2024. **CARRIED (all in favour)**

7. APPROVAL OF THE MAJORITY VOTE RESOLUTION #1 – CONTINGENCY RESERVE FUND EXPENSE – ELEVATOR REPAIRS

WHEREAS *further to completion of the 2024 Elevator Maintenance Inspection Report as prepared by KJA Consultants and further consultation with TK Elevators as the service contractor who oversee the maintenance of the elevators, and*

WHEREAS *it has been confirmed that the elevator gears for Cab #2 (i.e. the middle cab) are worn and require replacement along with associated equipment; and*

WHEREAS *TK Elevators have provided their proposal for completing the recommended repair, as attached; and*

WHEREAS *pursuant to Section 96(b)(i)(A)(iii) of the Strata Property Act requires approval of a majority vote to spend funds from the Contingency Reserve Fund to complete recommended repairs of assets listed within the current Depreciation Report;*

It was then **MOVED / SECONDED** to approve majority vote resolution #1 as presented:

BE IT THEREFORE RESOLVED *as majority vote resolution of the Owners, Strata Plan BCS 1073, Callisto, that a sum of money not exceeding* ***$150,000.00*** *(including taxes and related expenses, be spent for the purpose of installing a new elevator AC geared machine and associated equipment.*

Further to a brief discussion whereby it was also confirmed that the two other elevators reported to be "squeaking" were currently under repair and did not require additional funding approvals. In addition, owners were provided a brief history of the existing equipment, noting that the recommendations and costs received to date were considered reasonable further to review by an independent third party consultant. Following discussion, the question was called, and a vote was taken on majority vote resolution #1, as presented. **CARRIED (All in favour)**

8. MEETING TERMINATION

There being no further business, the meeting was terminated at 7:26 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

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MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS 1073, CALLISTO, HELD ON THURSDAY, SEPTEMBER 12, 2024, AT 4:00 PM IN THE LOBBY MEETING ROOM

Council in Attendance:	Daniel Greer Catherine Clark John Shed Steven Shaw	
Strata Manager:	Tom Agnew	The Wynford Group

1. **CALL TO ORDER**
The Council Meeting was called to order at 4:01 pm.

2. **MINUTES OF THE PREVIOUS MEETING**
It was **MOVED / SECONDED** to approve the minutes of the Council Meeting held on July 31, 2024, as circulated. **CARRIED**

3. **FINANCIAL REPORT**

A. Operating Statements
Further to a general review and overview of miscellaneous revenue and expenses, it was **MOVED / SECONDED** to accept the Operating Statement for the months ending July 2024 as prepared by The Wynford Group and defer approval for the month ending August 2024 for further review. **CARRIED**

Additional details were provided to Council with respect to the Contingency Reserve Fund confirming two one-year term GICs were currently invested with one expiring on November 1st, 2024, and a second on January 29, 2025. To assist with future funding considerations, Council to consider whether to reinvest the GIC maturing on November 1st or to deposit funds into the Contingency Reserve Fund trust account. The Strata Manager also confirmed that the interest-bearing trust account was currently earning 4.92% (Prime minus 1.78%).

As a follow-up to the ongoing discussions regarding cost cost-sharing of specific exterior common area expenses with the adjoining strata corporation (i.e. the Carina), Council confirmed receipt of and reviewed the current cooperation agreement. Further consideration is required.

A general discussion ensued regarding invoice payment due to Belfor Property Restoration with respect to repairs and costs to be charged back against the account of the source suite. It was noted that further direction was not currently required as additional information was being sought from the contractor and insurance adjuster.

The Strata Manager also confirmed that the February 2024 year-end audit was currently being completed by the firm, Dong Russell Company Inc. Upon completion, the draft audit will be forwarded to Council for review and approval. *(NB. Subsequent to the council meeting terminating, the draft audit was received and reviewed by Council. Dong Russell to make requested edits and re-circulate.)*

B. Receivable Report

Further to reviewing the current strata lot account balances, it was **MOVED / SECONDED** to authorize the following direction to be taken by the strata agent:

- Due to a lack of response, it was directed to issue the required lien warning notice to the unit owner and associated parties with respect to Strata Lot 6.
- Due to a lack of response and balance due with respect to Strata Lot 51, and lien registration, direction was provided to forward this account for legal counsel and required action.
  Due to a lack of response and balance with respect to Strata Lot 86, direction was provided to proceed with lien registration. **CARRIED**

Council also confirmed receipt of unit owner correspondence with respect to interest applied against the account of Strata Lot 97 due to strata fee arrears and a request to have the interest reversed. Further to reviewing account details, it was agreed the applied interest would remain due and payable.

4. BUILDING MANAGER REPORT

The Council confirmed receipt of and reviewed the Building Manager's report for the months ending August 2024. Further to reviewing various aspects of the report, discussion continued regarding a possible increase in the annual clothing allowance for the Concierge and Building Manager. Council considered options, and it was agreed to increase the annual clothing allowance from $350.00 to $500.00.

Residents are also reminded to provide building access for their unit contractors and personal large deliveries. Prior arrangements (authorization) can be made with Concierge if and resident is out of town by email or phone call to 604-612-1585. This is for safety and security reasons so that trades are not in common areas without authorization or escorted."

5. BUSINESS ARISING FROM THE MINUTES

A. Elevator Consultant

Further to receipt of the proposal from TK Elevator (Canada) Limited. (TK Elevator), it was **MOVED / SECONDED** to ratify the direction provided by Council to retain KJA Consultants Inc. to review the proposal and liaison with the service contractor regarding the costs and proposed scope of work prior to owner approval of the required funding resolution scheduled for presentation at the September 16, 2024, Special General Meeting. **CARRIED**

For services provided to date, it was also **MOVED / SECONDED** to authorize payment of invoice #406127, in the amount of $590.00 (plus taxes) for review of the TKE Contract and proposal. **CARRIED**

The strata manager to pursue TK Elevator to obtain a firm commencement and deadline to rectify the squeaking elevator doors.

B. Electrical Vault Inspection

Completed by Exell Power Services Ltd. on August 27, 2024. No further action required.

C. Wi-Fi & Firewall Security

Completed.

D. Pest Control

The Strata Manager provided Council Members with details on the current preventative maintenance service agreement and proposed changes to address additional services including rats, mice, cockroaches, and silverfish. Further to reviewing the information obtained, it was **MOVED / SECONDED** to approve the revised services agreement with Ridall Pest Control at a cost of $325.00 (plus taxes) per month. **CARRIED**

Discussion continued regarding the possible installation of extrusion controls to prevent pests (i.e. pigeons, etc.) from accessing parts of the building, including townhouses. Options were considered including those that may be installed by the Building Manager. It was also noted that residents are responsible for the care and cleaning of their balconies and maintenance of the interior of their suites.

E. Knocking Noise

As part of the continued investigation to address concerns related to reports of noise and vibration concerns, it was confirmed that additional exploratory work is in progress. The Council and Building Manager continue to work with the noise consultant in an attempt to remedy the situation.

F. Renovation Project Update

Further to the recent survey circulation, it was agreed this matter would be reviewed at a town hall meeting of the owners to be convened on September 16, 2024, following the termination of the Special General Meeting.

G. Landscape Review

Councill was advised that winter flowers had been ordered and work was proceeding with the installation of the new irrigation and artificial grass. No further direction was required.

H. Exterior Fountain Maintenance

Deferred.

I. Mechanical System Upgrades

i) With respect to obtaining costs to complete upgrades, a Request For Proposal was drafted and under review with the mechanical engineering consultant for obtaining costs to complete modifications to the mechanical system. Details to follow.
ii) Prior to accepting the maintenance program, details regarding the agreement with “1Clearwater Technologies Ltd.” were currently under review for amendments. Details are to be finalized prior to the final authorization of the maintenance agreement.

J. Building Envelope Remediation

Council confirmed a “Request for Proposal” document was currently being drafted for circulation to obtains costs for recommended remediation to the building envelope. Details to follow.

K. Electrical Planning Report

In accordance with requirements of the *Strata Property Act,* the Strata Manager forwarded a proposal, as prepared by Prism Engineering for completing an Electrical Planning Report. Further to reviewing details, it was agreed to obtain a comparable proposal. Details to follow.

L. Fire Safety System Maintenance

Further to obtaining additional details from Fire-Pro Fire Protection Ltd., it was confirmed that in-suite smoke alarms and the AC/CO dual chamber smoke alarms are not connected to the building fire safety system and would remain the unit owner’s responsibility for replacement.

M. Drain Cleaning

Further to discussions with the Building Manager, it was recommended that costs be obtained from Haakon Industries for cleaning the vertical drain lines from the 6th floor down plus horizontal drains.

N. Generator Testing

Scheduled for service on September 13, 2024. No further direction is required.

6. NEW BUSINESS

A. Gym Equipment Proposal
Discussion ensued regarding maintenance of the gym equipment and a request for upgrading existing equipment as part of long-term planning and a capital expense. It was agreed that the existing equipment required regular preventative maintenance and/or repairs as required; however, a general overview evaluation should be completed to determine the anticipated service life of the existing equipment. Details to follow.

B. Suite Alteration Request
Council reviewed an owner's request to complete in-suite modifications, including the installation of new flooring. It was agreed to defer approval until receipt of additional details. *(NB. Subsequent to the Council Meeting, details were provided, and the application was conditionally approved to modify Strata Lot 29, subject to compliance with requirements of the bylaws and rules.)*

C. Bylaw Contravention Concerns
Discussion ensued regarding correspondence received and issued due to reported bylaw contravention involving recycling and concerns related to a pet dog. Council reviewed each issue, and it was agreed that no further action was required with respect to the recycling concern, in addition, and further to one Council Member excusing themselves due to a conflict of interest, Council reviewed the remaining issue, and direction was provided “in camera”.

D. Dryer Duct Cleaning
As diarized for completion in November, it was agreed to request the service contractor, Michael A. Smith Duct Cleaning Ltd. to confirm current costs for cleaning dryer duct exhausts from both inside and outside the strata lot for scheduling completion this year.

E. Deposit Review
A general review ensued regarding refundable deposits required for Moves as per bylaw #39(2) and deposits required for use of the lounge as per Rule #F(C). Discussion ensued regarding the importance of the deposit, and it was **MOVED / SECONDED** to amend Rule F(C) by increasing the existing $200.00 deposit for use of the lounge to $500.00. **CARRIED**

Discussion continued regarding the booking policy and use of the theatre room. Council to review this further.

F. Snow Cleaning / De-icing Services
In preparation for the 2024-2025 winter season and to ensure insurance requirements were met, the Strata Manager queried Council with respect to engaging required contract services to assist maintain the exterior common areas (sidewalks, driveways, ramps, etc.) for both de-icing and snow clearing services. It was noted that the Building Manager would assist in coordinating these services. *(Subsequent to the termination of the Council Meeting, it was confirmed that services of this nature were provided by Allstar Snow Removal, and contract details were finalized for the 2024-2025 season.).*

G. Cyber-Security
The Strata Manager was requested to obtain details on current policies and implement procedures to protect the Strata Corporation against a breach in cyber security. Details to follow.

H. Bike Room Audit
Please see attached notice regarding the bike room and registration of your bicycle.

7. REMINDERS
Owners, residents, and tenants are reminded of the following:

- Please ensure to review the current rules and policies regarding disposal of garbage, recycling, and organics and ensure items are placed in the correct container to avoid further charges by the contractor due to cross-contamination and possible fines.
- Please use your assigned parking stall and do not park in the dedicated visitor parking area.

8. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS

The Council reviewed correspondence and provided the Strata Manager with direction pursuant to subject matters outlined as part of "Business Arising from Previous Minutes" or "New Business".

9. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS

Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the Strata Corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the Strata Corporation is a party. No action was ongoing at this time.

10. MEETING TERMINATION

The meeting was terminated at 6:20 PM.

11. NEXT MEETING

The next meeting is scheduled for **Thursday, October 31, 2024,** at 4:00 pm.

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account. The Strata Council would like to encourage all Owners to register as soon as possible as this will save the Strata Corporation monies for photocopying and postage charges. Please visit **portal.wynford.com** and click on the **register** button to register.

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TRUTH & RECONCILIATION DAY OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for Truth & Reconciliation Day on:

Monday, September 30, 2024

24-hour emergency service is provided by calling 604-261-0285

Attachment: Bike Audit

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

callisto
COAL HARBOUR

Bike Audit

Residents are reminded to please register your bikes with the Building Manager (BM) or Concierge by end of this month. Bike Audit is mainly for hoops that has a piece of green tape as tags were previously removed. Do NOT remove the tags from the hoop. All residents can register and double check their hoop numbers with BM. Some residents are using more than 2 hoops which causes shortage of bike storage space. Any resident who wishes to donate (to the Rotary Club) their bike, please contact the Building Manager.

If your unit is rented, please ensure your tenant is aware of this notice.

The purpose of the bike audit is:

1) Make space for residents that have no assigned space and keeping bikes in their lockers. Thanks to ALL residents for your corporation with this item.

2) By ensuring your bike is probably registered we can contact you if necessary, regarding your bike.

September 19, 2024

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CHỈ DẪN QUAN TRỌNG *Xin nhờ người dịch hộ*	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN BCS 1073, CALLISTO, HELD ON WEDNESDAY, JULY 31, 2024, AT 4:00 PM IN THE LOBBY MEETING ROOM

Council in Attendance:	Daniel Greer Catherine Clark John Shed Steven Shaw	
Strata Manager:	Tom Agnew	The Wynford Group

1. **CALL TO ORDER**
The Council Meeting was called to order at 4:03 PM.

2. **ELECTION OF COUNCIL POSITIONS**
Council members were provided the Council Code of Conduct and Confidentiality Agreement documents as prepared by The Wynford Group, which summarizes specific Council Member responsibilities as detailed in the *Strata Property Act.* In addition, the following positions were nominated and accepted:

Council Positions

President	Daniel Greer
Vice President	Catherine Clark
Secretary	Steven Shaw
Treasurer	John Shed
Privacy Officer	Catherine Clark

3. **MINUTES OF THE PREVIOUS MEETING**
It was **MOVED / SECONDED** to approve the minutes of the Council Meeting held on May 23, 2024, as circulated. **CARRIED**

4. **FINANCIAL REPORT**

A. Operating Statements
A general review of the operating statements ensued and further to confirming receipt of the monthly accounts, it was agreed that future agendas would be circulated with a copy of the current balance sheet, budget comparison, and arrears summary for Council review prior to the meeting.

Further to a general review and overview of miscellaneous revenue and expenses, it was **MOVED / SECONDED** to accept the Operating Statement for the months ending April, May, and June 2024, as prepared by The Wynford Group. **CARRIED**

Discussion continued regarding the strata corporation trust accounts, interest rates earned on each account, and governance and protection of the funds. To provide specific details on the legislative protection of funds, it was agreed the Strata Manager would forward details as obtained from the financial institution where funds are currently held in trust. The Strata Manager also provided Council Members with a summary of current rates for short- and long-term investments confirming that the operating and reserve accounts currently earned Prime minus 1.78, which currently was a better rate than investments. Based on the balance sheet, the Strata Manager was also requested to provide a breakdown of the total investments for Council review. Details to follow.

As a follow-up to the ongoing discussions regarding cost cost-sharing of specific exterior common area expenses, Council confirmed that a copy of the development cost-sharing agreement was obtained and would be circulated for review. Details to follow.

B. Receivable Report

Further to reviewing the current strata lot account balances, it was **MOVED / SECONDED** to authorize the following direction to be taken by the strata agent:

- Due to a lack of response and balance due with respect to Strata Lot 52, it was confirmed the lien registration was applied and said documents to be forwarded to legal counsel for required action.
- Due to a lack of response and balance due with respect to Strata Lot 58, it was confirmed the lien registration was applied, and said documents were to be forwarded to the legal Council for required action.
- Due to balance due, forward the lien warning notice to the unit owner and all associated parties, with respect to Strata Lot 86.
  Due to balance due, forward the lien warning notice to the unit owner and all associated parties, with respect to Strata Lot 90. **CARRIED**

5. BUILDING MANAGER REPORT

The Council confirmed receipt of and reviewed the Building Manager's report for the months ending June and July 2024. Various aspects of the information provided in the reports were considered including potential bylaw contraventions and required follow-up action, either by the concierge, building manager, or Strata Manager. Details on the process for reporting a bylaw contravention were discussed along with circumstances that may require assistance from the concierge and/or building manager. It was agreed the Strata Manager would follow up with the building manager regarding these situations.

Discussion continued regarding different aspects of the site employees' job descriptions, duties, and training, and based on standard employee procedures, it was agreed to schedule the annual performance review for each of the employees based on their employment anniversary dates.

6. BUSINESS ARISING FROM THE MINUTES

A. Annual General Meeting (AGM)

Following the Annual General Meeting being convened on July 4, 2024, Council reviewed owner correspondence received and outlining concerns due to the actions of specific individual(s) at that meeting. Albeit agreed that the Strata Corporation had no control over the conduct of these specific individuals, Council emphasized that owner conduct should be respectful to all owners, residents, site staff, etc., and recognize that living in a strata corporation requires tolerance and understanding of community living. The individuals were notified accordingly. The Council also resolved, that in the future, attendees would be prohibited from taking photographs, unless pre-approved and this would be added to the list of rules with respect to meeting procedures. It was agreed that further action was not required at this time.

B. Elevator Consultant

Further to receipt of the KJA Consultants elevator maintenance report, following their April 15, 2024, inspection, it was confirmed this information had been forwarded to the account manager at TK Elevator (Canada) Limited. (TK Elevator). It was noted that communication was ongoing between the service contractor, site staff, and Council representatives including attendance on-site to review specific deficiency concerns and consider options for completing recommended repairs and/ or additional maintenance. The Strata Manager also requested the service contractor to provide copies of the CAT 1 and CAT 5 brake testing certificates as required by the Provincial safety regulators, Technical Safety BC. Council members also requested a copy of the current report be circulated to all members for their information. the report provided their report after their review. *(Following the termination of the Council Meeting, Council confirmed receipt of a proposal prepared by TK Elevator for replacing the OH-traction machine on car #2. Due to the proposed cost, said the proposal, said proposal to be reviewed, with an update to follow, most likely prior to the next scheduled Council Meeting.)*

C. Electrical Vault Inspection
Council members were advised that the service contractor, Exell Power Services Ltd. was scheduled to attend on August 27, 2024, to complete the required maintenance of the electrical vault.

D. Steam Generator
The Strata Manager confirmed that repairs involving the steam room generator were ongoing with each of the three contractors attending as scheduled. No further direction is required.

E. Wi-Fi & Firewall Security
Based on the information received, it was **MOVED / SECONDED** to authorize Viewtech Security Inc. to install a new power supply and relocate two existing lines at a cost of $3,000.00 (plus taxes). **CARRIED**

F. Pest Control
A general discussion ensued regarding the scope of work provided by the current service contractor, Ridall Pest Control, for both common areas and assisting unit owners with reports of specific pests within the strata lot. It was agreed the Strata Manager would review the service agreement to confirm details.

G. Knocking Noise
An in-depth discussion ensued regarding the action taken to date to remedy the reported noise issue as reported by unit owner SL38. Based on information provided following the completion of a noise and vibration assessment it was agreed to request permission of the owner, suite #1001, to open up the ceiling in a location as recommended by the acoustical consultant, RWDI, to continue with the investigation to isolate the source. Details to follow.

H. Renovation Project Update
Further to presenting the required funding resolution for owner approval at the July 4, 2024, Annual General meeting, and said resolution being defeated, Council reviewed options for follow-up on this matter. Due to the continued high interest of this project, as expressed by owners, the council will be circulating a questionnaire and renovation update announcement soon. This will be followed by a Townhall meeting to be convened in the next few weeks.

For services obtained in the preparation of the resolution, it was **MOVED / SECONDED** to authorize payment of the following invoices, with said funds to be allocated from the “Other Reserve – Design” trust account:

i) Invoice #BC110745, payable to Dialog BC Architecture Engineering for services as of April 2024, in the amount of $2,033.75 (plus taxes)
ii) Invoice #BC110865, payable to Dialog BC Architecture Engineering for services as of May 2024, in the amount of $8,798.75 (plus taxes).
iii) Invoice #20-32-03, payable to Make Projects Ltd. for services completed in March 2024, in the amount of $4,939.08 (plus taxes)
iv) Invoice #20-32-05, payable to Make Projects Ltd. for services completed in May 2024, in the amount of $6,054.49 (plus taxes). **CARRIED**

I. Landscaping Review

Further to receipt of specific tenders and owner approval of the required funding resolution at the July 4, 2024, Annual General Meeting, it was **MOVED / SECONDED** to authorize completion of the following with said funding to be expensed from the "artificial grass" reserve account.

i) Estimate #1529 provided by Turf Team Landscaping, in the amount of $12,741.68 (plus taxes) to prepare the bedding area and install new turf.

ii) Estimate #26738 provided by Para Space Landscaping Inc. in the amount of $6,646.00 (plus taxes) to modify the watering system in the bedding area prior to the installation of new turf. **CARRIED**

J. Exterior Fountain Maintenance

Council confirmed that they have selected a contractor for painting the exterior fountain and removing and cleaning the glass. It was noted that discussion was ongoing with the Strata Council on behalf of the "Carina" for sharing these costs.

7. NEW BUSINESS

A. Mechanical System Upgrades

i) Decommissioning HW Recirculation loop: Further to owner approval of the required funding resolution at the July 4, 2024, Annual General Meeting, it was confirmed that additional information and recommendations were currently being prepared by Besant & Associates Engineers Ltd.

ii) Water filtration system: Further to owner approval of the required funding resolution at the July 4, 2024, Annual General Meeting, the Council confirmed that a comparative review of information provided by Clearwater Solutions and Hytec Water Management was currently being completed. Upon completion of this review, directions are to be provided at that time.

iii) In-suite Heat Pump Replacement; Further to owner approval of the required funding resolution at the July 4, 2024, Annual General Meeting, it was confirmed that funding for these repairs would be authorized on a "case by case" basis. No further action is currently required.

B. Building Envelope Remediation Renewal

Further to owner approval of the required funding resolution at the July 4, 2024, Annual General Meeting, it was confirmed by Council that the required request for proposal document was currently being developed for circulation to the appropriate professionals. Details to follow.

C. Electrical Planning Report

Further to owner approval of the required funding resolution at the July 4, 2024, Annual General Meeting, the Strata Manager was requested to obtain a comparable quotation for preparing the electrical planning report as per requirements of the *Strata Property Act.* Details are to be circulated upon receipt.

D. Depreciation Report / Long-Term Planning

Discussion ensued regarding the Deprecation Report completed by JRS Engineering as of May 2024 in comparison with the 2020 Depreciation Report prepared by Sense Engineering Ltd. and concerns related to specific structural details involving the post-tension inspections that were projected for the 2027 fiscal year. The Council noted concerns that this important item could be missed since it was not included in the 2024 Depreciation Report. Due to this concern, it was agreed to enter the post-tensioning structural inspections in the Pipe-Drive cloud based record system, which is monitored by the Building Manager, as an upcoming project scheduled to start in 2027.

E. Owner Request to install Power Supply

Council reviewed owner correspondence seeking permission to install a new electrical plug by there parking stall. Further to reviewing the information provided, it was agreed to request the owner to submit a formal application together with supporting details as provided by a third-party electrical contractor.

F. Fire Safety System Repairs

The Strata Manager confirmed receipt of the deficiency report following the completion of the annual inspection of the building fire safety system by Fire-Pro Fire Protection. Discussion ensued regarding various items being reported including replacement of smoke alarms, replacement of AC/Co smoke alarms due to suites with gas appliances, and inspection of suites missed during the initial site attendance. Council agreed that upon approving deficiency repairs to be completed, owners whose suite was missed during the initial visit would be provided a second notice, and failing access being provided at that time, charges would be applied. Further to reviewing the various deficiencies, it was **MOVED / SECONDED** to authorize Fire-Pro Fire Protection to complete the deficiency repairs at a maximum cost of $23,131.39 (plus taxes); subject to confirmation that all devices are connected to the main building system. Devices that are independent of the suite remain the unit owner's responsibility to replace. **CARRIED**

G. Floor Maintenance

Further to receiving costs, it was **MOVED / SECONDED** to authorize Marblelife of Vancouver to clean and seal granite surfaces in the lobby and elevators at cost of $3,500.00 (plus taxes). **CARRIED**

H. Filming

Discussion ensued regarding notice being provided of overnight filming being completed in the neighboring Harbour Green Park starting on July 26, 2024. Council was also advised that the production company agreed to provide an "inconvenience" fee of $5,000.00 to the strata corporation due to this event. *(The Strata Manager subsequently confirmed receipt of the payment).*

I. 18th Floor Repair

Council reviewed the required repairs to the 18th-floor common hallway and further to reviewing the scope of work, it was **MOVED / SECONDED** to authorize Anderson Fire Rate Contracting Inc. to complete drywall and painting repairs at a cost of $3,962.00 (plus taxes). **CARRIED**

K. Drain Cleaning

Council reviewed concerns related to potential drain backup due to improper disposal of grease, etc., and the recommendations to clean vertical and horizontal drain lines. Further to the discussion, the Strata Manager will review this further with the site mechanical service contractor for recommendations.

L. Exterior Driveway Cleanliness

Due to grease and oil droppings, concerns were raised regarding the cleanliness of the rotunda drive aisle. It was noted that these areas can be treated, and power washed to remove surface staining, however, it may be challenging to ensure a full cleaning of staining due to this.

M. Bike Audit

As part of completing the building bicycle audit, please see the attached notice for resident information and action.

N. Generator Maintenance

Council was advised that the generator servicing was due, based on costs remaining the same, it was **MOVED / SECONDED** to authorize Simson Maxwell to complete the semi-annual generator testing at a cost of $425.00 (plus disbursements and taxes) and the annual testing at a cost of $2,295.00 (plus disbursements and taxes). **CARRIED**

O. Suite Temperature Fluctuations

Council confirmed being advised of temperature fluctuations within unit #2304 (SL 88) and the Building Manager was requested to investigate further into this matter.

Owners are reminded to email all building matters, such as this, to the Building Manager.
Contact details for the Building Manager are located in the mail room

P. Reminders
Owners, residents, and tenants are reminded of the following:

- Please ensure to review the current rules and policies regarding disposal of garbage, recycling, and organics and ensure items are placed in the correct container to avoid further charges by the contractor due to cross-contamination and possible fines.

- Please use your assigned parking stall and do not park in the dedicated visitor parking area.

8. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS
The Council reviewed correspondence and provided the Strata Manager with direction pursuant to subject matters outlined as part of “Business Arising from Previous Minutes” or “New Business”.

9. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS
Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the Strata Corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the Strata Corporation is a party.

The Strata Council confirmed receipt of documentation advising that the CRT claim involving strata lot #63 has been officially withdrawn. No further action is required.

10. MEETING TERMINATION
The meeting was terminated at 6:30 PM.

11. NEXT MEETING
The next meeting is scheduled for **Thursday, September 12, 2024**. Registration will start at 4:00 PM.

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account. The Strata Council would like to encourage all Owners to register as soon as possible as this will save the Strata Corporation monies for photocopying and postage charges.

Please visit **portal.wynford.com** and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements
- JavaScript-enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)
- Internet Explorer 11+ or Microsoft Edge 12 & 13

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your Strata Corporation’s business. Replacement of minutes will be at the Owner’s expense and not the Strata Corporation’s.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: reception@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press “3”	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press “1” – for emergencies only outside of office hours	

LABOUR DAY OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for Labour Day on:

Monday, September 2, 2024

24-hour emergency service is provided by calling 604-261-0285

Attachments: 1. Think Before Dumping it in the Sink
2. Bike Audit
3. Sewer Line Clogs

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

(https://wynfordgroup.sharepoint.com/sites/Properties/BCS/BCS 1073/Meetings/Meetings-Council Mtgs/2024-07-31-Minutes.bcs1073.docx) tk

Think Before Dumping it in the Sink

Did you know pouring grease down your kitchen sink may lead to clogs in the drainage lines, which may **ultimately lead to flooding of units and the building itself?** **As a unit owner, you may be responsible for the cost of repair and clean-up if the clog is sourced to your unit.**

Keep the following away from sink drains:
(and tub drains, shower drains, and toilets, too!)

- Grease, fats, oils
- Coffee grounds
- Egg shells
- Produce stickers
- Flushable cat litter
- Paper towels
- Cotton balls

Callisto is in the process of conducting a bike audit. To avoid retagging all the bike rings, any ring that was missing a tag # has been retagged and identified with a colored ribbon. Please follow the guidelines below.

If your bike is on a ring with colored ribbon that ring has had a new tag with a number attached to it. Please contact the concierge or BM (Building Manager) so the ring can be properly registered by Sept 10th, 2024.

If your bike is on a ring that has no colored ribbon it has been registered from previous bike audits. To confirm this please record the tag number and check with concierge or BM.

If there is a free ring do not assume it is available. The resident may be out for a ride or gone on holiday and taken their bike with them. Residents in need of a space for their bike please contact the BM or concierge and your name will be place on a waiting list.

Anyone using more than 2 bike rings may be asked to store a bike in their storage locker to allow space for an owner that has no space available to them.

Please do not post personal notices in the bike room.

August 8, 2024

Sewer Line Clogs

Did you know that flushing foreign objects down toilets can cause major backups and losses by preventing the passage of material through the piping system?

Don't flush the following down the toilets:

- disposable cleaning cloths
- wash cloths
- diapers
- kitty litter
- food
- hair
- trash

If a foreign object was flushed down your toilet, you can trying snaking it from the drain, but be careful not to push the object further along. If snaking doesn't work, it is advised that you contact a plumber. It is better to spend money to unclog the toilet instead of paying for the repairs of an entire plumbing system that has backed up! Remember, the larger your building, the more extensive the plumbing system and the more extensive potential damages can be. Fast action is necessary!

wynford

815–1200 W 73rd Ave
Vancouver BC V6P 6G5

p 604 261 0285
f 604 261 9279

wynford.com

IMPORTANT INFORMATION Please have this translated	重要資料 請找人爲你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいせつなお知らせです。 どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG *Xin nhờ người dịch hộ*	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN BCS 1073 - CALLISTO, HELD ON THURSDAY, JULY 4, 2024, AT 7:00 P.M., IN THE LOUNGE, 1281 WEST CORDOVA STREET, VANCOUVER, BC

In Attendance: 30 Strata Lot Owners represented in person.
69 Strata Lots represented by Proxy.
99 Strata Lots represented in total.

Strata Manager: Ann Benoit The Wynford Group

1. **CERTIFICATION OF PROXIES**

The strata manager advised that the proxies were certified to be correct, a quorum was established and the meeting was duly constituted to proceed.

2. **CALL TO ORDER**

The Annual General Meeting was called to order at 7:03 p.m. by Strata Manager Ann Benoit.

3. **ELECTION OF CHAIRPERSON**

An election of a chairperson for the meeting was not necessary as the council president was in attendance.

4. **FILING OF PROOF OF NOTICE OF MEETING**

The strata manager confirmed that the Notice of the Annual General Meeting was mailed to all Owners of record on or before June 13, 2024, as required by the *Strata Property Act*.

5. **APPROVAL OF AGENDA**

It was **MOVED / SECONDED** to approve the Agenda, as presented. **CARRIED (all in favour)**

6. **APPROVAL OF PREVIOUS GENERAL MEETING MINUTES**

It was **MOVED / SECONDED** to approve the Minutes of the Annual General Meeting held on July 24, 2023. **CARRIED (all in favour)**

7. **COUNCIL REPORT**

The Council Report was attached to the Annual General Meeting Notice package which was distributed to all owners.

8. **REPORT ON INSURANCE**

The insurance summary of the Strata Corporation was attached to the Notice of the Annual General

Meeting for information purposes. A brief report was given with respect to the insurance policy reviewing the limits and deductibles. Please see the attached insurance summary for the insured value and deductible amounts.

Owners should be aware that these deductibles may be covered by their homeowner insurance policies. Please inform your personal insurer of these deductibles and have your policy adjusted to cover these amounts.

Here is some information regarding insurance. The Strata Corporation's insurance does not cover contents, upgrades (betterments and improvements), loss of rental income, or relocation to other living accommodations during repairs that may have been required as a result of an insurance claim. All Owners are reminded of the importance of carrying homeowner insurance for damage to personal property. If you rent out your unit, please ensure your Tenant has insurance. You are also encouraged to ensure you have betterments or Tenants' improvements insurance if you have carried out any upgrades or betterments to your Strata Lot.

<u>Earthquake:</u> The earthquake coverage deductible is a percentage of the total value of the building. In case of damage caused by an earthquake, the Strata Corporation would have to pay the deductible, and this would be assessed to Owners by way of unit entitlement.

<u>Water:</u> Currently, the Strata Corporation will charge any Owner deemed responsible for a damage claim up to the insurance policy deductible. That means, for example, should a dishwasher or bathtub overflow in your unit, all costs will be charged to you for up to the water damage deductible.

Please retain a copy of the attached insurance summary as your homeowner insurance representative will ask you for a copy when you renew your homeowner insurance.

9. APPROVAL OF 3/4 VOTE RESOLUTIONS #1 – #3

3/4 VOTE RESOLUTION #1 – HEAT PUMP REPLACEMENT PROJECT – DEFICIT RECOVERY BY CONTINGENCY RESERVE FUND

It was **MOVED / SECONDED** to approve 3/4 vote resolution #1:

WHEREAS *the strata corporation has confirmed a deficit in the heat pump replacement project fund in the amount of $22,757.23; and*

WHEREAS *the heat pump replacement project fund approved by the Owners at the April 24, 2017 AGM for $200,000 went over budget, with a final total of $222,757.23;*

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto, that the deficit amount of $22,757.23 (including tax), be expensed from the Contingency Reserve Fund.*

Following discussion, the vote was called to question on 3/4 vote resolution #1, as presented. **CARRIED (All in favour)**

3/4 VOTE RESOLUTION #2 – ENTERPHONE PROJECT – DEFICIT RECOVERY BY CONTINGENCY RESERVE FUND

It was **MOVED / SECONDED** to approve 3/4 vote resolution #2:

WHEREAS *the strata corporation has confirmed a deficit in the enterphone reserve fund in the amount of $20,457.49; and*

WHEREAS *the enterphone reserve fund approved by the Owners on March 15, 2023 SGM for $28,000 went over budget, with a final total of $48,457.49;*

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto, that the deficit amount of $20,457.49 (including tax), be expensed from the Contingency Reserve Fund.*

Following discussion, the vote was called to question on 3/4 vote resolution #2, as presented. **CARRIED (All in favour)**

3/4 VOTE RESOLUTION #3 – OPERATING FUND DEFICIT

It was **MOVED / SECONDED** to approve 3/4 vote resolution #3:

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, have an estimated Operating Fund deficit of $20,159 for the fiscal year ending February 29, 2024;*

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), that the actual Operating Fund deficit be recovered from the Contingency Reserve Fund.*

Following discussion, the vote was called to question on 3/4 vote resolution #3, as presented. **CARRIED (All in favour)**

10. APPROVAL OF THE MAJORITY VOTE RESOLUTION #1 – OPERATING BUDGET

It was **MOVED / SECONDED** to approve majority vote resolution #1:

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), have reviewed the proposed Operating Budget included with this notice of the Annual General Meeting;*

BE IT THEREFORE RESOLVED *as a majority vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), that the proposed Operating Budget be approved.*

Following discussion, the vote was called to question on majority vote resolution #1, as presented. **CARRIED (All in favour)**

11. APPROVAL OF MAJORITY VOTE RESOLUTIONS #2 – #6

MAJORITY VOTE RESOLUTION #2 – CONTINGENCY RESERVE FUND EXPENSE – IN-SUITE HEAT PUMP REPLACEMENTS

It was **MOVED / SECONDED** to approve majority vote resolution #2:

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to replace the in-suite heat pumps;*

WHEREAS *the Strata Plan BCS 1073, Callisto ("the Strata Corporation"), has completed a depreciation report and this expenditure from the Contingency Reserve Fund is in accordance with Section 96(A) (II) of the Strata Property Act;*

BE IT THEREFORE RESOLVED *as a majority vote resolution of the Owners, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that a sum of money not exceeding **$95,000.00** (including tax and all related expenses), be spent for the purpose of replacing in-suite heat pumps, such expenditure to be charged against the Contingency Reserve Fund.*

Following discussion, the vote was called to question on majority vote resolution #2, as presented. **CARRIED (All in favour)**

MAJORITY VOTE RESOLUTION #3 – CONTINGENCY RESERVE FUND EXPENSE – WATER FILTRATION SYSTEM

It was **MOVED / SECONDED** to approve majority vote resolution #3:

PREAMBLE *As a result of information contained in the findings of the detailed engineering studies, the Council has decided to present a resolution requesting $50,000 from the Contingency Reserve Fund to fund replacement of the out-of-service domestic water filtration system with a treatment system capable of halting further corrosion of Callisto's copper piping. Details of the condition of the copper piping and the benefits of installing a water treatment system can be found in the report entitled Callisto Domestic Water Pipe Review.pdf. It is important to note that this will indefinitely postpone replacement of Callisto's copper piping. This in turn results in the owners postponing and possibly avoiding approximately $2,000,000 of costs associated with a very intrusive re-piping project.*

Note that the amount proposed is to pay $50,000, which includes engineering, plumbing, permits, all required equipment, and installation of the complete system. Monthly payments through the operating budget will be made to the vendor through the operating budget for them to maintain the system and balance the chemicals.

WHEREAS *The Owners, Strata Plan BCS 1073 Callisto, wish to install a domestic water treatment system suitable for treating the domestic water supply so as to reduce the potential for corrosion damage to the domestic water piping system; and*

WHEREAS *the Strata Plan BCS 1073, Callisto ("the Strata Corporation"), has completed a depreciation report and this expenditure from the Contingency Reserve Fund is in accordance with Section 96(A) (II) of the Strata Property Act;*

BE IT THEREFORE RESOLVED *as a majority vote resolution of the Owners, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that a sum of money not exceeding **$50,000.00** (including tax and all related expenses), be spent for the purpose of replacing the domestic water filtration system with a water treatment system, such expenditure to be charged against the Contingency Reserve Fund.*

Following discussion, the vote was called to question on majority vote resolution #3, as presented. **CARRIED (All in favour)**

MAJORITY VOTE RESOLUTION #4 – CONTINGENCY RESERVE FUND EXPENSE – DECOMMISSION HOT WATER RECIRCULATION LOOP

It was **MOVED / SECONDED** to approve majority vote resolution #4:

PREAMBLE *As a result of information contained in the findings of the detailed engineering studies, the Council has decided to present a resolution requesting $300,000 from the Contingency Reserve Fund to decommission the hot water recirculation loop running between the mechanical penthouse on the 35th floor and the P1 level. This loop transfers heat from a boiler on the 35th floor to three heat exchangers on the P1 level. These exchangers heat the pool, the spa and some of the fresh air drawn into the building by the ventilation system.*

This piping operates near its upper limits for both temperature and pressure and is overdue for replacement. It passes through all the '01 units and its replacement would be extremely intrusive and very expensive. A better alternative is to decommission it and install a boiler as a new source of heat on the P1 level.

WHEREAS *The Owners, Strata Plan BCS 1073, Callisto, wish to install a new boiler on the P1 level so that the existing hot water recirculation loop can be decommissioned;*

WHEREAS *the Strata Plan BCS 1073, Callisto ("the Strata Corporation"), has completed a depreciation report and this expenditure from the Contingency Reserve Fund is in accordance with Section 96(A) (II) of the Strata Property Act;*

BE IT THEREFORE RESOLVED *as a majority vote resolution of the Owners, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that a sum of money not exceeding* ***$300,000.00*** *(including tax and all related expenses), be spent for the purpose of installing a new boiler on P1 level, such expenditure to be charged against the Contingency Reserve Fund.*

Following discussion, the vote was called to question on majority vote resolution #4, as presented. **CARRIED (All in favour)**

MAJORITY VOTE RESOLUTION #5 – CONTINGENCY RESERVE FUND EXPENSE – BUILDING ENVELOPE EXTERIOR & EXTERIOR RENEWAL PROJECT

It was **MOVED / SECONDED** to approve majority vote resolution #5:

WHEREAS *the Strata Plan BCS 1073, Callisto ("the Strata Corporation"), has completed a depreciation report and this expenditure from the Contingency Reserve Fund is in accordance with Section 96(A) (II) of the Strata Property Act;*

BE IT THEREFORE RESOLVED *as a majority vote resolution of the Owners, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that a sum of money not exceeding* ***$48,000.00*** *(including tax and all related expenses), be spent to retain a consultant to provide a design, scope of work and tendering for the building envelope exterior and exterior renewal project, such expenditure to be charged against the Contingency Reserve Fund.*

Following discussion, the vote was called to question on majority vote resolution #5, as presented. **CARRIED (All in favour)**

MAJORITY VOTE RESOLUTION #6 - CONTINGENCY RESERVE FUND EXPENSE – ELECTRICAL PLANNING REPORT

It was **MOVED / SECONDED** to approve majority vote resolution #6:

PREAMBLE: *In December 2023, the BC Government introduced new regulations that require strata corporations obtain an Electrical Planning Report (EPR) by late 2026. The EPR must include current building electrical capacity, peak demand, spare capacity, future anticipated electricity demand, a list of systems powered by electricity, and recommendations about how to manage electrical capacity and demand. The EPR is intended to help stratas plan for future electrical upgrades.*

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, are required to obtain an Electrical Planning Report by late 2026;*

WHEREAS *Section 96 allows for a majority vote of approval, instead of a 3/4 vote, to approve spending from the contingency reserve fund, if the expense is necessary to obtain an electrical planning report*

BE IT THEREFORE RESOLVED *as a majority vote resolution of the Owners, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that a sum of money not exceeding* ***$5,500.00*** *(including tax and all related expenses), be spent for the purpose of obtaining an Electrical Planning Report, such expenditure to be charged against the Contingency Reserve Fund.*

Following discussion, the vote was called to question on majority vote resolution #6, as presented. **CARRIED (All in favour)**

12. APPROVAL OF 3/4 VOTE RESOLUTIONS #4 – #9

3/4 VOTE RESOLUTION #4 – CONTINGENCY RESERVE FUND EXPENSE – ARTIFICIAL GRASS
It was **MOVED / SECONDED** to approve 3/4 vote resolution #4:

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to install artificial grass at the side of Jervis Mews;*

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that a sum of money not exceeding* ***$20,000.00*** *(including tax and all related expenses), be spent for the purpose of installing artificial grass, such expenditure to be charged against the Contingency Reserve Fund.*

Following discussion, the vote was called to question on 3/4 vote resolution #4, as presented. **CARRIED (All in favour)**

3/4 VOTE RESOLUTION #5 – SPECIAL LEVY & CONTINGENCY RESERVE FUND – COMMON AREA RENOVATIONS
It was **MOVED / SECONDED** to approve 3/4 vote resolution #5:

Preamble: *After approval of the 75K for design purposes at our last AGM, the council has established a Renovation Committee who has selected a designer to prepare a design for the Callisto lobby and corridors. Our designer, Dialog Architectural Interior Design has prepared a beautiful design for our building that we can be proud of and will enhance our values. The following is a brief description of the areas which will be included in this renovation:*

- ***Lobby*** *renovation includes a complete renovation which includes modern wood panel millwork throughout, a completely redesigned marble water feature, concierge desk, natural stone flooring, along with architectural ceilings and lighting. The elevator lobby will have a distinguished new look separate from the main lobby with a lighter coloured stone floor and a special feature wall across from the elevators.*

- ***Meeting Room and Lounge*** *have been redesigned to include millwork panelling and cabinets, new countertops and appliances, natural stone and carpet flooring, natural stone marble to wall in lounge, replacement of lounge glass with new glass folding doors, and all will be complemented by remodelled ceilings and lighting.*

- ***Townhouse and Tower Corridors*** *are to be refurbished with new paint and wall coverings, carpet and lighting. The existing wood panelling and suite entry doors will be resealed and refreshed. Elevator doors and frames along with suite entry frames will receive a new paint colour to enhance the new design.*

- ***Elevator Cabs*** *will receive resealing of the panelling to match the corridors panelling, and new natural stone flooring to match the lighter coloured natural stone floor of the elevator lobby.*

Please refer to this link: https://1drv.ms/f/s!AsNqSBY4m37bgYwMAbB-dfqpMbXKmA to view the renderings as prepared by Dialog for a 3-D Visual of the various areas.

Renovation Project Cost - *The total cost of the project is $4,200,000. A construction management firm, Make Projects, was hired to perform extensive budget pricing directly to general contractors and work with our designer to achieve our final price. The council has reviewed the recent Depreciation Report and has concluded the Contingency Reserve Fund (CRF) has sufficient funding to support $500,000 towards* *this project. The remaining amount of $3,700,000 shall be funded through a special assessment and levied as per the chart attached.*

***WHEREAS** the Owners, Strata Plan BCS 1073, Callisto, wish to complete renovations to the common areas, including the lobby, meeting room, lobby lounge, elevator cabs, and hallways at the towers and townhouses based on the design by Dialog Architectural Interior Design;*

***BE IT THEREFORE RESOLVED** as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto (the "Strata Corporation"), that a sum of money not exceeding **$4,218,500.00** (including tax and all related expenses), be raised and spent for the purpose of completing the common area renovations noted above, such expenditure to be funded and expensed as follows:*

*a) **$3,718,500.00** by way of special levy upon the registered owners in proportion to unit entitlement of their respective strata lots, for the amount shown opposite the strata lot on **Schedule "A"** attached hereto; funds raised by way of special levy will be utilized first; and*

b) up to $500,000.00 to be funded from the Contingency Reserve Fund

In the event that the actual cost of the proposed project is less than the special levy amount, monies will be refunded or reallocated subject to Sections 108(5) and (6) of the Strata Property Act, which read as follows:

> *(5) If the money collected exceeds the amount required, or for any other reason is not fully used for the purpose set out in the resolution, the strata corporation must pay to each owner of a strata lot the portion of the unused amount of the special levy that is proportional to the contribution made to the special levy in respect of that strata lot.*
>
> *(6) Despite subsection (5), if no owner is entitled to receive more than $100 in total under subsection (5), the strata corporation may deposit the excess in the contingency reserve fund.*

Interest earned on funds raised pursuant to this resolution will be allocated to the Special Levy Fund.

This special levy of $3,718,500.00 (amount that Owners will be levied per (a) above) shall be assessed on July 4, 2024 (date of general meeting or any adjournment thereof), and shall become due and payable in full immediately on the passing of this resolution by the registered owners on title as at the end of that day. Any owner who wishes to sell, convey or transfer his / her title, or remortgage, must pay the special levy in full before a "Form F – Certificate of Full Payment" can be issued pursuant to Section 115 of the Strata Property Act.

***As a matter of financial convenience only, the Owners may pay this special levy over a period of two (2) months, such payments to be made in two (2) equal amounts on the first of each month, due September 1 and November 1, 2024.** Notwithstanding the foregoing, this special levy is not considered an "installment" levy as contemplated by Section 108(3) (e) of the Strata Property Act, and Section 109 of the Strata Property Act therefore does not apply.*

Any owner who fails to make any payment(s) in accordance with this resolution may be assessed a fine per the Strata Corporation Bylaws, and / or interest at a rate of up to 10% per annum compounded annually and charged on a monthly basis. Sections 116, 117 and 118 of the Strata Property Act shall be applicable where an owner fails to make the required payment as authorized by the passing of this 3/4 vote.

It was **MOVED and SECONDED** to amend the payment terms to four months: September 2024, November 2024, January 2025 and March 2025. **CARRIED**

Following discussion, the vote was called to question on 3/4 vote resolution #5, as amended. **DEFEATED (59 in favour, 36 opposed and 2 abstentions)**

3/4 VOTE RESOLUTION #6 – BYLAW AMENDMENT – COUNCIL EMAIL DECISION
It was **MOVED / SECONDED** to approve 3/4 vote resolution #6:

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their strata corporation; and*

WHEREAS *the Owners, Strata Plan BCS 1073, Callisto, wish to amend the bylaws of their strata corporation;*

BE IT THEREFORE RESOLVED *as a 3/4 vote resolution of the Owners, Strata Plan BCS 1073, Callisto ("the Strata Corporation"), that the bylaws of their strata corporation be amended as follows, such amendment to be effective upon the filing of an amendment to the bylaws in prescribed form at the Land Titles Office:*

By adding new bylaw #43 to read as follows:

Council Email Decision

43 *(1)* *At the option of the council, council meetings may be held by electronic means, provided that:*

(a) *except in cases where section 32 of the Act applies, all council members are included in the electronic communication discussing the decision;*

(b) *except in emergency situations where immediate action is necessary to ensure safety or prevent significant loss or damage, or in cases where all responses are received in a shorter period, council members must have not less than 48 hours to respond to a request for a decision; and*

(c) *any decision is approved by a majority of council members.*

(2) *If the strata council makes a decision in accordance with bylaw 43(1),*

(a) *any decision made by electronic means must be recorded in the minutes of the next council meeting; and*

(b) *the strata corporation must keep a record of the electronic communication exchanged between council members with respect to the decision, and such electronic records will be considered a record of the strata corporation for the purposes of sections 35 and 36 of the Act.*

(3) *Despite subsection (2), if the council makes a decision by electronic means in accordance with subsection (1), the council is entitled to immediately act upon the decision made and does not wait for the decision to be recorded in the minutes for the next council meeting.*

Following discussion, the vote was called to question on 3/4 vote resolution #6, as presented. **CARRIED (All in favour)**

3/4 VOTE RESOLUTION #7 – BYLAW AMENDMENT – MOVE FEE (TOWNHOUSE)
It was **MOVED / SECONDED** to approve 3/4 vote resolution #7:

WHEREAS:

A. *pursuant to s. 128 of the Strata Property Act, S.B.C. 1998, c. 43 (the "Act") a strata corporation may amend its bylaws;*

B. *section 119(2) of the Act states that the bylaws of a strata corporation may provide for the control, management, maintenance, use and enjoyment of its strata lots, common property and common assets.*

***BE IT RESOLVED** by a 3/4 vote of THE OWNERS, STRATA PLAN BCS1073 (the "Strata Corporation") that the registered bylaws of the Strata Corporation be amended and add the underlined to bylaw **39**:*

Move-ins and move-outs

39

(10) Notwithstanding subsections (1) through (3) of this bylaw, the move-in/out fees will not apply to owners of townhouse units within the strata plan.

END OF RESOLUTION

Following discussion, the vote was called to question on 3/4 vote resolution #7, as presented. **CARRIED (98 in Favour, 1 Opposed and 0 abstentions)**

3/4 VOTE RESOLUTION #8 – BYLAW AMENDMENT – FLOOR REPLACEMENT GUIDELINES
It was **MOVED / SECONDED** to approve 3/4 vote resolution #8:

WHEREAS:

A. *pursuant to s. 128 of the Strata Property Act, S.B.C. 1998, c. 43 (the "Act") a strata corporation may amend its bylaws;*

B. *section 119(2) of the Act states that the bylaws of a strata corporation may provide for the control, management, maintenance, use and enjoyment of its strata lots, common property and common assets.*

***BE IT RESOLVED** by a ¾ vote of THE OWNERS, STRATA PLAN BCS1073 (the "Strata Corporation") that the registered bylaws of the Strata Corporation be amended to repeal the language in ~~strikethrough~~ and add the underlined to bylaw **6**:*

Obtain approval before altering a strata lot

6

(1) (l) any alteration to walls that separate suites~~.~~;

(m) any alteration to flooring materials including underlay.

(5) ~~*(c) Underlay (sound deadening material) under the hardwood floor, if cork is chose, must be at least 6 millimeters thick and possess a Sound Transmission Class (STC) rating of >50 and an Impact Insulation Classification (IIC) rating of >60.*~~

(c) underlay must be installed under all flooring materials in accordance with the following requirements;

(i) it must be at least 5 mm thick;

*(ii) it must meet a Delta IIC (Δ IIC) in accordance with the **Callisto Floor Replacement/Acoustical Rating** Form, which is available upon request from the building manager or strata manager;*

(iii) it must be installed in accordance with manufacturers installation instructions using appropriate primers and sealants to meet the tested Delta ΔIIC value;

(iv) the building manager may inspect the work and reject it if installation procedures are not followed; and

(v) further to 6(5)(i) a paid invoice showing the underlay products must be submitted to the building manager for verification.

END OF RESOLUTION

Following discussion, the vote was called to question on 3/4 vote resolution #8, as presented. **CARRIED (All in favour)**

3/4 VOTE RESOLUTION #9 – BYLAW AMENDMENT – EV CHARGING
It was **MOVED / SECONDED** to approve 3/4 vote resolution #9:

WHEREAS:

A. pursuant to s. 128 of the Strata Property Act, S.B.C. 1998, c. 43 (the “Act”) a strata corporation may amend its bylaws;

B. section 119(2) of the Act states that the bylaws of a strata corporation may provide for the control, management, maintenance, use and enjoyment of its strata lots, common property and common assets.

***BE IT RESOLVED** by a ¾ vote of THE OWNERS, STRATA PLAN BCS1073 (the "Strata Corporation") that the registered bylaws of the Strata Corporation be amended to repeal the language in ~~strikethrough~~ and add the underlined to the following bylaws:*

1) ***Parking and Parkade***

40

~~(13) The following strict guidelines must be adhered to when using electrical outlets in the parkade for a vehicle trickle charger:~~

~~(a) All chargers must automatically switch to a maintenance mode when a charge is complete;~~

~~(b) All chargers must be warranted as free of creating a fire hazard.~~

~~(c) Chargers must have a CSA or ULC safety certification.~~

~~(d) Any requirement for an extension cord must have a heavy-duty rating of 12/2 or 10/2~~

~~(e) Any permitted use of extension cords may not be unsightly or wrapped along or around piping or run through one parking stall to another parking stall.~~

~~(f) Details of a vehicle trickle charger must be submitted to the property manager for approval before installation.~~

2. ***EV Charging***

42

(1) (b) Residents using the group chargers in visitors parking area or using an individual charger in their assigned parking stall are required complete a Callisto EV Charger Users agreement, a Unico Power agreement and pay an annual fee of $~~500.00~~ <u>$400.00</u> to BCS 1073 by preauthorized Debit;

<u>(2) The following strict guidelines must be adhered to when using electrical outlets in the parkade for a gasoline vehicle 12V battery trickle charger. ("Trickle Chargers"):</u>

(a) *<u>All Trickle Chargers must automatically switch to a maintenance mode when a charge is complete;</u>*

<u>(b) All Trickle Chargers must be warranted as free of creating a fire hazard</u>;

<u>(c) All Trickle Chargers must have a CSA or ULC safety certification;</u>

<u>(d) Any requirement for an extension cord must have a heavy-duty rating of 12/2 or 10/2.</u>

<u>(e) Any permitted use of extension cords may not be unsightly or wrapped along or around piping or run through one parking stall to another parking stall.</u>

<u>(3) An owner, tenant, occupant or visitor must not use a regular (110V or 120V) common property electrical outlet to charge a vehicle, including an EV.</u>

<u>*Charging Equipment Installed by Owners*</u>

<u>*(4) An owner must apply for prior written approval of the strata corporation to:*</u>

<u>*(a) install any EV charger or related equipment (collectively, "Charging Equipment") to service the owner's designated parking stall,*</u>

<u>*(b) connect Charging Equipment to the existing EV infrastructure (the "EV Infrastructure"); or*</u>

<u>*(c) make any related alteration to the common property or common assets of the strata corporation.*</u>

<u>*(5) An owner may only connect or install the type of Charging Equipment that the strata corporation reasonably determines is compatible with:*</u>

<u>*(a) the EV Infrastructure;*</u>

<u>*(b) any system the strata corporation or Service Provider uses, or plans to use, to manage electricity used by EV Infrastructure; and*</u>

<u>*(c) the capacity of, and current and anticipated demands on, the strata corporation's electrical system.*</u>

(6) <u>*The strata council may require the following as conditions of its approval under subsection (4):*</u>

<u>*(a) a complete description of the proposed Charging Equipment and related alterations, including specifications, the method of installation, the intended location of the installation, the cost of the installation and the time needed to complete the installation;*</u>

<u>*(b) the Charging Equipment and related alterations be only installed by the Service Provider, or an alternative installer approved by the strata corporation in writing;*</u>

<u>*(c) the Charging Equipment and related alterations be installed by a licensed and insured professional installer with WorkSafe BC coverage, and the owner must provide the strata council a copy of the installer's name, contact information and proof of licence, insurance and WorkSafe BC coverage at the time of the application;*</u>

<u>*(d) any electrical work necessary to install the Charging Equipment and related alterations be performed by a licensed and insured electrician with WorkSafeBC coverage, and the owner must obtain an electrical permit where required, and provide a copy of the permit to the strata council along with the electrician's name, contact information and proof of licence, insurance and WorkSafe BC coverage;*</u>

(e) *the owner of the strata lot must enter into an alteration and indemnity agreement with the strata corporation taking responsibility for any expense related to the Charging Equipment and related alterations;*

(f) *the Charging Equipment must be removable with minimal damage to the common property;*

(g) *any other restriction or requirement that the strata council may impose, at its sole discretion, as a condition of its approval.*

(7) *Following the installation of Charging Equipment or connection of Charging Equipment to the EV Infrastructure by an owner the Charging Equipment remains the property of the owner and does not form part of the common property or common assets of the strata corporation, and the owner:*

(a) *will include the Charging Equipment in any sale of their strata lot; or*

(b) *may remove the Charging Equipment at any time provided that the owner will notify the Strata Corporation in writing and promptly restore any damage to the common property upon such removal of the Charging Equipment.*

(8) *An owner, tenant or occupant who alters common property or a strata lot without adhering strictly to this bylaw, must restore, at the owner's sole expense, the common property or a strata lot to its condition prior to the alteration. If the owner, tenant or occupant refuses or neglects to restore the alteration to its original condition, the strata corporation may conduct the restoration, at the expense of the owner. The cost of such restoration shall be added to and become part of the strata fees of that owner for the month next following the date on which the cost was incurred and will become due and payable on the due date of payment of monthly strata fees.*

END OF RESOLUTION

Following discussion, the vote was called to question on 3/4 vote resolution #9, as presented. **CARRIED (All in favour)**

13. NEW BUSINESS

- Irrigation to the trees located where the new artificial grass will be installed
- Bike Room Audit

14. ELECTION OF THE 2024-2025 STRATA COUNCIL

The Council Members for the 2023-2024 fiscal year automatically retired from their positions, pursuant to the *Strata Property Act*. The Owners expressed their appreciation of a job well done by their outgoing Strata Council.

The following Owners were nominated for the 2024-2025 fiscal year:

Daniel Greer
Catherine Clark
John Shed
Steven Shaw

There being no further nominations, it was **MOVED / SECONDED** to cease nominations and the abovementioned Owners were elected to the Strata Council by Majority Vote. **CARRIED**

15. MEETING TERMINATION

There being no further business, the meeting was terminated at 9:03 p.m.

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your strata corporation's business. Replacement of minutes will be at the owner's expense and not the strata corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: reception@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

BC DAY OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for BC Day on:

Monday, August 5, 2024

24-hour emergency service is provided by calling 604-261-0285

Attachments: Insurance Policy
2024-2025 Operating Budget
2024-2025 Assessment Schedule

(https://wynfordgroup.sharepoint.com/sites/Properties/BCS/BCS 1073/Meetings/Meetings-General Mtgs/2024-07-04.AGM-Minutes.bcs1073.docx) cw

THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE

Policy No. CBCS1073 **Summary of Coverage**

Named Insured:	The Owners of Strata Plan BCS 1073 The Callisto
Additional Insured(s):	The Wynford Group
Mailing Address:	c/o The Wynford Group, 815 - 1200 73rd Avenue West, Vancouver, BC V6P 6G5
Location Address(es):	1211 - 1299 West Cordova Street, Vancouver, BC V6C 3R4 and 308 - 358 Jervis Mews, Vancouver, BC V6C 3P8
Policy Period:	**April 30, 2024 to April 30, 2025** 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act

Insuring Agreements	Deductibles	Amount of Insurance
PROPERTY COVERAGES		
All Property, All Risk	$25,000	$141,932,000
Excess Unit Owner Displacement Coverage - Aggregate Limit		$1,000,000
A. Additional Living Expense Limit per Unit - $50,000		Included
Uninsured Unit Owner Retention - $10,000		
B. Contingent Mass Evacuation Limit per Unit - $5,000		Included
Water Damage	$100,000	Included
Back up of Sewers, Sumps, Septic Tanks or Drains	$100,000	Included
Earthquake Damage	10%	Included
Minimum Deductible:	$150,000	
Aggregate Limit		$141,932,000
Flood Damage	$100,000	Included
Aggregate Limit		$141,932,000
Key and Lock Replacement	Nil	$50,000
All Loss or Damage Caused By or Resulting from Vacant/Unoccupied Units	$25,000	Included
Stated Amount Co Insurance, Replacement Cost	Included	Included
BLANKET EXTERIOR GLASS INSURANCE	$5,000	Blanket
COMMERCIAL GENERAL LIABILITY		
A - Bodily or Mental Injury and Property Damage Liability - *Each Occurence*	$5,000	$30,000,000
Products & Completed Operations - *Aggregate*	$5,000	$30,000,000
B - Personal and Advertising Liability - *Any one person or organization*		$30,000,000
C - Tenant's Property Damage Liability - *any one premises*	$5,000	$500,000
D - Voluntary Medical Payments - any one person		$25,000
Employer's Liability		
Non-Owned Automobile - SPF #6		
Third Party Liability		$5,000,000
SEF 94 Legal Liability for Damage to Hired Automobiles	$500	$50,000
Contractual Liability Endorsement		
Excluding Long Term Leased Vehicle Endorsement		
Employee Benefits Errors and Omissions Liability		$1,000,000
Pollution Liability - 120 Hour Extension Endorsement		$100,000
Liability Conditions		
CONDO DIRECTORS & OFFICERS LIABILITY	$5,000	$20,000,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY		
Limit of Liability – Each Incident, Coverages A-G	$25,000 Retention,	$1,000,000
Limit of Liability – Each Incident, Coverage I	5 day waiting period	$250,000
Aggregate Limit		$5,000,000
Crisis Management Expense Endorsement		$50,000

The inclusion of more than one"insured" strata or condominium corporation/under the HUB Condosure program in the "discovery" of a "pollution event" or in the making of a "claim" regarding the same "pollution event" shall not increase the Limts of Liability set forth in item 3 of the Declarations.

Insuring Agreements	Deductibles	Amount of Insurance
VOLUNTEER ACCIDENT INSURANCE COVERAGE		
Personal Accident Limit - Maximum Benefit - Lesser of $1,000,000 or 5x Annual Salary		$1,000,000
Weekly Accident Indemnity - Lesser of $750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to $15,000 (see policy wording) Dental Expense - $5,000		
Program Aggregate Limit		$10,000,000
(Maximum Benefit - 60 years of age or older - Lesser of $750,000 or 5x Annual Salary)		
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty / Excess	$100	$1,000,000
Broad Form Money & Securities / Excess	$100	$60,000
Program Aggregate Limit		$10,000,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	$5,000	$141,932,000
II Consequential Damage, 90% Co-Insurance	$5,000	$25,000
III Extra Expense	24 Hour Waiting Period	$250,000
IV Ordinary Payroll – 90 Days	24 Hour Waiting Period	$100,000
TERRORISM	$500	$500,000
CYBER SUITE COVERAGE	$1,000	$50,000
A. Data Compromise Response Expenses		
Forensic IT - sublimit $12,500 (sublimit 50% of Data Compromise Response Expenses Annual Aggregate)		
Legal Review - sublimit $12,500 (sublimit 50% of Data Compromise Response Expenses Annual Aggregate)		
Public Relations - sublimit flat $5,000		
Regulatory Fines & Penalties - sublimit $12,500 (sublimit 50% of Data Compromise Response Expenses Annual Aggregate)		
PCI Fines & Penalties - sublimit $12,500 (sublimit 50% of Data Compromise Response Expenses Annual Aggregate)		
Named Malware - sublimit flat $25,000		

This is a generalized summary of coverage for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents.

Other Services and Service Providers

PLATINUM LEGAL SERVICES RETAINER – CLARK WILSON LLP

Legal advice and exclusive benefits. See Contract for details. — Retained

$1,000,000 / Legal Proceeding

$1,500,000 Aggregate

Fee: 100% Retained

April 17, 2024 - E&OE

Strata Plan BCS 1073- CALLISTO				
Final 2024-2025 Operating Budget				
February 28 Year-end				
				17/Jul/24
GL Code	**Description**	**Actual to Feb 29, 2024 (Draft)**	**2023-2024 Budget**	**Approved 2024-2025 Budget**
400000	**REVENUES**			
405000	Strata Fees	2,053,998.72	2,054,000	2,125,969
415000	Bylaw Fines / Late Fees	2,138.58	2,000	-
422500	Interest Income - Operating	15,289.14	7,000	15,000
424000	Interest On Overdue Accounts	1,709.21	-	-
426501	Electrical Charge Station	4,000.00	7,000	7,000
428500	Move-in / Move-out Charges	4,900.00	5,000	-
429000	Access Card	1,325.00	500	-
440600	Door Openers - Transmitters	975.00	-	-
441600	Miscellaneous Revenue	119.36	2,000	-
499900	**TOTAL REVENUES**	**2,084,455.01**	**2,077,500**	**2,147,969**
500000	**OPERATING EXPENSES**			
510000	**ADMINISTRATIVE EXPENSES**			
511000	Management Fees	43,597.05	47,000	42,400
511600	Bank Administration Fee	-	-	760
512000	Audit / Review	4,887.75	5,500	5,500
513200	Legal	362.72	10,000	10,000
513600	Audit - *Real Estate Services Act*	-	-	400
514200	Insurance Expense	302,874.86	316,000	360,640
517600	Wages - Caretakers	45,445.41	92,000	110,000
520200	Concierge	386,875.30	360,000	280,000
521200	Miscellaneous Expenses	13,016.62	10,000	11,500
521400	Social Fund Expense	11,796.10	10,000	12,000
528400	Telephone	11,243.42	11,000	11,500
529900	**TOTAL ADMINISTRATIVE EXPENSES**	**820,099.23**	**861,500**	**844,700**
530000	**UTILITIES**			
531100	BC Hydro / Electricity	120,597.58	115,000	120,000
532700	Gas	94,196.69	140,000	97,600
535100	Water/Sewer	54,544.79	80,000	62,000
535500	Garbage Disposal	45,483.08	45,000	47,000
539900	**TOTAL UTILITIES**	**314,822.14**	**380,000**	**326,600**

Strata Plan BCS 1073- CALLISTO				
Final 2024-2025 Operating Budget				
February 28 Year-end				
				17/Jul/24
GL Code	**Description**	**Actual to Feb 29, 2024 (Draft)**	**2023-2024 Budget**	**Approved 2024-2025 Budget**
540000	**BUILDING MAINTENANCE**			
540500	Mechanical	48,363.93	65,000	60,000
540800	Janitorial	111,493.41	125,000	115,000
541400	Supplies	20,604.69	20,000	17,000
542000	Pest Control	10,360.00	5,000	18,000
542600	Security & Alarm System	15,305.71	8,000	8,000
543500	Elevator Maintenance	56,120.30	55,000	70,000
545000	Plumbing	35,872.53	25,000	36,000
549900	Fire Alarm Monitoring	12,180.28	20,000	12,000
556700	Repair & Maint, Building	227,046.79	188,000	270,354
559100	HVAC Maintenance	5,825.40	40,000	20,000
559500	HVAC Repairs	137,196.40	15,000	15,000
562700	Window Cleaning	29,418.90	28,000	25,000
559900	**TOTAL BUILDING MAINTENANCE**	**709,788.34**	**594,000**	**666,354**
570000	**GROUNDS AND GARDEN**			
571000	Landscaping Services	78,563.78	75,000	75,000
579900	**TOTAL GROUNDS AND GARDEN**	**78,563.78**	**75,000**	**75,000**
580000	**RECREATION CENTRE**			
580900	Recreation Ctr Maint	44,340.79	30,000	40,000
589900	**TOTAL RECREATION CENTRE**	**44,340.79**	**30,000**	**40,000**
60000	**TOTAL OPERATING EXPENSES**	**1,967,614.28**	**1,940,500**	**1,952,654**
		116,840.73	**137,000**	**195,315**
700000	**TRANSFERS TO RESERVE FUND**			
700100	Contingency Reserve Fund	137,000.00	137,000	195,315
705000	**TOTAL TRANSFERS TO RESERVES**	**137,000.00**	**137,000**	**195,315**
800000	**NET OPERATING SURPLUS(DEFICIT)**	**(20,159.27)**	**-**	**-**

STRATA PLAN BCS 1073- CALLISTO
APPROVED 2024-2025 MONTHLY STRATA FEES and CRF CONTRIBUTIONS

Annual Operating Contributions	$1,930,654.00	**Total Aggregate**	**20,896**
Annual CRF Contributions	$195,315.00		
Total Annual Strata Fees	$2,125,969.00		

Strata Lot	Unit Number	Unit Entitlement	Common Area %	**2024-2025 Monthly Operating Contributions**	**2024-2025 Monthly CRF Contributions**	**2024-2025 Total Monthly Strata Fees**	**One-time Adjustment for Mar, Apr, May, Jun, Jul & Aug 2024**
1	TH33	166	0.7944104135%	$1,278.11	$129.30	$1,407.41	$285.84
2	TH32	154	0.7369831547%	1,185.72	119.95	1,305.67	265.20
3	TH31	145	0.6939127106%	1,116.42	112.94	1,229.36	249.66
4	TH30	141	0.6747702910%	1,085.62	109.83	1,195.45	242.82
5	TH29	141	0.6747702910%	1,085.62	109.83	1,195.45	242.82
6	TH28	209	1.0001914242%	1,609.19	162.79	1,771.98	359.94
7	TH27	207	0.9906202144%	1,593.78	161.24	1,755.02	356.46
8	TH26	200	0.9571209801%	1,539.89	155.78	1,695.67	344.40
9	TH25	199	0.9523353752%	1,532.20	155.00	1,687.20	342.72
10	TH24	203	0.9714777948%	1,562.99	158.12	1,721.11	349.56
11	TH23	198	0.9475497703%	1,524.49	154.23	1,678.72	340.98
12	TH22	223	1.0671898928%	1,716.98	173.70	1,890.68	384.06
13	TH21	230	1.1006891271%	1,770.88	179.15	1,950.03	396.12
14	TH20	232	1.1102603369%	1,786.27	180.71	1,966.98	399.48
15	TH19	245	1.1724732006%	1,886.37	190.83	2,077.20	421.92
16	TH18	248	1.1868300153%	1,909.47	193.17	2,102.64	427.08
17	12810201	87	0.4163476263%	669.85	67.77	737.62	149.82
18	12810401	236	1.1294027565%	1,817.08	183.82	2,000.90	406.44
19	12810402	227	1.0863323124%	1,747.78	176.81	1,924.59	390.90
20	12810501	157	0.7513399694%	1,208.81	122.29	1,331.10	270.36
21	12810502	213	1.0193338438%	1,639.98	165.91	1,805.89	366.78
22	12810504	115	0.5503445636%	885.43	89.58	975.01	198.00
23	12810601	157	0.7513399694%	1,208.81	122.29	1,331.10	270.36
24	12810602	213	1.0193338438%	1,639.98	165.91	1,805.89	366.78
25	12810604	141	0.6747702910%	1,085.62	109.83	1,195.45	242.82
26	12810701	281	1.3447549770%	2,163.54	218.88	2,382.42	483.90
27	12810703	116	0.5551301685%	893.14	90.35	983.49	199.74
28	12810704	127	0.6077718224%	977.83	98.92	1,076.75	218.70
29	12810801	286	1.3686830015%	2,202.04	222.77	2,424.81	492.48
30	12810803	116	0.5551301685%	893.14	90.35	983.49	199.74
31	12810804	127	0.6077718224%	977.83	98.92	1,076.75	218.70
32	12810901	292	1.3973966309%	2,248.24	227.44	2,475.68	502.80
33	12810903	116	0.5551301685%	893.14	90.35	983.49	199.74
34	12810904	127	0.6077718224%	977.83	98.92	1,076.75	218.70
35	12811001	299	1.4308958652%	2,302.13	232.90	2,535.03	514.86
36	12811003	116	0.5551301685%	893.14	90.35	983.49	199.74
37	12811004	127	0.6077718224%	977.83	98.92	1,076.75	218.70
38	12811101	157	0.7513399694%	1,208.81	122.29	1,331.10	270.36
39	12811102	142	0.6795558959%	1,093.32	110.61	1,203.93	244.56
40	12811103	116	0.5551301685%	893.14	90.35	983.49	199.74
41	12811104	127	0.6077718224%	977.83	98.92	1,076.75	218.70
42	12811201	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
43	12811202	148	0.7082695253%	1,139.52	115.28	1,254.80	254.88
44	12811203	116	0.5551301685%	893.14	90.35	983.49	199.74
45	12811204	127	0.6077718224%	977.83	98.92	1,076.75	218.70

STRATA PLAN BCS 1073- CALLISTO
APPROVED 2024-2025 MONTHLY STRATA FEES and CRF CONTRIBUTIONS

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Strata Lot	Unit Number	Unit Entitlement	Common Area %	**2024-2025 Monthly Operating Contributions**	**2024-2025 Monthly CRF Contributions**	**2024-2025 Total Monthly Strata Fees**	**One-time Adjustment for Mar, Apr, May, Jun, Jul & Aug 2024**
46	12811301	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
47	12811302	153	0.7321975498%	1,178.02	119.17	1,297.19	263.46
48	12811303	116	0.5551301685%	893.14	90.35	983.49	199.74
49	12811304	127	0.6077718224%	977.83	98.92	1,076.75	218.70
50	12811401	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
51	12811402	273	1.3064701378%	2,101.96	212.64	2,314.60	470.16
52	12811404	127	0.6077718224%	977.83	98.92	1,076.75	218.70
53	12811501	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
54	12811502	161	0.7704823890%	1,239.61	125.41	1,365.02	277.26
55	12811503	116	0.5551301685%	893.14	90.35	983.49	199.74
56	12811504	127	0.6077718224%	977.83	98.92	1,076.75	218.70
57	12811601	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
58	12811602	165	0.7896248086%	1,270.41	128.52	1,398.93	284.16
59	12811603	116	0.5551301685%	893.14	90.35	983.49	199.74
60	12811604	127	0.6077718224%	977.83	98.92	1,076.75	218.70
61	12811701	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
62	12811702	169	0.8087672282%	1,301.21	131.64	1,432.85	291.06
63	12811703	116	0.5551301685%	893.14	90.35	983.49	199.74
64	12811704	127	0.6077718224%	977.83	98.92	1,076.75	218.70
65	12811801	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
66	12811802	172	0.8231240429%	1,324.31	133.97	1,458.28	296.22
67	12811803	116	0.5551301685%	893.14	90.35	983.49	199.74
68	12811804	127	0.6077718224%	977.83	98.92	1,076.75	218.70
69	12811901	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
70	12811902	174	0.8326952527%	1,339.71	135.53	1,475.24	299.64
71	12811903	116	0.5551301685%	893.14	90.35	983.49	199.74
72	12811904	127	0.6077718224%	977.83	98.92	1,076.75	218.70
73	12812001	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
74	12812002	177	0.8470520674%	1,362.80	137.87	1,500.67	304.80
75	12812003	116	0.5551301685%	893.14	90.35	983.49	199.74
76	12812004	127	0.6077718224%	977.83	98.92	1,076.75	218.70
77	12812101	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
78	12812102	179	0.8566232772%	1,378.20	139.43	1,517.63	308.28
79	12812103	116	0.5551301685%	893.14	90.35	983.49	199.74
80	12812104	127	0.6077718224%	977.83	98.92	1,076.75	218.70
81	12812201	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
82	12812202	181	0.8661944870%	1,393.61	140.98	1,534.59	311.70
83	12812203	116	0.5551301685%	893.14	90.35	983.49	199.74
84	12812204	127	0.6077718224%	977.83	98.92	1,076.75	218.70
85	12812301	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
86	12812302	183	0.8757656968%	1,409.00	142.54	1,551.54	315.12
87	12812303	116	0.5551301685%	893.14	90.35	983.49	199.74
88	12812304	127	0.6077718224%	977.83	98.92	1,076.75	218.70
89	12812401	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
90	12812402	185	0.8853369066%	1,424.40	144.10	1,568.50	318.60

STRATA PLAN BCS 1073- CALLISTO
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Annual CRF Contributions	$195,315.00		
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Strata Lot	Unit Number	Unit Entitlement	Common Area %	**2024-2025 Monthly Operating Contributions**	**2024-2025 Monthly CRF Contributions**	**2024-2025 Total Monthly Strata Fees**	**One-time Adjustment for Mar, Apr, May, Jun, Jul & Aug 2024**
91	12812403	116	0.5551301685%	893.14	90.35	983.49	199.74
92	12812404	127	0.6077718224%	977.83	98.92	1,076.75	218.70
93	12812501	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
94	12812502	186	0.8901225115%	1,432.10	144.88	1,576.98	320.34
95	12812503	116	0.5551301685%	893.14	90.35	983.49	199.74
96	12812504	127	0.6077718224%	977.83	98.92	1,076.75	218.70
97	12812601	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
98	12812602	186	0.8901225115%	1,432.10	144.88	1,576.98	320.34
99	12812603	116	0.5551301685%	893.14	90.35	983.49	199.74
100	12812604	127	0.6077718224%	977.83	98.92	1,076.75	218.70
101	12812701	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
102	12812702	186	0.8901225115%	1,432.10	144.88	1,576.98	320.34
103	12812703	116	0.5551301685%	893.14	90.35	983.49	199.74
104	12812704	127	0.6077718224%	977.83	98.92	1,076.75	218.70
105	12812801	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
106	12812802	185	0.8853369066%	1,424.40	144.10	1,568.50	318.60
107	12812803	116	0.5551301685%	893.14	90.35	983.49	199.74
108	12812804	127	0.6077718224%	977.83	98.92	1,076.75	218.70
109	12812901	158	0.7561255743%	1,216.51	123.07	1,339.58	272.10
110	12812902	184	0.8805513017%	1,416.70	143.32	1,560.02	316.86
111	12812903	116	0.5551301685%	893.14	90.35	983.49	199.74
112	12812904	127	0.6077718224%	977.83	98.92	1,076.75	218.70
113	12813001	239	1.1437595712%	1,840.17	186.16	2,026.33	411.54
114	12813002	183	0.8757656968%	1,409.00	142.54	1,551.54	315.12
115	12813003	146	0.6986983155%	1,124.12	113.72	1,237.84	251.40
116	12813101	239	1.1437595712%	1,840.17	186.16	2,026.33	411.54
117	12813102	181	0.8661944870%	1,393.61	140.98	1,534.59	311.70
118	12813103	146	0.6986983155%	1,124.12	113.72	1,237.84	251.40
119	12813201	239	1.1437595712%	1,840.17	186.16	2,026.33	411.54
120	12813202	180	0.8614088821%	1,385.90	140.21	1,526.11	310.02
121	12813203	146	0.6986983155%	1,124.12	113.72	1,237.84	251.40
122	12813301	269	1.2873277182%	2,071.15	209.53	2,280.68	463.20
123	12813302	261	1.2490428790%	2,009.56	203.30	2,212.86	449.46
124	12813401	218	1.0432618683%	1,678.49	169.80	1,848.29	375.42
125	12813402	253	1.2107580398%	1,947.96	197.07	2,145.03	435.72
126	12813501	488	2.3353751914%	3,757.34	380.11	4,137.45	840.42
		20,896	100%	$160,887.67	$16,276.25	$177,163.92	$35,984.16
			Yearly (x 12)	$1,930,652.04	$195,315.00	**$2,125,967.04**	

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1073, CALLISTO, HELD ON THURSDAY, MAY 23, 2024, AT 4:30 PM, BY ZOOM.

Council in Attendance:	Amir Boloor	President
	Daniel Greer	Vice-president
	Catherine Clark	Secretary
Strata Manager:	Casper Chan	The Wynford Group
Regrets:	Amir Kusedghi	Member at Large

1. **CALL TO ORDER**
The council meeting was called to order at 4:35 PM.

2. **MINUTES OF THE PREVIOUS MEETING**
It was **MOVED / SECONDED** and **CARRIED** to approve the minutes of the council meeting held on April 25, 2024, as circulated.

3. **FINANCIAL REPORT**

A. Operating Statements
The April 2024 Financial Statements had not been prepared at the time of the meeting.

B. Receivable Report
The Council reviewed the following accounts:
- Strata Lot (SL) 58 was sent a demand letter to submit payment for the amounts owing. If the owner does not submit payment by May 30, 2024, the Strata will file a claim against them through the Civil Resolution Tribunal (CRT).
- SL 51 was sent a lien warning letter.
- SL 86 was sent a lien warning letter.
- SL 11 – the agent's contact information was never provided by the previous management company. A reminder letter will be sent out to the agent now that The Wynford Group has their contact information.
- SL 91 - it was **MOVED / SECONDED** and **CARRIED** to send this account to a lawyer for collections due to the amount owing.

4. **BUILDING MANAGER REPORT**
The Council reviewed the Building Manager's report for April 2024.

5. BUSINESS ARISING FROM THE MINUTES

A. Annual General Meeting (AGM) Preparation

The following items were discussed in preparation for the AGM:

Draft Budget – the budget proposed at the AGM will have a 3.5% increase.

Water Feature Painting – Since this is considered a maintenance and the cost is not significant, it was **MOVED / SECONDED** and **CARRIED** to have this item covered under the operating budget.

Deficit Recovery – There were 3 accounts that went over the budgeted amount for the heat exchanger ($22,757.23), engineer review ($1,953.08), and enterphone ($20,457.49). Resolutions will be proposed to recover the deficits from the CRF.

Move-In Fees – The rules in reference to the amount charged for move-in fees conflict with the amount referenced in the bylaws. A resolution will be proposed to remove the rule.

Decision-Making by Emails – Due to a recent CRT decision, a new bylaw will be proposed so that the Council can make decisions by email in between meetings.

Artificial Grass – The Strata will be proposing a resolution to have artificial grass installed on the side of Jervis Mews, which is to be expended from the CRF.

Heat Pumps – The Strata will be proposing a ¾ vote resolution to put aside $95,000.00 from the CRF for the replacement of heat pumps within units.

Floor Replacement Guidelines – A resolution will be proposed to add flooring replacement guidelines to the bylaws. The bylaw will be drafted by a lawyer.

EV Charging Fee – A resolution will be proposed to lower the EV charging fee to $400.00 and to add additional bylaws restricting electrical vehicles from being charged at the electrical outlets in the parkade.

Electrical Planning Report – As every Strata is required to obtain an EPR by the end of December 2025, the Strata will be proposing a resolution to obtain one. The cost will be $5,200.00, which Electric Asset will include the installation of adapters to every EV charger so that Unico can monitor and charge users directly for the electricity. Once this is implemented, the Strata will have no need to charge and collect the annual EV charging fee to owners.

Water Filtration System – $50,000.00 from the CRF. Quotes were obtained from Clearwater and Hytec Water Management. The amount that is being presented is for the downpayment, in which the Strata will make monthly payments after the installation.

Decommission Hot water Recirculation Loop - $300,000.00 from the CRF.

Building Envelope & Exterior Renewal Project – This is to retain a consultant to provide a design, scope of work and tendering. The amount that will be proposed at the AGM is $48,000.00 from the CRF.

Renovation to Common Areas – This will include the lobby, meeting room, lobby lounge, elevator cabs and the hallways at the tower & townhouses. There will be a resolution presented to expend $500,000.00 from the CRF and raise an additional $3,700,000 through a special levy. More details on this project will be presented at the townhall meeting.

The date of the AGM has been changed to July 4, 2024, at the lobby lounge. Registration starts at 6:30 PM.

B. Engineer Committee Report

The engineering committee provided their final report with recommendations for the Council to consider. As they have completed their role the engineering committee resigned. Council thanks the committee members for all the hard work they had put in for the building.

A copy of the depreciation report has been uploaded to the portal.

C. Parkade Leak Above Stall 232

Circle Property Services completed the injection above stall 232. A quote was submitted to have them resurface the water tank for the water feature. It was **MOVED / SECONDED** and **CARRIED** to have them proceed and to paint the areas injected in the parkade.

D. Elevator Consultant

KJA Consultants provided their report after their review. They noted a number of deficiencies. Management will reach out to Thyssen Krupp Elevators to have them address these items immediately.

E. Electrical Vault Inspection

Management continues to follow up with Exell Power Services Ltd. as to when they will schedule the repairs on the deficiencies reported during the vault inspection.

F. Steam Generator

Anderson First Rate Contracting (AFRC) is to schedule the installation of the platform and the larger hatch as required by Leisure Baths, who is replacing the generator. Management will follow up to see when the repairs will be completed.

G. Wi-Fi & Firewall Security

Management will follow up with the council member to see if they have had the time to review the quote.

H. Pest Control

Ridall Pest Control provided a quote to secure the perimeter from mice at SL1. This is to serve as a sample to see if their recommendations will work and how it would look. It was **MOVED / SECONDED** and **CARRIED** to have them proceed.

I. Knocking Noise

RWDI reviewed all previous work done to remedy the noise issues reported by SL38. Their latest report indicated that they would need to check the piping above SL35, in which the ceiling would have to be cut open in the unit. It was **MOVED / SECONDED** and **CARRIED** to have them proceed. Management will touch base with SL35.

J. Renovation Project Update

A townhall meeting will be held on May 29, 2024. Another notice will be circulated in the near future providing owners with the link for the meeting.

K. Electrical Permit

It was **MOVED / SECONDED** and **CARRIED** to ratify the email decision for Exell to file the permit with the City of Vancouver on behalf of the Strata.

L. Awning Glass Above Parkade Entrance

Quotes were obtained from Action Glass and Accurate Glass. It was **MOVED / SECONDED** and **CARRIED** to have Action Glass proceed. Management will touch base with the manager for the Carina to see if they will split the costs for the glass replacement.

M. Backflow Testing

FirePro reported that the backflow for the sprinklers had failed. Repairs were required and were completed by FirePro.

N. Projector
The projector has been replaced by CGM Electronics.

O. Exterior Cleaning
Champion Window and Pressure Cleaning Services amended their quote as requested. The cleaning will include:

- inaccessible windows and balcony railing glass for the towers
- interior & exterior cleaning of lobby windows
- the exterior windows of the amenity & gym windows
- exterior side of the canopies
- cleaning of the glass to both sides of the meeting room
- pressure cleaning of the of sidewalks & walkways
- pressure cleaning & degreasing of parkade and ramp
- exterior cleaning to all townhouse units, the ground floor patios & exterior windows.

It was **MOVED / SECONDED** and **CARRIED** to have them proceed.

P. 18th Floor Sprinkler Repairs
FirePro had scheduled the completion of the repairs for May 23, 2024.

Q. Cleaning of Catch Basins & Sump Pits
Quotes were received from Haakon Mechanical and Mcrae's Environmental. It was **MOVED / SECONDED** and **CARRIED** to have Mcrae's Environmental proceed.

R. P3 Door
Quotes were obtained from Action Integrated Security Solutions and Activated Doors. It was **MOVED / SECONDED** and **CARRIED** to have Action Integrated Security Solutions proceed.

S. Crushed Dryer Vent at SL103
Previously the Council had offered to reimburse the unit owner the cost of a ventless dryer as it would not be feasible to repair the vent but the owner was required to sign an assumption of liability agreement in order to receive the funds. Since the owner has refused, the Strata will be retaining a contractor to have a report written as to how the Strata could conduct these repairs and to provide an estimate.

6. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS
The Strata Council received a summary, and the president has received copies.

7. NEW BUSINESS

A. Irrigation Repairs
ParaSpace Landscaping provided a report and quote to have repairs completed. It was **MOVED / SECONDED** and **CARRIED** to have them proceed.

B. Tree Squares
A quote was received from ParaSpace Landscaping to remove the existing gravel in the tree beds and bulk march in the tree beds, install landscape fabric and install composted bark mulch. It was **MOVED / SECONDED** and **CARRIED** to have them proceed.

C. Taxus
ParaSpace Landscaping submitted a quote to replace dying Taxus. Council requested Management obtain another quote.

8. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS

Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the Strata Corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the Strata Corporation is a party.

The Strata and another party, SL 63, had met for a hearing to attempt to resolve the issue. A council member will be writing up a report from that hearing to submit to the CRT.

9. MEETING TERMINATION

The meeting was terminated at 6:34 PM.

10. NEXT MEETING

The next meeting will be the AGM and it is scheduled for **Thursday, July 4, 2024**. Registration will start at 6:30 PM.

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account.

The Strata Council would like to encourage all Owners to register as soon as possible as this will save the Strata Corporation monies for photocopying and postage charges.

Please visit **portal.wynford.com** and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements

- JavaScript-enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)
- Internet Explorer 11+ or Microsoft Edge 12 & 13

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your Strata Corporation's business. Replacement of minutes will be at the Owner's expense and not the Strata Corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: reception@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for a company event on:

Friday, June 7, 2024
starting at 12:00 PM

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

wynford

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1073, CALLISTO, HELD ON THURSDAY, APRIL 25, 2024, AT 4:30 PM, BY ZOOM.

Council in Attendance:	Daniel Greer	Vice-president
	Catherine Clark	Secretary
	Amir Kusedghi	Member at Large
Strata Manager:	Casper Chan	The Wynford Group
Regrets:	Amir Boloor	President

1. **CALL TO ORDER**

The council meeting was called to order at 4:32 PM.

2. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** and **CARRIED** to approve the minutes of the council meeting held on March 14, 2024, as circulated.

3. **FINANCIAL REPORT**

A. Operating Statements

It was **MOVED / SECONDED** and **CARRIED** to approve the financial statements of February & March 2024, as circulated.

There were previous discussions with the neighboring complex about the cost-sharing for the water feature. It would seem that there is no document referencing the percentage of the costs to be split. A Council Member from the Callisto will continue to touch base with the Council at the Carina to get a cost-sharing agreement set up.

Due to deficits from the heat exchanger replacement reserve, engineer review reserve, and enterphone reserve, a loan from the CRF is required in order to pay off the remaining invoices for the design project in the amount of $30,000. To clarify, the amount raised for the design project is expected to be within budget; however, loans were taken from this reserve to cover the costs of the other projects that went over budget. It was **MOVED / SECONDED** and **CARRIED** to approve the loan from the CRF.

B. Receivable Report

The Council reviewed the following accounts:

- SL122 – The owners had sent in correspondence disputing the amount charged back for a water leak coming from their unit. The council reviewed their dispute and discussed that since letters did go out in a timely manner when the incident occurred and the plumber's report indicated that the cause was the toilet was sealed, the Strata position still stands. The owners were sent a demand letter, and they will have until the deadline specified in the letter before the Strata files a claim to the CRT.

- SL 58 was charged back with a $50,000 deductible due to a water leak coming from their unit. A demand letter was sent to the owner and if the amount is not paid off by the deadline stated in the letter, the Strata will take this owner to the CRT.
- SL 35 reached out to Management. It was discovered that the contact information that the previous management company provided was out of date. The owner indicated that they would set up payment but requested that any late fees be waived. It was **MOVED / SECONDED** and **CARRIED** to accept the owner's request but after the owner has submitted payment in full of the monthly strata fees owing.
- SL 51 & SL 86 & SL11 have been in arrears since the change of management companies. Since it was recently discovered that the contact information provided by the previous management company was outdated, Management will reach out to the Building Manager to cross-reference the contact information of these units. If the contact information is correct, then it was **MOVED / SECONDED** and **CARRIED** to send lien warning letters to these owners.
- SL 97 has been in arrears before the change of management companies. The unit was liened. It was **MOVED / SECONDED** and **CARRIED** to send this account to a lawyer for collection.

4. BUILDING MANAGER REPORT

The Council reviewed the Building Manager's report for March 2024.

5. BUSINESS ARISING FROM THE MINUTES

A. Annual General Meeting (AGM) Preparation

The following items were discussed in preparation for the AGM:

Draft Budget – With the insurance renewed and lower than the amount anticipated, the proposed budget was amended. The increase will be approximately 3.5%.

Water Feature Painting – The Strata will be proposing the amount Unitus Painting Ltd. had quoted at the AGM, in which the funds will be expended from the Contingency Reserve Fund (CRF).

Water Feature Membrane – After a review of the leak in the parkade from another vendor, Circle Property Services, it was confirmed that there are no issues with the membrane. Injections will be required at the parkade ceiling and the water tank for the water feature may need to be recoated. As this is no longer a large project to consider, it was **MOVED / SECONDED** and **CARRIED** to have Circle Property Services proceed with the injections at the parkade ceiling above stall 232, which this expenditure will be covered under the operating budget. They will also look at the water tank when on-site to see if any further work is required.

Deficit Recovery – There were 3 accounts that went over the budgeted amount for the heat exchanger ($22,757.23), engineer review ($1,953.08), and enterphone ($20,457.49). Resolutions will be proposed to recover the deficits from the CRF.

Move-In Fees – The rules in reference to the amount charged for move-in fees conflict with the amount referenced in the bylaws. A resolution will be proposed to remove the rule.

Decision-Making by Emails – Due to a recent CRT decision, a new bylaw will be proposed so that the Council can make decisions by email in between meetings.

Artificial Grass – The Strata will be proposing a resolution to have artificial grass installed on the side of Jervis Mews, which is to be expended from the CRF. Management had reached out to the vendor to see if there would be any issues with the installation of the turf but had not received a response. A Council Member will try to reach out to the vendor as they had been speaking to each other in the past.

Heat Pumps – The Strata will be proposing a ¾ vote resolution to put aside $95,000 from the CRF for the replacement of heat pumps within units.

Floor Replacement Guidelines – A resolution will be proposed to add flooring replacement guidelines to the bylaws. The bylaw will be drafted by a lawyer.

EV Charging Fee – A resolution will be proposed to lower the EV charging fee to $400 and to add additional bylaws restricting electrical vehicles from being charged at the electrical outlets in the parkade.

Electrical Planning Report – As every Strata is required to obtain an EPR by the end of December 2025, the Strata will be proposing a resolution to obtain one. The cost will be $5,200, which Electric Asset will include the installation of adapters to every EV charger so that Unico can monitor and charge users directly for the electricity. Once this is implemented, the Strata will have no need to charge and collect the annual EV charging fee to owners.

The engineering committee recommended the following resolutions due to the engineering review being conducted for the building. Council agreed and the Strata will be proposing the following resolutions:

1. Water Filtration System – $75,000 from the CRF.
2. Decommission Hot water Recirculation Loop - $350,000 from the CRF.
3. Building Envelope & Exterior Renewal Project – The recommendation provided by the engineering committee and what will be proposed will differ. The funds for hiring a consultant to prepare a design, and scope of work and to tender the project will be raised first at the AGM. Once the bids have been received, an SGM will be called to raise funds for the entire project. The amount that will be proposed at the AGM is $48,000 from the CRF.

The Council has not decided on a date and time yet for the AGM. The Council is aware that the Strata is to hold the AGM within 60 days of the fiscal year-end; however, the decision was to wait for the scope and costs for the design project so that the resolution for the work can be included in the AGM.

B. Engineer Committee Report

The engineering committee continues to work with JRS Engineering on finalizing the depreciation report update.

A quote was obtained from Hytec Water Management by Management. Another quote is being obtained from Clearwater for a secondary quote as requested by the engineer committee.

C. Elevator Consultant

KJA Consultants Inc. is scheduled to review the elevators on April 15, 2024.

D. Insurance Renewal

It was **MOVED / SECONDED** and **CARRIED** to ratify the email decision to renew the insurance with Hub International and to take a loan from the CRF to pay for the insurance premium.

A notice with the updated insurance summary was posted on the portal. A hard copy of the notice will also be mailed to all owners due to the importance of this document.

E. Electrical Vault Inspection

Management is following up with Exell Power Services Ltd. as to when they will schedule the repairs on the deficiencies reported during the vault inspection.

F. Water Leak Insurance Claim
It was noted that all repairs were completed by Barclay Restorations except for a few units as the owners requested an allowance from the insurers so that they can repair their units, themselves.

G. Gurgling Toilet at SL 26
The cast iron drainpipe at the ceiling of the below unit was replaced and re-sloped. Repairs have finally been completed to this issue.

H. Steam Generator
Leisure Baths indicated that the hatch to the generator had to be enlarged, a platform had to be installed so that their tech could conduct maintenance on the generator and a drip pan was required for the new generator. Anderson First Rate Contracting (AFRC) provided a quote for these requirements. It was **MOVED / SECONDED** and **CARRIED** to have them proceed as quoted and then have Leisure Baths proceed with the generator replacement.

I. Cooling Tower Pump Repair
Sandblasting and recoating of the basin will be deferred until Fall. It was **MOVED / SECONDED** and **CARRIED** to ratify the email decision to repair the previously failed pump so that the Strata has a spare pump.

J. Water Leak at SL119
The leak does not seem to be active. No response has been received from the owners on this matter. The Strata will discuss this item again when the owners respond.

K. Wi-Fi & Firewall Security
Viewtech Security Inc. provided a quote to improve the Wi-Fi connection in the common areas and to install firewalls for better cyber security. A Council Member will review the quote more in-depth to see if this is required for the Strata.

L. Honeywell Renewal
Honeywell Limited provided the list of equipment that they have been maintaining along with their renewal proposal. It was **MOVED / SECONDED** and **CARRIED** to renew the service agreement.

M. Pest Control
Ridall Pest Control had previously provided a proposal to secure the exterior of the townhouse units so that mice cannot get in. The vendor has been asked to proceed with 1 unit first to see if their recommendations will work and what it will look like. They had claimed this would not affect the appearance of the exterior.

N. Knocking Noise
RWDI's previous report indicated possible findings that were already looked at. It was confirmed that they never reviewed the history of this complaint as the previous management company had never forwarded it to them. RWDI indicated that there is an hourly rate and a cost for their return, in which it was **MOVED / SECONDED** and **CARRIED** to have them proceed.

6. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS
The Strata Council received a summary, and the president has received copies. The following were reviewed:

A. Alteration Request SL 25
An owner submitted a request to have the flooring replaced within their unit. The Council reviewed the request with the owner directly, in which the owner will be required to resubmit their request with the proper underlay. It was **MOVED / SECONDED** and **CARRIED** to approve their request once they have resubmitted their request.

B. Front Entrance Concerns
The owner of SL 62 submitted their concerns about the amount of time it takes for the front entrance doors to close when the buzzer is being used. The Council discussed that some individuals would require more time to get through the doors than others. The Strata will not be adjusting the time for the buzzer.

C. Request from SL 27
The owner indicated that there was theft in the past where an individual must have gotten to the rooftop deck by climbing through their neighbor's deck. The owner requested for the Strata to install glass panels between the roof deck. The Council discussed that there should be hedges planted there to prevent individuals from stepping over. It was confirmed by the Building Manager that these hedges have died due to the lack of water. The Council indicated that the installation of the glass panels will not be done by the Strata, but the owner is free to go through the alteration request process to have these panels installed by a vendor they retain.

The owner had also requested for the Strata to deal with stains or damages to the wall of their deck. This was reviewed and it looks to be moss or algae in which it is the owner's responsibility to clean. They will need to hire their own vendor to clean this off.

D. Request from SL 103
The Council had approved a reimbursement for this unit to purchase a ventless dryer in the amount of $1,200 as the dryer vent serving their unit was crushed. The owner had purchased a ventless dryer for approximately $2030 and requested reimbursement for the full cost. It was **MOVED / SECONDED** and **CARRIED** to accept their request; however, they will be required to sign an assumption of liability agreement.

E. Request from SL 88
The resident requested for the Strata to consider asking owners' retained contractors to pause renovations at their units due to concerns with the elevators. It was discussed that the Council does not have the authority to ask owners to pause work within their units, especially when this will cause owners to incur additional costs from their vendors.

7. NEW BUSINESS

A. Electrical Permit
One of the engineering committee members presented concerns about how the building should have an electrical permit renewed every year. The Council reviewed this concern and directed Management to obtain quotes for the electrical permit.

B. Awning Glass above Parkade Entrance
A quote was obtained from Action Glass. The Council requested Management to obtain a 2nd quote.

C. Broken Glass at SL 15
The resident reported broken glass at their sliding door. One of the concierge staff members reviewed the area and footage and found so signs of attempted forced entry. It was concluded that a bird may have flown into the sliding door. Action Glass Inc. will be proceeding with the replacement of the glass.

D. Roof Anchor Inspection
Suspended Stages indicated that the system was passed for usage; however, it was indicated that 2 anchors were missing. This was not reported in previous reports as they have had trouble gaining access to the 33rd and 34th-floor anchors. The Strata will need to have the window cleaners review this area to see if there will be any issues with tying off at other anchors to reach all elevations of the building.

E. Backflow for Fire Sprinklers
FirePro Fire Protection Ltd. (Fire Pro) reported that the backflow had failed during their testing. They are to schedule repairs to the backflow. Note that the backflow will not affect the operations of the sprinklers if the system is needed to go off.

F. Cleaning & Sealing of Granite Surfaces
Marble Life submitted a quote. It was **MOVED / SECONDED** and **CARRIED** to have them proceed. They are also to submit a separate quote for the water feature in the lobby.

G. Projector
A quote was submitted to repair the projector and a quote was submitted to replace the projector from CGM Electronics. It was **MOVED / SECONDED** and **CARRIED** to have the vendor replace the projector.

H. Exterior Cleaning
Grime Fighters Service Group Ltd. and Champion Window and Pressure Cleaning Services submitted quotes for cleaning all inaccessible windows, walkways, ground-floor patios, and parkade. Since the Strata had retained Champion Window and Pressure Cleaning Services in the past and was satisfied with their performance, it was **MOVED / SECONDED** and **CARRIED** to have them proceed; however, they must confirm if their quote included parkade cleaning.

I. 18th Floor Sprinkler Repairs
Fire Pro has scheduled the repairs for May 6, 2024.

J. P3 Door Not Latching
Active Doors investigated the issue and found that the door needs to be replaced as the internal welds were broken causing the door to twist and not latch. They had tried to bend the door back in shape, but it did not work. A quote was submitted, and the Council requested for Management to obtain a 2nd quote.

K. Balcony Ceiling
The Building Manager reported water dripping at a couple of balcony ceilings. It was discussed that this item will be reviewed when and if the resolution for the building envelope renewal is passed.

8. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS

Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the Strata Corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the Strata Corporation is a party.

The Strata has been contacted by the CRT in reference to the noise complaint case. The Strata and another party, SL 63, have agreed to meet for a hearing to attempt to resolve the issue.

9. MEETING TERMINATION

The meeting was terminated at 7:05 PM.

10. NEXT MEETING

The next council meeting is scheduled for **Thursday, May 23, 2024**, at 4:30 PM.

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account.

The Strata Council would like to encourage all Owners to register as soon as possible as this will save the Strata Corporation monies for photocopying and postage charges.

Please visit **portal.wynford.com** and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements

- JavaScript-enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)
- Internet Explorer 11+ or Microsoft Edge 12 & 13

ATTENTION – LEGAL RECORD

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WYNFORD OFFICE HOURS & CONTACT INFORMATION

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After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

VICTORIA DAY OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for Victoria Day on:

Monday, May 20, 2024

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

(https://wynfordgroup.sharepoint.com/sites/Properties/BCS/BCS 1073/Meetings/Meetings-Council Mtgs/2024-04-25-Minutes.bcs1073.docx) tk

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IMPORTANT INFORMATION	Please have this translated	重 要 資 料	請 找 人 爲 你 翻 譯
RENSEIGNEMENTS IMPORTANTS	Prière de les faire traduire	これはたいせつなお知らせです。	どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE	Busque alguien que le traduzca	알려드립니다	이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG	*Xin nhờ người dịch hộ*	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ	ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN BCS 1073, CALLISTO, HELD ON THURSDAY, MARCH 14, 2024, AT 4:30 PM, BY ZOOM

Council in Attendance:	Amir Boloor	President
	Catherine Clark	Secretary
	Amir Kusedghi	Member at Large
Regrets:	Daniel Greer	Vice-president
Strata Manager:	Casper Chan	The Wynford Group

1. **CALL TO ORDER**
The council meeting was called to order at 4:35 PM.

2. **RESIGNATION OF COUNCIL MEMBER**
Due to personal reasons and commitments, Council Member Doug Good resigned from Council.

It was discussed by Council of the importance of having members that could participate in the decisions and discussions of the business of the Strata Corporation. If members are not participating, it makes it very difficult for a Strata to run its business. Furthermore, it would be difficult to hold meetings if quorum was not met for council meetings. With this discussion in mind, the Council in attendance, regrettably had to make a decision to remove Jessie Zhang from Council as she had not been participating for a while. It was **MOVED / SECONDED** and **CARRIED** to remove Jessie Zhang from Council.

The Strata Council would like to thank Doug Good for his contributions as Treasurer and council member over the past 1.5 years. As the fiscal year end is close by, the current Council will not be appointing any replacement members.

3. **MINUTES OF THE PREVIOUS MEETING**
It was **MOVED / SECONDED** and **CARRIED** to approve the minutes of the council meeting held on February 6, 2024, as circulated.

4. **FINANCIAL REPORT**

A. Operating Statements
It was **MOVED / SECONDED** and **CARRIED** to approve the financial statements of January 2024, as circulated.

Management had inquired as to who from Strata was holding the petty cash. It was reviewed and discussed that the petty cash was set up quite some time ago, in which the Council is not aware of who was holding on to it. As such, it was **MOVED / SECONDED** and **CARRIED** to write off the petty cash of $500.00.

B. Receivable Report

Account statements had been sent out to owners that have been delinquent. Management is to check which of these units have been in arrears prior to the change in management companies. If any of these units were delinquent before the change of management, it was **MOVED / SECONDED** and **CARRIED** to have a lien filed against these units. For the other units, management will have a final demand letter mailed out to the address on file, emailed to the email addresses on file and hand delivered to their units.

An owner owing for a large amount due to a deductible chargeback for a water leak will be send a demand letter to pay within 21 days of the letter or the Strata will file a claim against them through the Civil Resolution Tribunal (CRT).

An owner owing an amount for a chargeback due to a water leak will be sent a demand letter as well. They will have to submit payment within 21 days of the letter, or the Strata will file a claim against them through the CRT.

An owner will be sent a lien warning letter for delinquency on strata fees, in which a copy will be sent to the rental manager.

A resident submitted a number of queries and documents on the charges for the EV chargers. A council member will reach out to Unico to obtain the documents in reference to how the resident would have had to sign up.

5. BUILDING MANAGER REPORT

The Building Manager provided an inventory list that was still a work in progress. Council has been very happy with Ronald's performance. An update from the Building Manager will be included in future minutes.

6. BUSINESS ARISING FROM THE MINUTES

A. Annual General Meeting (AGM) Preparation

The following items were discussed in preparation of the AGM:

Draft Budget – With the update of the actuals spent, the Council is anticipating a 4% increase for the 2024 – 2025 fiscal year.

Water Treatment System – JRS Engineering had indicated that the Strata will benefit to have a water treatment system set up for the building. This would harden the water so that the water from the City does not deteriorate the copper piping as quickly. It will also line the piping with calcium to help prevent pinhole leaks. This will indefinitely postpone the need to replace copper pipping and avoid approximately $2.0 million of costs and a very intrusive re-piping project

New Boiler – JRS has recommended to install a new boiler on P1 to provide heat to the pool and hot tub. Decommission the hot water recirculation piping running between the 36th floor and 2nd floor.

Water Feature Painting – A quote was obtained from Remdal Painting and Unitus Painting. The Council will be proposing the amount Unitus Painting had quoted on at the AGM, in which the funds will be expended from the Contingency Reserve Fund (CRF).

Exterior Painting – The Strata was considering a resolution to repaint the exterior sides of the townhouse units and the entrance facing the courtyard. After reviewing the quotes and discussing this further, the Council thought it be best to have the entire building done all at once instead of piecemealing the project. This will be reviewed further during the next fiscal year.

Deficit Recovery – There were 2 accounts that went over the budgeted amount for the heat exchanger ($22,757.23) and enterphone ($13,188.88). A resolution will be proposed to recover the deficit from the CRF.

Move In Fees – The rules in reference to the amount charged for move in fees conflict with the amount referenced in the bylaws. A resolution will be proposed to remove the rule.

Decision Making by Emails – Due to a recent CRT decision, a new bylaw will be proposed so that Council can make decisions by email in between meetings.

Artificial Grass – The Strata will be proposing a resolution to have artificial grass installed on the side of Jervis Mews, which is to be expended from the CRF.

Heat Pumps – Honeywell had provided a list of units that have had their heat pumps replaced. It was confirmed that the majority of heat pumps in the units have not been replaced. The Strata will have to set up a budget each year to replace the heat pumps until they are all replaced. For the next fiscal year, the Strata will be proposing $95,000.00 to be expended from the CRF. The Council discussed that it would be best to get another quote just to replace 1 heat pump to see if the pricing provided by Honeywell is not too high. The Building Manager will also be asked to keep track of all the heat pumps within the unit over time.

B. Engineer Committee Report

The engineering committee continues to work with JRS Engineering on finalizing the depreciation report update.

A water pipe analysis was submitted by Besant and Associates Engineers at the request of JRS Engineering. They had recommended a few options on how the Strata could maintain their piping. The Strata will be looking into the option of installing a water treatment system to reduce the rate of corrosion that happens with copper piping.

C. Elevator Consultant

KJA Consultants provided a proposal where they would review the elevators and provide a report with their assessment. This will then be forwarded to the Strata's retained elevator maintenance contractor to address any deficiencies. After they have indicated that they have been addressed, KJA will return to confirm if they have been addressed again. It was **MOVED / SECONDED** and **CARRIED** to accept the proposal from KJA Consultants and to have this done annually.

D. Insurance Renewal

Hub International will be providing a proposal for the renewal of the insurance. Unfortunately, BFL Canada is unable to provide a proposal due to the current water loss claim.

E. Electrical Vault Inspection

Management is following up with Exell Power Services as to when they will schedule the repairs on the deficiencies reported during the vault inspection.

F. Water Leak Insurance Claim

Management is continuing to follow up with the insurance adjuster as to when repairs will begin. Now that the scope of work and bids have been received, the repairs should start soon.

G. Gurgling Toilet

Haakon will be replacing the drain that is causing the toilet to back up at one of the units on the 7th floor from March 19 to March 21, 2024.

H. Steam Generator

Leisure Baths had to update their original quote as it was submitted to the Strata some time ago. The difference in cost was not much; however, in order for them to maintain the generator, they require the Strata to enlarge the hatch, install a drip pan and install a platform. A quote is being obtained for these 3 items.

I. Cooling Tower Pump Repair

Honeywell had replaced a pump in the past. They indicated that the pump that was removed could be rebuilt and had submitted a quote to do this. Management will touch base with a council member that was not present during the meeting to confirm if this should be done or not.

J. Knocking Noise

An owner had been experiencing a knocking in their unit on the 11th floor for some time. RWDI, acoustical engineers, had investigated and indicated that the installing of the heat pumps on stiff isolators and how the venting was secured could be a potential source of the issue. Honeywell had indicated that this is not the case as they had ran the heat pumps before trying to recreate this noise. Management will touch base with RWDI to ensure that they have gone through all previous reports and have them return to investigate again.

K. Pest Control

Ridall Pest Control had provided a proposal to have the paver stones removed that are closest to the building, remove the sand in the area and install a barrier to prevent them from entering the building. The Council questioned this method as mice has been seen climbing through the top as they have chewed through the insulation. Management will touch base with the pest control company to see how they would resolve this issue and to have them provide samples of how the barrier will look like.

L. Staff Updates

As concierge staff member Doug Scarrow intends to reduce his shifts over at the Callisto, the Strata has hired a new afternoon concierge. His name is Tarek Hassan. Please join us in welcoming him to the building when he starts.

M. Renovation Committee

The design is 100% complete. April 9th the committee will be meeting with the Dialog (the designers and Make Projects to discuss costing and budgets. A date for a town hall will be set after this meeting.

N. EV Charging

Stream Energy has been asked to provide a quote to update the system to allow for an individual user pay system.

7. CORRESPONDENCE TO / FROM OWNERS AND RESIDENTS

The Strata Council received a summary, and the president has received copies. The following were reviewed:

A. Bike Audit Request

An owner had requested for a bike audit to performed. The Council agreed and will discuss this further with the Building Manager on getting this set up.

B. Bike Reimbursements

An owner had requested for reimbursements for the 2 bikes that are missing. They had stored them in the bike room of the Strata Corporation, however they noticed they were missing after returning to the building. They confirmed that the bikes were not removed due to an audit. The Strata is under the impression that they may have been stolen but too much time has passed to investigate the potential theft. The Strata will not be reimbursing the owner as theft of items is not the responsibility of the Strata. Management will touch base with them to recommend they file a claim through the owner's insurance.

C. Request for Gym Dumbbells
An owner had requested for the Strata to purchase 70 and 80lbs dumbbells. Council discussed that the gym is not considered a commercial gym. There is also no room to place these dumbbells. The owner's request was denied.

8. NEW BUSINESS

A. Water Leak
Another water leak occurred at a unit on the 32nd floor that was recently repaired. Barclay Restorations was dispatched to investigate but they could not investigate further without cutting open the ceiling in this unit's washroom. Management has reached out to the owners by email to indicate that the Strata can investigate this issue but will only repair the ceiling to a paint ready phase. The owner is to respond to Management.

The leak previously was caused by a failed wax seal to the toilet above and Barclay Restorations has indicated that this is not the same issue.

B. Fire Extinguishers
The previous Building Manager had indicated that the City had required a fire extinguisher to be installed inside the electrical vault room. Management will touch base with Fire Pro to see if this is required as no formal document or work order was ever received.

C. Dormant Oil Sulphur Treatment
Paraspace Landscaping followed up with the Strata to see if the treatment is required. The Council indicated that they were not interested.

D. Generator Maintenance Renewal
Simson Maxwell submitted their proposal for the semi-annual maintenance. It was **MOVED / SECONDED** and **CARRIED** to approve their proposal.

E. WiFi & Firewall Security
Viewtech is to provide a quote to better secure the network onsite.

F. Treadmill Replacement
The treadmill that had broken down was replaced on February 23, 2024.

G. Honeywell Renewal
Honeywell had submitted a proposal for renewal, but the proposal did not reference the services that they would provide. Management will touch base with Honeywell.

9. LEGAL – COURT, ARBITRATION, OR TRIBUNAL PROCEEDINGS

Pursuant to Sections 167 and 189.4 of the *Strata Property Act,* the Strata Corporation must inform Owners of any active court proceedings, arbitrations, or tribunal proceedings in which the Strata Corporation is a party.

It was discussed that the Strata is still waiting to hear from the CRT in reference to the noise complaint.

10. MEETING TERMINATION

The meeting was terminated at 6:54 PM.

11. NEXT MEETING

The next council meeting is scheduled for **Thursday, April 25, 2024**, at 4:30 PM.

WYNFORD CLIENT PORTAL

If you have not done so already, please register for the portal. Registration is done electronically, and you can register multiple users associated with your strata lot at the same time. We encourage each Owner to have their own account.

The Strata Council would like to encourage all Owners to register as soon as possible as this will save the Strata Corporation monies for photocopying and postage charges.

Please visit **portal.wynford.com** and click on the **register** button to register.

URL: https://portal.wynford.com/pre_registration

Software Requirements

- JavaScript enabled browser
- Firefox, Chrome, or Safari Mac (with auto-updates turned on)
- Internet Explorer 11+ or Microsoft Edge 12 & 13

ATTENTION – LEGAL RECORD

Please keep these minutes as a permanent legal record of your Strata Corporation's business. Replacement of minutes will be at the Owner's expense and not the Strata Corporation's.

WYNFORD OFFICE HOURS & CONTACT INFORMATION

Office Hours:	Monday to Friday (except for statutory holidays) 9:00 am to 5:00 pm		
General Office:	p: 604 261 0285	f: 604 261 9279	e: reception@wynford.com
Website:	wynford.com		
Accounts Receivable:	p: 604 261 0285	press "3"	e: ar@wynford.com
After-hour Emergencies:	p: 604 261 0285	press "1" – for emergencies only outside of office hours	

VICTORIA DAY OFFICE CLOSURE

Please be advised that the office of The Wynford Group will be closed for Victoria Day on:

Monday, May 20, 2024

24-hour emergency service is provided by calling 604-261-0285

These Minutes have been reviewed and edited by the Strata Council prior to distribution.

(https://wynfordgroup.sharepoint.com/sites/Properties/BCS/BCS 1073/Meetings/Meetings-Council Mtgs/2024-03-14-Minutes.bcs1073.docx) kk