

**QUAY PACIFIC PROPERTY MANAGEMENT LTD.  
FULL SERVICE  
STRATA PROPERTY MANAGEMENT AGREEMENT**

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***SCHEDULE OF FEES (Article 16.2)***  
**Strata Plan LMS 3187, The Ave**

Effective Date: May 1, 2021

**Administration Fees:**

Charged to recipient strata lot owner subject to Article 8.5  
Preparation and mailing of Account Arrears letter @ **\$25.00** in Article 3.1(2)  
Final Demand letter for Payment of Arrears Receivables @ **\$100.00** plus **\$45.00** in disbursements in Article 3.1(2)  
Administration of Liened Receivables @ **\$400.00** plus disbursements in Article 3.1(2)  
Miscellaneous Land Title Filings @ **\$100.00** plus disbursements in Article 3.1(2)  
Miscellaneous Land Title Search and Document Retrieval @ **\$50.00** per search  
Returned deposit item (NSF, stopped payment, closed account) @ **\$27.50** plus associated financial institution charges.  
Administration and Accounting additional services at **\$90.00/hour**, billed per quarter of an hour.  
Form F fees **\$15.00** (delivery & rush charges up to \$650.00 per request)  
Form B fees **\$35.00** (delivery & rush charges up to \$650.00 per request)  
Set-up for new Strata Corporations @ **\$400.00** per corporation.  
Termination of Agreement Transfer Fee @ **\$250.00** per corporation.

**Accounting & Audit Fee:**

Preparation & filing of GST/HST @ **\$150.00** per annum plus disbursements in Article 3.1(8)  
Preparation & filing of Revenue Canada T2 Corporate Income Tax Return @ **\$300.00-\$700.00** (mandatory) per annum plus disbursements in Article 3.1(8)  
Preparation & filing of Revenue Canada T1044 non-profit returns (required for net income of \$10,000 or \$200,000 in assets) @ **\$200.00-\$400.00** per annum plus disbursements in Article 3.1(8)  
Special levy or any other requests @ **\$100.00/hour** or @ other agreed rate in Article 3.1(14)  
Special levies @ **\$3.00** per unit, per month for the duration of the intended levy (processing fee)  
Annual RESA (Real Estate Services Act) Audit (pro-rated, est. at **\$8.00** per unit annually). Minimum charge of **\$100.00** per audit.  
Annual statement of account for Owners @ **\$25.00** per unit.

**Payroll Fees:**

Monthly processing is @ **\$20.00** per employee in Article 3.1(6)  
Record of Employment is @ **\$35.00** per employee in Article 3.1(6)  
Annual T4 Statement is @ **\$35.00** per employee in Article 3.1(6)  
EFT Fee for Building Manager Contractors @ **\$20.00** per contractor.

**Office Expenses:**

Fax, Email at no charge  
Postage at **cost plus 20%** to offset envelope, label and stationary costs  
Photocopying @ **\$0.25/copy**

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Cheque Stock @ **\$0.50** per cheque issued  
Certified Cheque @ **\$35.00** per cheque plus bank charges  
Pre-Authorized Debit processing @ **\$30.00** per month per corporation

**Bank Service Charges:**

Service Charges @ **cost**

**Manager's Fee:**

After-hour emergency is @ **\$100.00/hour**, 1 hr. minimum.  
Insurance claims is @ **\$200.00/hour**, billed per quarter of an hour.  
After-hour insurance claims @ **\$225.00/hour**, 2 hr. minimum.  
Site Visits & Onsite Meetings for insurance claims @ **\$100/hour**, 3 hr. minimum.  
New Construction Warranty Assistance @ **\$150.00/hour**, 1 hr. minimum  
Miscellaneous service is @ **\$100.00/hour**, billed per quarter of an hour.  
Property Managers @ **\$100.00/hour**, billed per quarter of an hour.  
Senior Property Managers @ **\$150.00/hour**, billed per quarter of an hour.  
Executive Management is @ **\$250.00/hour**, billed per quarter of an hour.

**Document Storage and Destruction:**

Hard-copy original documents not required to be kept at the premises of Quay Pacific, shall be archived at a cost of **\$5.00** per month per standard-sized file box. Archived records in excess of the requirements of the Strata Property Act will be destroyed (shredded) @ **\$25.00** per file box. Alternatively, the Strata Corporation may elect to store their records at their expense.

**Miscellaneous Fees:**

Key Cutting @ **\$25.00/request** plus disbursements  
Distribution of key fobs, entrance keys and parking keys at **\$60.00/hour**  
Miscellaneous reimbursements **\$25.00** service fee

**GST:**

GST applies to all charges.

**Special Terms: None.**

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I/We, representatives of the Strata Corporation **LMS 3187**, hereby acknowledge receipt of a written copy of this Strata Management Service Agreement in accordance with the requirements of Part 5 (1) of the Real Estate Services Rules.

  
Received by

COUNCIL PRESIDENT

Designation

MARCH 11, 2022

Date