

**NOTICE OF THE  
SPECIAL GENERAL  
MEETING OF**

**STRATA CORPORATION  
NW 2912**

**“MAYFAIR GARDENS”**

**TO BE HELD TUESDAY  
OCTOBER 3, 2017**

**Meeting: 5:45 P.M.**

**Registration: 5:30 P.M.**



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**TAKE NOTICE THAT THE  
SPECIAL GENERAL MEETING OF THE OWNERS OF  
STRATA CORPORATION NW 2912 - "MAYFAIR GARDENS" WILL BE HELD:**

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DATE: TUESDAY, OCTOBER 3, 2017

REGISTRATION TIME: 5:30 P.M.

MEETING TIME: 5:45 P.M.

PLACE: AMENITIES ROOM, MAYFAIR GARDENS  
33401 MAYFAIR AVENUE, ABBOTSFORD, BC

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An agenda for the meeting, along with some explanatory notes concerning voting procedure, is enclosed herewith. Please read this material carefully prior to the meeting and bring it with you to the meeting for reference.

1. **QUORUM:** As per Strata Corporation Bylaw, Section 37, if within ½ hour from the time appointed for an annual or special general meeting a quorum is not present, the meeting shall be terminated if the meeting was convened upon the requisition of members, pursuant to Section 43 of the SPA; but in any other case, the meeting shall stand adjourned for a further ½ hour from the time appointed and, eligible voters present in person or by proxy shall constitute a quorum.

3. **PROXIES:** In accordance with Section 56 of the Strata Property Act (1) a person who may vote under Section 54 and 55 may vote in person or by proxy. (2) A document appointing a proxy (a) must be in writing and be signed by the person appointing the proxy, (b) may be either general or for a specific meeting or a specific resolution, and (c) may be revoked at any time. (3) Subject to the regulations, any person may be a proxy except the strata manager or other employee of the strata corporation. (4) A proxy stands in the place of the person appointing the proxy, and can do anything that person can do, including vote, propose and second motions and participate in the discussion, unless limited in the appointment document.



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**THE SPECIAL GENERAL MEETING OF  
THE OWNERS OF STRATA CORPORATION NW 2912  
"MAYFAIR GARDENS"  
TUESDAY, OCTOBER 3, 2017 AT 5:45 P.M.  
IN THE AMENITIES ROOM AT MAYFAIR GARDENS**

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**AGENDA**

1. Call to order
2. Calling of roll/certification of proxies and corporate representatives and issuing a voting card for each strata lot represented at the meeting
3. Determine quorum
4. Election of Chairperson, if required
5. Presentation to the meeting of "*proof of notice of meeting*" or "*waiver of notice*"
6. Approval of Agenda
7. Adoption of the minutes of the Annual General Meeting held on June 27, 2017 and business arising there from.

8.  $\frac{3}{4}$  Vote Resolution #1 – Special Levy – Cedar Shake Roof Project

**WHEREAS**, at the Annual General Meeting held June 27, 2017, twenty-three out of the twenty-five Strata Lots represented approved the retaining of the services of a roofing consultant to oversee the tendering process and drafting of specifications for the replacement of the cedar mansard roof with asphalt shingles.

Roof Tech Consultants Ltd. invited five companies to tender for the project of which four bids were received, as attached. Roof Tech Consultants Ltd. recommends that Chilliwack Roofing Ltd., the lowest bidder, be accepted.

**THEREFORE, BE IT RESOLVED** by a  $\frac{3}{4}$  vote of the Owners of Strata Corporation NW 2912 present in person or represented by proxy that an amount of \$99,968.94 be collected by way of a one-time Special Levy, calculated on Unit Entitlement, due immediately upon passing and payable in full, November 1, 2017, with an amount not to exceed \$110,000.00 be approved to be withdrawn from the Contingency Reserve Fund. The application of funds from the Special Levy will be applied first, with the remaining expenses covered by the funds from the Contingency Reserve Fund. Any portion of the \$110,000.00 from the Contingency Reserve Fund, not required at the completion of the project will remain in the Contingence Reserve Fund.

- (1) Each strata lot's share of the Roofing Project Special Levy is due and payable in full on or before **November 1, 2017**; and
- (2) in the event that an owner fails to pay the Roofing Project Special Levy on or by the due date, the owner must pay interest on any such arrears, commencing on the date after the due date until the date of payment at a rate of 10% per annum, compounded annually.

9. Termination of the Meeting

**Strata Corporation NW 2912**  
**Proposed Special Levy - Roof Project**

1.1 Reroof Mansard	\$ 140,575.00
1.2 New Cladding	\$ 21,525.00
1.3 RCABC Guarantee and Reinspection's	\$ 8,120.00
1.4 <b>SUB TOTAL</b>	<b>\$ 170,220.00</b>
1.5 Miscellaneous Contingency Estimated at 5% of Project cost	\$ 8,511.00
1.6 Roofing Consulting & Inspection Services Daily (dependent upon crew size & performance)@5.5% of the work	\$ 9,830.00
Special Project/Major Renovation administration cost of 1% as per section 5 (c) of Campbell Strata Management Agreement.	\$ 1,885.61
<b>SUB TOTAL (excluding GST)</b>	<b>\$ 190,446.61</b>
GST @ 5%	\$ 9,522.33
<b>TOTAL REQUIRED BUDGET</b>	<b>\$ 199,968.94</b>
Less Contribution from Contingency Reserve Fund	\$ 100,000.00
<b>Total - Special Levy</b>	<b>\$ 99,968.94</b>

An Additional \$10,000 is being requested as a precaution in the event of an overrun in cost due to latent issues arising.

\*Per schedule A, Section 5(e) a \$3.00+GST per Strata Lot for each month of depositing and processing of Special Levies will be collected.

**Strata Corporation NW 2912**  
**Proposed Special Levy - Roof Project**  
**Due November 1, 2017**

Strata	Unit	Unit	APPROVED
Lot	Number	Entitlement	Special Assessment
1	101	105	\$ 2,797.64
2	102	105	\$ 2,797.64
3	103	99	\$ 2,637.77
4	104	98	\$ 2,611.13
5	105	111	\$ 2,957.50
6	106	121	\$ 3,223.95
7	107	93	\$ 2,477.91
8	108	108	\$ 2,877.57
9	109	98	\$ 2,611.13
10	110	93	\$ 2,477.91
11	111	94	\$ 2,504.55
12	112	105	\$ 2,797.64
13	201	117	\$ 3,117.37
14	202	105	\$ 2,797.64
15	203	99	\$ 2,637.77
16	204	98	\$ 2,611.13
17	205	111	\$ 2,957.50
18	206	121	\$ 3,223.95
19	207	93	\$ 2,477.91
20	208	108	\$ 2,877.57
21	209	98	\$ 2,611.13
22	210	93	\$ 2,477.91
23	211	94	\$ 2,504.55
24	212	124	\$ 3,303.88
25	301	117	\$ 3,117.37
26	302	105	\$ 2,797.64
27	303	99	\$ 2,637.77
28	304	98	\$ 2,611.13
29	305	111	\$ 2,957.50
30	306	121	\$ 3,223.95
31	307	93	\$ 2,477.91
32	308	108	\$ 2,877.57
33	309	98	\$ 2,611.13
34	310	93	\$ 2,477.91
35	311	94	\$ 2,504.55
36	312	124	\$ 3,303.88
		3752	\$ 99,968.94



Mayfair Gardens  
 c/o Campbell Strata Management Ltd.  
 Suite 306 – 2777 Gladwin Rd.  
 Abbotsford, BC, V2T 4V1

September 11, 2017

Attention: Maxine Campbell, Strata Manager  
 P: 604-864-0380 / E: mnv@campbellstrata.com

Dear Sir/Madam:

Re: Mayfair Gardens  
 33401 Mayfair Ave, Abbotsford, BC  
 File Ref: 16-533  
 Year 2017:  
**Tender Results**

As required, the low bidder was interviewed and Roof Tech is satisfied that the specification criteria is understood. Based upon this point of view it is recommended that the contract be awarded to Chilliwack Roofing. The required budget is as follows:

1. Reroof Mansard.....	\$140,575.00
2. New Cladding.....	\$21,525.00
3. RCABC Guarantee & Reinspection's.....	\$8,120.00
4. <b>SUB TOTAL .....</b>	<b><u>\$170,220.00</u></b>
5. Miscellaneous Contingency estimated not to exceed 5% of the Work...	\$8,511.00
4. Roofing Consulting & Inspection Services Daily (dependant upon crew size & performance) @ 5.5% of the Work .....	\$9,830.00
<b>TOTAL REQUIRED BUDGET.....</b>	<b><u>\$188,565.00 + GST</u></b>

We await your instructions to proceed. Should you have any questions, please call the writer direct at  
 C: 604-230-7663.

Sincerely yours,

J.P. Jansen, RRO

Attached: 4 Tenders  
 Tender Spreadsheet

CONTRACTOR	<b>Broadway Roofing</b>	<b>Cascade Roofing</b>	<b>Chilliwack Roofing</b>	<b>Harvard Industries</b>	<b>Mack Kirk Roofing</b>
OFFER 1.1	\$148,500	NO BID	\$140,575	\$147,416	\$159,900
OFFER 1.2	\$34,500	NO BID	\$21,525	\$93,585	\$24,000
OFFER 1.3	\$8,840  \$191,840	NO BID	\$8,120  \$170,220	\$7,209  \$248,210	\$11,765  \$195,665
UNIT MARK-UP OFFER 1.4 (a) TRADES	.1 \$85 .2 \$75 .3 \$75 .4 \$65	.1 \$ NO BIDS .2 \$ NO BIDS .3 \$ NO BIDS .4 \$ NO BIDS	.1 \$80 .2 \$70 .3 \$65 .4 \$50	.1 \$94 .2 \$94 .3 \$84 .4 \$75	.1 \$90 .2 \$85 .3 \$75 .4 \$70
UNIT RATE MARK-UP 1.4 (b) OVERHEAD / PROFIT	20% + 15%	NO BID	20% + 20%	15% + 15%	15% + 15%
TOTAL PERFORMANCE	8 WEEKS	NO BID	12 WEEKS Weather permitting	10 – 12 WEEKS	16 WEEKS
START	OCT 2, 2017	NO BID	OCT 15, 2017 Weather & workload permitting	TO BE DETERMINED	WINTER 2017
ADDENDUM	√√	NO BID	√√	√√	√√

Note: the above Prices do not include GST

**FORM A**  
**PROXY APPOINTMENT**  
**(OPTIONAL FORM)**  
*(Section 56)*

Re: Strata Lot \_\_\_\_\_ of Strata Plan \_\_\_\_\_

[Check only one box]

**1   ☐ General Proxy**

I / We, \_\_\_\_\_, the owner(s)/tenant(s)/mortgagee of  
the strata lot described above, appoint \_\_\_\_\_  
to act as my / our proxy beginning \_\_\_\_\_ until \_\_\_\_\_.

**2   ☐ Proxy for a Specific Meeting**

I / We, \_\_\_\_\_, the owner(s)/tenant(s)/mortgagee of  
the strata lot described above, appoint \_\_\_\_\_  
to act as my / our proxy at the annual or special general meeting to be held on  
\_\_\_\_\_.

**3   ☐ Proxy for a Specific Resolution**

I / We, \_\_\_\_\_, the owner(s)/tenant(s)/mortgagee of  
the strata lot described above, appoint \_\_\_\_\_  
to act as my / our proxy with respect to the following resolution at the annual or special  
general meeting held on \_\_\_\_\_.

**Limitations on Proxy, if any**

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_