

**NOTICE OF THE
ANNUAL GENERAL
MEETING OF
STRATA CORPORATION
NW 2912**

“MAYFAIR GARDENS”

**TO BE HELD TUESDAY,
JUNE 19, 2018**

Meeting: 6:00 P.M.

Registration: 5:45 P.M.

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

DATE: **TUESDAY, JUNE 19, 2018**

REGISTRATION TIME: **5:45 P.M.**

MEETING TIME: **6:00 P.M.**

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

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. The purpose of the meeting is to inform owners of the operation of the Strata Corporation during the past year; to review the insurance coverage of the Strata Corporation; to approve the 2018/2019 operating budget; to vote on any Special Resolutions, to discuss new business, and to elect a strata council.
2. **QUORUM:** Notwithstanding section 48(3) of the Act, 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 Strata Property Act; 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.
4. A ***nomination form*** is enclosed with this notice. If you have someone that you would like to nominate to run for election to the strata council, please complete the form and bring this to the Annual General Meeting or leave it at the office of Campbell Strata Management Ltd. This helps to expedite matters at the meeting; however, nominations will be called for from the floor as well.

**THE ANNUAL GENERAL MEETING OF
THE OWNERS OF STRATA CORPORATION NW 2912
“MAYFAIR GARDENS”
TUESDAY, JUNE 19, 2018 AT 6:00 P.M.
IN THE AMENITIES ROOM AT MAYFAIR GARDENS**

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 Special General Meeting held on October 3, 2017 and business arising therefrom
8. President’s Report, if any
9. Report on insurance coverage in accordance with Section 154 of the Act (*as attached*)
10. Adoption of the financial statements for the year ended April 30, 2018

11.1 ¾ VOTE RESOLUTION #1 – SECURITY CAMERA INSTALLATION FUNDING

BE IT RESOLVED by a ¾ Vote of the Owners of Strata Corporation NW 2912 present at the meeting, or represented by proxy, that an amount of \$3,600 from the 2017/2018 surplus be held and used for the purpose of installing cameras in the common areas of the building.

If the ¾ Vote Resolution #1 passes, the following Bylaw will be voted on and adopted.

11.2 ¾ VOTE RESOLUTION #2 – BYLAW ADDITION

BE IT RESOLVED by ¾ Vote of the eligible voters of Strata Corporation NW 2912, present at the meeting in person, or by proxy, that Bylaw 42 be adopted as follows.

42. Security Measures

- 42.1 Closed circuit television and video surveillance is installed in the common areas of the building. The system operates 24 hours a day and the Strata Corporation collects data from the closed-circuit television and video surveillance.

- 42.2 The video files records will be used only for the purposes of law enforcement and/or for the enforcement of those Strata Corporation Bylaws and Rules which relate to the safety and security of the building and its occupants.
- 42.3 The video files are stored for a period of up to 1 month from the date of recording, which period may be extended for those files required for law enforcement and/or Bylaw enforcement purposes.
- 42.4 The personal information of Owners, tenants or occupants will only be reviewed or disclosed as follows:
- (a) law enforcement in accordance with Bylaw Section 42.2 herein;
 - (b) the Strata Corporation and Council members in accordance with Bylaw Section 42.2 herein; or
 - (c) in the event of an incident in which they are involved or affected, an Owner, tenant or occupant may request a copy of the applicable video file records.
- 42.5 In installing and/or maintaining the systems described herein, the Strata Corporation makes no representations or guarantees that any of the systems will be fully operational at all times. The Strata Corporation is not responsible or liable to any Owner, tenant, occupant or visitor in any capacity (including a failure to maintain, repair, replace, locate or monitor any of the systems, whether arising from negligence or otherwise) for personal security or personal property in any area monitored by any of the systems.

12. $\frac{3}{4}$ VOTE RESOLUTION 2 – BYLAW AMENDMENT

WHEREAS the *Strata Property Act* allows a strata corporation to pass a bylaw that restricts the age of persons who may reside in a strata lot (see section 123(1.1)), but also states in section 121 that a bylaw is not enforceable to the extent that it contravenes the *Strata Property Act*, the regulations, the *Human Rights Code* or any other enactment or law. The *BC Human Rights Code* prohibits, without a bona fide and reasonable justification, discrimination on the basis of age regarding accommodation. However, the *BC Human Rights Code* does not protect those who are younger than 19 years of age and allows limiting accommodation to 55 years of age and up in the context of accommodation.

Therefore, a strata corporation can have a bylaw prohibiting those younger than 19 years of age from residing in a strata lot or have a bylaw only allowing those 55 years of age and up to reside in a strata lot because this is permitted under the *BC Human Rights Code*. However, the risk with any other type of age restriction bylaw, such a bylaw requiring all owners, tenants, occupant who reside in a strata lot to be 45 years of age and up, is that such a bylaw is open to challenge as being contrary to the *BC Human Rights Code* on the basis of discriminating based on age and, therefore, unenforceable as a bylaw according to section 121(1)(a) of the *Strata Property Act*. The concern is that a court would find the *Strata Property Act* to be not well drafted in terms of allowing age restriction bylaws and, therefore, find that a bylaw (other than prohibiting those under 19 or only allowing those 55 and up) to be contrary to the *Human Rights Code* and, therefore, unenforceable under the *Strata Property Act*.

BE IT RESOLVED by a $\frac{3}{4}$ Vote of the Owners of Strata Corporation NW 2912 present at the meeting, or represented by proxy, that 41 be amended as follows:

41. Age Restrictions

All persons who occupy a strata lot must be ~~45~~ **55** years of age or older. No person under ~~45~~ **55** years of age is permitted to visit, reside in or occupy any Strata Lot for a period of time greater than 30 days during a 12-month period unless specific approval in writing has been given by the Strata Council. Any such approval not to be deemed to be setting a precedent and each application to be considered individually on its own merits.”

13. Adoption of the proposed operating budget for the year ending April 30, 2019.
14. New Business
Organics Discussion
15. Election of Strata Council Members
16. Termination of the Meeting

Summary of Coverage

Named Insured:	The Owners of Strata Plan NW 2912 Mayfair Gardens
Additional Insured(s):	Campbell Strata Management Ltd.
Mailing Address:	c/o Campbell Strata Management Ltd. 306 - 2777 Gladwin Road, Abbotsford, BC V2T 4V1
Location Address(es):	33401 Mayfair Avenue, Abbotsford, BC V2S 6Z2
Policy Period:	April 1, 2018 to April 1, 2019 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

Insuring Agreements	Deductibles	Limit
PROPERTY COVERAGES		
All Property, All Risks, Unlimited Guaranteed Replacement Cost, Bylaws	\$1,000	\$6,765,000
Unlimited Additional Living Expenses	Included	Included
Water Damage	\$5,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$5,000	Included
Earthquake Damage	10 %	Included
Flood Damage	\$25,000	Included
Key and Lock Replacement		\$50,000
BLANKET EXTERIOR GLASS INSURANCE		
Residential	\$ 100	Blanket
Commercial	\$ 250	Blanket
COMMERCIAL GENERAL LIABILITY		
Each Occurrence Limit	\$ 500	\$10,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>	\$ 500	\$10,000,000
Products & Completed Operations - <i>Aggregate</i>		\$10,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>	\$ 500	\$10,000,000
Non-Owned Automobile - SPF #6 – <i>Per Occurrence</i>		\$10,000,000
STRATA DIRECTORS & OFFICERS LIABILITY		
	Nil	\$2,000,000
ENVIRONMENTAL LIABILITY POLICY POLLUTION LEGAL LIABILITY		
Limit of Liability – Each Incident, Coverages A-G		
Limit of Liability – Each Incident, Coverage H	\$10,000 Retention	\$1,000,000
Aggregate Limit	5 Day Waiting Period	\$250,000
		\$1,000,000
VOLUNTEER ACCIDENT INSURANCE COVERAGE STR (08/17)		
Personal Accident Limit - Maximum Benefit - Lesser of \$350,000 or 7.5x Annual Salary		\$350,000
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
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty	Nil	\$30,000
Broad Form Money & Securities	Nil	\$30,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	\$1,000	\$6,765,000
II Consequential Damage, 90% Co-Insurance	\$1,000	\$25,000
III Extra Expense	24 Hour Waiting Period	\$100,000
IV Ordinary Payroll – 90 Days	24 Hour Waiting Period	\$100,000
PRIVACY BREACH SERVICES		
	Nil	\$50,000
TERRORISM		
	\$1,000	\$500,000

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

STRATA CORPORATION NW 2912 - MAYFAIR GARDENS
BALANCE SHEET
FOR THE YEAR ENDED APRIL 30, 2018 WITH APRIL 30, 2017 COMPARISON
(Unaudited)

	<u>ASSETS</u>				
		2017/2018		2016/2017	
CURRENT ASSETS:					
Prospera - Operating	\$	-	\$	37,830.98	
Prospera - Contingency Reserve Fund		-		190,754.22	
TD - Operating		26,950.46			
TD - Contingency Reserve Fund		100,169.89		-	
TD - Roofing Fund		207,914.46			
Prepaid Insurance		16,837.34		16,571.50	
Petty Cash		350.00		350.00	
Accounts Receivable		4,414.06		5,257.90	
Prepaid - Abby Locksmith		78.40		78.40	
Prepaid - Janitorial		425.00			
Prepaid Security Expense		37.33		35.91	
Total Current Assets	\$	357,176.94	\$	250,878.91	
	<u>LIABILITIES AND EQUITY</u>				
CURRENT LIABILITIES:					
Accounts Payable	\$	4,706.42	\$	29,721.94	
Accrued Liability - Water/Sewer		1,333.34		1,333.34	
Funds held for Computer		257.81		900.00	
Funds Held - Appraisal		219.54		757.08	
Funds Held - Roofing Project		211,031.83		-	
Total Current Liabilities	\$	217,548.94	\$	32,712.36	
EQUITY:					
Contingency Reserve Fund	\$	100,169.89	\$	190,754.22	
Retained Earnings		25,760.16		21,924.09	
Net Income		13,697.95		5,488.24	
Total Equity	\$	139,628.00	\$	218,166.55	
TOTAL LIABILITIES AND EQUITY	\$	357,176.94	\$	250,878.91	

CONTINGENCY RESERVE FUND 2016/2017 PERFORMANCE
AND 2017/2018 PROJECTIONS

Opening Balance May 1, 2017	\$	190,754.22
2017/2018 Contributions		30,000.00
Interest Earned		1,792.67
Less Expense transfer Prospera to TD	-	7.00
Less Expense Access Control	-	9,300.00
Less Expense Asphalt Repair	-	3,070.00
Less Expense Funds Held Roofing	-	110,000.00
Closing Balance April 30, 2018	\$	100,169.89
Proposed Contributions 2018/2019	\$	32,253.74
Projected Closing Balance April 30, 2019	\$	132,423.63

STRATA CORPORATION NW 2912
MAYFAIR GARDENS
STATEMENT OF OPERATIONS AND PROPOSED 2018/2019 OPERATING BUDGET
(unaudited)

	PROPOSED OPERATING BUDGET 2017/2018	11 MONTHS PROJECTED YEAR ENDED 30-Apr-18	OPERATING BUDGET 2016/2017
REVENUE			
Strata Fees	\$ 149,943.04	\$ 149,943.48	\$ 149,943.04
Other Income	-	105.15	-
Interest Earned - Operating	400.00	421.02	431.25
Late/Bylaw Fines	-	14.89	-
Forward from Surplus	10,097.95	-	-
TOTAL REVENUE	\$ 160,440.99	\$ 150,484.54	\$ 150,374.29
GENERAL EXPENDITURES			
Insurance	\$ 20,000.00	\$ 18,290.16	\$ 19,000.00
Legal Retainer	350.00	350.00	350.00
Insurance Appraisal	250.00	249.96	250.00
Strata Management	9,371.25	9,371.28	9,371.25
Administration	850.00	1,208.25	850.00
Non Profit Org Tax Return Filing	131.25	262.50	131.25
Professional Fees - Audit	500.00	472.50	500.00
Registration Fees	106.00	-	100.00
Bank Charges	600.00	557.09	500.00
Tax Filing	288.75	288.75	288.75
Total General Expenditures	\$ 32,447.25	\$ 31,050.49	\$ 31,341.25
BUILDING EXPENDITURES			
Building Maintenance	\$ 30,000.00	\$ 21,257.38	\$ 26,000.00
Funds Held Asphalt Replacement	-	5,014.69	4,000.00
Elevator Maintenance	3,200.00	3,250.55	3,100.00
Fire Equipment	2,000.00	693.00	2,000.00
Janitorial	6,090.00	5,100.00	6,090.00
Miscellaneous Expense	350.00	240.87	350.00
Security Monitoring	1,100.00	1,025.78	950.00
Total Building Expenditures	\$ 42,740.00	\$ 36,582.27	\$ 42,490.00
GROUNDS EXPENDITURES			
Landscaping	\$ 9,000.00	\$ 7,485.09	\$ 8,843.04
Landscaping Improvements	2,500.00	-	-
Bark Mulch	3,000.00	-	-
Snow Removal	2,500.00	1,496.25	2,500.00
Total Grounds Expenditures	\$ 17,000.00	\$ 8,981.34	\$ 11,343.04
UTILITY EXPENDITURES			
Hydro & Gas	\$ 25,000.00	\$ 22,233.99	\$ 25,000.00
Water & Sewer Expenses	8,000.00	5,571.90	8,000.00
Refuse Removal, Recycling & Organics	3,000.00	2,366.60	2,200.00
Total Utility Expenditures	\$ 36,000.00	\$ 30,172.49	\$ 35,200.00
TOTAL EXPENSES	\$ 128,187.25	\$ 106,786.59	\$ 120,374.29
GROSS SURPLUS	32,253.74	43,697.95	30,000.00
LESS: CONTINGENCY ALLOWANCE	32,253.74	30,000.00	30,000.00
NET INCOME	\$ -	\$ 13,697.95	\$ -

**STRATA CORPORATION NW 2912 - MAYFAIR GARDENS
PROPOSED STRATA FEES FOR THE 2018/2019 FISCAL YEAR
AND APPROVED 2017/2018 STRATA FEES**

Strata Lot	Unit	U.E.	2017/2018 Strata Fees	Proposed Strata Fees 2018/2019	Proposed Op. Contribution	Proposed CRF Cont.	Proposed Increase
1	101	105	\$ 349.68	\$ 349.68	\$ 274.46	\$ 75.22	\$ -
2	102	105	349.68	349.68	274.46	75.22	\$ -
3	103	99	329.70	329.70	258.78	70.92	\$ -
4	104	98	326.37	326.37	256.16	70.20	\$ -
5	105	111	369.66	369.66	290.15	79.52	\$ -
6	106	121	402.97	402.97	316.28	86.68	\$ -
7	107	93	309.72	309.72	243.09	66.62	\$ -
8	108	108	359.67	359.67	282.30	77.37	\$ -
9	109	98	326.37	326.37	256.16	70.20	\$ -
10	110	93	309.72	309.72	243.09	66.62	\$ -
11	111	94	313.05	313.05	245.71	67.34	\$ -
12	112	105	349.68	349.68	274.46	75.22	\$ -
13	201	117	389.64	389.64	305.83	83.82	\$ -
14	202	105	349.68	349.68	274.46	75.22	\$ -
15	203	99	329.70	329.70	258.78	70.92	\$ -
16	204	98	326.37	326.37	256.16	70.20	\$ -
17	205	111	369.66	369.66	290.15	79.52	\$ -
18	206	121	402.97	402.97	316.28	86.68	\$ -
19	207	93	309.72	309.72	243.09	66.62	\$ -
20	208	108	359.67	359.67	282.30	77.37	\$ -
21	209	98	326.37	326.37	256.16	70.20	\$ -
22	210	93	309.72	309.72	243.09	66.62	\$ -
23	211	94	313.05	313.05	245.71	67.34	\$ -
24	212	124	412.96	412.96	324.13	88.83	\$ -
25	301	117	389.64	389.64	305.83	83.82	\$ -
26	302	105	349.68	349.68	274.46	75.22	\$ -
27	303	99	329.70	329.70	258.78	70.92	\$ -
28	304	98	326.37	326.37	256.16	70.20	\$ -
29	305	111	369.66	369.66	290.15	79.52	\$ -
30	306	121	402.97	402.97	316.28	86.68	\$ -
31	307	93	309.72	309.72	243.09	66.62	\$ -
32	308	108	359.67	359.67	282.30	77.37	\$ -
33	309	98	326.37	326.37	256.16	70.20	\$ -
34	310	93	309.72	309.72	243.09	66.62	\$ -
35	311	94	313.05	313.05	245.71	67.34	\$ -
36	312	124	412.96	412.96	324.13	88.83	\$ -
TOTAL		3752	\$ 12,495.25	\$ 12,495.25	\$ 9,807.44	\$ 2,687.81	\$ -
ANNUAL TOTAL			\$ 149,943.04	\$ 149,943.04	\$ 117,689.30	\$ 32,253.74	\$ -

NOMINATION FORM
STRATA CORPORATION NW 2912
“MAYFAIR GARDENS”

We / I _____ of Unit _____ hereby
nominate _____ of Unit _____ to run for council for
the upcoming fiscal year.

DATED: _____

SIGNED: _____

I _____ do accept the nomination.

DATED: _____

SIGNED: _____

Strata Property Act
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

Date: _____

Signature: _____

Signature: _____