Real Estate Management
Sales & Investments

535 Front Street
New Westminster, B.C
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www.quaypacific.com

November 22, 2018

To the Owners Strata Plan NW920 (The Diplomat)
707 - 8th Street
New Westminster, BC. V3M 3S6

NOTICE OF ANNUAL GENERAL MEETING

We are pleased to attach formal notice of the Annual General Meeting of **the Owners of Strata Plan NW920, The Diplomat** to be held:

Date: **THURSDAY, DECEMBER 13, 2018**

Time: **Registration: 6:45 PM – Meeting to start at 7:00 PM**

Place: **Within the Amenity Room at 707 - 8th Street, New Westminster, BC**

We respectfully request your early attendance in order that the meeting may commence on time.

PLEASE READ THIS PACKAGE IN ITS ENTIRETY AND BRING IT TO THE MEETING

As this is an Annual General Meeting, we strongly urge you to attend, as the ownership will be presented with the new, Proposed Operating Budget for 2019, Five (5), ¾ vote resolutions and the election of a Strata Council.

Should you be unable to attend, a proxy form has been included for an alternative representative to attend and vote on your behalf. Please be advised that a proxy holder need not be a registered owner; but **must be appointed** by the registered owner(s). A spouse not registered on title requires a proxy.

We request that you review the attached information; and should you have any questions, please do not hesitate to contact this office.

Quay Pacific Property Management Ltd.
On behalf of The Owners, Strata Plan NW920

Fernanda Mendo
Strata Property Manager

PLEASE BRING THIS PACKAGE TO THE MEETING

To the Owners Strata Plan NW920 (The Diplomat)
707 - 8th Street
New Westminster, BC V3M 3S6

PLEASE TAKE NOTICE THAT the Annual General Meeting of **Strata Plan NW920, The Diplomat** will be held on:

Date: **THURSDAY, DECEMBER 13, 2018**

Time: **Registration 6:45 PM – Meeting to start at 7:00 PM**

Place: **Amenity Room at 707 - 8th Street, New Westminster, BC**

PURPOSE: The purpose of the meeting is to vote on the Proposed Operating Budget for 2019, consideration of five (5), ¾ vote resolutions and to elect a Strata Council.

QUORUM: As per section 48 of the *Strata Property Act*, in order to conduct business at an Annual or Special General Meeting a quorum must be present. Eligible voters holding 1/3 of the strata corporation's votes, present in person or by proxy constitutes a quorum. However, as per Bylaw (41.1) Notwithstanding section 48(3) of the *Act*. *If at the time appointed for an annual or special general meeting, a quorum is not present, the eligible voters, present in person or by proxy, constitute a quorum.*

VOTING: A voting card will be issued – one to each strata lot. To pass a special resolution by ¾ Vote, 75% of those present, and eligible to vote, must vote in favour. To pass a resolution by majority vote, greater than 50% of those present, and eligible to vote, must vote in favour.

PROXY: An instrument appointing a proxy shall be in writing under the hand of the owner or his attorney; and may be either general or for a particular meeting. A proxy need not be an owner. For your convenience, you may use the attached proxy form. **The management firm and Strata Corporation employees may not be appointed as a proxy.**

Summary of Coverage

Named Insured:	The Owners of Strata Plan NW 920 The Diplomat
Location Address(es):	707 - 8th Street, New Westminster, BC V3M 3S6
Policy Period:	**December 31, 2017** to **December 31, 2018,** 12:01 a.m. Standard Time

Insuring Agreements		Deductibles	Limit
PROPERTY COVERAGES			
All Property, All Risks, Extended Replacement Cost 130%, Bylaws		$1,000	$8,176,000
Additional Living Expenses		Included	$1,000,000
Water Damage		$15,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains		$15,000	Included
Earthquake Damage		15%	Included
Flood Damage		$25,000	Included
Key and Lock Replacement		Nil	$25,000
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 - *Per Occurrence*		$500	$10,000,000
Products & Completed Operations - *Aggregate*			$10,000,000
Coverage B - Personal Injury Liability - *Per Occurrence*		$500	$10,000,000
Non-Owned Automobile - SPF #6 – *Per Occurrence*			$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		$10,000 Retention	$1,000,000
Limit of Liability – Each Incident, Coverage H		5 Day Waiting Period	$250,000
Aggregate Limit			$1,000,000
VOLUNTEER ACCIDENT INSURANCE COVERAGE STR (08/17)			
Personal Accident Limit - Maximum Benefit - Lesser of $750,000 or 7.5x Annual Salary			$750,000
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	$1,000,000
Broad Form Money & Securities		Nil	$60,000
Program Aggregate Limit			$10,000,000
EQUIPMENT BREAKDOWN			
I Standard Comprehensive Plus, Replacement Cost		$1,000	$8,176,000
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	$100,000
TERRORISM		$2,500	$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

December 11, 2017 - E&OE

400 - 4350 Still Creek Drive, **Burnaby**, **BC V5C 0G5**
T: (604) 269-1000 F: (604) 269-1001
www.hubcoastal.ca

ANNUAL GENERAL MEETING AGENDA

1. Call to order

2. Certification of Registration Sheet; Proxies & Quorum

3. Elect a person to chair the meeting, if necessary

4. Proof of Notice

5. Approval of Agenda

6. Approval of AGM Minutes held February 28, 2018
   (Minutes will not be read at the meeting. Please read the minutes in advance)

7. Presidents Report

8. Report on Insurance

9. Financial Statements Report

10. Presentation and adoption of 2019 Proposed Operating Budget

11. ¾ Vote Resolution #1 – Bylaw Amendment – 3. Use of Property (attached)

12. ¾ Vote Resolution #2 – Bylaw Amendment 40. General (attached)

13. ¾ Vote Resolution #3 – Bylaw Amendment 42. No Smoking Bylaw (attached)

14. ¾ Vote Resolution #4 – Owners to approve expense of $31,427.58 from the Contingency Reserve Fund (CRF) (attached)

15. ¾ Vote Resolution #5 – Waive the Depreciation Report (attached)

16. New Business
    (a) Security

17. Elect a Council

18. Termination of meeting

Balance Sheet (Accrual)
Diplomat - (nw920)
September 2018

ASSETS	
CURRENT ASSETS	
1203-00 Cash - TD Operating	65,260.78
Accounts Receivable - Owners	
1300-00 A/R - Strata Operating	970.32
Total A/R from Owners	970.32
1305-00 Accounts Receivable-Interfund	47,666.67
1310-00 Accounts Receivable - Other	-1,418.92
1600-00 Prepaid Expenses	5,926.05
1605-00 Prepaid Insurance	5,030.25
TOTAL CURRENT ASSETS	123,435.15
CRF Assets	
2820-01 Cash - TD Contingency Reserve	204,759.99
Total CRF Assets	204,759.99
TOTAL ASSETS	328,195.14
LIABILITIES AND OWNERS EQUITY	
CURRENT LIABILITIES	
3123-00 Accounts Payable - Interfund	47,666.67
3150-00 Accrued Payables	1,568.25
TOTAL CURRENT LIABILITIES	49,234.92
NON-CURRENT LIABILITIES	
TOTAL LIABILITIES	49,234.92
OWNER'S EQUITY	
CONTINGENCY RESERVES	
4110-00 CRF Balance Forward	198,403.36
4150-00 CRF - Current Contributions	69,007.19
4160-00 CRF - Current Interest Earned	729.90
4170-00 CRF - Current Expenditures	-15,713.79
CRF Balance (Unrestricted)	252,426.66
Total CRF Current Balance	252,426.66
4490-00 Operating Fund - Opening	3,457.63
4495-00 Opening Fund - Prior year expenses	-1,456.66
4500-00 Net Income - Year to Date	24,532.59
Operating Fund Current Balance	26,533.56
TOTAL OWNER'S EQUITY	278,960.22
TOTAL LIABILITIES & EQUITY	328,195.14

Budget Comparison (Accrual)
Diplomat - (nw920)
September 2018

	MTD Actual	MTD Budget	$ Var.	% Var.	YTD Actual	YTD Budget	$ Var.	% Var.	Annual
REVENUE									
5110-00 Strata Fees	22,083.31	22,083.33	-0.02	0.00	198,749.80	198,750.01	-0.21	0.00	265,000.00
5310-00 Bank account interest	102.78	0.00	102.78	0	428.03	0.00	428.03	0	0.00
5350-00 Laundry Income	522.09	416.67	105.42	25.30	4,722.72	3,749.99	972.73	25.94	5,000.00
5380-00 Parking	15.00	0.00	15.00	0	135.00	0.00	135.00	0	0.00
5540-00 Keys recoveries	0.00	0.00	0.00	0	150.00	0.00	150.00	0	0.00
TOTAL REVENUE	22,723.18	22,500.00	223.18	0.99	204,185.55	202,500.00	1,685.55	0.83	270,000.00
MAINTENANCE EXPENSES									
6110-00 Elevator Maintenance	0.00	333.33	333.33	100.0	2,092.80	3,000.01	907.21	30.24	4,000.00
6140-00 Landscaping	918.75	500.00	-418.75	-83.75	4,068.08	4,500.00	431.92	9.60	6,000.00
6143-00 Landscape Upgrades & Su	0.00	375.00	375.00	100.0	0.00	3,375.00	3,375.00	100.0	4,500.00
6150-00 Pest Control	216.30	141.67	-74.63	-52.68	865.20	1,274.99	409.79	32.14	1,700.00
6180-00 Janitorial	0.00	666.67	666.67	100.0	6,252.27	5,999.99	-252.28	-4.20	8,000.00
6192-00 Snow Removal	0.00	83.33	83.33	100.0	0.00	750.01	750.01	100.0	1,000.00
6320-00 Garage Door	0.00	333.33	333.33	100.0	0.00	3,000.01	3,000.01	100.0	4,000.00
REPAIRS AND REPLACEMENTS									
6610-00 Repairs & Maintenance	960.80	2,026.33	1,065.53	52.58	10,403.70	18,237.01	7,833.31	42.95	24,316.00
6640-00 Building Interior	0.00	166.67	166.67	100.0	0.00	1,499.99	1,499.99	100.0	2,000.00
6660-00 Plumbing	0.00	833.33	833.33	100.0	680.37	7,500.01	6,819.64	90.93	10,000.00
6670-00 Locks, keys and doors	259.30	62.50	-196.80	-314.8	259.30	562.50	303.20	53.90	750.00
SAFETY AND SECURITY									
6850-00 Fire Safety Inspections	0.00	400.00	400.00	100.0	2,259.31	3,600.00	1,340.69	37.24	4,800.00
6851-00 Fire Safety - Non - Schedul	353.93	150.00	-203.93	-135.9	1,713.20	1,350.00	-363.20	-26.90	1,800.00
UTILITIES									
7310-00 Electricity	1,568.25	791.67	-776.58	-98.09	7,487.64	7,124.99	-362.65	-5.09	9,500.00
7315-00 Garbage Removal	1,122.46	583.33	-539.13	-92.42	4,996.07	5,250.01	253.94	4.84	7,000.00
7320-00 Gas	938.28	1,875.00	936.72	49.96	15,905.66	16,875.00	969.34	5.74	22,500.00
7350-00 Water and Sewer	2,996.22	2,333.33	-662.89	-28.41	19,686.73	21,000.01	1,313.28	6.25	28,000.00
7351-00 Metered Water	0.00	133.33	133.33	100.0	6,443.01	1,200.01	-5,243.00	-436.9	1,600.00
PROFESSIONAL FEES									
9110-00 Management Fees	1,190.70	1,216.67	25.97	2.13	10,716.30	10,949.99	233.69	2.13	14,600.00
9130-00 Accounting and Audit	0.00	21.92	21.92	100.0	0.00	197.24	197.24	100.0	263.00
ADMINISTRATIVE EXPENSES									
9260-00 Miscellaneous Expense	0.00	54.17	54.17	100.0	226.69	487.49	260.80	53.50	650.00
9261-00 Postage/Copies/Office	409.64	75.00	-334.64	-446.1	1,505.89	675.00	-830.89	-123.0	900.00
9510-00 Insurance	1,676.75	1,676.75	0.00	0.00	15,090.75	15,090.75	0.00	0.00	20,121.00
TOTAL OPERATING EXPENSES	12,611.38	14,833.33	2,221.95	14.98	110,652.97	133,500.01	22,847.04	17.11	178,000.00
RESERVE FUNDS									
9710-00 Funding to Contingency R	7,666.67	7,666.67	0.00	0.00	68,999.99	68,999.99	0.00	0.00	92,000.00
TOTAL EXPENSES	20,278.05	22,500.00	2,221.95	9.88	179,652.96	202,500.00	22,847.04	11.28	270,000.00
NET INCOME	2,445.13	0.00	2,445.13	0	24,532.59	0.00	24,532.59	0	0.00

NW920 Diplomat

Proposed Operating Budget

For the Year Ending

December 31, 2019

		Approved Budget 2018 12/31/2018	Actual 9/30/2018	Projected Year-End 31-Dec-18	Proposed Budget 12/31/2019
	REVENUE				
5110	Strata Fees	265,000.00	198,749.80	265,000.00	265,000.00
5310	Bank Interest		428.03	458.03	
5530	Move in Charges		300.00	300.00	
5350	Laundry income	5,000.00	4,722.72	5,000.00	5,000.00
5380	Parking	-	135.00	135.00	-
5520	Fines	-	-	-	-
5540	Keys Recoveries		150.00	265.00	-
5900	Surplus Carry Over				12,151.00
	TOTAL REVENUE	**270,000.00**	**204,485.55**	**271,158.03**	**282,151.00**
	MAINTENANCE EXPENSES				
6110-00	Elevator Maintenance	4,000.00	2,092.80	3,800.00	4,200.00
6140-00	Landscaping	6,000.00	4,068.08	6,800.00	7,000.00
6143-00	Landscape Upgrades & Supplies	4,500.00	-	-	1,500.00
6150-00	Pest Control	1,700.00	865.20	1,200.00	1,200.00
6162-00	Generator Maintenance	-	-	-	650.00
6180-00	Janitorial	8,000.00	6,252.27	8,652.27	8,700.00
6192-00	Snow Removal	1,000.00	-	-	1,000.00
6320-00	Garage Door	4,000.00	-	750.00	1,500.00
6344-00	Supplies	-	-	-	500.00
	REPAIRS AND REPLACEMENTS				
6610-00	Repairs & Maintenance	24,316.00	10,403.70	24,000.00	28,000.00
6614-00	Boiler Replacement (repairs only)	-	-	-	2,000.00
6640-00	Building Interior	2,000.00		-	1,400.00
6660-00	Plumbing	10,000.00	680.37	1,044.37	3,000.00
6670-00	Locks, keys and doors	750.00	259.30	259.30	700.00
	SAFETY AND SECURITY				
6850-00	Fire Safety Inspections	4,800.00	2,259.31	2,453.56	3,500.00
6851-00	Fire Safety - Non - Scheduled	1,800.00	1,713.20	2,110.10	2,200.00
	UTILITIES				
7310-00	Electricity	9,500.00	7,487.64	10,624.14	10,800.00
7315-00	Garbage Removal	7,000.00	4,996.07	6,712.76	7,200.00
7320-00	Gas	22,500.00	15,905.66	23,250.00	23,600.00
7350-00	Water and Sewer	28,000.00	19,686.73	27,491.15	28,000.00
7351-00	Metered Water	1,600.00	6,443.01	7,500.00	7,500.00
	PROFESSIONAL FEES				
9110-00	Management Fees	14,600.00	10,716.30	14,600.00	15,038.00
9120-00	Legal	-	-	250.00	250.00
9130-00	Accounting and Audit	263.00	-	263.00	263.00
	ADMINISTRATIVE EXPENSES				
9260-00	Miscellaneous Expense	650.00	226.69	500.00	650.00
9261-00	Postage/Copies/Office	900.00	1,505.89	1,700.00	1,800.00
9510-00	Insurance	20,121.00	15,090.75	20,121.00	22,000.00
	TOTAL OPERATING EXPENSES	**178,000.00**	**110,652.97**	**164,081.65**	**184,151.00**
	RESERVE FUNDS				
9710	Funding to Contingency Reserve	92,000.00	68,999.99	92,000.00	98,000.00
	TOTAL EXPENSES	**270,000.00**	**179,652.96**	**256,081.65**	**282,151.00**
	Projected Surplus / (Deficit)	**-**	**24,832.59**	**15,076.38**	**-**

Statement of Retained Earnings

			Proposed
Retained Earnings, end of prior year	December 31, 2017	(Estimated)	
Current year surplus / deficit	January 0, 1900	(Estimated)	-
Retained Earnings, end of current year	January 0, 1900	(Estimated)	-
New year surplus / deficit	December 31, 2019	(Estimated)	-
Surplus used for budget year	December 31, 2019	(Estimated)	-
Retained Earnings, end of new year	December 31, 2019	(Estimated)	$ -

Projection for the New Year:

Opening Operating Cash	January 1, 2019	(Estimated)	$ -
Closing Operating Cash	December 31, 2019	(Estimated)	$ -
Opening CRF Cash	January 1, 2019	(Estimated)	$ 92,000.00
Closing CRF Cash	December 31, 2019	(Estimated)	$ 190,000.00

NW920 Diplomat
Proposed Strata Fee Schedule
For the Year Ending **December 31, 2019**

Please be advised that below fees ***commence on the first day*** *of the fiscal year as noted below. On the* ***adjustment date****, the fee payable includes any retroactive differences. Pre-authorized payments will be adjusted automatically (including any one time adjustment). Owners who pay by cheques are requested to send in post dated cheques for the fee adjustment and regular fees.*

FEE COMMENCEMENT DATE: January 1, 2019
FEE ADJUSTMENT DATE: January 1, 2019

- Operating Expenses	$ 167,000.00
- CRF	98,000.00
- Total Strata Fees	**$ 265,000.00**

S/L	Suite #	U/E	Operating	CRF	Monthly Fees	Annual Fees
1	101	27123	377.46	221.50	**598.96**	7,187.52
2	102	14130	196.64	115.40	**312.04**	3,744.48
3	103	14092	196.11	115.08	**311.19**	3,734.28
4	104	13865	192.95	113.23	**306.18**	3,674.16
5	105	13713	190.84	111.99	**302.83**	3,633.96
6	106	19698	274.13	160.87	**435.00**	5,220.00
7	107	21782	303.13	177.89	**481.02**	5,772.24
8	108	17918	249.36	146.33	**395.69**	4,748.28
9	109	17918	249.36	146.33	**395.69**	4,748.28
10	110	21782	303.13	177.89	**481.02**	5,772.24
11	111	19964	277.83	163.04	**440.87**	5,290.44
12	112	14963	208.24	122.20	**330.44**	3,965.28
13	113	14622	203.49	119.41	**322.90**	3,874.80
14	114	19623	273.09	160.25	**433.34**	5,200.08
15	115	19964	277.83	163.04	**440.87**	5,290.44
16	116	27123	377.46	221.50	**598.96**	7,187.52
17	201	27123	377.46	221.50	**598.96**	7,187.52
18	202	14925	207.71	121.89	**329.60**	3,955.20
19	203	14092	196.11	115.08	**311.19**	3,734.28
20	204	13865	192.95	113.23	**306.18**	3,674.16
21	205	21442	298.40	175.11	**473.51**	5,682.12
22	206	19698	274.13	160.87	**435.00**	5,220.00
23	207	21782	303.13	177.89	**481.02**	5,772.24
24	208	17918	249.36	146.33	**395.69**	4,748.28
25	209	17918	249.36	146.33	**395.69**	4,748.28
26	210	21782	303.13	177.89	**481.02**	5,772.24
27	211	19964	277.83	163.04	**440.87**	5,290.44
28	212	14963	208.24	122.20	**330.44**	3,965.28
29	213	14622	203.49	119.41	**322.90**	3,874.80

NW920 Diplomat
Proposed Strata Fee Schedule
For the Year Ending **December 31, 2019**

*Please be advised that below fees **commence on the first day** of the fiscal year as noted below. On the **adjustment date**, the fee payable includes any retroactive differences. Pre-authorized payments will be adjusted automatically (including any one time adjustment). Owners who pay by cheques are requested to send in post dated cheques for the fee adjustment and regular fees.*

FEE COMMENCEMENT DATE: January 1, 2019
FEE ADJUSTMENT DATE: January 1, 2019

- Operating Expenses	$ 167,000.00
- CRF	98,000.00
- Total Strata Fees	**$ 265,000.00**

S/L	Suite #	U/E	Operating	CRF	Monthly Fees	Annual Fees
30	214	19623	273.09	160.25	**433.34**	5,200.08
31	215	19964	277.83	163.04	**440.87**	5,290.44
32	216	27123	377.46	221.50	**598.96**	7,187.52
33	217	14471	201.39	118.18	**319.57**	3,834.84
34	218	14584	202.96	119.10	**322.06**	3,864.72
35	219	14584	202.96	119.10	**322.06**	3,864.72
36	301	27123	377.46	221.50	**598.96**	7,187.52
37	302	15759	219.31	128.70	**348.01**	4,176.12
38	303	14092	196.11	115.08	**311.19**	3,734.28
39	304	13865	192.95	113.23	**306.18**	3,674.16
40	305	21442	298.40	175.11	**473.51**	5,682.12
41	306	19698	274.13	160.87	**435.00**	5,220.00
42	307	21782	303.13	177.89	**481.02**	5,772.24
43	308	17918	249.36	146.33	**395.69**	4,748.28
44	309	17918	249.36	146.33	**395.69**	4,748.28
45	310	21782	303.13	177.89	**481.02**	5,772.24
46	311	19964	277.83	163.04	**440.87**	5,290.44
47	312	14963	208.24	122.20	**330.44**	3,965.28
48	313	14622	203.49	119.41	**322.90**	3,874.80
49	314	19623	273.09	160.25	**433.34**	5,200.08
50	315	19964	277.83	163.04	**440.87**	5,290.44
51	316	27123	377.46	221.50	**598.96**	7,187.52
52	317	14471	201.39	118.18	**319.57**	3,834.84
53	318	14584	202.96	119.10	**322.06**	3,864.72
54	319	14584	202.96	119.10	**322.06**	3,864.72
		1,000,000	**13,916.63**	**8,166.64**	**22,083.27**	**264,999.24**

BUDGET NOTE DETAILS – NW920 – THE DIPLOMAT

As per the *Strata Property Act*, Section 92 (a), to meet all the expenses, our Strata Corporation must establish, and the Owners must contribute, by means of Strata Fees, to an operating fund for common expense that usually occurs once a year or more often than once a year.

REVENUE

5110 MONTHLY STRATA FEES
Strata Fees are the major source of income for the Strata Corporation to operate the common property and facilities of the building. Total fees, combined with other forms of income, must cover all the anticipated operating expenses, capital expenditures and reserve requirements for the fiscal year to break even at the end of the year.

5310 BANK ACCOUNT INTEREST
Interest earned on funds in the Operating Bank Account during the fiscal year.
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5350 LAUNDRY INCOME
This amount is generated from the surplus amount from the laundry expense.

5380 PARKING
This is parking rental income.

5530 MOVE IN/OUT CHARGES
In accordance with the Strata Corporation's Bylaws, Owners must pay the Strata Corporation a move in/out fee on each occasion where there is a change of occupancy.

5540 KEY RECOVERIES
Money accrued through the sale of remotes/fobs and common area keys.

5520 FINES
Income generated from bylaw infractions or late payment charges.

5900 SURPLUS-CARRY OVER
The amount carried over from current and/or prior years surplus to offset the fiscal year expenses with no increase in strata fees.

MAINTENANCE EXPENSES

6110 ELEVATOR MAINTENANCE
There is a contract for full service maintenance on the elevator with ThyssenKrupp Elevator. This contract covers all parts, labor and any amendments and/or adjustments that are required to the elevators on an annual basis to ensure proper maintenance and repairs for any unforeseen damage or general maintenance as required.

The account does not cover vandalism or damage to the elevator, or items, which are not listed in the full-service maintenance contract.

6140 LANDSCAPING
This category covers the cost of the landscaping contract.

6143 LANDSCAPE UPGRADES & SUPPLIES
Covers the cost for extra planting of shrubs or flowers.

6150 PEST CONTROL
On a contractual basis, the Strata Corporation pay for a monthly pest control service.

6162 GENERATOR MAINTENANCE
Inspection and service for generator maintenance twice a year.

6180 JANITORIAL
This amount is to cover the annual cleaning of the buildings' common areas.

6192 SNOW REMOVAL
An allowance of $1,000.00 is allocated towards snow removal.

6320 GARAGE-DOOR
Amount allocated for maintenance and repairs of the maintenance of the parkade gate.

6344 SUPPLIES
This expense covers miscellaneous supplies purchased by the Janitorial Company for the purpose of carrying out their duties (i.e. light bulbs, cleaning supplies, etc.)

REPAIRS AND REPLACEMENTS

6610 REPAIRS & MAINTENANCE
This amount is allocated to perform regular preventative maintenance as well as repairs to Limited Common Property, Common Property and Common Assets.

6614 BOILER REPLACEMENT (REPAIRS ONLY)
Costs associated with boiler repairs.

6640 BUILDING INTERIOR
This expense covers regular maintenance and repair of the building interior (common area) as part of a proactive maintenance program.

6660 PLUMBING
This amount has been allocated for ongoing plumbing repairs and maintenance expenses that may occur during the fiscal year.

6670 LOCKS, KEYS AND DOORS
This amount is allocated for replacement and repair of common area locks and minor door repairs.

SAFETY AND SECURITY

6850 FIRE SAFETY INSPECTIONS
This category includes the annual testing of the fire safety equipment, as well as repair and maintenance to equipment, as needed.

6851 FIRE SAFETY NON-SCHEDULED
Other maintenance or repairs associated with the alarm panel.

UTILITIES

7310 ELECTRICITY
This amount is allocated to cover Common areas electrical expenses plus any purposed increase from Hydro.

7315 GARBAGE & RECYCLING

This amount covers the monthly cost for waste removal, cardboard, blue bins and organics.

7320 GAS

This account is for the building consumption with reference to the common area gas usage and the supply of gas for the mechanical equipment system within the building. This amount is an estimate only.

7350 WATER & SEWER

Based on past fiscal year's estimated annual cost and proposed increase.

7351 METERED WATER

This amount covers the cost from the City of New Westminster metered water.

PROFESSIONAL FEES

9110 MANAGEMENT FEES

This category covers the cost of the Management Contract and is based on industry rates and the work load of the Strata Corporation. Quay Pacific has an Agency Agreement which determines the services provided. The services provided under the agreement include full accounting, which includes for example, payment of invoices, recoding and collection of strata fees and preparation of financial statements. The licensed Strata Manager assigned assists the Council with the establishment and enforcement of bylaws, rules and regulations, preparing draft budgets, providing information pertaining to legislation, prepares agenda's, attends Council meetings, writes Minutes, helps complete directives/tasks, responding to phone and email inquiries, as well as a number of other services. Management administration staff provides a number of other functions specifically related to your strata. A 24/7 emergency response call center and a website for posting of minutes, notices, bylaws, rules and other important documents are provided at no additional cost to the Strata Corporation.

9120 LEGAL

Amount allocated in this fiscal year's budget to cover any legal expenses, should the need arise.

9130 ACCOUNTING & AUDIT

The *Act* requires a statutory review reporting to be performed by an external accounting firm on a yearly basis to fulfil the licensing requirement of RESA. The intent is to safeguard the financial assets of the Strata Corporation and ensure that the trust funds are being administered in compliance with RESA. A financial review of the trust accounts as per requirements set out in the *Real Estate Services Act*.

ADMINISTRATIVE EXPENSES

9260 MISCELLANOUS EXPENSE

This amount is allocated to cover all miscellaneous Strata Corporation's expenses such as Council meeting expenses, petty cash reimbursements, professional services, etc.

9261 POSTAGE/COPIES/OFFICE

This category covers the postage and photocopying costs of notices, meeting notice packages, minutes, financial statements, bylaws and correspondence, as routinely distributed to or requested by the Council.

9510 INSURANCE PREMIUMS

Market trends suggest that property values will continue to increase and consequently, the insurance premiums will increase, as well. The Strata Corporation's limited common property, common property and common assets are insured through Hub International, which includes guaranteed replacement cost. The insurance coverage runs from December 1, 2017 to December 1, 2018 each year. Included in this proposed budget amount is the cost for the annual appraisal and small increase.

RESERVE FUND

9710 CONTINGENCY RESERVE-FUND

As stipulated under Section 92 of the *Strata Property Act*, common expenses that usually occur less often than once a year or that do not usually occur, must be financed by a withdrawal from the Contingency Reserve Fund. Annual contributions to the C.R.F. must be done in accordance with Section 93 of the *Strata Property Act* and Section 6.1 of the Strata Property Regulations.

11. 3/4 VOTE RESOLUTION #1– AMEND BYLAW 3 - USE OF PROPERTY

BE IT RESOLVED by a ¾ vote of The Owners, Strata Plan NW920 (the "Strata Corporation") pursuant to section 128 of the *Strata Property Act* that the bylaws of the Strata Corporation be amended by adding the following bylaw (4) (a):

By the addition of:

(4) An owner, tenant or occupant must not:

(a) grow, cultivate, harvest, produce, market, sell or distribute marijuana on the strata lot, common property, limited common property or land that is a common asset regardless of whether such marijuana is permitted to be grown, cultivated, harvested, produced, marketed, sold or distributed by law.

12. 3/4 VOTE RESOLUTION #2– AMEND BYLAW 40 - GENERAL

BE IT RESOLVED by a ¾ vote of The Owners, Strata Plan NW920 (the "Strata Corporation") pursuant to section 128 of the *Strata Property Act* that the bylaws of the Strata Corporation Bylaws **40 - General** be amended as following:

By deleting (2), (a), (b), (c) and (d) (i) to (iv) inclusive and renumbering (3), (4), (5) and (6)

as (2), (3), (4), (5)

(2) No Owner, Tenant, Occupant or Invitee shall smoke or hold a lighted cigarette, cigar pipe, electronic cigarette or other substance whether legal or illegal;

(a) in any manner that contrives the Tobacco Control Act

(b) on any part of the Common Property, or land that is a Common Asset, including without limiting the generality of the foregoing, courtyard, hallways, stairways, walkways and the parking garage;

(c) On any part of the Premises including patios and/ or balconies

(d) In any manner whatsoever, that may:
(i) Unreasonably interfere with the ability of any Person to use and enjoy the Premises;
(ii) Cause a nuisance to any Person, including but not limited to nuisance from smoke or odors; or
(iii) Constitute a health risk to any Person, including but not limited to an owner, Occupant, Tenant or Invitee
(iv) Tenant or Invitee

(2) No signs, billboards, advertising or notices of any kind shall be erected or displayed on the common property or strata lot, if visible from common property, without prior written approval of the Strata Council.

(3) Christmas lights shall be permitted between November 15th and January 31st only and shall not be attached to the vinyl siding or in a manner so as to damage the building's

structure.

(4) Garage/Lawn sales are not permitted, without prior written approval from Council.

(5) All garbage shall be drained and well wrapped and only disposed of in the garbage disposal bin. Large objects must be broken down.

RENUMBERING AS FOLLOWING:

(2) No signs, billboards, advertising or notices of any kind shall be erected or displayed on the common property or strata lot, if visible from common property, without prior written approval of the Strata Council.

(3) Christmas lights shall be permitted between November 15th and January 31st only and shall not be attached to the vinyl siding or in a manner so as to damage the building's structure.

(4) Garage/Lawn sales are not permitted, without prior written approval from Council.

(5) All garbage shall be drained and well wrapped and only disposed of in the garbage disposal bin. Large objects must be broken down.

13. 3/4 VOTE RESOLUTION #3– BYLAW ADDITION 42 - NO SMOKING BYLAW

BE IT RESOLVED by a ¾ vote of The Owners, Strata Plan NW920 (the "Strata Corporation") pursuant to section 128 of the *Strata Property Act* that the bylaws of the Strata Corporation be amended by the addition of **42 - No smoking Bylaw.**

42. No Smoking Bylaw

(1) Smoking is prohibited:

(a) in a strata lot and on the common property, including but not limited to the amenity room, laundry room, hallways, elevators, parking garage, electrical and mechanical rooms, stairs, storage locker areas, balconies and patios.

(d) within six metres of a door, window or air intake of adjacent strata lots.

(2) All persons, including but not limited to owners, tenants, occupants and visitors must comply with this bylaw.

(3) Council must make reasonable accommodation, pursuant to section 8 of the Human Rights Code and the whole of the Code for a resident who has proven by medical evidence that he or she is physically and/or mentally disabled and is unable to control his or her addiction to nicotine. Whether the resident has proven the disability will be determined in the sole reasonable discretion of the Council. What accommodation will be made will be based on all of the circumstances and the accommodation may include but is not limited to allowing smoking in one or more designated areas of the common property; and/or

(4) Reasonable accommodation granted pursuant to subsection 3 may be for a fixed period of time at which time the resident is free to re-apply to Council for further reasonable accommodation be made.

(5) In addition to accommodation made under subsection 3, reasonable accommodation will be made by the Council if a resident proves that to not allow smoking would result in other discrimination prohibited by the Human Rights Code. Council, in its sole reasonable

discretion, will determine whether or not the resident has proven that to not allow smoking would be discriminatory pursuant to the Human Rights Code. The Council will make reasonable accommodation in the case where a resident intends to use tobacco in relation to a traditional aboriginal cultural activity, or smoking is intended to be done by a prescribed group for a prescribed purpose. In making the accommodation the Council will only do so in writing and may prescribe in writing when the permission is granted for, the duration of the permission and where smoking will be allowed.

14. 3/4 VOTE RESOLUTION #4 – EXPENSE FROM CRF - $31,427.58

BE IT RESOLVED by a ¾ vote of The Owners, Strata Plan NW920 (the "Strata Corporation") that the owners approve the expense of $31,427.58 from the Contingency Reserve Fund for the purposes of having to conduct necessary repairs on the Boiler System.

15. 3/4 VOTE RESOLUTION #5 – WAIVE THE DEPRECIATION REPORT

BE IT RESOLVED by a ¾ vote of The Owners, Strata Plan NW920 (the "Strata Corporation") that the owners waive the requirement under Section 94 of the *Strata Property Act* to obtain a Depreciation Report.

PREAMBLE

The *Strata Property Act* requires Strata Corporations to prepare a Depreciation Report which estimates the repair and replacement cost for major items in the Strata Corporation and the expected life span of those items. A Strata Corporation can choose to waive this requirement provided that a resolution is approved to do so each year. The purpose of this resolution is to waive the requirement.

PROXY FORM

ANNUAL GENERAL MEETING – THURSDAY, DECEMBER 13, 2018 – STRATA PLAN NW920 – THE DIPLOMAT

Complete this form if you wish to provide a proxy to an individual who may **attend and vote** in your absence.

Re: Strata Lot……..… OR Unit Number ……

Building Address: …… 707 – 8th Street New Westminster, BC, V3M 3S6

Proxy for a Specific Meeting (This allows an individual to attend the meeting and to vote on your behalf at the meeting. Complete your name, the proxy holder name and sign at the bottom of the page.)

I/We, _____ [name(s)], the owner(s)/tenant(s)/mortgagee of the strata lot described above.

Appoint _____ [name of appointee] to act as my/our proxy at the **Annual General Meeting, to be held on THURSDAY, DECEMBER 13, 2018**, and acknowledge such appointment by signing at the bottom of this page.

_____ Date: _____[*month, day, year*]
Owner Signature

_____
Print Name

UNSIGNED AND/OR INCOMPLETE PROXIES ARE NOT DEEMED VALID