

ANNUAL GENERAL MEETING MINUTES**TUESDAY MAY 27TH 2014****KINGS GARDENS – RESIDENTIAL SECTION – LMS2926****LOCATION:**

7:00 p.m. - Century House,
Spruce Room,
620 – 8th Street,
New Westminster, BC

**STRATA COUNCIL
2013/2014****PRESIDENT**

Julie Moore

VICE PRESIDENT

Arlene Johnston

TREASURER

Colin Naples

SECRETARY

Chuck Wren

AT LARGE

Mark Conn

RESIDENT CARETAKER

Brad Gartside – Unit#207

STRATA MANAGER

Chris Drake

Direct Phone: (604) 595-1164

Fax: (604) 592-3645

E-Mail: cdrake@baywest.ca**ALL ACCOUNTING INQUIRIES**

Toll Free 1-877-585-4411

BAYWEST MANAGEMENT

13468 77TH AVENUE

SURREY, B.C. V3W 6Y3

24 Hour Line: (604) 591-6060

PRESENT:

13 Strata Lots Represented

12 In Person

1 By Proxy

Kevin O'Donnell, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:58 p.m. by Julie Moore, Strata President, who introduced the rest of Council and the Strata Manager

(2) CALLING THE ROLL/CERTIFICATION OF PROXIES

All received proxies were verified and certified by the Strata Manager.

There are 28 Residential Section votes at Kings Garden, as per the Schedule of Voting Rights. The Strata Property Act requires one-third of the strata corporation's votes (10 votes) to be present in person or by proxy to constitute a quorum.

As there were 13 owners eligible to vote, present in person or proxy, the meeting was competent to proceed to business.

(3) ELECTION OF MEETING CHAIR

Strata Council President Julie Moore confirmed that she would chair the meeting.

(4) PROOF OF NOTICE OF MEETING

It was moved and seconded that proper notice of meeting had been provided according to the requirements of the Strata Property Act. **MOTION CARRIED**

(5) ADOPTION OF AGENDA

It was moved and seconded to adopt the agenda as presented in the Notice of Meeting. **MOTION CARRIED**

(6) ADOPTION OF PREVIOUS ANNUAL GENERAL MEETING MINUTES – JUNE 12TH 2013

There being no errors or omissions noted, it was moved and seconded that the Minutes of the Annual General Meeting of June 12th 2013, be adopted as prepared and distributed by

Baywest. Management Corporation.

MOTION CARRIED

(7) DEAL WITH UNFINISHED BUSINESS

The Strata President reported that there was no Unfinished Business

(8) CONSIDERATION OF ¾ VOTE RESOLUTION “A”

¾ VOTE RESOLUTION “A” – SPECIAL LEVY - DEFICIT RECOVERY

Rationale: The Strata Property Act Section 105(2) reads as follows: *“If operating expenses exceed the total contribution to the operating fund, the deficit must be eliminated during the next fiscal year.”* Council proposes the budget deficit be repaid by the Owners as a levy instead of increasing strata fees to repay the deficit recovery within the Operating Budget.

It was moved and seconded to adopt ¾ VOTE RESOLUTION “A” – SPECIAL LEVY - DEFICIT RECOVERY

The strata president explained to the owners that the strata corporation had exceeded its budget by approximately \$1,000 during the past fiscal year and the balance was to repay the Strata Corporation for gas consumption of the Residential Section that had been incorrectly billed to the Strata Corporation Common Areas

“Be it resolved as a three quarter (3/4) Vote of the Owners, Strata Plan LMS 2926, that the amount of \$7,461.35 (seven thousand and four hundred and sixty one dollars and thirty five cents) be raised as a one-time Special Levy to the Owners for the purpose of funding the recovery of the 2013-2014 operating budget deficit within the next fiscal year.”

This Special Levy is to be charged upon the Owners in proportion to the unit entitlement of their respective strata lots (see attached Special Levy Fee Schedule “A”) and is due and payable upon passage and payments shall be considered part of the common expenses of the Strata Corporation. The levy is to be paid in one payment by the Owners of record at time of the passed levy and will be due on April 1, 2014. Late payment penalties of 10% per annum, compounded annually as well as a \$25 per month will accrue if the full amount of the payment due to the payment date is not received by the fourteenth day after the date the special levy was due and payable, as provided for in the Strata Corporation’s Bylaws. Costs include Baywest administration fees as per the Agency Agreement Schedules.”

An owner made a motion to amend the resolution that the payment becomes due on July 1, 2014.

It was moved and seconded that the resolution be amended to read “The levy is to be paid in one payment by the Owners of record at time of the passed levy and will be due on July 1, 2014.” The vote was called and there being 13 IN FAVOUR 0 OPPOSED 0 ABSTENTIONS **MOTION CARRIED**

There being no further questions, the vote was called on the resolution as amended there being 12 IN FAVOUR 1 OPPOSED 0 ABSTENTIONS **MOTION CARRIED**

(9) ADOPTION OF THE 2014/2015 OPERATING BUDGET “A”

It was moved and seconded to adopt the 2014/2015 budget as presented.

The Strata President introduced and explained the budget and asked the owners if there were any questions on the proposed budget. After some discussion there being no further questions the vote was called. **MOTION CARRIED**

The strata manager stated that because the 2014/2015 Operating Budget "A" had been approved there would be no need to vote on 2014/2015 Operating Budget "B"

STRATA FEES PAYMENT OPTIONS

The new budget is retroactive to April 1, 2014 as the previous fiscal year ended on March 31, 2013. Please find attached a copy of the approved budget and listing of strata fees for each strata lot. Strata fees may be paid as follows:

1. The preferred method of payment is Paying your Monthly Strata Fee Online. This method allows you to control your payment – you pay from your account rather than having it drawn from your account. It is easy and convenient - please visit the Baywest website at www.baywest.ca – Quick Links to Maintenance Fee for details, or direct link to <http://www.baywest.ca/baywest/maintenancefees>
2. The second method is Pre-Authorized Credit (PAC). If you are already on this program and wish to continue, you need not to do anything further. Approval of this budget gave Baywest the authority to maintain the withdrawal of funds from your account. However, if you would like to switch to Paying your Monthly Strata Fee Online, please advise our office to cancel you PAC by calling our A/R - Call Centre: 1-877-585-4411.
3. Post-dated cheques – Owners may send in a series of 12 post-dated cheques dated for the first day of each month from April, 2013 to March, 2014 and made payable to Strata Plan LMS 2926.

*Due to the AGM being held so close to the end of the month, it is advised auto withdrawal payments for April 1 to June 1, 2014 will be the old amount. Therefore, an adjusting amount will be made for April to June, 2014 on July 1st 2014. Thereafter the new fee will apply from August 1st 2014

RESOLUTION "B" - 3/4 MAJORITY VOTE RESOLUTION 3/4 VOTE "B" – ROOF DECK REPLACEMENT

Rationale:

The Residential Section wishes to replace the common property roof deck as the former roof deck was deteriorated to the point of being a safety hazard and where it needed to be removed to allow for roof inspection and repairs to be carried out. The Residential Section now wishes to replace the former roof deck to replace the common asset value of the roof deck as a building amenity for strata lot owners, this asset was included in the purchase price of all residential strata lots purchased prior to the roof deck removal and the Residential Section has a responsibility to replace the roof deck and with it the value attached to each residential strata lot by way of having de facto water views and a usable roof deck amenity, for both re-sale value and use & enjoyment.

It was moved and seconded to adopt 3/4 VOTE RESOLUTION "A" – SPECIAL LEVY - DEFICIT RECOVERY

The strata president gave the owners a detailed overview of the project and the reason that the project needed to be carried out during the summer of 2014.

BE IT RESOLVED by a $\frac{3}{4}$ vote of the Owners of Strata Plan LMS 2926 Kings Garden Strata Corporation (the "Residential Section") that, in compliance with sections 108 and 109 of the Strata Property Act, the owners hereby approve a special levy to replace the existing wooden roof deck with a new deck in an amount not to exceed \$12,252.00 which includes: Supply and layout of pressure treated 2x4 sleepers, supply and framing out of 1x6 bull nose decking using screws, construct panel around drains, re-install existing railings, add rubber shims to sleepers every 3 feet to allow better water flow and provide longer life to 2x4 sleepers.

AND BE IT RESOLVED that Baywest Management Corp., the strata management company retained by the Strata Corporation charges an administration fee of \$3.00 per unit per deposit for special levy deposits (the "Administration Fee"); and an amount of \$252.00 to pay the Administration Fee for a total special levy amount not to exceed \$12,252.00 (twelve thousand and two hundred and fifty two dollars) be raised as a one-time Special Levy to the Owners for the purpose of obtaining Roof Deck Replacement (the "Special Levy").

Each strata lot's share of the Special Levy shall be due and payable immediately on passage of this resolution. For a matter of convenience only, this Special Levy is to be charged upon the Owners in proportion to the unit entitlement of their unit in three equal payments on July 1, 2014, August 1, 2014, and September 1, 2014. The payments shall be considered part of the common expenses of the Strata Corporation and shall be delivered to the Strata Corporation by the Owners of the Strata Lots calculated based on the unit entitlement of each strata lot and is set out on the attached Schedule "B". Interest of 10% per annum compounded annually will be charged on all late payments of the Special Levy as well as a late payment penalties of \$25.00 per month or part thereof if payment is not received by the Strata Corporation by the fourteenth day after the date the Special Levy was due and payable, as provided for in the Strata's Bylaws.

Costs include applicable taxes, contingency, engineering fees and Baywest administration / project fees as per the Agency Agreement Schedules.

If the amount of the Special Levy exceeds that required to pay the cost of the Roof Deck Replacement, subject to Section 108 (6) of the Strata Act, the Strata Corporation will 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 unless no owner is entitled to more than \$100.00 in which case the unused amount of the Special Levy will be deposited in the Contingency Reserve Fund.

In the event an owner fails to pay the Special Levy when due (the "Special Levy Arrears"), the Strata Corporation is authorized to withdraw funds from the Contingency Reserve Fund in order to meet any shortfall in funding the Residential Roof Deck Replacement due to Special Levy Arrears. Any funds withdrawn to pay Special Levy Arrears will be repaid to the Contingency Reserve Fund as the Special Levy Arrears are collected by the Strata Corporation.

An owner made a motion that the resolution be amended that the payments be adjusted to August 1, 2014, September 1, 2014 and October 1, 2014.

It was moved and seconded that the resolution be amended to read to read "Each strata lot's share of the Special Levy shall be due and payable immediately on passage of this resolution. For a matter of convenience only, this Special Levy is to be charged upon the Owners in proportion to the unit entitlement of their unit in three equal payments on August 1, 2014, September 1, 2014, and October 1, 2014." There being 13 IN FAVOUR OPPOSED 0 ABSTENTIONS **MOTION CARRIED**

There being no further questions, the vote was called on the resolution as amended there being 11 IN FAVOUR 2 OPPOSED 0 ABSTENTIONS **MOTION CARRIED**

(11) ELECTION OF 2014/2015 EXECUTIVE – RESIDENTIAL SECTION

The following were elected to the Executive for the Residential Section for 2014/2015

Julie Moore (405) Arlene Johnston (201) Colin Naples (309) Chuck Wren (204) Mark Conn (409) Robert Sandberg (206) Allison Gartside (207)

(12) GENERAL DISCUSSION & QUESTIONS

The Owners brought up the following for discussion:

- City of New Westminster cited the Strata Corporation for Trees – the landscaper has attended to the tree issues

- Fire Marshall has brought it to the attention of the Strata Corporation that there are items that need to be addressed by the strata such as clearing all parking stalls, having mesh installed on the top of all of the lockers to limit the height of the lockers as a fire safety measure
- A suggestion was made by an owner that the strata corporation should be implementing training procedures in the event of an earthquake emergency.
- The council presented Tammy Gerrior with a gift as a token of appreciation for her contributions to the Strata Corporation of the past year.

(13) TERMINATION

There being no further business, the meeting was ended at 8:45 p.m.

The new council convened a meeting to elect the officers for 2014/2015 as follows:

- | | |
|--------------------|----------------|
| • Julie Moore | President |
| • Arlene Johnston | Vice President |
| • Colin Naples | Treasurer |
| • Chuck Wren | Secretary |
| • Mark Conn | At Large |
| • Robert Sandberg | At Large |
| • Allison Gartside | At Large |

Council then discussed the proposal received from Baywest Management Corporation proposing changes to the Agency Agreement . Two options were proposed, which were as follows:

Residential Section

- Option 1 - an increase in the management fee from \$336.00 to \$1,200.00 per month plus taxes for Full Management Services and
- Option 2 – to convert to Accounting only services at \$400.00 per month plus taxes to take affect May 31, 2014

Corporate Section

- Option 1 - an increase in the management fee from \$780.00 to \$1,400.00 per month plus taxes for Full Management Services and
- Option 2 – to convert to Accounting only services at \$500.00 per month plus taxes to take affect May 31, 2014

After some discussion amongst council it was moved and seconded to agree to Option 2 for Residential and Corporate Sections

MOTION CARRIED

Council set the date of the first council meeting for Wednesday July 23, 2014 at 7:00 pm. There being no further business the meeting ended at 9:05 pm.

Owners should retain copies of Council and General Meeting Minutes for a period of at least 2 years as they will be required if you sell your home. There is a charge for replacement copies.

LMS2926 - KING'S GARDENS - SECTION 1 (RESIDENTIAL)
ADOPTED BUDGET - APRIL 01, 2014 - MARCH 31, 2015

Account	Account Name	31-Jan-2014 Year To Date Actual	31-Mar-2014 Actual Year End	2013-2014 Annual Budget	2014-2015 Adopted Budget
RECEIPTS / REVENUE					
5285-0000	Interest Income	54.26	67.20	0.00	0.00
5300-0000	Late Payment Interest	112.01	120.84	0.00	0.00
5310-0000	Late Payment Penalty	800.00	1,000.00	0.00	0.00
5385-0000	Moveln/Out Fee	100.00	150.00	0.00	0.00
5500-0000	Owners' Contributions	18,627.90	22,353.48	22,353.60	29,285.00
TOTAL RECEIPTS / REVENUE		\$ 19,694.17	\$ 23,691.52	\$ 22,353.60	\$ 29,285.00
EXPENSES & RESERVES					
ADMINISTRATIVE EXPENSES					
6004-0000	Statutory Review of Trust Accounts	105.00	105.00	0.00	125.00
6028-0000	Bank Charges	212.00	281.00	220.00	250.00
6086-0000	Keys / Fobs /Remotes	684.13	1,201.78	100.00	500.00
6088-0000	Legal Fees	3,406.31	3,406.31	0.00	0.00
6098-0000	Management Fees	3,528.00	4,233.60	4,233.60	4,360.00
6128-0000	Postage/Copies/Office Exp.	691.84	826.82	500.00	750.00
6132-0010	Corporate Tax Return	0.00	0.00	0.00	200.00
TOTAL ADMINISTRATIVE EXPENSES		8,627.28	10,054.51	5,053.60	6,185.00
UTILITIES					
6316-0000	Gas	5,445.98	7,674.34	6,000.00	8,000.00
TOTAL UTILITIES		5,445.98	7,674.34	6,000.00	8,000.00
CONTRACT / BLDG EXPENSES					
7058-0000	Enterphone	0.00	0.00	50.00	250.00
TOTAL CONTRACT / BLDG EXPENSES		0.00	0.00	50.00	250.00
REPAIRS & MAINTENANCE EXPENSES					
7514-0000	Balcony Repairs	0.00	0.00	2,500.00	1,500.00
7538-1000	Building Improvements - Resid.	0.00	0.00	0.00	4,250.00
7594-0000	Duct Cleaning	0.00	0.00	750.00	1,000.00
7596-0010	Electrical / Lighting	320.25	320.25	500.00	500.00
7660-0000	Repairs & Maintenance	5,946.50	5,282.28	3,500.00	4,250.00
7912-0000	Window Cleaning	0.00	0.00	500.00	600.00
TOTAL REPAIRS & MAINTENANCE EXPENSES		6,266.75	5,602.53	7,750.00	12,100.00
TOTAL OPERATING EXPENSES		20,340.01	23,331.38	18,853.60	26,535.00
CRF & OTHER BUDGETED RESERVE FUNDS					
8812-0000	Deficit Recovery	0.00	0.00	0.00	0.00
8920-0000	Contingency Reserve Fund	2,916.66	3,500.00	3,500.00	2,750.00
TOTAL RESERVE FUNDS		2,916.66	3,500.00	3,500.00	2,750.00
TOTAL EXPENSES & RESERVES		23,256.67	26,831.38	22,353.60	29,285.00
SURPLUS / (DEFICIT)		(3,562.50)	(3,139.86)	-	-

**LMS2926 - KING'S GARDENS - SECTION 1 (RESIDENTIAL)
ADOPTED BUDGET SUMMARY**

	31-Jan-2014 Year To Date Actual	31-Mar-2014 Estimated Year End	2013-2014 Annual Budget	2014-2015 Adopted Budget
TOTAL OWNER CONTRIBUTION	18,628	22,353	22,354	29,285
Operating Fund				
Opening Balance	2,037	2,037	2,037	(7,461)
Owner's Contribution	15,711	18,853	18,854	26,535
Other Income	1,066	1,338	-	-
Total Operating Expenses	(20,340)	(23,331)	(18,804)	(26,535)
Net Adjustment	(6,358)	(6,358)	-	-
Ending Balance	(7,884)	(7,461)	2,087	(7,461)
Contingency Reserve Fund				
Opening Balance	7,898	7,898	7,898	19,995
Owner's Contribution	2,917	3,500	3,500	2,750
Interest Income	150	210	210	267
Transfer from Reserve	8,387	8,387	-	-
Ending Balance	19,352	19,995	11,608	23,012
Special Levy - Carpet				
Opening Balance	4,190	4,190	-	-
Interest	21	28	-	-
Expenditures	(1,927)	(1,927)	-	-
Ending Balance	2,285	2,291	-	-
Reserve - Fire Protection				
Opening Balance	8,371	8,371	-	-
Interest Income	16	16	-	-
Transferred to CRF	(8,387)	(8,387)	-	-
Ending Balance	-	-	-	-
* - Items included in the Total Owners' Contributions calculation				
Estimated CRF annual interest rate	1.25%			

Strata Plan LMS2926 - KINGS GARDENS

Adopted Strata Fee Schedule

April 01, 2014 - March 31, 2015

KINGS GARDENS - SECTION 1 (RESIDENTIAL)

Unit#	SL#	U/E	Old Fee	Residential		Corporate (Shared)		Total Fee Inc/Dec by	Adopted Strata Fee
				Operating Portion	CRF/Reserves Portion	Operating Portion	CRF/Reserves Portion		
57	3	1,062	\$ 514.97	\$ 115.74	\$ 12.00	\$ 345.13	\$ 36.88	\$ (5.22)	\$ 509.75
201	11	877	\$ 425.26	\$ 95.57	\$ 9.91	\$ 285.01	\$ 30.46	\$ (4.31)	\$ 420.95
202	12	836	\$ 405.38	\$ 91.11	\$ 9.44	\$ 271.68	\$ 29.04	\$ (4.11)	\$ 401.27
203	4	544	\$ 263.79	\$ 59.30	\$ 6.14	\$ 176.79	\$ 18.89	\$ (2.67)	\$ 261.12
204	5	751	\$ 364.17	\$ 81.85	\$ 8.48	\$ 244.06	\$ 26.08	\$ (3.70)	\$ 360.47
205	6	742	\$ 359.80	\$ 80.87	\$ 8.38	\$ 241.13	\$ 25.77	\$ (3.65)	\$ 356.15
206	7	761	\$ 369.02	\$ 82.93	\$ 8.60	\$ 247.31	\$ 26.43	\$ (3.75)	\$ 365.27
207	8	858	\$ 416.05	\$ 92.51	\$ 9.69	\$ 278.83	\$ 29.80	\$ (4.22)	\$ 411.83
208	9	568	\$ 275.43	\$ 61.90	\$ 6.42	\$ 184.59	\$ 19.73	\$ (2.79)	\$ 272.64
209	10	564	\$ 273.49	\$ 61.47	\$ 6.37	\$ 183.29	\$ 19.59	\$ (2.77)	\$ 270.72
301	20	872	\$ 422.84	\$ 95.03	\$ 9.85	\$ 283.38	\$ 30.29	\$ (4.29)	\$ 418.55
302	21	790	\$ 383.08	\$ 86.10	\$ 8.92	\$ 256.73	\$ 27.44	\$ (3.89)	\$ 379.19
303	13	545	\$ 264.28	\$ 59.40	\$ 6.16	\$ 177.11	\$ 18.93	\$ (2.68)	\$ 261.60
304	14	751	\$ 364.17	\$ 81.85	\$ 8.48	\$ 244.06	\$ 26.08	\$ (3.70)	\$ 360.47
305	15	732	\$ 354.95	\$ 79.78	\$ 8.27	\$ 237.88	\$ 25.42	\$ (3.60)	\$ 351.35
306	16	759	\$ 368.05	\$ 82.72	\$ 8.57	\$ 246.66	\$ 26.36	\$ (3.74)	\$ 364.31
307	17	857	\$ 415.57	\$ 93.40	\$ 9.68	\$ 278.51	\$ 29.76	\$ (4.22)	\$ 411.35
308	18	527	\$ 255.55	\$ 57.45	\$ 5.95	\$ 171.26	\$ 18.30	\$ (2.59)	\$ 252.96
309	19	521	\$ 252.64	\$ 56.79	\$ 5.88	\$ 169.31	\$ 18.10	\$ (2.56)	\$ 250.08
401	29	874	\$ 423.81	\$ 95.25	\$ 9.87	\$ 284.03	\$ 30.36	\$ (4.30)	\$ 419.51
402	30	807	\$ 391.32	\$ 87.94	\$ 9.12	\$ 262.26	\$ 28.03	\$ (3.97)	\$ 387.35
403	22	545	\$ 264.28	\$ 59.40	\$ 6.16	\$ 177.11	\$ 18.93	\$ (2.68)	\$ 261.60
404	23	752	\$ 364.65	\$ 81.96	\$ 8.49	\$ 244.38	\$ 26.12	\$ (3.70)	\$ 360.95
405	24	731	\$ 354.47	\$ 79.66	\$ 8.26	\$ 237.56	\$ 25.39	\$ (3.60)	\$ 350.87
406	25	760	\$ 368.53	\$ 82.83	\$ 8.58	\$ 246.98	\$ 26.40	\$ (3.74)	\$ 364.79
407	26	856	\$ 415.08	\$ 93.29	\$ 9.67	\$ 278.18	\$ 29.73	\$ (4.21)	\$ 410.87
408	27	527	\$ 255.55	\$ 57.45	\$ 5.95	\$ 171.26	\$ 18.30	\$ (2.59)	\$ 252.96
409	28	520	\$ 252.15	\$ 56.68	\$ 5.87	\$ 168.99	\$ 18.06	\$ (2.55)	\$ 249.60
Monthly Total		20,289	\$9,838.33	\$ 2,211.23	\$ 229.16	\$ 6,593.47	\$ 704.67	\$ (99.80)	\$ 9,738.53
			X12	X12	X12	X12	X12	X12	X12
Annual Total			\$ 118,059.96	\$ 26,534.76	\$ 2,749.92	\$ 79,121.64	\$ 8,456.04	\$ (1,197.60)	\$ 116,862.36

ANNUAL GENERAL MEETING

TUESDAY MAY 27, 2014

KINGS GARDEN – LMS2926 – RESIDENTIAL SECTION

2013 - 2014 DEFICIT RECOVERY 3/4 RESOLUTION "A" VOTE

Approved Levy Fee Schedule

The Levy is due on July 1, 2014

		Unit		
	Unit	SL#	Entitlement	Payment
057		3	1,062	390.54
201		11	877	322.5
202		12	836	307.43
203		4	544	200.05
204		5	751	276.17
205		6	742	272.86
206		7	761	279.85
207		8	858	315.52
208		9	568	208.87
209		10	564	207.4
301		20	872	320.67
302		21	790	290.51
303		13	545	200.42
304		14	751	276.17
305		15	732	269.18
306		16	759	279.11
307		17	857	315.15
308		18	527	193.8
309		19	521	191.59
401		29	874	321.4
402		30	807	296.76
403		22	545	200.42
404		23	752	276.54
405		24	731	268.82
406		25	760	279.48
407		26	856	314.78
408		27	527	193.8
409		28	520	191.22
			20,289	7,461.01

**ANNUAL GENERAL MEETING
KINGS GARDEN – LMS2926 – RESIDENTIAL SECTION**

TUESDAY MAY 27, 2014

**Adopted Special 3/4 Levy "B" Fee Schedule
Roof Top Deck Replacement**

Unit	SL#	Unit Entitlement	Total Payment	Payment 1 - August 1, 2014	Payment 2 - September 1, 2014	Payment 3 - October 1, 2014
057	3	1,062	641.31	213.77	213.77	213.77
201	11	877	529.6	176.53	176.53	176.53
202	12	836	504.84	168.28	168.28	168.28
203	4	544	328.51	109.5	109.5	109.5
204	5	751	453.51	151.17	151.17	151.17
205	6	742	448.07	149.36	149.36	149.36
206	7	761	459.55	153.18	153.18	153.18
207	8	858	518.12	172.71	172.71	172.71
208	9	568	343	114.33	114.33	114.33
209	10	564	340.58	113.53	113.53	113.53
301	20	872	526.58	175.52	175.52	175.52
302	21	790	477.06	159.02	159.02	159.02
303	13	545	329.11	109.7	109.7	109.7
304	14	751	453.51	151.17	151.17	151.17
305	15	732	442.04	147.34	147.34	147.34
306	16	759	458.34	152.78	152.78	152.78
307	17	857	517.52	172.5	172.5	172.5
308	18	527	318.24	106.08	106.08	106.08
309	19	521	314.62	104.87	104.87	104.87
401	29	874	527.79	175.93	175.93	175.93
402	30	807	487.33	162.44	162.44	162.44
403	22	545	329.11	109.7	109.7	109.7
404	23	752	454.11	151.37	151.37	151.37
405	24	731	441.43	147.14	147.14	147.14
406	25	760	458.94	152.98	152.98	152.98
407	26	856	516.92	172.3	172.3	172.3
408	27	527	318.24	106.08	106.08	106.08
409	28	520	314.01	104.67	104.67	104.67
		20,289	12,251.99	4,083.95	4,083.95	4,083.95



PAYING YOUR LEVY WHAT ARE THE OPTIONS?

1. ONLINE BANKING

Online banking gives you complete control over your strata levy payments. You can eliminate stamps, envelopes and paperwork – it's the green way to pay!

Follow these simple steps to make an online strata levy payment:

1. Sign onto your online banking site.
2. Go to the bill payment option.
3. Add Baywest Management Corp as a Payee.
4. You will be asked to provide an ID number. Your ID number is

SXXXXXXXX00 ___ ___ ___

Enter strata plan id where x appears. For strata plans with less than 7 digits, E.G LMS146, place digit 0 after s, i.e. s0LMS146_ _ _

Fill in the 3 blanks at the end of the ID number with your strata lot number. Do not use your suite number.

If your strata lot number is only 1 or 2 digits put zeros, not Oh's, in the first blanks. For example if your strata lot number is 1, put 001 in the three blanks. If your strata lot number is 22, put 022 in the three blanks. If your strata lot number is 333, put 333 in the blanks.

Strata lot numbers are listed on the fee schedule attached to the Special General Meeting Minutes.

5. Enter your payment amount. Please note that it will take 1 to 3 business days for your payment to reach us. As your strata probably assesses late penalties on payments received after the due date, please make your payment in time to comply with the payment date noted in the 3/4 Vote Resolution that was adopted.
6. Follow any other instructions required by your financial institution and you are done.

Any questions or problems? Just give our Accounts Receivable Helpdesk a call, toll free from anywhere, at 1-877-585-4411.

so you can live your life ■

2. PERSONALLY APPROVED PAYMENTS – PAP

If you pay your strata fees by automatic withdrawal from your account you can also make a levy payment by that method. However, the agreement that you signed states that only strata fees can be withdrawn from your account unless Baywest receives authorization in writing to make an extraordinary withdrawal. You can authorize that withdrawal by writing to Baywest (or by sending a fax or an email) making the following statement:

"I hereby authorize a one-time withdrawal in the amount of (*your share of the levy as per the fee schedule attached*) from my bank account."

Be sure to advise that you are an **Owner at "Strata Plan ID, Building name", and advise your suite number**. Send emails to AR@baywest.ca, faxes to 604-592-6114 or toll free (in North America) fax no. 1-877-592-3647 or by Canada Post to Baywest Management Corporation, 13468 77th Ave Surrey BC V3W 6Y3.

Any questions or problems? Just give our Accounts Receivable Helpdesk a call, toll free in North America, at 1-877-585-4411.

3. CHEQUES, BANK DRAFTS, MONEY ORDERS

Please make cheques, bank drafts or money orders payable to "Strata Plan ID, Building name", making sure your suite number is noted, and send in or deliver to Baywest Management Corporation, 13468 77th Ave Surrey BC V3W 6Y3

Any questions or problems? Just give our Accounts Receivable Helpdesk a call, toll free in North America, at 1-877-585-4411