

# Condominium Home Owners' Association of British Columbia

Offices in New Westminster, Kelowna and Victoria

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## SPRING 2012 STRATA EDUCATION PROGRAM

### VICTORIA #1, #2, #3

**Date:** Saturday, March 3, 2012

**Time:** 9 a.m. – 3 p.m.

**Location:** Comfort Hotel  
3020 Blanshard St

### NANAIMO #1, #2, #3

**Date:** Saturday, April 14, 2012

**Time:** 9 a.m. – 3 p.m.

**Location:** Coast Bastion Inn  
11 Bastion St

### COURTENAY #1, #2, #3

**Date:** Saturday, May 26, 2012

**Time:** 9 a.m. – 3 p.m.

**Location:** Crown Isle Resort  
399 Clubhouse Dr

**Fee:** First registrant \$55 (\$49.11 + \$5.89 HST). Each additional registrant \$25 (\$22.32 + \$2.68 HST)

Seminar fee includes all three topics and lunch. See reverse for seminar description.

Due to the popularity of workshops, pre-payment and pre-registration are required.

Seating is limited so register early.

### ↓ REGISTRATION ↓

To register: Complete this form including location choice and mail or fax to CHOA, email info@choa.bc.ca with details or register by phone at 604.584.2462 (Ext. 2) or toll-free 1.877.353.2462 (Ext. 2)

Registrant's Name: \_\_\_\_\_ Enclosed fee for \$ \_\_\_\_\_

Additional Registrants: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Strata Plan Number: \_\_\_\_\_ Business Member Name: \_\_\_\_\_

Payment Option: Cheque payable to CHOA enclosed ( ) VISA ( ) MasterCard ( ) American Express ( )

Card #: \_\_\_\_\_ Expiry \_\_\_\_\_ / \_\_\_\_\_

Card holder name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Registration cannot be guaranteed 48 hours before strata seminars.**

**NO REFUNDS for no-shows or cancellations received less than 48 hours prior to event.**

**CHOA reserves the right to cancel or change seminars without notice, due to unforeseen circumstances.**



*A non profit association serving strata owners since 1976*



*Thank you to the provincial Homeowner Protection Office (HPO),  
a branch of BC Housing for their generous support of CHOA's  
educational program.*

# The CHOA Spring 2012 Strata Education Program

is designed for strata councils, managers, and owners.

All of the instructional units will include print materials and guidelines

Strata councils and strata managers are encouraged to bring a copy of the current bylaws of their strata corporation/clients and a copy of the schedule of voting rights to all 3 sessions.

## #1. Understanding Depreciation Reports & the Requirements of the Regulation Amendments December 13, 2011

### The session will explain:

- The definition of a depreciation report under the Strata Property Act
- Who is affected or exempt

### How your strata council can prepare for a report by:

- Identifying necessary documents and records of the strata corporation
- Understanding the impact of bylaws, the strata plan and any agreements that make the strata responsible for repairs and maintenance
- How to request proposals and sample "RFP" guide

### Who is qualified to provide depreciation reports:

- Qualifications of the person
- Skills & Duties
- Insurance requirements

### What must be included in the report:

- Inventory of the strata asset obligations
- Evaluation of the asset condition
- When assets need to be replaced
- A review of the current financial assets
- What is it going to cost for future replacements
- How your strata is going to pay for future costs

The session will include a case study of a strata corporation as they work through their depreciation process to the final report.

## #2. Creating Notice Packages

### Includes creating notice packages for:

- Annual General Meetings
- Special General Meetings
- Information Meetings
- Waiver of Notice Decisions
- Petitioned Meetings
- Sections

### Includes writing notice packages to comply with the Act & the bylaws for:

- Agenda Requirements
- Quorum Requirements
- Notification Requirements
- Location Requirements
- Voting Eligibility
- Proxy Requirements
- Chairing Meetings
- Proper Notice Periods
- Form "C" Notification
- Changes in Notice
- Approval of the Notice

### Includes resolutions/information that must be included with the notice for:

- Annual Budget
- Amending Bylaws
- Amending Rules
- Court Actions
- Amendments to Limited Common Property
- Approving minutes
- Borrowing Money/Credit
- Special Levies
- Significant Changes to the Use or Appearance of Common Property
- Strata Plan Amendments
- Dissolution of the Strata
- Report on Insurance
- How sections bylaws impact general meetings and notice requirements

## #3. Conducting Meetings, Minutes & Record Keeping

### How to conduct a meeting, including:

- Registration
- Issuing Voting Cards
- Certification of Proxies
- Proof of Notice
- Who Chairs the Meeting?
- Electing a Chairperson
- Calling to Order

### Includes these meeting rules of order:

- Is a motion required?
- What rules of order apply?
- Who speaks to motions?
- How do you end debate?
- How are decisions made?
- Challenging the chair?
- Calling for a vote?

### Voting calculations includes:

- How are ballots issued?
- How are votes counted?
- Who counts the votes?
- How are they calculated?
- Secret ballots
- Polling the votes
- Polling ballots
- Destroying ballots or not?

### Record keeping at meetings includes:

- Who is the registrar?
- Is there a voting list?
- Issuing voting cards
- Certification of proxies
- Registration sheet
- Who takes minutes?
- What is included?
- Who approves minutes?
- Distribution of Minutes
- Counting Votes
- Scrutineers

This session includes a case study of a meeting with minute taking.