

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.