

Condominium Home Owners Association of British Columbia

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SPRING 2017 STRATA EDUCATION PROGRAM

NELSON #1, #2, & #3	CRANBROOK #1, #2, & #3	KAMLOOPS #1, #2, & #3
Date: Thursday, May 4 Time: 9:00 am – 3:00 pm Location: Hume Hotel 442 Vernon St	Date: Saturday, May 6 Time: 9:00 am – 3:00 pm Location: St. Eugene Golf Resort 7777 Mission Rd	Date: Wednesday, May 24 Time: 9:00 am – 3:00 pm Location: Coast Conference Centre, 1250 Rogers Way
VERNON #1, #2, & #3	KELOWNA #1, #2, & #3	PENTICTON #1, #2, & #3
Date: Thursday, May 25 Time: 9:00 am – 3:00 pm Location: Prestige Hotel 4411 32 nd St	Date: Friday, May 26 Time: 9:00 am – 3:00 pm Location: Ramada Hotel 2170 Harvey Ave	Date: Saturday, May 27 Time: 9:00 am – 3:00 pm Location: Penticton Trade Centre 273 Power St

Fee: First registrant \$60 (\$57.14+ \$2.86 GST). Each additional registrant \$30 (\$28.57 + \$1.43 GST).
Seminar fee includes all sessions 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. Please note that depending on speaker availability and organizing logistics the courses may not be offered in the order listed.

TO REGISTER: Please indicate the seminar(s) that you will be attending and complete this form.
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)

Location Choice: Nelson Cranbrook Kamloops Vernon Kelowna Penticton

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

Additional Registrants: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Email: _____

Strata Plan Number: _____ Business Member Name: _____

Special Dietary Requirements: _____ (Notification is needed at least one week prior to seminar date.)*

Payment Option: Cheque payable to CHOA enclosed () VISA () MasterCard () **Please note that VISA DEBIT is not currently accepted.**

Card #: _____ Expiry _____ / _____

Card holder name: _____ Signature: _____

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.
*People with dietary restrictions may be encouraged to bring supplemental food.



Leadership, Education and Resources
for strata owners across BC



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The CHOA Spring 2017 Strata Education Program

For strata councils, managers, and owners.

Courses include print materials and guides



<p>Session #1 Strata Council Meetings, Conducting Hearings & Bylaw Enforcement</p>	<p>Session #2 Alterations & Managing Alteration Agreements</p>	<p>Session #3 Convening the Annual General Meeting</p>
<p>The session will be a practical “hands on” process, designed to assist strata councils understand:</p> <p>The conditions imposed for strata council function through the bylaws:</p> <ul style="list-style-type: none"> • How council convenes meetings • How a strata council makes decisions • How the decisions are recorded • The duty to report decisions to the owners • The importance of record keeping • How to manage email decision making and reporting • How council decisions may be challenged through the CRT <p>How to conduct hearings:</p> <ul style="list-style-type: none"> • When the strata corporations receives a request for a hearing? • When the hearing must be held? • How it is conducted as a council meeting? • What happens during the hearing? • Who is permitted to attend hearings? • What follow up is required after the hearing? • What happens to confidential information that may be obtained during the hearing process? <p>The session will include a practical council meeting to address the bylaw enforcement process, complaints and hearings relating to:</p> <ul style="list-style-type: none"> • Notice requirements • Imposing fines • Collections \$\$\$ • Rental bylaws • Hardship exemptions • Pet complaints • Noise/Nuisance/Smoking • General hearing requested by an owner regarding access to financial information <p>Making a CRT application to enforce bylaws or collect fines</p> <ul style="list-style-type: none"> • How council proceeds 	<p>Understanding alterations to strata lots, common property and limited common property:</p> <ul style="list-style-type: none"> • Alteration requests by an owner • Alterations conducted by the strata corporation • Types of bylaws that regulate alterations to a strata lot, common property, or a common asset • How the strata council is permitted to negotiate alteration agreements, set conditions on alterations, or to enforce the bylaws when unauthorized alterations are conducted • Additional bylaws such as: flooring changes or installation, alteration to plumbing services, cooking facilities, ventilation, electrical services, building envelope alterations, and building enclosures • Procedures an owner must follow before altering or changing the structure of a strata lot, or the use, appearance, or structure of common property or a common asset • Procedures a strata council must follow when they receive an application requesting permission to alter a strata lot, common property, or a common asset • Procedures of enforcing a bylaw violation for an unauthorized alteration • Risks and liabilities of permitting an alteration to a strata lot or common property • Who is responsible for the costs associated with the alterations, including but not limited to: building permits, engineering or professional studies if required, environmental restoration, WorkSafe costs and penalties, waste disposal, legal agreements, inspections and code compliance? • When is legal advice critical for alteration agreements? • Who is responsible for future costs or obligations of the maintenance and repair of the approved alteration? • The difference in agreements between a strata lot, common property or limited common property • How to manage significant changes in use or appearance of common property or common assets • How the strata corporation must maintain the alteration agreements and records for subsequent sales or transactions and what they must disclose to buyers 	<p>This session will include running an AGM, approving the 2017 budget, election of council, approval of a new rental bylaw and a special levy to upgrade building plumbing.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Registration • Issuing voting cards vs ballots • Certification of proxies • Proof of notice • Who chairs the meeting? • Electing a chairperson • Calling to order • Necessity for ballot boxes and voting booths <p>Includes meeting rules of order:</p> <ul style="list-style-type: none"> • When is a motion required? • Basic meeting procedures • 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? <p>Voting calculations include:</p> <ul style="list-style-type: none"> • 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? <p>Record keeping at meetings includes:</p> <ul style="list-style-type: none"> • 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 <p>Electronic attendance:</p> <ul style="list-style-type: none"> • The complications of registering, recording & reporting ballots and secret ballots for electronic attendees