



Condominium Home Owners Association of British Columbia

Leadership, Education and Resources for Strata Owners Across BC

Suite 200 – 65 Richmond Street, New Westminster, BC V3L 5P5

Tel: 604.584.2462 Fax: 604.515.9643 Toll Free:1.877.353.2462

Email: office@choa.bc.ca Website: www.choa.bc.ca

Strata Property Advisor: On-Site Services — Fee Schedule 2020

These services are available to CHOA members only.

CHOA provides technical services for the convening of meetings, record keeping, scrutineer of balloting, and provides workshops on location that assist strata corporations with the planning and operations of their strata properties in accordance with the Strata Property Act, Regulations and Bylaws. The strata advisor does not provide legal services or legal advice and will refer the member to professional services as required. In accordance with the bylaws of the strata corporation, the strata advisor must be duly elected/or appointed by the strata council at a council meeting or the voting quorum of eligible voters at an annual or special general meeting, and shall save the advisor and CHOA harmless from any causes or actions that may result from the events that may occur at the meeting or in the process of correspondence with the strata corporation.

Onsite meetings: \$150.00 per hour plus mileage @ 52 cents / km.*

Subject to any related travel and overnight expenses*

Zoom electronic meetings after hours \$75.00 per hour

*A credit card deposit for fees and travel expenses may be required in advance. A per diem travel charge of up to \$35.00/hour may be charged for long distance travel of more than one hour. For mileage over 100 km in each direction the rate is 20 cents/km plus the cost of fuel.

Invoicing Authorization — On-Site Strata Advisor Services

Start time of meeting: _____ am/pm

End time of meeting: _____ am/pm

We, the owners of Strata plan # _____, hereby agree to pay On-Site Strata Advisor services during our meeting of _____, for _____ hour(s) @ \$ _____ /hour

5% GST \$ _____

Mileage _____ km @ 52 cents (under 100km each way) \$ _____

Mileage _____ km @ 20 cents _____ + Fuel _____ \$ _____

BC Ferries / air fare Trip A) _____ Trip B) _____ \$ _____

Overnight accommodations _____ \$ _____

Total to be paid to CHOA on receipt of invoice: \$ _____

Name & signature of council member or authorized agent: _____

Advisor providing services: _____ Type of meeting: _____

Address to invoice: Email (if applicable) _____ & Mailing address _____