



Condominium Home Owners Association of British Columbia

Leadership, Education and Resources for Strata Owners Across BC

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Strata Property Advisor: On-Site Services — Fee Schedule 2021

These services are available to CHOA members only.

CHOA provides parliamentary and support services for the convening of strata corporation meetings. This includes an elected chairperson as provided in the bylaws, secretarial/minute keeping, registrar, scrutineer of balloting, and technical support for electronic meetings.

CHOA strata advisors do 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 or by majority vote of the owners at a general meeting, 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. The strata corporation 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.

Zoom Electronic Meetings or Onsite meetings: \$125.00 per hour plus mileage @ 52 cents / km.*

Subject to any related travel and overnight expenses*

*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 _____