



SPRING 2021 STRATA EDUCATION PROGRAM ZOOM WEBINAR SERIES



These programs have been developed to assist strata councils, property managers, owners and tenants in the general operation and management of their strata corporations.

Session # 1 The Annual General Meeting	Session # 2 Managing The Financial Operations of your Strata Corporation	Session # 3 Collections									
<ul style="list-style-type: none"> a. Creating the notice package b. Preparing your annual budget c. What financial reports must be included? d. What resolutions must be included? e. Electronic or in person? What the notice requires. f. Managing and preparing for council elections g. What does the report on insurance require? h. What information is included in the minutes? i. Understanding how decisions are made for the agenda, resolutions and notice of the meeting, and who makes the decision. 	<ul style="list-style-type: none"> a. The use and management of the operating fund b. The use and management of the contingency fund c. How special levies are managed and reported d. Loans and financing options for major projects and insurance e. How do we prepare our tax returns? f. Investment options for strata corporation funds g. Managing insurance deductibles h. Understanding how decisions are made to approve expenses and investments and who makes them. 	<ul style="list-style-type: none"> a. Properly calculating strata fees and special levies b. Creating a monthly receivables report to segregate all expenses for collections procedures c. Managing charge backs for: <ul style="list-style-type: none"> i. Bylaw enforcement ii. Damages iii. Insurance deductibles iv. Work Orders d. Collecting bylaw fines and user fees e. Options for collecting unpaid fees, penalties and costs <ul style="list-style-type: none"> i. Demand notice of payment ii. Understanding the difference between charges that may result in a lien or those that require a decision from the CRT or the courts iii. When to seek legal assistance. f. Collection applications to the CRT and the Supreme Court g. Understanding how decisions are made to proceed with collections 									
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Fee: \$10 (\$9.52 + \$0.48 GST) per person per webinar session. Each session is approximately 1 ½ hours in length plus time for Q & A.

To Register: 1) **NEW THIS SEASON** - Register online at www.choa.bc.ca/seminars

OR 2) Please indicate above your webinar session choices.

Mail to CHOA at 200-65 Richmond St, New Westminster, BC V3L 5P5,

email info@choa.bc.ca, fax 604.515.9643, or register by phone at 604.584.2462 (Ext. 2) / toll-free 1.877.353.2462 (Ext. 2)

Registrant's Name: _____ Email: _____

Phone: _____ Email Receipt to: _____ Total Paid: _____

Strata Plan Number: _____ Business Member Name: _____

Payment Option: Cheque payable to CHOA VISA MasterCard e-Transfer **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 72 hours prior to event.

All requests for refunds must be in writing, by email or by fax.

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