

Strata Property Act, Sec. 20
Checklist

Business at first annual general meeting

- 20 (1) *At the first annual general meeting, the eligible voters must elect a council, for a term of one year, in accordance with section 25.*
- (2) *At the first annual general meeting, the owner developer must*
- (a) *place before the meeting and give the strata corporation copies of all of the following:*
- (i) *all plans that were required to obtain a building permit and any amendments to the building permit plans that were filed with the issuer of the building permit;*
 - (ii) *any document in the owner developer's possession that indicates the actual location of a pipe, wire, cable, chute, duct or other facility for the passage or provision of systems or services, if the owner developer has reason to believe that the pipe, wire, cable, chute, duct or other facility is not located as shown on a plan or plan amendment filed with the issuer of the building permit;*
 - (iii) *all contracts entered into by or on behalf of the strata corporation;*
 - (iv) *any disclosure statement required by the Real Estate Development Marketing Act or section 139 of this Act;*
 - (v) *the registered strata plan as obtained from the land title office;*
 - (vi) *names and addresses of all contractors, subcontractors and persons who supplied labour or materials to the project, as required by the regulations;*
 - (vii) *all warranties, manuals, schematic drawings, operating instructions, service guides, manufacturers' documentation and other similar information respecting the construction, installation, operation, maintenance, repair and servicing of any common property or common assets, including any warranty information provided to the owner developer by a person referred to in paragraph (vi);*
 - (viii) *all records required to be prepared or retained by the strata corporation under section 35;*
 - (ix) *any other records required by the regulations, and*
- (b) *place an annual budget, prepared in accordance with section 21, before the meeting for approval.*
- (3) *If the owner developer contravenes subsection (2) (a) and the strata corporation must pay money to obtain a document referred to in that provision, the amount of the payment is money owing to the strata corporation by the owner developer, and sections 112 to 118 apply.*

**Is this the first AGM for the Strata Corporation?
Have you included the following documentation?**

✓

- all plans that were required to obtain a building permit and any amendments to the building permit plans that were filed with the issuer of the building permit
- any document in the owner developer's possession that indicates the actual location of a pipe, wire, cable, chute, duct or other facility for the passage or provision of systems or services, if the owner developer has reason to believe that the pipe, wire, cable, chute, duct or other facility is not located as shown on a plan or plan amendment filed with the issuer of the building permit
- all contracts entered into by or on behalf of the strata corporation
- any disclosure statement required by the Real Estate Development Marketing Act or section 139 of this Act
- the registered strata plan as obtained from the land title office
- names and addresses of all contractors, subcontractors and persons who supplied labour or materials to the project, as required by the regulations
- all warranties, manuals, schematic drawings, operating instructions, service guides, manufacturers' documentation and other similar information respecting the construction, installation, operation, maintenance, repair and servicing of any common property or common assets, including any warranty information provided to the owner developer by a person referred to in paragraph (vi)
- all records required to be prepared or retained by the strata corporation under section 35
- any other records required by the regulations
- an annual budget, prepared in accordance with section 21

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