



MARQUIS MANOR STRATA PLAN VR 60

ANNUAL GENERAL MEETING
WEDNESDAY, FEBRUARY 27, 2013, 7:00 PM
LOBBY AT 1950 WEST 8TH Avenue

COUNCIL PRESENT:

Ranjit Soniassy
Peter Orlandi
Tess Denosta
Eileen Sullivan
Emily Unger
Evan Soukas
Matt Harriman

MANAGEMENT PRESENT:

Christine Turner, Property Manager
Pacific Quorum Properties Inc.
christine@pacificquorum.com / direct line (604) 638-1965

1) **REGISTRATION**

Registration commenced at 6:45 p.m.

2) **CALL TO ORDER**

The Property Manager, Christine Turner, declared a quorum and called the meeting to order at 7:00 p.m.

3) **CALLING OF THE ROLL AND CERTIFYING PROXIES**

The Property Manager confirmed a quorum had been reached. The total units for the Strata Corporation VR 60 is 46 of which 45 were eligible to vote, and of the 45 eligible votes 1/3, or 15, would declare a quorum. The attendance register was taken and it reflected that there were 17 owners present representing 17 votes, and 11 present by proxy representing 11 votes, totaling 28 votes available for the meeting.

4) **FILING PROOF OF NOTICE**

The meeting was advised that the proof of notice for the Annual General Meeting for VR 60 was filed in the Strata Corporation's records at the offices of Pacific Quorum Properties Inc.

5) **PRESIDENT'S REPORT**

The Property Manager welcomed all owners and was thankful for the chance to meet with most of them for the first time.

6) **INSURANCE OVERVIEW**

At this time the Property Manager provided an overview of the Corporation's insurance coverage, explaining areas covered, limits of coverage, and deductibles. All owners were provided a copy of the insurance cover note in their notice of this meeting.

☒ **VANCOUVER OFFICE:**

Suite 430 - 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Tel: 604-685-3828 Fax: 604-685-3845

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SURREY OFFICE:

Suite 302 - 7337 137th Street

Surrey, BC V3W 1A4

Tel: 604-635-0260 Fax: 604-635-0263

INSURANCE NOTICE**DEDUCTIBLE CHARGE-BACK:**

Please note that subject to your bylaws owners may be responsible for the Strata Corporation's insurance deductible in the event of a claim which emanates from within an owner's unit. Owners should ensure that coverage for such deductible charge backs are added to their individual homeowner's insurance.

The current water escape deductible is \$5,000.00.

(Please refer to the insurance cover note to review additional important deductible information).

OWNER IMPROVEMENTS / BETTERMENTS:

Please note that any in-unit upgrades and/or betterments completed by the current or any prior owner will not be covered under the Strata Corporation's insurance policy. Owners must ensure that any upgrades and/or betterments are covered under their personal homeowner insurance policy.

7) ADOPTION OF PREVIOUS AGM MINUTES – FEBRUARY 9, 2012

It was:

MOVED/SECONDED (214/105)

To approve the minutes of the Annual General Meeting held on February 9, 2012. The vote was called.

IN FAVOUR 28

AGAINST 0

ABSTENTIONS 0

CARRIED

8) CONSIDERATION OF THE 2013 OPERATING BUDGET

A lengthy discussion took place as some of the owners expressed their concerns about having line items in the Operating Budget for building improvement and for a Depreciation Report.

It was:

MOVED/SECONDED (304/103)

To amend the proposed 2013 budget to transfer the \$10,000.00 for the building improvement and the \$6,000.00 for the Depreciation Report to the CRF for now and to be used when necessary.

IN FAVOUR 26

AGAINST 2

ABSTENTIONS 0

CARRIED

9) ¾ VOTE RESOLUTION #1 – (Special Assessment to Increase the Contingency Reserve Fund – Option A)**BE IT RESOLVED:**

That the Owners, Strata Plan VR 60 approve a special levy in the amount of \$40,000.00 (Forty Thousand Dollars) to be raised by way of a Special Assessment according to the Units of Entitlements prescribed by the Strata Plan. The Special Assessment amounts shall be due and payable upon the approval of this resolution and, for the purposes of financial convenience only, may be paid in three equal installments on June 1, 2013, July 1, 2013 and August 1st 2013 pursuant to the attached schedule.

This Special Assessment shall be considered part of the common expenses of the Strata Corporation, and Section 116 of the Strata Property Act of British Columbia shall be applicable where an owner fails to make the required payments as authorized by the passing of this resolution.

It was:

MOVED/SECONDED (104/114)
IN FAVOUR 10
AGAINST 18
ABSTENTIONS 0
DEFEATED

10) ¾ VOTE RESOLUTION #2 – (Special Assessment to Increase the Contingency Reserve Fund – Option B)

BE IT RESOLVED:

That the Owners, Strata Plan VR 60 approve a special levy in the amount of \$30,000.00 (Thirty Thousand Dollars) to be raised by way of a Special Assessment according to the Units of Entitlements prescribed by the Strata Plan. The Special Assessment amounts shall be due and payable upon the approval of this resolution and, for the purposes of financial convenience only, may be paid in three equal installments on June 1, 2013, July 1, 2013 and August 1, 2013 pursuant to the attached schedule.

This Special Assessment shall be considered part of the common expenses of the Strata Corporation, and Section 116 of the Strata Property Act of British Columbia shall be applicable where an owner fails to make the required payments as authorized by the passing of this resolution.

It was:

MOVED/SECONDED
IN FAVOUR 21
AGAINST 7
ABSTENTIONS 0
CARRIED

NOTE: REGARDING SPECIAL ASSESSMENT PAYMENTS

Please note with the passing of the above special assessment (see attached assessment payment schedule), payment is due June 1, 2013, July 1, 2013 and August 1, 2013.

Owners wanting to pay by automatic bank withdrawal: Please note that special assessment payments **will not** be automatically debited from your bank account. Please submit the attached Pre-Authorized Debit Adjustment Form (located at www.pacificquorum.com/forms) if you would like to make your assessment payment(s) by automatic bank withdrawal.

Owners wanting to pay by cheque: Please submit a cheque in the special assessment amount. The cheque must be made out to your strata plan number with “Special Assessment” in the notes section and submitted via mail or in person to the Pacific Quorum office.

If you require any information regarding your account please contact your property accountant, Maria at 604-685-3828.

11) ¾ VOTE RESOLUTION #3 – (Special Assessment for Capital Projects Painting of Common Areas)

BE IT RESOLVED:

That the Owners, Strata Plan VR 60 approve the expenditure up to \$6,000.00 (Six Thousand Dollars) to be raised by way of a Special Assessment according to the Units of Entitlements prescribed by the Strata Plan. The Special Assessment amounts shall be due and payable upon the approval of this

resolution and, for the purposes of financial convenience only, may be paid in **two equal installments** on **April 1, 2013** and **May 1, 2013** pursuant to the attached schedule.

This Special Assessment shall be considered part of the common expenses of the Strata Corporation, and Section 116 of the Strata Property Act of British Columbia shall be applicable where an owner fails to make the required payments as authorized by the passing of this resolution.

It was:

MOVED/SECONDED (215/214)

IN FAVOUR 16

AGAINST 10

ABSTENTIONS 2

DEFEATED

12) 3/4 VOTE RESOLUTION #4 – Bylaw Amendment 33.3

BE IT RESOLVED:

That the Owners of Strata Plan VR 60, Marquis Manor, repeal bylaw **33.3** in its entirety and replace it with the following bylaw:

Change 33.3 from:

33(3) An owner using the elevator during a move shall ensure that the elevator service key is issued to control the elevator and the doors not jammed in any manner.

Change 33.3 to:

An owner using the elevator during a move shall not jam the elevator door in any manner and shall not allow any items to bump the door. To keep the elevator door open, use the toggle switch located next to the elevator controls located inside the elevator cabin. A resident who fails to follow these directions is liable for any repair costs incurred by the strata.

It was:

MOVED/SECONDED (215/311)

IN FAVOUR 26

AGAINST 2

ABSTENTIONS 0

CARRIED

13) 3/4 VOTE RESOLUTION #5 – Bylaw Amendment 5.4

BE IT RESOLVED:

That the Owners of Strata Plan VR 60, Marquis Manor, repeal bylaw **5.4** in its entirety and replace it with the following bylaw:

Change 5.4 from:

(Regarding renovations) An Owner shall ensure that the hours of work are restricted to between 8:00am through 8:00pm Monday through Friday and 10:00am through 8:00pm Saturdays, Sundays and statutory holidays.

Change 5.4 to:

An Owner shall ensure that the hours of work are restricted to 8:00am through 6:00pm Monday through Friday and 10:00am through 6:00pm Saturdays. No work is permitted on Sundays and statutory holidays.

It was:

MOVED/SECONDED (114/307)

IN FAVOUR 21

AGAINST 7

ABSTENTIONS 0

CARRIED

14) 3/4 VOTE RESOLUTION #6 – Bylaw Amendment 31.1**BE IT RESOLVED:**

That the Owners of Strata Plan VR 60, Marquis Manor, amend bylaw **31.1** and add to it the following:

31.1:

An Owner shall store bicycles and tricycles in the basement parking area only.

Add to 31.1:

31.1(a) An Owner shall not transport a bicycle(s) or tricycle(s) in any common hallway unless it is placed in a heavy duty cloth bag designed for such items to transport.

31.1(b) An Owner is not permitted to use their parking stall for storage of cabinets, tires, or personal items other than vehicles and/or bicycles.

It was:

MOVED/SECONDED (306/108)

IN FAVOUR 23

AGAINST 4

ABSTENTIONS 1

CARRIED

15) 3/4 VOTE RESOLUTION #7 – Add to Bylaw 33**BE IT RESOLVED:**

That the Owners of Strata Plan VR 60, Marquis Manor, add to bylaw **33** the following:

Add 33.6:

A move in and out fee applies to any new owner or change in rental occupancy. This fee is \$150 and must be paid when moving in.

It was:

MOVED/SECONDED (304/104)

A motion came from the floor after discussion to reduce the move-in fee to \$75.00 (304/301).

IN FAVOUR 18
AGAINST 7
ABSTENTIONS 3
DEFEATED

16) 3/4 VOTE RESOLUTION #8 – Add to Bylaw 6

BE IT RESOLVED:

That the Owners of Strata Plan VR 60, Marquis Manor, add to bylaw 6 the following:

Add to Bylaw:

6(13) No washing machine is to be permanently installed in a strata lot and plumbed into the buildings infrastructure.

It was:

MOVED/SECONDED (306/108)

IN FAVOUR 21
AGAINST 5
ABSTENTIONS 2
CARRIED

17) 3/4 VOTE RESOLUTION #9 – Add to Bylaw 6

BE IT RESOLVED:

That the Owners of Strata Plan VR 60, Marquis Manor, add to bylaw 6 the following:

Add to Bylaw:

6 (11)

Approval for drywall removal or modification must be requested in writing from the strata corporation. An asbestos abatement test at the cost of the owner may be requested at council's discretion in order to protect the air quality for all residents. Council has the right to approve the licensed company that would be performing the procedure for testing.

It was:

MOVED/SECONDED (314/214)

After discussion it was proposed to retain only the first sentence and to include "in writing to the strata corporation" in place of "in writing from the strata corporation". (105/215)

IN FAVOUR 23
AGAINST 3
ABSTENTIONS 2
CARRIED

18) 3/4 VOTE RESOLUTION #10 – Add to Bylaw 6

BE IT RESOLVED:

That the Owners of Strata Plan VR 60, Marquis Manor, add to bylaw 6 the following:

Add to Bylaw:**6 (12)**

An owner is not permitted to install a garburator in his/her strata lot and into the common plumbing system.

It was:

MOVED/SECONDED (311/104)

IN FAVOUR 21

AGAINST 5

ABSTENTIONS 2

CARRIED

19) 3/4 VOTE RESOLUTION #11 – Bylaw Amendment 37.6**BE IT RESOLVED:**

That the Owners of Strata Plan VR 60, Marquis Manor, amend bylaw 37.6 and add to it with following:

37.6:

Ensure a Permitted Pet is kept quiet, controlled and clean.

Add to 37.6:

37 (6) (a) The owner of the suite will be responsible for any cost associated with cleaning or repair as a result of damage caused by his/her pet.

37 (6) (b) It is the pet owner's responsibility to control fleas and other pests. The owner will be responsible for treating any pest infestation caused by his/her pet.

It was:

MOVED/SECONDED (214/311)

After discussion it was proposed to amended (311/305) 37 (6) (b). It is the owner's of the suite responsibility to control fleas and other pests.

IN FAVOUR 22

AGAINST 3

ABSTENTIONS 3

CARRIED

20) 3/4 VOTE RESOLUTION #12 – Bylaw Amendment 2.3**BE IT RESOLVED:**

That the Owners of Strata Plan VR 60, Marquis Manor, repeal bylaw 2.3 in its entirety and replace it with the following bylaw:

Change 2.3 from:

Owners are responsible for repair, maintenance and/or replacement of zone valves.

Change 2.3 to:

Owners are responsible for repair, maintenance and/or replacement of exposed mechanical equipment,

thermostats, zone valves, and all mechanical/plumbing related equipment located in between zone valves.

It was:

MOVED/SECONDED (304/114)

IN FAVOUR 25

AGAINST 1

ABSTENTIONS 2

CARRIED

21) 3/4 VOTE RESOLUTION #13 – Add a New Section – Health, Safety and Security

BE IT RESOLVED:

That the Owners of Strata Plan VR 60, Marquis Manor, approve to add a new section 38 “Health, Safety and Security”.

Add the Following:

38(1) Any hard-wired smoke detectors believed to be malfunctioning must be reported to management immediately. The cost to fix/replace is the responsibility of the strata.

38(2) No one shall leave open or unlocked any exterior door.

38(3) Interior common doors must be closed when not in use.

38(4) Everyone must wait for the garage door and all exterior doors to fully close and not allow others to enter.

38(5) No one shall store their garage remote in their vehicle.

38(6) No one shall use the enterphone to allow unknown person(s) into the building. This also applies to persons claiming to be tradesmen or delivery personnel.

38(7) Residents/Owners are liable for any damage done to the Strata Corporation assets and common property by their children, pets, guests, visitors, and/or renters

38(8) Any renter or owner residing in this building who disobeys or ignores one or more bylaws **38(1)** to **38(7)** could be held liable and/or financially responsible for any illegal acts including but not limited to unlawful entry, damage, theft, vandalism, stress, and threats to personal safety be it on common property, common property contents, limited common property and/or its contents.

It was:

MOVED/SECONDED (214/104)

IN FAVOUR 14

AGAINST 12

ABSTENTIONS 2

DEFEATED

22) 3/4 VOTE RESOLUTION #14 – Add Bylaws to Section 3 – Use of Property**BE IT RESOLVED:**

That the Owners of Strata Plan VR 60, Marquis Manor, add bylaws to Section 3 – Use of Property:

Add Bylaws to Section 3:

3(4) An owner/resident must maintain a high standard of cleanliness, appearance and repair in and surrounding his/her strata lot as determined from time to time by the Strata Council. This includes parking stalls.

3(5) The garbage and recycling containers are for ordinary small items. Items not considered ordinary residential garbage and or large/heavy items must be removed by the owner/resident by another method. Christmas trees are not to be disposed of on the property.

It was:

MOVED/SECONDED (314/305)

IN FAVOUR 24

AGAINST 2

ABSTENTIONS 2

CARRIED

23) 3/4 VOTE RESOLUTION #15 – Add Bylaw to Section 30 – Violation of Bylaws**BE IT RESOLVED:**

That the Owners of Strata Plan VR 60, Marquis Manor, add bylaw to Section 30 – Violation of Bylaws:

Add Bylaw to Section 30:**30 (2) Structure of Fines**

Should a resident(s)/owner(s) violate any bylaw(s), the management and/or strata have the right to issue a warning letter. Should the problem continue, a second letter will be issued specifying the problem be corrected by a certain time otherwise a fine will be issued. The third letter will be a fine applied against the suite in violation. Note: Management and/or strata may immediately issue a fine depending on the severity of the violation thus skipping the warning letter and other pre notifications.

It was:

MOVED/SECONDED (304/314)

A motion was suggested by 304 seconded by 314 to retain only the first sentence and add “ and or fines “.

IN FAVOUR 26

AGAINST 1

ABSTENTIONS 1

CARRIED

24) 3/4 VOTE RESOLUTION #16 – Bylaw Amendment 28 (b)**BE IT RESOLVED:**

That the Owners of Strata Plan VR 60, Marquis Manor, repeal bylaw 28 (b) in its entirety and replace it with the following bylaw:

Change 28 (b) from:

“Determine that there is a quorum” (this applies to Annual General Meetings and Special General Meetings).

Change 28 (b) to:

If at the time appointed for a general meeting, a quorum is not present, the meeting shall stand adjourned for a period of thirty minutes whereupon the adjourned meeting shall be reconvened at the same place and the persons present in person or by proxy and entitled to vote, shall constitute a quorum.

It was:

MOVED/SECONDED (314/214)

IN FAVOUR 25

AGAINST 1

ABSTENTIONS 2

CARRIED

25) 3/4 VOTE RESOLUTION #17 – Bylaw Amendment 36.2**BE IT RESOLVED:**

That the Owners of Strata Plan VR 60, Marquis Manor, repeal bylaw **36.2** in its entirety and replace it with the following bylaw:

Change 36.2 from:

An Owner shall not use barbecues or store barbecue fuel on common property, limited common property or strata lots."

Change 36.2 to:

An Owner/Tenant shall be permitted to use a gas style barbecue on their balcony/patio. Hibatchi style/briquette units are not permitted. Some restrictions may apply for narrower balconies for fire/safety issues, and use is permitted between 4:00 p.m. & 9:00 p.m.

It was:

MOVED/SECONDED (307/105)

11 IN FAVOUR

16 AGAINST

1 ABSTENTIONS

DEFEATED

26) 3/4 VOTE RESOLUTION #18 – Bylaw Amendment 37(8)**BE IT RESOLVED:**

That the Owners of Strata Plan VR 60, Marquis Manor, repeal bylaw **37.8** in its entirety and replace it with the following bylaw:

Change 37.8 from:

assume any and all liability for any and all actions by the Permitted Pot, regardless of whether the Owner had knowledge, notice of forewarning of the likelihood of such action:

Change 37.8 to:

assume any and all liability for any and all actions by the Permitted Pet, regardless of whether the Owner had knowledge, notice of forewarning of the likelihood of such action:

It was:

MOVED/SECONDED (104/215)

IN FAVOUR 25

AGAINST 0

ABSTENTIONS 3

CARRIED

27) NOMINATION AND ELECTION OF 2013 STRATA COUNCIL

The following owners were nominated:

Ranjit Soniassy	Unit #108
Eileen Sullivan	Unit #214
Tess Denosta	Unit #105
Evan Soukas	Unit #215
Emily Unger	Unit #104
Adriano Cavina	Unit # 311
William Gunton	Unit #301

CARRIED UNANIMOUSLY

28) NEW BUSINESS

a) Parkade Cleanup

All residents were reminded of the deadline to clean up their parking stall before the Fire Marshal issues a penalty of \$200.00 which will be charged back to all offending owners. The situation will be monitored more closely from now on and owners will be fined if they breach the new bylaw.

b) No Smoking City Bylaw

The building is under the same regulation as all commercial buildings and the No Smoking Bylaw applies to it. It was brought to the attention of the Property Manager that some people smoke on their balcony. The City Bylaw stipulates that people cannot smoke within 6 meters of any opening or air intake. Please respect the City Bylaw and your neighbors, by going away from the building if you wish to smoke.

c) Marijuana Smokers

Once again, it is a disrespect to neighbours that has been breached. It was reported that the smell is so strong that neighbors are disturbed and inconvenienced. Everyone is entitled to enjoy their unit and if you wish to smoke inside your unit make sure the smoke remains inside and does not escape under the door.

29) ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 10:10 p.m.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

Christine Turner, Property Manager

As Agents for Marquis Manor – VR 60

430-1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Tel: (604) 638-2032 direct line / Fax: (604) 685-3845

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24-Hour Emergency Maintenance: 604-638-3828

<p><i>Please Note: The Real Estate Regulations may require that a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from Pacific Quorum Properties Inc.</i></p>



MARQUIS MANOR - VR 60
3/4 VOTE RESOLUTION #2 - SPECIAL ASSESSMENT
INCREASE THE CONTINGENCY RESERVE FUND - OPTION B
PAYMENTS DUE: JUNE 1, 2013, JULY 1, 2013 & AUGUST 1, 2013

UNIT #	STRATA LOT #	UNIT ENTITLEMENT	PAYMENT: JUNE 1, 2013	PAYMENT: JULY 1, 2013	PAYMENT: AUGUST 1, 2013
	PAYMENTS:		\$10,000.00	\$10,000.00	\$10,000.00
101	12	120	\$331.77	\$331.77	\$331.77
102	13	67	\$185.24	\$185.24	\$185.24
103	14	58	\$160.35	\$160.35	\$160.35
104	1	87	\$240.53	\$240.53	\$240.53
105	2	51	\$141.00	\$141.00	\$141.00
106	3	86	\$237.77	\$237.77	\$237.77
107	4	86	\$237.77	\$237.77	\$237.77
108	5	81	\$223.94	\$223.94	\$223.94
110	7	88	\$243.30	\$243.30	\$243.30
111	8	86	\$237.77	\$237.77	\$237.77
112	9	62	\$171.41	\$171.41	\$171.41
113	10	75	\$207.35	\$207.35	\$207.35
114	11	106	\$293.06	\$293.06	\$293.06
201	27	80	\$221.18	\$221.18	\$221.18
202	28	84	\$232.24	\$232.24	\$232.24
203	29	67	\$185.24	\$185.24	\$185.24
204	30	86	\$237.77	\$237.77	\$237.77
205	15	87	\$240.53	\$240.53	\$240.53
206	16	65	\$179.71	\$179.71	\$179.71
207	17	86	\$237.77	\$237.77	\$237.77
208	18	87	\$240.53	\$240.53	\$240.53
209	19	82	\$226.71	\$226.71	\$226.71
210	20	84	\$232.24	\$232.24	\$232.24
211	21	69	\$190.77	\$190.77	\$190.77
212	22	86	\$237.77	\$237.77	\$237.77
213	23	86	\$237.77	\$237.77	\$237.77
214	24	65	\$179.71	\$179.71	\$179.71
215	25	87	\$240.53	\$240.53	\$240.53
216	26	85	\$235.00	\$235.00	\$235.00
301	43	80	\$221.18	\$221.18	\$221.18
302	44	84	\$232.24	\$232.24	\$232.24
303	45	67	\$185.24	\$185.24	\$185.24
304	46	85	\$235.00	\$235.00	\$235.00
305	31	86	\$237.77	\$237.77	\$237.77

UNIT #	STRATA LOT #	UNIT ENTITLEMENT	PAYMENT: JUNE 1, 2013	PAYMENT: JULY 1, 2013	PAYMENT: AUGUST 1, 2013
306	32	65	\$179.71	\$179.71	\$179.71
307	33	86	\$237.77	\$237.77	\$237.77
308	34	86	\$237.77	\$237.77	\$237.77
309	35	80	\$221.18	\$221.18	\$221.18
310	36	85	\$235.00	\$235.00	\$235.00
311	37	68	\$188.00	\$188.00	\$188.00
312	38	86	\$237.77	\$237.77	\$237.77
313	39	86	\$237.77	\$237.77	\$237.77
314	40	64	\$176.94	\$176.94	\$176.94
315	41	86	\$237.77	\$237.77	\$237.77
316	42	84	\$232.24	\$232.24	\$232.24
TOTAL:		3617	\$10,000.00	\$10,000.00	\$10,000.00



Suite 430 - 1200 West 73rd Avenue
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Tel: 604-685-3828 Fax: 604-685-3845
accounting@pacificquorum.com

PRE-AUTHORIZED BUSINESS DEBIT ADJUSTMENT (STRATA)

1. This form is for use by owners who are already paying strata fees by pre-authorized bank debit.
2. The authorized adjustment(s) is/are valid only for the dates and amounts stipulated below.

NAME OF OWNER(S) _____

BUILDING NAME _____ STRATA PLAN # _____

UNIT # _____ STRATA LOT # _____ TELEPHONE _____ EMAIL _____

I/We authorize the strata corporation agent **Pacific Quorum Properties Inc.** and the financial institution designated (account information currently used for payment of strata fees) **to add the following amounts to the recurring monthly debit.**

I/We understand that this request must be received by the 25th of the preceding month (or the last working day before the 25th, if that day falls on a weekend or holiday), and that requests received after the 25th will be adjusted on the next processing date together with any additional amounts authorized for the next processing date.

SIGNATURE(S) OF ACCOUNT HOLDER(S) _____

NAME OF ACCOUNT HOLDER (IF DIFFERENT FROM NAME OF OWNER(S)) _____

DATE SUBMITTED _____ [DATE RECEIVED _____]

SCHEDULE OF PRE-AUTHORIZED DEBIT (P.A.D.) ADJUSTMENT(S)

PAYMENT FOR (check one) → OUTSTANDING ACCOUNT BALANCE [] SPECIAL ASSESSMENT []

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

THE AMOUNT OF \$ _____ ON THE FIRST DAY OF _____ (MONTH/YEAR)

OTHER: ADD MONTHLY \$ _____ FOR _____ (LOCKER/PARKING/OTHER) STARTING FROM THE FIRST DAY OF _____ (MONTH/YEAR)