

MINUTES
of the
ANNUAL GENERAL
MEETING
Of
MEDICAL SERVICES
STRATA PLAN NW 1063

Held on August 19, 2025
@ 6:30 pm

via Zoom Video Conferencing

August 21, 2024

To: Owners of Strata Plan NW 1063 – Medical Services Building
From: Collin Stan, Stratatech Consulting Ltd.
Re: Monthly Strata Fees

At the Annual General Meeting of the owners of Strata Plan NW 1063 – Medical Services Building, a budget of \$127,655.00 was adopted, **with an increase in strata fees.**

In keeping with the budget, it is the responsibility of all owners to pay their portion of monthly strata fees on the first day of each month to meet the obligations of the budget commencing October 1, 2025. On the same date, the retroactive fees from April to September 2025, will also be due and charged to owner accounts.

A Building Improvement Project Levy (roof, windows and siding) will be due on September 1, 2025.

A Deficit Levy will be due on October 1, 2025.

Also, if you have not already done so, please register for the CondoCafe (check your email) and log in. This is an owner's portal where owners can see and download their ledger and pay any arrears 24/7.

Our preferred method of payment is by pre-authorized debit. If you have not already done so, we request that you forward a "VOID" Cheque together with the completed attached pre-authorized debit form to Coastal Rainforest Realty Corporation at #411 – 9 - 45905 Yale Road, Chilliwack BC V2P 8E6 or email debit@coastalrainforest.ca as soon as possible.

If you have any questions, do not hesitate to email me at collin@coastalrainforest.ca.

Sincerely,

Coastal Rainforest Realty Corporation
Agent for the owners, NW 1063

Collin Stan
Strata Manager



Coastal Rainforest Realty Corp.
FULL SERVICE PROPERTY MANAGEMENT
Real Estate Sales • Strata Management • Rental Management

Pre-Authorized Debit Authorization (PAD) Form

Freedom of Information & Protection of Privacy Act
Personal information requested is collected and used for the purpose of administering your Strata Account.
Completion of this form provides your consent.

COMPLETE AND EMAIL TO: debit@coastalrainforest.ca

Strata Address: _____

Strata Plan #: _____ Unit #: _____

Is this your **First Application** _____ or **Change** _____ of Banking Information

Arrears may also be withdrawn at this time to bring my account current. YES _____ NO _____

Starting date for debit (1st of): _____
(If this form is sent into debit@coastalrainforest.ca **Before the 20th of the month** the start date will be the 1st of the next month. After the 20th will be the following month after.)

Coastal Rainforest Realty - In Trust
#411 - 9-45905 Yale Road. Chilliwack BC V2P 8E6 Phone : 778-656-1390
debit@coastalrainforest.ca

The undersigned hereby authorize Coastal Rainforest Realty Corp to withdrawal monthly strata fees by electronic entry as authorized.

Full names of Applicant(s)

Email

Telephone Number

Mailing Address

The undersigned Financial Institution is hereby authorized to debit the account of the applicant:

**PLEASE ATTACH A ‘VOID’ CHEQUE HERE
OR
EMAIL A COPY OF A ‘VOID’ CHEQUE
OR A BANK’S PRE-AUTHORIZED DEBIT (PAD) FORM
WITH THIS DOCUMENT**

- The applicant(s):
1. Warrants that all persons whose signatures are required to sign on this account have signed this agreement below.
 2. Acknowledge that, in order to cancel this agreement, written notice of revocation will be given to Coastal Rainforest Realty.
 3. Acknowledge that delivery of this authorization to you constitutes delivery by the applicant to the financial institution at which I maintain an account and that such financial institution is not required to verify that the deposits are in accordance with this authorization;
 4. Agree to inform Coastal Rainforest Realty in writing of any change in the account information provided in this authorization at least two weeks prior to the next due date of the pre-authorized credit.
 5. Acknowledge that for NSF’s; an administration/processing **NSF charge of \$ 50.00** WILL be levied for any automatic debit or cheques not honored by the bank on which it is drawn.

Signature of Applicant as it appears on your cheque

Date

Signature of Applicant as it appears on your cheque

Date

In order for this application to be acted upon it must be received by our office Before the 20th of the month prior to the month you wish payments to commence!

#411 – 9-45905 Yale Road, Chilliwack, B.C. V2P 8E6
Office: 778-656-1390 debit@coastalrainforest.ca

MINUTES of the ANNUAL GENERAL MEETING of the OWNERS,
MEDICAL SERVICES

August 19, 2025 @ 6:30 PM

MINUTES

1. Call to Order – 6:34 pm
2. Certify Proxies: One proxy was received and certified
3. Determine Quorum: Quorum for this meeting is $9/3=3$ eligible voters.
At the call to order 4 eligible voters in person and 1 proxy were in attendance.
Quorum was met.
4. Election of Chair for the Meeting, if necessary: It was moved by Unit 201 and seconded by Unit 101 that Collin Stan of Coastal Rainforest chair the meeting.
Carried Unanimously.
5. Verify Notice of Meeting: All attendees agreed that they had received the meeting notice in accordance with the requirements of the Act.
6. Approve the Agenda: It was moved by Unit 201 and seconded by Unit 304 to approve the agenda as notified. Carried Unanimously.
7. Approval of June 26, 2024 AGM meeting Minutes: It was moved by Unit 201 and seconded by Unit 304 to approve the minutes of the previous general meeting.
Carried Unanimously.
8. Unfinished Business:
9. Ratify Rules: (if any):
10. Insurance Review: Strata manager, Collin Stan reviewed the current strata insurance policy coverage and reminded owners of insurance deductibles, liability and business interruption risks, which they need to cover under their unit owner's policy.
11. Presentation of End of Year Financial Statements:
12. Resolution: To approve a Levy of \$4,030.00 to pay off the 2024-25 operating deficit.

Therefore, be it resolved that, by a 3/4 vote of the owners of Medical Services NW 1063, present at the August 19, 2025 Annual General Meeting, do approve the imposition of a Deficit Levy of \$4,030.00, payment by unit entitlement and due on October 1, 2025, per the attached levy sheet.

It was moved by Unit 101 and seconded by Unit 304 to approve the imposition of a Deficit Levy. Carried Unanimously.

13. Resolution: To Approve Proposed Operating Budget and Strata Fees.

Therefore, be it resolved that, by a Majority vote of the owners of Medical Services NW 1063, present at the August 19, 2025 Annual General Meeting, do approve the proposed budget of \$127,655.00 and associated strata fees, for 2025-26 fiscal year.

It was moved by Unit 101 and seconded by Unit 304 to approve the proposed budget. Carried Unanimously

14. Resolution: To approve a levy of \$383,694.27 for Building Improvement Project (roof, windows and siding).

Therefore, be it resolved that, by a 3/4 vote of the owners of Medical Services NW 1063, present at the August 19, 2025 Annual General Meeting, do approve a levy of \$383,694.27 for Building Improvement Project (roof, windows and siding), payment by unit entitlement and due on September 1, 2025.

It was moved by Unit 101 and seconded by Unit 304 to approve the Building Improvement Project Special Levy. Carried.

15. Resolution: To obtain a Depreciation Report, funded from the Contingency Reserve Fund.

Whereas, the Strata Property Act 94 (2) requires that every strata corporation must obtain a depreciation report, estimating the repair and replacement cost for major items in the strata corporation and the expected life of those items,

Therefore, be it resolved that, by a 3/4 vote of the owners of Medical Services NW 1063, present at the August 19, 2025 Annual General Meeting, that the amount of, up to, \$6,000, be expensed from the Contingency Reserve Fund, to obtain a Depreciation Report.

It was moved by Unit 201 and seconded by Unit 101 to obtain a Depreciation Report. Carried Unanimously.

16. Resolution: Whereas the Strata Property Act requires that every strata obtain an Electrical Planning Report by 2026,

Therefore, be it resolved that, by a Majority vote of the owners of Medical Services NW 1063, present at the 2025 Annual General Meeting, do instruct the 2025 council to obtain an Electrical Planning Report funded from the CRF.

It was moved by Unit 201 and seconded by Unit 101 to obtain an Electrical Planning Report funded from the CRF. Carried Unanimously.

17. Election of Strata Council:

The chair called for nominations for eligible owners to stand for the 2025-26 Strata Council.

Three members were nominated, and accepted, to stand for council.

Eugene Braila

Jason Klop

Dr. Sean Deacon

It was moved by Unit 201 and seconded by Unit 101 to elect to council, the three nominees, together 'as a slate'. Carried Unanimously

18. Adjournment: It was moved by Unit 201 and seconded by Unit 304 to adjourn the meeting at 7:41 pm. Carried Unanimously.

Post-AGM Council Meeting was held to assign positions and responsibilities.

The agreed positions are:

President – Jason Klop (201)

Treasurer – Eugene Braila (304)

BUDGET COMPARISON - NW 1063
Apr/25-Mar/26

Mar, 2025 (Month #12)

PREPARED FOR:

Medical Services
9200 Mary St.
Chilliwack, BC
V2P 4H6

PREPARED BY:

Coastal Rainforest Realty Corp.
411 - 9 - 45905 Yale Rd.
Chilliwack, BC V2P 8E6
Tel: (778) 656-1390

	YTD Actual 2024-2025	Annual 2024-2025	Adopted 2025-2026
INCOME			
Fees	109,270.73	117,670.00	122,825.00
Interest Income	1,089.80	1,000.00	1,100.00
Interest/By-Law Fines/Legal	287.64	-	-
Deficit Levy	<u>5,970.13</u>	<u>7,850.00</u>	<u>3,730.00</u>
TOTAL INCOME	116,618.30	126,520.00	127,655.00
GENERAL EXPENSES			
Insurance	18,658.00	20,000.00	20,000.00
Insurance - Appraisal	925.00	600.00	925.00
Administration	1,225.91	900.00	1,100.00
Accounting	750.00	750.00	750.00
Management	7,800.00	7,800.00	8,580.00
Site Management	-	3,000.00	2,000.00
Bank Charges	90.00	100.00	100.00
Deficit Carried Forward	7,850.00	7,850.00	3,730.00
Legal	1,417.76	3,000.00	1,017.50
Contingency Reserve Fund	11,800.00	11,800.00	12,282.50
Depreciation Report	<u>-</u>	<u>350.00</u>	<u>350.00</u>
TOTAL GENERAL EXPENSES	50,516.67	56,150.00	50,835.00
BUILDING EXPENSES			
Fire Protection	-	580.00	580.00
Repairs & Maintenance	9,607.01	5,400.00	9,600.00
Landscaping	400.00	400.00	400.00
Janitorial	12,777.93	12,300.00	12,800.00
Electricity	23,783.09	24,250.00	24,000.00
Water & Sewer	4,566.44	3,500.00	4,600.00
Refuse Removal	1,795.75	8,640.00	8,640.00
Elevator Mtce & License	10,980.01	9,600.00	11,000.00
Elevator Phone	886.47	1,350.00	900.00
Security	641.00	700.00	650.00
HVAC	652.45	650.00	650.00
Snow Removal	<u>3,741.50</u>	<u>3,000.00</u>	<u>3,000.00</u>
TOTAL BUILDING EXPENSES	69,831.65	70,370.00	76,820.00
TOTAL EXPENSES	120,348.32	126,520.00	127,655.00
NET INCOME	(3,730.02)	0.00	0.00

Medical Services - NW 1063
For the Fiscal Year April 1, 2025 to March 31, 2026

Adopted Operating Fund: \$110,542.50

Adopted Contingency Fund: \$12,282.50

Adopted Strata Fees Total:	\$122,825.00
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PLEASE MAKE CHEQUES PAYABLE TO NW 1063

Unit Number	Strata Lot #	Unit Entitlement	Operating Fund	Contingency Reserve Fund	Adopted Strata Fees (Less GST)	Adopted Strata Fees (inc GST)
101	1	667621	615.00	68.34	683.34	717.51
201	2	3397711	3,129.93	347.77	3,477.70	3,651.59
304	3	619933	571.07	63.46	634.53	666.26
303	4	774916	713.84	79.32	793.16	832.82
302	5	667621	615.00	68.34	683.34	717.51
301	6	798760	735.81	81.75	817.56	858.44
403	7	691464	636.97	70.77	707.74	743.13
402	10	1642823	1,513.35	168.15	1,681.50	1,765.58
401	11	739151	680.90	75.65	756.55	794.38
		10000000	\$ 9,211.88	\$ 1,023.55	\$ 10,235.42	\$ 10,747.22
Total Unit Entitlement					10000000	
Total Monthly Fees					\$10,235.42	
Total Yearly Fees					\$122,825.04	

Medical Services - NW 1063
For the Fiscal Year April 1, 2025 to March 31, 2026

Adopted Deficit Levy:	3,730.00
Coastal admin fee	300.00
Total	4,030.00

Due:
Oct. 1 2025

PLEASE MAKE CHEQUES PAYABLE TO NW 1063

Unit Number	Strata Lot #	Unit Entitlement	Adopted Deficit Levy
101	1	667621	269.05
201	2	3397711	1,369.28
304	3	619933	249.83
303	4	774916	312.29
302	5	667621	269.05
301	6	798760	321.90
403	7	691464	278.66
402	10	1642823	662.06
401	11	739151	297.88
		10000000	\$ 4,030.00

Adopted Deficit Levy (inc GST)
282.50
1,437.74
262.32
327.90
282.50
338.00
292.59
695.16
312.77
\$ 4,231.48

Total Unit Entitlement	10000000
Total Adopted Levy	\$ 4,030.00

Medical Services - NW 1063
For the Fiscal Year April 1, 2025 to March 31, 2026

		(Including GST)	
Adopted Building Improvement Levy:	354,779.72	372,518.71	<u>Due:</u>
Coastal admin fee	10,643.39	11,175.56	Sept. 1 2025
Total	365,423.11	383,694.27	

PLEASE MAKE CHEQUES PAYABLE TO NW 1063

Unit Number	Strata Lot #	Unit Entitlement	Adopted Deficit Levy
101	1	667621	24,396.41
201	2	3397711	124,160.21
304	3	619933	22,653.78
303	4	774916	28,317.22
302	5	667621	24,396.41
301	6	798760	29,188.54
403	7	691464	25,267.69
402	10	1642823	60,032.55
401	11	739151	27,010.29
		10000000	\$ 365,423.10

Adopted Deficit Levy (inc GST)
25,616.23
130,368.22
23,786.47
29,733.08
25,616.23
30,647.97
26,531.07
63,034.18
28,360.80
\$ 383,694.25

Total Unit Entitlement	10000000
Total Adopted Levy	\$ 365,423.10