



# VANCOUVER CONDOMINIUM SERVICES LTD.

400 - 1281 W. GEORGIA STREET, VANCOUVER, B.C. V6E 3J7

March 18, 2010

**MEMO TO:** Owners  
Strata Plan LMS-3432

**FROM:** Bunny Porteous

**RE: SPECIAL GENERAL MEETING**

Attached are the minutes of a Special General Meeting held on Thursday, March 11, 2010. Please read and retain them for future reference.

**SPECIAL LEVY:** A special levy was passed for the domestic water system replacement. See attached levy schedule. The owners may pay this special levy over a period of eight (8) months commencing April 1, 2010.

This levy may be added to PAC pre-authorized chequing plan with your written authorization only if you are already on PAC for your strata fees. Please send in the attached authorization form by April 10, 2010. You will need to send in a cheque for the month of April and the PAC will commence May 1, 2010.

If you pay by monthly cheque, please issue post-dated cheques payable to "Strata Plan LMS-3432" effective April 1, 2010.

**PLEASE SEE THE ATTACHED STRATA FEE SCHEDULE**

\* \* \*

Attachment  
BP/ys

LMS-3432/2010 Mar SGM COVER MEMO



**STRATA PLAN LMS3432**  
**Special Levy Fee Schedule**

12-Mar-10  
 YEAR END: SEPTEMBER 30

**PASSED ON:** March 11, 2010  
**RE:** Domestic Water Pipe Sys. Repl.  
**PAYMENT PLAN:** Payable over 8 months, commencing April 1, 2010

UNIT	S.L.	U/E	TOTAL LEVY \$1,875,000.00	MONTHLY DUE
307	8	84	\$16,240.46	\$2,030.06
308	9	55	\$10,633.64	\$1,329.21
401	14	52	\$10,053.62	\$1,256.70
402	15	73	\$14,113.73	\$1,764.22
403	16	52	\$10,053.62	\$1,256.70
405	10	53	\$10,246.96	\$1,280.87
406	11	61	\$11,793.67	\$1,474.21
407	12	77	\$14,887.09	\$1,860.89
408	13	54	\$10,440.30	\$1,305.04
501	21	54	\$10,440.30	\$1,305.04
502	22	73	\$14,113.73	\$1,764.22
503	23	52	\$10,053.62	\$1,256.70
505	17	53	\$10,246.96	\$1,280.87
506	18	61	\$11,793.67	\$1,474.21
507	19	77	\$14,887.09	\$1,860.89
508	20	Strata Suite	\$0.00	\$0.00
601	28	54	\$10,440.30	\$1,305.04
602	29	73	\$14,113.73	\$1,764.22
603	30	52	\$10,053.62	\$1,256.70
605	24	53	\$10,246.96	\$1,280.87
606	25	61	\$11,793.67	\$1,474.21
607	26	77	\$14,887.09	\$1,860.89
608	27	54	\$10,440.30	\$1,305.04
701	35	54	\$10,440.30	\$1,305.04
702	36	73	\$14,113.73	\$1,764.22
703	37	52	\$10,053.62	\$1,256.70
705	31	53	\$10,246.96	\$1,280.87
706	32	61	\$11,793.67	\$1,474.21
707	33	77	\$14,887.09	\$1,860.89
708	34	54	\$10,440.30	\$1,305.04
801	42	54	\$10,440.30	\$1,305.04
802	43	73	\$14,113.73	\$1,764.22
803	44	52	\$10,053.62	\$1,256.70
805	38	53	\$10,246.96	\$1,280.87
806	39	61	\$11,793.67	\$1,474.21
807	40	77	\$14,887.09	\$1,860.89
808	41	54	\$10,440.30	\$1,305.04
901	49	54	\$10,440.30	\$1,305.04
902	50	73	\$14,113.73	\$1,764.22
903	51	52	\$10,053.62	\$1,256.70
905	45	53	\$10,246.96	\$1,280.87
906	46	61	\$11,793.67	\$1,474.21

**STRATA PLAN LMS3432**  
**Special Levy Fee Schedule**

12-Mar-10  
 YEAR END: SEPTEMBER 30

**PASSED ON:** March 11, 2010  
**RE:** Domestic Water Pipe Sys. Repl.  
**PAYMENT PLAN:** Payable over 8 months, commencing April 1, 2010

UNIT	S.L.	U/E	TOTAL LEVY \$1,875,000.00	MONTHLY DUE
907	47	77	\$14,887.09	\$1,860.89
908	48	54	\$10,440.30	\$1,305.04
1001	56	54	\$10,440.30	\$1,305.04
1002	57	73	\$14,113.73	\$1,764.22
1003	58	52	\$10,053.62	\$1,256.70
1005	52	53	\$10,246.96	\$1,280.87
1006	53	61	\$11,793.67	\$1,474.21
1007	54	77	\$14,887.09	\$1,860.89
1008	55	54	\$10,440.30	\$1,305.04
1101	63	52	\$10,053.62	\$1,256.70
1102	64	73	\$14,113.73	\$1,764.22
1103	65	52	\$10,053.62	\$1,256.70
1105	59	53	\$10,246.96	\$1,280.87
1106	60	61	\$11,793.67	\$1,474.21
1107	61	77	\$14,887.09	\$1,860.89
1108	62	54	\$10,440.30	\$1,305.04
1201	70	54	\$10,440.30	\$1,305.04
1202	71	73	\$14,113.73	\$1,764.22
1203	72	52	\$10,053.62	\$1,256.70
1205	66	53	\$10,246.96	\$1,280.87
1206	67	61	\$11,793.67	\$1,474.21
1207	68	77	\$14,887.09	\$1,860.89
1208	69	54	\$10,440.30	\$1,305.04
1401	77	54	\$10,440.30	\$1,305.04
1402	78	73	\$14,113.73	\$1,764.22
1403	79	52	\$10,053.62	\$1,256.70
1405	73	53	\$10,246.96	\$1,280.87
1406	74	61	\$11,793.67	\$1,474.21
1407	75	77	\$14,887.09	\$1,860.89
1408	76	54	\$10,440.30	\$1,305.04
1501	84	54	\$10,440.30	\$1,305.04
1502	85	73	\$14,113.73	\$1,764.22
1503	86	52	\$10,053.62	\$1,256.70
1505	80	53	\$10,246.96	\$1,280.87
1506	81	61	\$11,793.67	\$1,474.21
1507	82	77	\$14,887.09	\$1,860.89
1508	83	54	\$10,440.30	\$1,305.04
1601	91	54	\$10,440.30	\$1,305.04
1602	92	73	\$14,113.73	\$1,764.22
1603	93	52	\$10,053.62	\$1,256.70
1605	87	53	\$10,246.96	\$1,280.87
1606	88	61	\$11,793.67	\$1,474.21

**STRATA PLAN LMS3432**  
**Special Levy Fee Schedule**

12-Mar-10  
 YEAR END: SEPTEMBER 30

**PASSED ON:** March 11, 2010

**RE:** Domestic Water Pipe Sys. Repl.

**PAYMENT PLAN:** Payable over 8 months, commencing April 1, 2010

UNIT	S.L.	U/E	TOTAL LEVY \$1,875,000.00	MONTHLY DUE
1607	89	77	\$14,887.09	\$1,860.89
1608	90	54	\$10,440.30	\$1,305.04
1701	98	54	\$10,440.30	\$1,305.04
1702	99	73	\$14,113.73	\$1,764.22
1703	100	52	\$10,053.62	\$1,256.70
1705	94	53	\$10,246.96	\$1,280.87
1706	95	61	\$11,793.67	\$1,474.21
1707	96	77	\$14,887.09	\$1,860.89
1708	97	54	\$10,440.30	\$1,305.04
1801	105	54	\$10,440.30	\$1,305.04
1802	106	73	\$14,113.73	\$1,764.22
1803	107	52	\$10,053.62	\$1,256.70
1805	101	53	\$10,246.96	\$1,280.87
1806	102	61	\$11,793.67	\$1,474.21
1807	103	77	\$14,887.09	\$1,860.89
1808	104	54	\$10,440.30	\$1,305.04
1901	112	54	\$10,440.30	\$1,305.04
1902	113	73	\$14,113.73	\$1,764.22
1903	114	52	\$10,053.62	\$1,256.70
1905	108	53	\$10,246.96	\$1,280.87
1906	109	61	\$11,793.67	\$1,474.21
1907	110	77	\$14,887.09	\$1,860.89
1908	111	54	\$10,440.30	\$1,305.04
2001	119	54	\$10,440.30	\$1,305.04
2002	120	73	\$14,113.73	\$1,764.22
2003	121	52	\$10,053.62	\$1,256.70
2005	115	53	\$10,246.96	\$1,280.87
2006	116	61	\$11,793.67	\$1,474.21
2007	117	77	\$14,887.09	\$1,860.89
2008	118	54	\$10,440.30	\$1,305.04
2101	126	54	\$10,440.30	\$1,305.04
2102	127	73	\$14,113.73	\$1,764.22
2103	128	52	\$10,053.62	\$1,256.70
2105	122	53	\$10,246.96	\$1,280.87
2106	123	61	\$11,793.67	\$1,474.21
2107	124	77	\$14,887.09	\$1,860.89
2108	125	54	\$10,440.30	\$1,305.04
2201	133	54	\$10,440.30	\$1,305.04
2202	134	73	\$14,113.73	\$1,764.22
2203	135	52	\$10,053.62	\$1,256.70
2205	129	53	\$10,246.96	\$1,280.87
2206	130	61	\$11,793.67	\$1,474.21

**STRATA PLAN LMS3432**  
**Special Levy Fee Schedule**

12-Mar-10  
 YEAR END: SEPTEMBER 30

**PASSED ON:** March 11, 2010  
**RE:** Domestic Water Pipe Sys. Repl.  
**PAYMENT PLAN:** Payable over 8 months, commencing April 1, 2010

UNIT	S.L.	U/E	TOTAL LEVY \$1,875,000.00	MONTHLY DUE
2207	131	77	\$14,887.09	\$1,860.89
2208	132	54	\$10,440.30	\$1,305.04
2301	140	54	\$10,440.30	\$1,305.04
2302	141	73	\$14,113.73	\$1,764.22
2303	142	52	\$10,053.62	\$1,256.70
2305	136	53	\$10,246.96	\$1,280.87
2306	137	61	\$11,793.67	\$1,474.21
2307	138	77	\$14,887.09	\$1,860.89
2308	139	54	\$10,440.30	\$1,305.04
2401	147	50	\$9,666.94	\$1,208.37
2402	148	76	\$14,693.75	\$1,836.72
2405	143	49	\$9,473.60	\$1,184.20
2406	144	61	\$11,793.67	\$1,474.21
2407	145	77	\$14,887.09	\$1,860.89
2408	146	54	\$10,440.30	\$1,305.04
2506	149	137	\$26,487.42	\$3,310.93
2507	150	77	\$14,887.09	\$1,860.89
2508	151	54	\$10,440.30	\$1,305.04
T1727	7	128	\$24,747.37	\$3,093.42
T1733	6	127	\$24,554.03	\$3,069.25
T1737	5	127	\$24,554.03	\$3,069.25
T1763	4	127	\$24,554.03	\$3,069.25
T1767	3	136	\$26,294.08	\$3,286.76
T1773	2	127	\$24,554.03	\$3,069.25
T1777	1	154	\$29,774.18	\$3,721.77

APT. U/E	8772	\$1,875,000.08	\$234,375.01
STRATA SUITE U/E	54		X 8
TOWNHOUSE U/E	926		\$1,875,000.08
TOTAL U/E	9752		
STRATA SUITE U/E	(54)		
TOTAL APT.&TOWNHOUSE U/E	9698		

**MINUTES OF SPECIAL GENERAL MEETING**  
**STRATA PLAN LMS-3432**  
**THE PARK**

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**HELD:** On Thursday, March 11, 2010 at 7:00 p.m. in the Amenities Room, 1723 Alberni Street, Vancouver, B.C.

**PRESENT:** 81 owners in person or proxy, as per the registration sheet.  
(At the outset of this meeting, 80 owners were registered)

**STRATA AGENT:** Bunny Porteous, Vancouver Condominium Services Ltd.

**GUESTS:** Paul Duchaine, BFL Canada  
Clarissa Tran, BFL Canada  
Greg Lee, MMM Group Engineering

**QUORUM REPORT**

There being a quorum present, the meeting was called to order at 7:10 p.m. by the strata agent, who in agreement with the owners, chaired the meeting.

**PROOF OF NOTICE**

It was moved, seconded and carried to accept the notice dated February 18, 2010 as proper Notice of Meeting.

**APPROVAL OF AGENDA**

The agent presented the following amendment to the agenda:

- To present  $\frac{3}{4}$  Vote Resolution #3 – Insurance Indemnities following  $\frac{3}{4}$  Vote Resolution #1, Contingency Reserve Fund Contribution.

It was moved, seconded and carried to approve the amended agenda.

**GUEST BUSINESS**

Mr. Paul Duchaine and Ms. Clarissa Tran, from BFL Canada, (insurance provider for the strata corporation) were invited to attend the Special General Meeting to review the strata corporations' insurance policy and the proposed Insurance and Indemnity Bylaw. Mr. Duchaine reviewed the following:

- Strata Corporation \$500,000 deductible for water damages; all risk and sewer back-up.

- Insurance underwriters reluctance to insure should the domestic water system replacement (re-piping) not proceed in a timely manner.
- The underwriter's agreement to review and possibly be able to lower the \$500,000 deductibles within the next two to three years with no further larger insurance claims.
- Importance of owners obtaining personal home insurance with adequate liability insurance (\$500,000) and special coverage for strata corporation bylaw assessments.
- Strata corporation's duty to insure and the strata corporation's duty to repair.
- Review of the proposed  $\frac{3}{4}$  vote resolution insurance and indemnity bylaws.

Following discussion, the owners thanked Paul Duchaine and Clarissa Tran and they departed at 8:00 p.m.

### $\frac{3}{4}$ VOTE RESOLUTIONS

The following  $\frac{3}{4}$  vote resolution was presented to the owners for their consideration:

#### ***3/4 VOTE RESOLUTION #1 CONTINGENCY RESERVE FUND CONTRIBUTION***

***WHEREAS*** The Owners, Strata Plan LMS-3432, wish to increase the Contingency Reserve Fund to achieve a level which represents the strata corporation's insurance policy deductible (\$500,000) for Strata Plan LMS-3432;

***BE IT RESOLVED*** by a  $\frac{3}{4}$  vote resolution of The Owners, Strata Plan LMS-3432, that a sum of \$500,000 be raised as a contribution to the Contingency Reserve Fund, such contribution to be charged as a special levy upon the owners in proportion to the unit entitlement of their respective strata lots.

The special levy of \$500,000 shall be assessed on March 11, 2010, and shall become due and payable in full immediately on the passing of this resolution by the owners on title as at the end of that day and any owner who sells, conveys or transfers his/her title, or remortgages, before payment of this special levy is made in full, shall then pay the full amount outstanding.

As a matter of financial convenience only, the owners may pay this special levy over a period of three months, such payments to be made in three equal amounts on the first of each month, commencing on April 1, 2010, and ending on June 1, 2010. Notwithstanding the foregoing, this special levy is not considered an "installment" levy as contemplated by Section 108(3)(e) of the Strata Property Act, and Section 109 of the Strata Property Act therefore does not apply.

Any owner who fails to make any payment(s) in accordance with this resolution shall be assessed a fine of \$100 on each such late payment. The strata corporation may further add interest charges on overdue payments at the rate of 10% per annum compounded annually.

Sections 116, 117 and 118 of the Strata Property Act (see attached) shall be applicable where an owner fails to make the required payment as authorized by the passing of this  $\frac{3}{4}$  vote.

Following discussion, it was moved, seconded and **defeated** to adopt  $\frac{3}{4}$  Vote Resolution #1 – Contingency Reserve Fund Contribution (44 in favour, 33 opposed, 3 abstentions).

\* \* \*

(At this time the quorum changed to 81 in person or proxy).

The following  $\frac{3}{4}$  vote resolution was presented to the owners for their review and consideration:

***3/4 VOTE RESOLUTION #3  
BYLAW AMENDMENT – INSURANCE AND INDEMNITIES***

***WHEREAS*** The Owners, Strata Plan LMS-3432, pursuant to Division 2 of Part 7 of the Strata Property Act, S.B.C. 1998, may amend the bylaws of their Strata Corporation;

***AND WHEREAS*** The Owners, Strata Plan LMS-3432, wish to amend the bylaws of their Strata Corporation;

***BE IT RESOLVED*** by a  $\frac{3}{4}$  vote resolution of The Owners, Strata Plan LMS-3432, that the bylaws of their Strata Corporation be amended as follows, such amendment to be effective upon the filing of an Amendment to Bylaws in prescribed form in the Land Title Office:

by adding a new bylaw 41, to read as follows:

***41. Insurance and Indemnity***

- (1) An owner is deemed to be responsible for any loss or damage caused to the common property, limited common property, common assets or to any strata lot, and/or personal injury or death, where the cause of such loss or damage originated within the owner's strata lot and the loss or damage is not covered and paid by any insurance policy.
- (2) An owner is also deemed to be responsible for any loss or damage to the common property, limited common property, common assets or to any strata lot, and/or personal injury or death, where the cause of such loss or damage is the result of an act, omission, negligence or carelessness of the owner, and/or owner's tenants, co-occupants, family members, employees, agents, contractors, guests or invitees and the loss or damage is not covered and paid by any insurance policy.
- (3) If any loss or damage deemed to be the responsibility of an owners under subsection (1) and/or (2) of this bylaw results in a claim against any insurance policy held by the strata corporation, that owner shall save harmless and indemnify, and is strictly liable to reimburse the strata corporation, that owner shall save harmless and indemnify, and is strictly liable to reimburse the strata corporation for the full amount of any insurance deductible, any portion of insurance coverage declined and/or any amount by which the loss or damage exceeds the insurance coverage.

- (4) If any loss or damage deemed to be the responsibility of an owner under subsection (1) and/or (2) of this bylaw does not exceed the insurance deductible for an insurance policy held by the strata corporation, that owner is strictly liable and shall fully indemnify and save harmless the strata corporation for any resulting expense for maintenance, repair or replacement rendered necessary, including legal costs incurred in relation to defending any claim against the Strata Corporation, and/or prosecuting any claim made against the owner, such indemnity to be on a solicitor and client basis, including disbursements, expenses, taxes, filing and/or Court fees, all on a full indemnity basis.
- (5) The Strata Corporation, pursuant to the Strata Property Act, shall establish a contingency reserve fund representing the full amount of any insurance deductible which would be payable upon a claim under the Strata Corporation's policy of property insurance. The owners shall contribute to the contingency reserve fund as a common expense, by means of strata fees calculated in accordance with section 99(2) or 100(1) of the Strata Property Act.

An owner presented a motion to delete #5 from the proposed bylaw. The motion was moved, seconded and **carried** (68 in favour, 11 opposed, 2 abstentions). Following further discussion, the owners voted on the amended resolution, as presented.

It was moved, seconded and **carried** by more than 75% of the vote to adopt  $\frac{3}{4}$  Vote Resolution #3 – Bylaw Amendment – Insurance and Indemnities (68 in favour, 9 opposed, 4 abstentions).

\* \* \*

The following  $\frac{3}{4}$  vote resolution was presented to the owners for their review and consideration:

***3/4 VOTE RESOLUTION #2  
DOMESTIC WATER PIPE SYSTEM REPLACEMENT***

***WHEREAS*** the domestic water piping system of Strata Plan LMS-3432 is deteriorating and requires replacement as per the engineering advice from MMM Group Engineering and Baker Material Engineering Ltd.;

***AND WHEREAS*** it has been estimated that \$1,875,000 will be needed to fund the project, such amount comprised of construction costs, contingency allowance (20%), legal fees, engineering consultant fees, project manager fees and taxes (GST and HST);

***BE IT RESOLVED*** by a  $\frac{3}{4}$  vote resolution of The Owners, Strata Plan LMS-3432, that a sum of money not exceeding \$1,875,000 be raised and spent for the purpose of the replacement of the domestic water pipe system, such expenditure to be charged as a special levy upon the owners in proportion to the unit entitlement of their respective strata lots.

Subject to Sections 108(5) and (6) of the Strata Property Act (see attached), in the event that the actual cost of the proposed project is less than the special levy amount, the remaining funds shall be transferred to the Contingency Reserve Fund. Interest earned on funds raised pursuant to this resolution will be allocated to the special levy fund.

*This special levy of \$1,875,000 shall be assessed on March 11, 2010, and shall become due and payable in full immediately on the passing of this resolution by the owners on title as at the end of that day and any owner who sells, conveys or transfers his/her title, or remortgages, before payment of this special levy is made in full, shall then pay the full amount outstanding.*

*As a matter of financial convenience only, the owners may pay this special levy over a period of eight months, such payments to be made in eight equal amounts on the first of each month, commencing on April 1, 2010 and ending on November 1, 2010. Notwithstanding the foregoing, this special levy is not considered as an "installment" levy as contemplated by Section 108(3)(e) of the Strata Property Act, and Section 109 of the Strata Property Act therefore does not apply.*

*Any owner who fails to make any payment(s) in accordance with this resolution shall be assessed a fine of \$100 on each such late payment. The strata corporation may further add interest charges on overdue payments at the rate of 10% per annum compounded annually.*

*Sections 116, 117 and 118 of the Strata Property Act (see attached) shall be applicable where an owner fails to make the required payment as authorized by the passing of this  $\frac{3}{4}$  vote.*

\* \* \*

Greg Lee from MMM Group (Engineers) presented an outline of MMM Group and the proposed domestic water pipe system replacement:

- MMM Group has been involved in over 300 water system replacements (re-piping) in commercial and residential buildings within the last 20 years.
- McCuaig & Associates Engineers completed a plumbing assessment in November 2009, recommending the CPVC piping be replaced due to the recent failures; however, the copper piping shows minor corrosion and should last another 10 years.
- Baker Material Engineering completed an inspection on the pipes which failed during a shut-down on October 29, 2009 and determined the CPVC piping to be extremely brittle and unable to tolerate impact loading, and should be replaced
- The council obtained a proposal from MMM Group in the amount of \$65,000 to provide mechanical engineering services, including schematic design, design development, working drawings and specifications, preparation of contracts and services during the construction of the domestic water system replacement.
- A rough estimate in the amount of \$7,000 to \$9,000 per unit was received from a reputable mechanical contractor who specializes in domestic water system replacement and from past projects completed by MMM Group.
- The engineers, council, and insurance providers are still in discussion whether the townhouse units' water system will be replaced. The townhouses have separate hot water tanks but have the same CPVC pipes

- The agent informed the owners that the forecasted costs (\$1,875,000) to replace the domestic water system was based on the best available researched information; \$9,000 per unit, contingency reserve (20%) engineering fees (approximate) \$65,000 as per MMM proposal received January 26, 2010, (before a complete review of the copper versus CPVC plastic piping which could add additional engineering costs for coring and design work, project management fees and taxes (GST and HST).
- The work is projected to take eight (8) months. The contractors will be required to open walls in the kitchen and bathrooms, with possible two day shut-downs on sections of the units but owners should have a source of water in their unit.

Once the contractor is engaged, an owner information meeting will be held to provide all the details of the project.

Several questions were raised by the owners:

- An owner claimed the process was fundamentally flawed and the owners should only vote on the engineering fees with another SGM to be called in two weeks to vote on the water pipe system replacement. A new owner responded to the owner's concerns stating that she had recently purchased and, although she was aware of the townhouse repairs and potential domestic water system replacement, she found the minutes on the website demonstrated that the strata council was pro-active with research referencing and obtaining quotes to complete the townhouse repairs and domestic water system with the best interest of the owners' investments in mind.

Following extensive discussion, an owner called for the question. It was moved, seconded and **carried** to adopt  $\frac{3}{4}$  Vote Resolution #2 – Domestic Water Pipe System Replacement (59 in favour, 17 opposed, 4 abstentions).

The vote was counted three times by the agent and an owner. It was observed that only 80 people out of 81 owners voted.

There being no further business, the Special General Meeting was adjourned at 9:30 p.m.



Bunny Porteous  
 Vancouver Condominium Services Ltd.  
 #400 - 1281 West Georgia Street  
 Vancouver, B.C. V6E 3J7

Telephone: 684-6291 (24 Hour Emergency Services)  
 Toll free: 1-877-684-629/Fax: 604-684-1539

BP/af



Dear Owner: A levy recently passed that you may want to have deducted monthly from your bank account. If so, please complete this form.

# ADD LEVY TO PAC

(Pre-authorized Chequing)

STRATA PLAN: \_\_\_\_\_ UNIT #: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

**ADD LEVY AMOUNT** \$ \_\_\_\_\_ per month

DATE LEVY WAS PASSED ON: \_\_\_\_\_

DATE OF FIRST DEDUCTION: \_\_\_\_\_

*Remember the cut off for changes is the 15<sup>th</sup> of the month. If it is after the 15<sup>th</sup>, the first installment will happen on the first of the month following. You will have to send a cheque for the months missed.*

I am currently on the Pre-authorized chequing plan and authorize VCS to deduct the levy amount as noted above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

GIVE THIS FORM TO YOUR STRATA AGENT OR FAX IT DIRECTLY TO THE ACCOUNTING DEPARTMENT AT (604) 687-0537

