

AGM INSTRUCTIONS: If you are attending, please contact the CHOA office at info@choa.bc.ca for a zoom invitation link

CHOA AGM 2022

AGENDA

- Registration: 6:30 pm
- Call to Order: 7:00 pm
- Approval of the Agenda
- Approval of minutes from CHOA AGM June 1, 2021
- Financial Report 2021
- Approval of Bylaw Amendment Updating Financial Reporting
- Nomination & Election of Directors
- Adjourn

MINUTES OF THE CHOA ANNUAL GENERAL MEETING OF TUESDAY JUNE 1, 2021 7:00PM

MEETING CONDUCTED ELECTRONICALLY UNDER PROVINCIAL EMERGENCY ORDER PROVISIONS

1. Call to Order: Meeting called to order at 7:00pm by Ryan Abbott, President of CHOA

2. Motion to Approve the Agenda to include the election of 7 board members, 6 in a 2-year term and 1 for the balance of a 1-year term. Motion: KAS 1884, 2nd by: VIS 5081
Carried unanimously

3. Quorum: Quorum established at the call to order was 21 corporation members attending and 35 votes.

4. Approval of the minutes of the June 17, 2020 AGM. Motion: VR 1175, 2nd: KAS 1845
Carried unanimously

5. Financial Report ending December 31, 2020: Tony Gioventu, Executive Director reviewed the fiscal year end of 2020, which ended with a balanced budget. The annual budget is approved each year by the board of directors and reported to the members at the subsequent Annual General Meeting.

6. Approval of the bylaw to permit electronic meetings. To enable future attendance of members at CHOA general meetings where technology and location permit and enable the flexibility for electronic meetings when restrictions are imposed, the board proposed the following electronic meeting bylaw to be passed by special resolution of the members at the AGM.

*Whereas emergency orders have required Associations to conduct general meetings electronically, and the Society Act of BC permits Associations to conduct electronic meetings if permitted through bylaw amendment, CHOA is recommending the amendment of bylaw 12 by adding section (3) as follows:
"Be it resolved by 2/3 Special Resolution of the members of The Condominium Homeowners Association of BC, that Bylaw 12 is amended by adding subsection (3) Annual or Special General Meetings may be conducted electronically provided the eligible members registered to vote are capable of communicating and participating in voting by electronic methods. "*

Motion to approve: LMS 3380 2nd: KAS 33
Carried unanimously

7. Election of the board: In accordance with CHOA bylaws requiring the nominations for election of board members to be submitted at least 1 week in advance of the Annual General Meeting, the following 7 board members were nominated for election:

Ryan Abbott, Vancouver - Mixed use residential and commercial development, David Fox, New Westminster - Townhouse, Ken Hagerty, Chilliwack - Townhouse, Michael Hudson, Vancouver - High Rise Strata Apt, Ley Lefevvre, Kelowna - Low Rise Strata Apt, Bill Thorburn, Vancouver Island - Townhouse, Lydia Troc, Prince George - Townhouse
Motion to elect: KAS 1884, 2nd: LMS 61
Carried unanimously

Commendation by Bill Thorburn, of recognition to the staff for continuing to provide such incredible service to the members and the public during the adverse conditions.

8. Motion to Adjourn the meeting at 7:28 pm by VIS 2044, 2nd: VIS 5081
Carried unanimously

CHOA BUSINESS APPOINTEES FOR 2021:

Allyson Baker, Clark Wilson LLP
Jennifer Neville, Hamilton and Co
Steve Storrey, BFL Insurance

LEGAL SERVICES:

Wilson McCormack Law Corporation

2022 PRESIDENT'S MESSAGE, RYAN ABBOTT

Volunteerism was the foundation on which strata corporations functioned in 2021. For the second year in a row people were asked to take special care and be kind to each other, as we all struggled with navigating the consequences of Covid-19. Volunteer strata councils were called to serve their strata corporations and communities during this troubling time.

This past year we saw many strata corporations rely on their strata councils to ensure the daily operations and administration of the strata corporation were carried out in accordance with strata bylaws and the *Strata Property Act*, all while balancing the many tests and unknowns created by the pandemic. A heartfelt "thank you" to the many council members who rose to meet the challenges—changes in legislation, adapting to various Provincial Health Orders and learning how to conduct

online meetings—your dedication to your strata corporations is appreciated.

I would also like to express my appreciation to my fellow CHOA Board members. Your service this past year has clearly shown your commitment to the strata industry. It has been my pleasure working with you, and to you, the many strata lot owners, thank you for your service to your strata corporations.

Many of us have learned how to attend Zoom meetings, taken steps to lend a helping hand to your neighbours and worked together for the betterment of your strata corporation.

Education and information in a strata corporation are essential. Even with the challenges of the pandemic, CHOA was able to host a robust education program in 2021.

We continued hosting our "Tuesday Lunch & Learn with CHOA" webinars throughout the year and offered our traditional Spring and Fall Education Program online. The Association continues to partner with BC Housing in developing building research guides and webinars.

A best practice often suggested to strata corporations is to conduct a regular review of your bylaws, ensuring they still meet the needs of your strata corporation. As part of our annual review of operations and bylaws, the CHOA board of directors is proposing an addition to the bylaw for financial reporting to ensure the members have access to the procedures we follow for financial reviews or audits. This is to promote a greater level of transparency on the operational structure of the Association and encourage all strata corporations to exercise a similar practice. Wishing everyone a healthy and safe 2022.

ANNUAL REPORT 2021

	Budget 2021	Actual 2021	Budget 2022
Revenue			
Membership	716,000	764,045	760,000
Journal & Publications	152,000	149,936	160,000
Seminars & Services	60,000	62,514	55,000
Research & Fees	92,000	155,000	125,000
Total	1,020,000	1,131,495	1,100,000
Expense			
Office Operating x 3	145,000	124,886	164,000
CHOA Journal	125,000	144,918	105,000
Seminars & AGM	25,000	4,341	15,000
Board Expense	10,000	2,538	10,000
Insurance	9,000	8,683	9,000
Staff & Benefits x 9	670,000	743,170	756,000
Research & Expense	35,000	59,650	40,000
Legal	1,000	2,555	1,000
Total	1,020,000	1,090,742	1,100,000
Balance		+40,753	

In accordance with CHOA bylaws, the annual budget is approved by the Board of Directors at the beginning of each fiscal year.

SPECIAL RESOLUTION Updating CHOA Financial Reporting Bylaws

“Be it resolved by 2/3 Special Resolution of the members of The Condominium Homeowners Association of BC, that Part 10 of the Bylaws — Financial Reporting be amended, with the additions in purple.

- 44 The board of directors shall appoint a chartered accountant, a certified general accountant, or a certified accountant to audit or review the financial records after the end of the fiscal year and prior to the annual general meeting. *The board of directors may retain the appointee for additional quarterly reviews and assistance with financial operations of the Association. The terms of service must be reviewed and ratified by the board of directors and are available as part of the Association’s policies to the members.*
- 45 The *appointee* must be promptly informed in writing of their appointment or removal.
- 46 A director or employee of the Association must not be an *appointee*.
- 47 The *appointee* may attend general meetings. “

CHOA TEAM

Tony Gioventu, Executive Director
Heidi Marshall, Communications & Strata Advisor
Rosalina Munro, Policy, Research & Strata Advisor
Gary Stuttard, Strata Advisor, Interior
Melanie Lietuvinikas, Strata Advisor, BC North
Daryl Foster, Strata Advisor, Lower Mainland
Nancy Deshaw, Strata Advisor
Donna McKinnon-Heide, Office Manager
Tiffany Webster, Accounting and Records

STATISTICS

Seminars – 2021

Spring Education Webinars..... 9
 # of attendees 655
 Fall Education Webinars 12
 # of attendees 404
 Forums & Public Webinars..... 13
 # of attendees 4328

Membership

CHOA currently maintains membership documents and communications for over 7,000 corporations across the province.

Associate members..... 325
 Business members 328
 Advertisers in the Journal 74

CHOA Journal

quarterly circulation 15,000

ON-SITE MEETINGS

Staff onsite/electronic meetings in 2021 307

A NOTE OF APPRECIATION

CHOA would like to thank the many educators who contributed their volunteer time and service in 2021 for strata councils, owners and property managers.

- Allyson Baker
- Kate Campbell
- Tony Esposito
- Matthew Fischer
- Veronica Franco
- Stephen Hamilton
- Sat Harwood
- Sean Lang
- Rob MacGregor
- Lisa Mackie
- Elaine McCormack
- Adrienne Murray
- Jennifer Neville
- Brent Pavan
- Andrea Raso
- Danielle Russell
- Craig Segaric
- Steve Storrey
- Kyla Troll
- Cora Wilson
- Tony Gioventu
- Daryl Foster

PROXY

If you are not attending please mail, fax, or scan & email this form to CHOA's New Westminster Office, 200-65 Richmond St., New Westminster, BC V3L 5P5, Fax: 604-515-9643 or Email: info@choa.bc.ca to be received no later than 12:00 noon May 31, 2022. A copy can be downloaded from the CHOA website.

CHOA Bylaws, Part 13 — Proxies

55 (1) A proxy, appointing a person outside of the strata corporation membership, shall be in writing and signed by two members of the Strata Council of a Strata Corporation Member.

(2) No one person can hold proxies for more than five (5) Strata Corporation Members at either an annual or special general meeting.

Strata Plan # _____ # of units _____ # of Votes _____ (please see below)

- 1 to 50 Strata Lots 1 Vote
- 51 to 100 Strata Lots 2 Votes
- 101 to 150 Strata Lots 3 Votes
- 151 to 200 Strata Lots 4 Votes
- 201 to 250 Strata Lots 5 Votes
- 251 to 300 Strata Lots 6 Votes
- 301 to 350 Strata Lots 7 Votes
- 351 to 400 Strata Lots 8 Votes
- 401 to 450 Strata Lots 9 Votes
- 451 and over Strata Lots 10 votes

We, the Council of Strata Plan # _____, designate to act as our Proxy at the CHOA AGM to be held on May 31, 2022.

_____ or CHOA Director

1) Strata Council Member's Name: _____

Signature: _____ Date: _____

2) Strata Council Member's Name: _____

Signature: _____ Date: _____

CALL FOR DIRECTOR NOMINATIONS

This is a call for nominations for members to serve on the Condominium Home Owners Association of BC Board of Directors. Each nomination must include the name, address, and Strata Plan Number of each nominee, and the nominee's signature, indicating a willingness to serve if elected. Please also include a biography (50 words or less) of the nominee on a separate page. CHOA will accept nominations until closing time of the Association's business office 1 week prior to the Annual General Meeting and will post nominations to the CHOA website by 12:00 noon Wednesday May 25, 2022.

I / We as members in good standing with the Condominium Home Owners Association of BC,

Nominate: _____ (Last name) _____ (First name) _____ (Strata Plan #) as candidate for CHOA Director

Nominated by: _____ (Last name) _____ (First name) _____ (Strata Plan #)

_____ (Signature) _____ (Date)

Nominee Information: Phone #: _____ (Home) _____ (Business) _____ (Cell) _____

Home Address: _____ Email: _____

Acceptance by Nominee: _____ (Signature) _____ (Strata Plan #) _____ (Date)