



Condominium Home Owners Association of British Columbia

Leadership, Education and Resources for Strata Owners Across BC

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Strata Property Advisor: On-Site Services — Fee Schedule 2023

These services are available to CHOA members only.

CHOA provides parliamentary and support services for the convening of strata corporation meetings. This includes an elected chairperson as provided in the bylaws, secretarial/minute keeping, registrar, scrutineer of balloting, and technical support for electronic meetings.

CHOA strata advisors do not provide legal services or legal advice and will refer the member to professional services as required. In accordance with the bylaws of the strata corporation or by majority vote of the owners at a general meeting, the strata advisor must be duly elected or appointed by the strata council at a council meeting or the voting quorum of eligible voters at an annual or special general meeting. The strata corporation shall save the advisor and CHOA harmless from any causes or actions that may result from the events that may occur at the meeting or in the process of correspondence with the strata corporation.

Zoom Electronic Meetings or Onsite meetings: \$125.00 per hour plus mileage @ 54 cents / km.\*

Subject to any related travel and overnight expenses\*

\*A credit card deposit for fees and travel expenses may be required in advance. A per diem travel charge of up to \$35.00 per hour may be charged for long distance travel of more than one hour. For mileage over 100 km in each direction the rate is 20 cents/km plus the cost of fuel. In the event the strata corporation requires the elected or appointed CHOA staff person attending a meeting to provide evidence or attend a hearing for a court or tribunal proceeding, the strata corporation agrees to compensate CHOA an amount of \$75.00 per hour to offset staff coverage.

Invoicing Authorization — On-Site Strata Advisor Services

Start time of meeting: \_\_\_\_\_ am/pm

End time of meeting: \_\_\_\_\_ am/pm

We, the owners of Strata plan # \_\_\_\_\_, hereby agree to pay On-Site Strata Advisor services during our meeting of \_\_\_\_\_, for \_\_\_\_\_ hour(s) @ \$ \_\_\_\_\_/hour

5% GST \$ \_\_\_\_\_

Mileage \_\_\_\_ km @ 54 cents ( under 100km each way ) \$ \_\_\_\_\_

Mileage \_\_\_\_ km @ 20 cents \_\_\_\_\_ + Fuel \_\_\_\_\_ \$ \_\_\_\_\_

BC Ferries / air fare Trip A) \_\_\_\_\_ Trip B) \_\_\_\_\_ \$ \_\_\_\_\_

Overnight accommodations \_\_\_\_\_ \$ \_\_\_\_\_

Total to be paid to CHOA on receipt of invoice: \$ \_\_\_\_\_

Name & signature of council member or authorized agent: \_\_\_\_\_

Advisor providing services: \_\_\_\_\_ Type of meeting: \_\_\_\_\_

Address to invoice: Email (if applicable) \_\_\_\_\_ & Mailing address \_\_\_\_\_