



Spring 2023 in the Condo Classroom



These programs have been developed to assist strata councils, property managers, owners and tenants in the general operation and management of their strata corporations.

A review of recent legislative updates will occur as part of the onsite seminars.

Session # 1 Insurance and Risk Management	Session # 2 Collections	Session # 3 Financial Management
<p>Understanding:</p> <ul style="list-style-type: none"> • The insurance requirements of the Act for strata corporations, sections, owners, landlords and tenants. • What the strata corporation must insure: common property, fixtures, assets. • The minimum coverage for perils such as fire, flood, water escape, and the optional perils such as Director and Officer coverage and earthquake claims. • The requirements and options of insurance for commercial strata lots, sections, joint use facilities and Air Space Parcels. • How to determine when a claim is filed on the strata corporation insurance. • How to determine if an owner is responsible for a strata corporation deductible if a claim is filed. • If the amount of the damages is below the deductible of the corporation, who pays and who is responsible for the claims. • The importance of communication and information for home owners and landlords buying insurance. 	<ul style="list-style-type: none"> • Properly calculating strata fees and special levies. • Creating a monthly receivables report to segregate all expenses for collections procedures and the council decision making process for managing collections, including: <ol style="list-style-type: none"> i. Bylaw enforcement ii. Damages iii. Insurance deductibles iv. Work Orders • The sequence of collecting fines, penalties, user fees, damages and insurance deductibles through the CRT and how to register the debts for collection. • Options for collecting unpaid fees, penalties and costs. • Demand notice of payment. • Understanding the difference between charges that may result in a lien or those that require a decision from the CRT or the courts. • When to seek legal assistance. • Using the Form F Payment Certificate for collections and how debts may be applied. 	<p>Understanding:</p> <ul style="list-style-type: none"> • How common expenses are calculated and applying the Schedule of Unit Entitlement. • How the annual operating budget is developed and proposed for the Annual General Meeting. • How a budget may be amended by majority vote at the Annual General Meeting. • How a strata corporation determines CRF contributions. • How a Special Levy is approved for specified projects. • The requirements of the Act to meet the conditions for an enforceable special levy approved by $\frac{3}{4}$ vote at a general meeting. • How an insurance deductible is issued by council without the need for a $\frac{3}{4}$ vote. • How each fund is accounted for and reported as part of the Annual General Meeting. • How the strata corporation establishes investments for reserve funds or special levies and the proceeds of interest. • The annual taxation reporting requirements.

TIMES & LOCATIONS

Time: 9:00am - 3:00pm (except where indicated below)

Onsite Seminars (include all three sessions and lunch)

Vancouver	Saturday, April 01, 2023	Italian Cultural Centre	3075 Slocan St
Surrey	Saturday, April 22, 2023	Sunrise Banquet & Conference Centre	5640-188th St
Abbotsford	Thursday, April 27, 2023	Clarion Hotel & Conference Centre	36035 North Parallel Rd
Kamloops	Tuesday, May 09, 2023	Coast Conference Centre	1250 Rogers Way
Kelowna	Wednesday, May 10, 2023	Ramada Hotel & Conference Centre	2170 Harvey Ave
Penticton	Thursday, May 11, 2023	Penticton Trade & Convention Centre	273 Power St
*Nelson	Friday, May 12, 2023	Hume Hotel	422 Vernon St
*Cranbrook	Saturday May 13, 2023	St Eugene Resort	7777 Mission Rd
Victoria	Tuesday, May 16, 2023	Royal Colwood Golf Club	629 Goldstream Ave
Courtenay	Wednesday, May 17, 2023	Crown Isle Resort	399 Clubhouse Dr
Nanaimo	Thursday, May 18, 2023	Nanaimo Golf Club	2800 Highland Blvd

****Session 1 ONLINE ZOOM Meeting**

Online – Session 1	Tuesday, March 21, 2023	12:00 pm – 1:30 pm PT
	Tuesday, May 30, 2023	7:00 pm -8:30 pm PT

****Session 2 ONLINE ZOOM Meeting**

Online – Session 2	Tuesday, March 28, 2023	12:00 pm – 1:30 pm PT
	Wednesday, May 31, 2023	7:00 pm -8:30 pm PT

Sessions are not recorded

****Session 3 ONLINE ZOOM Meeting**

Online - Session 3	Tuesday, April 04, 2023	12:00 pm - 1:30 pm PT
	Thursday, June 01, 2023	7:00 pm -8:30 pm PT

*Note: New date from what was originally advertised.

**The single session as indicated will be presented

CHOA POLICY FOR IN-PERSON MEETINGS

- Please do not attend if you feel sick.
- Hand sanitizer will be readily available throughout the meeting space.
- We ask attendees to socially distance when possible
- We request that you make our seminars a fragrance free environment.
- People with dietary restrictions may be encouraged to bring supplemental food.
- We ask that attendees do not approach or crowd speakers and/or CHOA staff between or after sessions. If you have a question that relates to the session topic please follow-up, by phone or email, with a CHOA advisor who will be pleased to assist.

Condominium Home Owners Association of British Columbia

SPRING 2023 STRATA EDUCATION PROGRAM

Welcome to the "Condo Classroom"

Due to the popularity of meetings, pre-payment and pre-registration are required. Seating is limited so register early.

To Register: 1) Register online at www.choa.bc.ca/seminars

OR 2) Please indicate below your meeting location choice and complete this registration form.

Mail with payment to CHOA at 200-65 Richmond St, New Westminster, BC V3L 5P5,
email info@choa.bc.ca, fax 604.515.9643, or register by phone at 604.584.2462 (Ext. 2) / toll-free 1.877.353.2462 (Ext. 2)

Time: All sessions are 9:00am – 3:00pm unless otherwise indicated

Fees: In Person Meetings: \$60 per person (\$57.14 + \$2.86) Seminar fee includes all three sessions and lunch.

ZOOM Meetings: \$15 per person (\$14.29 + \$0.71 GST) per meeting

Please Indicate Location Choice:

- | | | |
|--|--|--|
| <input type="checkbox"/> ZOOM #1, Mar 21, 12:00-1:30pm | <input type="checkbox"/> Kamloops, May 9 | <input type="checkbox"/> Victoria, May 16 |
| <input type="checkbox"/> ZOOM #2, Mar 28, 12:00-1:30pm | <input type="checkbox"/> Kelowna, May 10 | <input type="checkbox"/> Courtenay, May 17 |
| <input type="checkbox"/> ZOOM #3, Apr 4, 12:00-1:30pm | <input type="checkbox"/> Penticton, May 11 | <input type="checkbox"/> Nanaimo, May 18 |
| <input type="checkbox"/> Vancouver, Apr 1 | <input type="checkbox"/> Nelson, May 12 | <input type="checkbox"/> ZOOM #1, May 30, 7:00-8:30pm |
| <input type="checkbox"/> Surrey, Apr 22 | <input type="checkbox"/> Cranbrook, May 13 | <input type="checkbox"/> ZOOM #2, May 31, 7:00 –8:30pm |
| <input type="checkbox"/> Abbotsford, Apr 27 | | <input type="checkbox"/> ZOOM #3, Jun 1, 7:00 – 8:30pm |

A unique email address is required for each ZOOM Registrant. Please include a separate page if needed with this information
For varying location choices among registrants, please write in the location choice next to the registrant name

Registrant #1 Name: _____ email address: _____

Registrant #2 Name: _____ email address: _____

Registrant #3 Name: _____ email address: _____

Address: _____ Phone number: _____

City: _____ Prov: _____ Postal Code: _____

Strata Plan Number: _____ Business Member Name: _____

Special Dietary Requirements: _____ for Registrant #: _____ (Notification required at least one week prior to the seminar date)

TOTAL COST: _____ **Payment Option:** Cheque payable to CHOA VISA MasterCard e-Transfer

Please note that VISA DEBIT is not currently accepted.

Card #: _____ Expiry _____ / _____

Card holder Name: _____ Signature: _____

Email for receipt: _____

NO REFUNDS for no-shows or cancellations received less than 72 hours prior to event.

All requests for refunds must be in writing, by email or by fax.

CHOA reserves the right to cancel or change seminars without notice, due to unforeseen circumstances.



*Leadership, Education and Resources
for strata owners across BC*



*We gratefully acknowledge the
support and partnership of BC Housing in
research and support for consumers*