

**The Owners of Strata Plan VIS2720
“Hampton Court & Churchill Place”
545 Manchester & 520 Dunedin
Victoria, BC**

NOTICE OF THE ANNUAL GENERAL MEETING

The Annual General Meeting of The Owners of Strata Plan VIS2720 will be held at:

**6:30pm, Wednesday, October 25, 2017
Royal Canadian Legion
Located at 411 Gorge Road E, Victoria, BC**

ORDER OF BUSINESS

1. Registration, certification of proxies, issuing of voting cards – 6:30 pm to 6:45 pm.
2. Call to order – 6:45 pm
3. Filing proof of Notice of Meeting
 - (a) Determine if there is a Quorum
 - (b) Present to the meeting proof of notice
4. Approve the agenda
5. Reading and Adoption of Minutes of previous Annual General Meeting
 - (a) Previous AGM minutes (attached)
 - (b) Unfinished business, if any way
6. Reports:
 - (a) Insurance Report – Schedule A (attached)
 - (b) Financial Report – Schedule B (attached)
7. Ratify any New Rules
8. Consideration and Approval of Budget
9. New Business
 - (a) Resolutions – Schedule C (attached)
 - (b) Property Management Review
10. Nomination and Election of Council
11. Termination of Meeting

*All owners are respectfully reminded of Bylaw 2.3 (6), which states in respect to voting at meetings:
“An Owner who owes money to the Strata Corporation may not vote at an annual general meeting
or special general meeting, except on matters requiring a unanimous vote”*

Approved Minutes – Strata 2720 – Annual General Meeting – 6 Oct 2016

Notice of the meeting was emailed or mailed to owners on September 16, 2016. 61 units attended in person or by proxy, including Council members Roger Taylor, Anita Walper, Atley Jonas, Judy Phillips, Ian Froese, Gayle Chong (by proxy), Robin Wilson and Aaron Chang of South Island Property Management Ltd. (SIPM).

Minutes Taken by: Judy Phillips

Quorum: Yes

Meeting called to order: 6.40 pm

1. Approve the agenda - .Security, remediation, sprinkler system and fencing were added to the agenda. Moved by Donna Bishop (HC 104) Seconded by Greg Abbott (HC 406).
2. Reading and adoption of minutes of previous Annual General Meeting (AGM) – October 26, 2015.
 - a. The minutes were reviewed and approved. Moved By Carol Kronbauer (CP 311). Seconded by Lynette Pineau (CP 201). Motion carried.
 - b. Unfinished business from previous AGM. The repair needed due to the leak in the front of the garage underground membrane has been completed.
3. Reports
 - a. Insurance report. Robin Wilson was able to negotiate an insurance quote from Hub International, resulting in a \$7,000 saving for the owners. Our deductible under “water claims” is \$10,000. Roger Taylor pointed out the importance of checking for potential water leak problems in our units (eg washing machines, bath tubs, fridges with automatic ice makers) as most insurance claims are the result of water leakage.
 - b. Financial report. SIPM took over management of our strata in May 2016 following the retirement of Will Carter of Baywood Property Management. Baywood used an accrual method of accounting and SIPM uses a cash method of accounting. As of October 1, 2016 SIPM has been using an accrual method for our strata.

There is \$2,250,992.54 in our contingency fund. Mortgage underwriter risk managers have indicated that they would like to see us reaching at least 85% of our depreciation report target. We will need to increase our strata fees in order to increase our contribution to our contingency reserve, and to cover rising costs. Our management fees are up, but the increase is in line with other property management companies. Will Carter had kept his fees artificially low for our strata. Postage and stationery costs are high, but should become less by going as paperless as possible. Strata fees will increase by 5% as of November 1, 2016 and will be backdated for 4 months.

The proposed budget for 2017 was moved by Lana Robinton (HC 204).Seconded by Dean Philpot (CP 303). Motion carried.

4. New Business
 - a. Resolutions. At the fiscal year end of June 30, 2016 Strata Plan VIS2720 currently has retained earnings in the amount of \$34,434.79. There are currently still a few invoices not yet received for work completed in the previous fiscal year and invoices will be paid from Operating Surplus.
 - (i) Resolution - SR20161006A – Retained Earnings.
BE IT RESOLVED THAT, as a majority vote of The Owners of Strata Plan VIS2720 that the retained earnings from the 2015-2016 fiscal year in the amount of \$34,434.79 be transferred to the operating fund.
Proposed by Peggy Taylor (HC 417). Seconded by Lynette Pineau. (CP 201). No oppositions. No abstentions. Motion carried.
 - (ii) Resolution – SR20161006B – Ventilation unit replacement.
BE IT RESOLVED THAT, as a majority (+50%) vote of The Owners of Strata Plan VIS2020 that the second HVAC unit on the roof of Hampton Court be replaced. Funds to be taken from the Contingency Reserve Fund in the amount of \$18, 000.00. All unused funds will be returned to the Contingency Reserve Fund.

Approved Minutes – Strata 2720 – Annual General Meeting – 6 Oct 2016

Proposed by Greg Abbott (HC 406). Seconded by Craig Thomson (HC 409). No oppositions. No abstentions. Motion carried.

(iii) Resolution – SR201610006C – Entryphone System Replacement

BE IT RESOLVED THAT, as a majority (+50%) vote of The Owners of Strata Plan VIS2720 that the front entry systems of both buildings be replaced. Funds to be taken from the Contingency Reserve Fund in the amount of \$25,000. All unused funds will be returned to the Contingency Reserve Fund.

Proposed by Mark Field (HC 202). Seconded by Carol Kronbauer. One opposed. No abstentions. Motion carried.

(iv) Resolution – SR20161006D – Security/Access Control System Upgrade.

BE IT RESOLVED THAT, as a 3/4 vote of The Owners of Strata Plan VIS2720 that the security and access control of the buildings be upgraded from keys to a fob/reader system. Funds to be taken from the Contingency Reserve Fund in the amount of \$75,000. All unused funds will be returned to the Contingency Reserve Fund.

Proposed by Tom Myrick (HC 207). Seconded by Vegin Rugova (HC 312) No oppositions. Two abstentions. Motion carried.

5 Question and Answer.

a. Security.

- (i) Fencing. An owner asked whether Strata could look into the cost of fencing part of the area in front of CP in order to deter trespassers. Roger Taylor will follow up.
- (ii) An owner from CP had questioned whether more lighting could also be installed to deter trespassers. More lighting will be installed at the CP exits, walkways and driveways.

b. Owners asked why the sprinkler system has been activated three times daily. This should not be the case. Roger Taylor will follow up on this.

c. Questions were asked about remediating the building. Roger Taylor outlined the difference between different components reaching the end of their useful life which would be described as building maintenance and replacement rather than using the term remediation. A building has many components that break down/fail/come to the end of their useful life. An annual building inspection lets us know the condition of components and roughly how long their useful life should be. Based on that information decisions can be made regarding repair or replacement. Some buildings that had full remediation (in “leaky condo” panic mode) have had one or two subsequent “full” remediations.

6 Nomination and Election of Council.

Colleen Shotbolt (HC 101) volunteered to be on Council. She also proposed Lana Robinton (HC 101). Ruby McDonald (CP 409) also volunteered. All three owners agreed that if this were to be resolved by a lengthy voting process they would withdraw and instead participate on a committee for specific projects related to their talents. After further discussion Colleen Shotbolt agreed to be on Council.

Proposed by Donna Bishop (HC 104). Seconded by Naomi Hemphill (HC 307)

Meeting adjourned: 9.10 pm.

Schedule A – Insurance Report

In accordance with the Strata Property Act there is a requirement to review the Strata Corporation's insurance each year to ensure that the strata is adequately insured.

Strata Plan VIS2720 is insured from **to June 12, 2018** through insurance broker **Hub International Barton Insurance Brokers**.

Building Insurance Coverage:

The building insurance covers everything that was original to the building when it was built. If an owner is responsible for the damage to common property or their own unit, they are responsible to pay for the damage up to the amount of the deductible of the building insurance excluding improvements or betterments. Water damage represents 98.3 percent of insurance claims with the strata deductible at \$10,000.00.

Owners should talk to their Insurance Broker about the following insurance:

1. Each owner should have insurance to pay for a deductible that is assessed to them. For example if they overflow their tub and cause damage to their own unit, common property or another unit this insurance may pay for the strata corporation's deductible, that the strata charges back to them.
2. In the event of an earthquake an owner will have to pay **10%** of the sum insured as a deductible. For example if the value of the building is one million dollars the deductible is \$100,000.00. That deductible would be spread amongst the owners by unit entitlement. In a building that has 10 units this would be \$10,000.00 each. Note, from time to time, the deductibles for earthquake may vary between 10% and 20%. Each owner should have earthquake deductible insurance, including on their personal policy.
3. If your unit is rented, you are advised to get loss of rental income insurance. In the event of a fire the insurance will pay you for your lost rent for up to one year.
4. If your unit has any Improvements or Betterments, ensure that your insurance company is aware of this and provides adequate coverage on your personal policy.

Water Claims:

The most frequent water claims in order, are caused by: hot water tanks, sink overflows, tub overflows, followed by washing machines and dishwashers. If your hot water tank is past its warranty period or is more than 8 years old you are at risk of having a hot water tank burst and possibly cause a water damage claim to your unit and the strata corporation. Should a claim occur, the strata deductible for water damage is **\$10,000.00** of which you will be required to pay. Also, you will be responsible for your personal policy deductible and endure up to three or more weeks of having your home torn apart while repairs are made. Washers and dishwashers over 10 years of age are prone to failing and causing floods. Water lines to washers should be changed every five years to be safe.

Disclaimer:

This report is to bring to the reader's attention the need to discuss your personal insurance needs with your Insurance Broker. The strata corporation and the property manager are not responsible for the insuring of your personal belongings or improvements and betterments to the unit.



COMMERCIAL INSURANCE POLICY
HUB International Canada West ULC trading as
HUB International Insurance Brokers
8346 Noble Road, Chilliwack, BC V2P 6R5

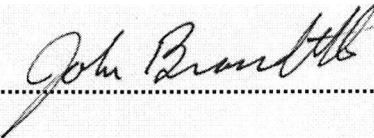
POLICY NUMBER BSP01263
REPLACES NUMBER
PURPOSE OF DOCUMENT Policy Renewal

POLICY DECLARATIONS

Name of Insured	Owners Strata Plan VIS 2720
Description of Business Operations	108 unit condominium building
IBC Code	6650
Mailing Address	2045 Cadboro Bay Rd Victoria BC V8R 5G4
Policy Period	From Jun 12, 2017 To Jun 12, 2018 (12:01 a.m. Standard Time at the Mailing Address of the Insured)
Broker	Hub International - Victoria 2640 Douglas St Victoria, BC V8T 4M1
Broker No.	BC1
Total Policy Premium	\$25,567
Minimum Retained Premium	\$5,113
Total Fees (Non-Refundable)	\$0

In consideration of the premium specified and the statements contained in the Policy Declarations and subject to all the terms and conditions of this Policy and the Schedules and Endorsements attached thereto, the insurer agrees to insure the Named Insured, subject to the applicable limits of Insurance or amounts of insurance contained herein, for the specified term.

In witness whereof, this document has been signed, as authorized by the Insurer / Underwriters, by **HUB International Insurance Brokers**

Per


THIS POLICY CONTAINS A CLAUSE THAT MAY LIMIT THE AMOUNT PAYABLE



COMMERCIAL INSURANCE POLICY
HUB International Canada West ULC trading as
HUB International Insurance Brokers
8346 Noble Road, Chilliwack, BC V2P 6R5

POLICY NUMBER

BSP01263

Property			
Location Number:	- 2 Buildings/ 108 Units - 545 Manchester Road, Victoria, BC V8T 5H6 & 520 Dunedin Street, Victoria, BC V8T 2L6		
Location Address:	N/A	Province:	N/A
Postal Code:	N/A		
Building Construction:	No. of Storeys: 4, Frame, Year Built: 1993, Building Type: Apartments (10 stories or less) - No Mercantile		
CRESTA:			
Occupancy by Insured:	2 Buildings/ 108 Units		
Occupancy by Others:			
INSURANCE IS PROVIDED FOR ONLY THOSE COVERAGES FOR WHICH RIDERS ARE INDICATED AND SPECIFIC LIMITS OR AMOUNTS OF INSURANCE ARE STATED BELOW			

FORM #	COVERAGE DESCRIPTION	DEDUCTIBLE	VALUATION	CO-INS	LIMIT OF INSURANCE	RATE	PREMIUM
	All Property	\$5,000		90%	\$16,330,000		\$24,036
	Replacement Cost						
	Underground Utilities Extension						Included
	Water Damage	\$10,000					Included
	Sewer Back-up	\$10,000					Included
	Flood	\$25,000			Property Limit		Included
	Earthquake	10%/\$100,000 Minimum			Property Limit		Included
	Blanket Glass Endorsement	\$250			Included		Included
	Key and Lock Replacement Aggregate	\$250			\$25,000		Included
	In Excess of \$250 / \$25,000 Aggregate						
	Additional Living Expense				\$50,000		Included
	Max/Unit Owner Occupied/\$1,000,000 Agg						

Equipment Breakdown							
FORM #	COVERAGE DESCRIPTION	DEDUCTIBLE	VALUATION	CO-INS	LIMIT OF INSURANCE	RATE	PREMIUM
	Equipment Breakdown						
	Direct Damage Limit per Accident	\$1,000			Property Limit		\$500
	Business Interruption/Extra Expense	\$1,000			\$100,000		Included

Applicable To All Property							
FORM #	COVERAGE DESCRIPTION	REPL. COST	DEDUCTIBLE	LIMIT OF INSURANCE	PREMIUM		
a)	Additional Living Expenses				Included		
b)	Arson/Rewards			\$10,000	Included		
c)	Change of Temperature or Humidity				Included		
d)	Claims Free Deductible Waiver				Included		
e)	Condominium Maintenance Fees				Included		
f)	Consequential Loss				Included		
g)	Consequential Loss to Contracted Property Managers				Included		
h)	Contingent Mass Evacuation			\$5,000 per unit	Included		
i)	Debris Removal				Included		
j)	Earthquake Damage Assumption Clause				Included		
k)	Expediting Expenses			\$25,000	Included		
l)	Extra Expense			\$100,000	Included		
m)	Fire Department Charges			\$25,000	Included		
n)	Fire Suppression System Recharge			\$25,000	Included		

South Island Property Management Ltd

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INCOME STATEMENT

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For the 12 Months Ending June 30, 2017

5610 ID Hampton Crt & Churchill Place, Str VIS2720

Budget Comparison to Original Budget

	Account #	Actual YTD	Budget YTD	Variance
REVENUE				
Prepaid	4001	(237.56)	0.00	(237.56)
Strata Assessments	4100	399,363.72	398,822.20	541.52
Strata Fine	4120	150.00	0.00	150.00
NSF Charge	4135	60.00	0.00	60.00
Locker Rental	4250	720.00	720.00	0.00
Bicycle hanger rent	4258	525.00	500.00	25.00
Parking	4280	4,386.97	5,000.00	(613.03)
Interest - Contingency Account	4900	35,404.06	34,400.00	1,004.06
Interest - Operating	4940	679.25	250.00	429.25
Interest - Strata Arrears	4950	90.93	0.00	90.93
TOTAL REVENUE		441,142.37	439,692.20	1,450.17
EXPENSES				
Garbage\Recycling	5300	14,337.70	11,000.00	(3,337.70)
Gas Charge	5350	27,297.96	30,000.00	2,702.04
Hydro	5550	16,423.46	25,000.00	8,576.54
Water\Sewer	5900	54,515.31	55,000.00	484.69
Elevator - Contract	6360	6,962.37	14,000.00	7,037.63
General R/M	6700	27,783.24	38,000.00	10,216.76
GST - Management Fees	6750	907.22	907.20	(.02)
Insurance	6820	26,941.00	26,941.00	0.00
Janitorial Services	7010	14,395.50	15,000.00	604.50
Landscaping Contract	7050	19,121.30	15,000.00	(4,121.30)
Bank Charges - Operating Acct	8030	544.31	500.00	(44.31)
Management Fees	8250	18,144.00	18,144.00	0.00
NSF\Late Fee	8350	65.00	0.00	(65.00)
Legal\Accounting	9100	6.30	300.00	293.70
Postage\Stationery	9400	1,064.46	4,000.00	2,935.54
Trs Interest to Contingency	9750	35,404.06	34,400.00	(1,004.06)
Trs Funds to Contingency	9800	151,500.00	151,500.00	0.00
TOTAL OPERATING EXPENSES		415,413.19	439,692.20	24,279.01
NET INCOME <LOSS>		25,729.18	0.00	25,729.18

South Island Property Management Ltd

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BALANCE SHEET

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For the 12 Months Ending June 30, 2017
5610 ID Hampton Crt & Churchill Place, Str VIS2720

	Account #	YTD Actual
ASSETS:		
Prosperity Planning- GIC	1020	1,861,838.99
TD Operating Bank Acct	1210	33,210.19
TD Contingency Bank Acct	1220	383,827.60
Accounts Receivable	1600	742.76
Prepaid Insurance	1710	25,567.00
TOTAL ASSETS		2,305,186.54
LIABILITIES:		
Accrued Expenses Payable	2110	7,263.85
TOTAL LIABILITIES		7,263.85
EQUITY		
Approved Allocations\Cont	3011	81,598.19
Contingency Funds	3080	2,094,144.08
Enterphone\Contingency	3238	25,000.00
Operating Surplus	3600	26,526.92
Security System\Cont	3772	26,924.32
Ventilation Unit Replace\Cont	3944	18,000.00
Current Year Income		25,729.18
TOTAL EQUITY		2,297,922.69
TOTAL LIABILITIES & EQUITY		2,305,186.54

Schedule C - Resolutions

At the fiscal year end of June 30th, 2017, Strata Plan VIS2720 currently has retained earnings in the amount of \$25,729.18. This was due to several maintenance items not completed in time for the fiscal year end.

Resolution SR20171025A – Retained Earnings

BE IT RESOLVED THAT, as a majority vote of The Owners of Strata Plan VIS2720 that the retained earnings from the 2016-2017 fiscal year in the amount of \$25,729.18 remain in Operating as Operating Surplus.

Resolution SR20171025B – Fence Upgrades

BE IT RESOLVED THAT, as a 3/4 vote of The Owners of Strata Plan VIS2720 that funds for Fence Upgrades in the amount of \$16,000 to come from the Operating Surplus. Any unused funds to remain in the Operating Account.

THE OWNERS, STRATA PLAN VIS2720 "Hampton Cort & Churchill Place"
BUDGET FOR THE YEAR ENDING JUNE 30, 2018

		APPROVED	ACTUAL	PROPOSED
		June 30/17	June 30/17	June 30/18
ACCT INCOME				
4001	Prepaid		-\$237.56	\$0.00
4100	Strata Assessments	\$398,822.20	\$399,363.72	\$398,822.20
4120	Strata Fine		\$150.00	
4135	NSF Charge		\$60.00	
4250	Locker Rental	\$720.00	\$720.00	\$720.00
4258	Bicycle Hanger Rent	\$500.00	\$525.00	\$500.00
4280	Parking	\$5,000.00	\$4,386.97	\$5,000.00
4900	Interest - Operating	\$250.00	\$679.25	\$600.00
4940	Interest - Contingency	\$34,400.00	35,404.06	\$36,000.00
4950	Interest - Strata Arrears	\$0.00	90.93	\$0.00
TOTAL INCOME		<u>\$439,692.20</u>	<u>\$441,142.37</u>	<u>\$441,642.20</u>
EXPENSES				
5300	Garbage & Recylcing	\$11,000.00	\$14,337.70	\$15,000.00
5350	Gas	\$30,000.00	\$27,297.96	\$30,000.00
5550	Hydro	\$25,000.00	\$16,423.46	\$20,000.00
5900	Water/Sewer	\$55,000.00	\$54,515.31	\$58,000.00
6360	Elevator - Contract	\$14,000.00	\$6,962.37	\$13,674.00
6700	General R&M	\$38,000.00	\$27,783.24	\$38,000.00
6750	GST- Managemenet Fee	\$907.20	\$907.22	\$907.20
6820	Insurance	\$26,941.00	\$26,941.00	\$25,567.00
7010	Janitorial Contract	\$15,000.00	\$14,395.50	\$16,000.00
7050	Landscaping - Contract	\$15,000.00	\$19,121.30	\$20,000.00
8030	Bank Charges - Operating	\$500.00	\$544.31	\$550.00
8250	Management Fee	\$18,144.00	\$18,144.00	\$18,144.00
8350	NSF/Late Fees	\$0.00	\$65.00	\$0.00
9100	Legal/Accounting	\$300.00	\$6.30	\$300.00
9400	Postage\Stationery	4,000.00	\$1,064.46	2,000.00
		<u>\$253,792.20</u>	<u>\$228,509.13</u>	<u>\$258,142.20</u>
9750	Interest to Contingency	\$34,400.00	\$35,404.06	\$36,000.00
9800	Transfer to Contingency	\$151,500.00	\$151,500.00	\$156,500.00
TOTAL CONTINGENCY		<u>\$185,900.00</u>	<u>\$186,904.06</u>	<u>\$192,500.00</u>
TOTAL EXPENSE + CONTINGENCY		<u>\$439,692.20</u>	<u>\$415,413.19</u>	<u>\$450,642.20</u>
PROFIT/(LOSS)		<u>\$0.00</u>	<u>\$25,729.18</u>	<u>-\$9,000.00*</u>

* A portion of Operating Surplus from 2017 will be used to cover the 2018 Proposed Budget Loss of \$9,000.00.

THE OWNERS, STRATA PLAN VIS2720 "Hampton Court & Churchill Place"
PROPOSED BUDGET FOR THE YEAR ENDING JUNE 30, 2017
Unit Entitlement Assessment

TOTAL BUDGETED ASSESSMENT	\$398,822.20
TOTAL OPERATING PORTION	\$242,322.20
TOTAL CONTINGENCY PORTION	\$156,500.00

SUITE NUMBER	STRATA LOT	UNIT ENTITLEMENT	ANNUAL ASSESSMENT	MONTHLY OPERATING CONTRIBUTION	MONTHLY CONTINGENCY CONTRIBUTION	TOTAL MONTHLY ASSESSMENT
CP101	61	87	\$ 3,967.70	\$ 200.90	\$ 129.75	\$ 330.64
CP102	72	86	3922.09	198.59	128.25	326.84
CP103	62	91	4150.12	210.13	135.71	345.84
CP104	71	91	4150.12	210.13	135.71	345.84
CP105	63	64	2918.77	147.79	95.45	243.23
CP106	70	67	3055.58	154.71	99.92	254.63
CP107	64	65	2964.37	150.09	96.94	247.03
CP108	69	67	3055.58	154.71	99.92	254.63
CP109	65	91	4150.12	210.13	135.71	345.84
CP110	68	91	4150.12	210.13	135.71	345.84
CP111	66	87	3967.70	200.90	129.75	330.64
CP112	67	86	3922.09	198.59	128.25	326.84
CP201	73	88	4013.31	203.21	131.24	334.44
CP202	84	87	3967.70	200.90	129.75	330.64
CP203	74	91	4150.12	210.13	135.71	345.84
CP204	83	91	4150.12	210.13	135.71	345.84
CP205	75	64	2918.77	147.79	95.45	243.23
CP206	82	65	2964.37	150.09	96.94	247.03
CP207	76	65	2964.37	150.09	96.94	247.03
CP208	81	65	2964.37	150.09	96.94	247.03
CP209	77	91	4150.12	210.13	135.71	345.84
CP210	80	91	4150.12	210.13	135.71	345.84
CP211	78	88	4013.31	203.21	131.24	334.44
CP212	79	86	3922.09	198.59	128.25	326.84
CP301	85	89	4058.91	205.51	132.73	338.24
CP302	96	88	4013.31	203.21	131.24	334.44
CP303	86	91	4150.12	210.13	135.71	345.84
CP304	95	91	4150.12	210.13	135.71	345.84
CP305	87	64	2918.77	147.79	95.45	243.23
CP306	94	66	3009.98	152.40	98.43	250.83
CP307	88	65	2964.37	150.09	96.94	247.03
CP308	93	66	3009.98	152.40	98.43	250.83
CP309	89	91	4150.12	210.13	135.71	345.84
CP310	92	91	4150.12	210.13	135.71	345.84
CP311	90	89	4058.91	205.51	132.73	338.24
CP312	91	88	4013.31	203.21	131.24	334.44
CP401	97	89	4058.91	205.51	132.73	338.24
CP402	108	88	4013.31	203.21	131.24	334.44
CP403	98	91	4150.12	210.13	135.71	345.84
CP404	107	91	4150.12	210.13	135.71	345.84
CP405	99	64	2918.77	147.79	95.45	243.23
CP406	106	65	2964.37	150.09	96.94	247.03
CP407	100	65	2964.37	150.09	96.94	247.03
CP408	105	65	2964.37	150.09	96.94	247.03
CP409	101	91	4150.12	210.13	135.71	345.84
CP410	104	91	4150.12	210.13	135.71	345.84
CP411	102	89	4058.91	205.51	132.73	338.24
CP412	103	88	4013.31	203.21	131.24	334.44

SUITE NUMBER	STRATA LOT	UNIT ENTITLEMENT	ANNUAL ASSESSMENT	MONTHLY OPERATING CONTRIBUTION	MONTHLY CONTINGENCY CONTRIBUTION	TOTAL MONTHLY ASSESSMENT
HC101	1	85	\$ 3,876.49	\$ 196.28	\$ 126.76	\$ 323.04
HC102	15	89	4058.91	\$ 205.51	\$ 132.73	338.24
HC103	2	90	4104.52	\$ 207.82	\$ 134.22	342.04
HC104	14	92	4195.73	\$ 212.44	\$ 137.20	349.64
HC105	3	64	2918.77	\$ 147.79	\$ 95.45	243.23
HC106	13	85	3876.49	\$ 196.28	\$ 126.76	323.04
HC107	4	65	2964.37	\$ 150.09	\$ 96.94	247.03
HC108	12	72	3283.61	\$ 166.26	\$ 107.38	273.63
HC109	5	65	2964.37	\$ 150.09	\$ 96.94	247.03
HC110	11	84	3830.88	\$ 193.97	\$ 125.27	319.24
HC111	6	66	3009.98	\$ 152.40	\$ 98.43	250.83
HC112	10	92	4195.73	\$ 212.44	\$ 137.20	349.64
HC114	9	85	3876.49	\$ 196.28	\$ 126.76	323.04
HC115	7	91	4150.12	\$ 210.13	\$ 135.71	345.84
HC117	8	86	3922.09	\$ 198.59	\$ 128.25	326.84
HC201	16	85	3876.49	\$ 196.28	\$ 126.76	323.04
HC202	30	89	4058.91	\$ 205.51	\$ 132.73	338.24
HC203	17	90	4104.52	\$ 207.82	\$ 134.22	342.04
HC204	29	92	4195.73	\$ 212.44	\$ 137.20	349.64
HC205	18	65	2964.37	\$ 150.09	\$ 96.94	247.03
HC206	28	84	3830.88	\$ 193.97	\$ 125.27	319.24
HC207	19	65	2964.37	\$ 150.09	\$ 96.94	247.03
HC208	27	72	3283.61	\$ 166.26	\$ 107.38	273.63
HC209	20	65	2964.37	\$ 150.09	\$ 96.94	247.03
HC210	26	84	3830.88	\$ 193.97	\$ 125.27	319.24
HC211	21	66	3009.98	\$ 152.40	\$ 98.43	250.83
HC212	25	92	4195.73	\$ 212.44	\$ 137.20	349.64
HC214	24	85	3876.49	\$ 196.28	\$ 126.76	323.04
HC215	22	91	4150.12	\$ 210.13	\$ 135.71	345.84
HC217	23	86	3922.09	\$ 198.59	\$ 128.25	326.84
HC301	31	85	3876.49	\$ 196.28	\$ 126.76	323.04
HC302	45	89	4058.91	\$ 205.51	\$ 132.73	338.24
HC303	32	90	4104.52	\$ 207.82	\$ 134.22	342.04
HC304	44	92	4195.73	\$ 212.44	\$ 137.20	349.64
HC305	33	65	2964.37	\$ 150.09	\$ 96.94	247.03
HC306	43	84	3830.88	\$ 193.97	\$ 125.27	319.24
HC307	34	65	2964.37	\$ 150.09	\$ 96.94	247.03
HC308	42	72	3283.61	\$ 166.26	\$ 107.38	273.63
HC309	35	65	2964.37	\$ 150.09	\$ 96.94	247.03
HC310	41	84	3830.88	\$ 193.97	\$ 125.27	319.24
HC311	36	66	3009.98	\$ 152.40	\$ 98.43	250.83
HC312	40	92	4195.73	\$ 212.44	\$ 137.20	349.64
HC314	39	85	3876.49	\$ 196.28	\$ 126.76	323.04
HC315	37	91	4150.12	\$ 210.13	\$ 135.71	345.84
HC317	38	86	3922.09	\$ 198.59	\$ 128.25	326.84
HC401	46	85	3876.49	\$ 196.28	\$ 126.76	323.04
HC402	60	89	4058.91	\$ 205.51	\$ 132.73	338.24
HC403	47	90	4104.52	\$ 207.82	\$ 134.22	342.04
HC404	59	92	4195.73	\$ 212.44	\$ 137.20	349.64
HC405	48	65	2964.37	\$ 150.09	\$ 96.94	247.03
HC406	58	84	3830.88	\$ 193.97	\$ 125.27	319.24
HC407	49	65	2964.37	\$ 150.09	\$ 96.94	247.03
HC408	57	72	3283.61	\$ 166.26	\$ 107.38	273.63
HC409	50	65	2964.37	\$ 150.09	\$ 96.94	247.03
HC410	56	84	3830.88	\$ 193.97	\$ 125.27	319.24
HC411	51	66	3009.98	\$ 152.40	\$ 98.43	250.83
HC412	55	92	4195.73	\$ 212.44	\$ 137.20	349.64
HC414	54	85	3876.49	\$ 196.28	\$ 126.76	323.04
HC415	52	91	4150.12	\$ 210.13	\$ 135.71	345.84
HC417	53	86	3922.09	\$ 198.59	\$ 128.25	326.84
TOTAL		8,745	\$ 398,822.20	\$ 20,193.52	\$ 13,041.67	\$ 33,235.18

**The Owners of Strata Plan VIS2720
"Hampton Court & Churchill Place"
545 Manchester & 520 Dunedin
Victoria, BC**

PROXY FORM

The undersigned Owner(s) of Strata Lot _____ of Strata Plan VIS2720, registered at Victoria, British Columbia, hereby appoint(s):

Please note the property manager cannot act as your proxy, nor an employee of SIPM Ltd.

_____ or _____

as proxy of the undersigned, to attend, act and vote in the place of the undersigned at the Annual General Meeting to be held at:

**6:30PM, Thursday, October 25, 2017
Royal Canadian Legion
Located at 411 Gorge Road E, Victoria, BC**

and at any and all adjournments thereof, and hereby revokes any proxies previously given.

Special Resolutions (please indicate your vote)

1. Resolution – SR20171025A

In Favour: _____

Not In Favour: _____

Abstain: _____

2. Resolution – SR20171025B

In Favour: _____

Not In Favour: _____

Abstain: _____

Signed at _____ (location) this _____ day of _____, 2017.

Signature: _____

Name: _____

Address: _____

Phone: (____) _____

**South Island Property Management Ltd., 103-2220 Sooke Road, Victoria, BC V9B 0G9
Phone: 778-405-0070 Fax: 778-405-0069**