

A. Special General Meeting AGENDA

May 3, 2026, at the Bowser Legion Hall and via Zoom

Registration opens at 13:45 hours

Meeting commences at 14:00 hours

1. **Call the Roll; Certify Proxies; Issue Voting Cards and Voting Method** (door volunteers)
2. **Establish Quorum**
3. **Call to Order, Welcome & Establish Chair**
MOTION: to recognize the Strata Council Vice Chair as Chair of the SGM.
4. **Filing Proof of Notice of Meeting** (Secretary)
5. **Approval of Agenda** (Chair)
MOTION: to adopt the agenda of the Special General Meeting of May 3, 2026.
6. **Approval of Minutes** (Chair)
MOTION: to adopt the minutes of the Annual General Meeting held August 24, 2025.
7. **Alteration Application Unit 11** (per SGM Package)
 - **Resolution D.1.** to approve the Alteration Application for Unit 11.
 - Discussion on fencing (item B in package).
8. **Roofs** (per SGM Package)
 - Discussion on funding options.
 - **Resolution D.2.** to approve a Special Levy using equal payments by unit, along with funds from the CRF, to pay for roof replacements.
 - **Resolution D.3.** to approve a Special Levy using payments by unit entitlement, along with funds from the CRF, to pay for roof replacements.
 - **Resolution D.4.** to approve funding expenditures only from the CRF for roof replacements.
9. **Adjournment**

B. Information on fencing

Please read the information on our website regarding options for materials for [fenced enclosures](#). At the SGM we will briefly discuss the results of the survey (below) and request further input via a show of hands so that we can update our Rules in accordance with the wishes of the majority of owners.

Results of the Survey (17 respondents at the time of publishing this report):

1. Should we allow a solid panel of corrugated metal fencing in the 1.8 m adjacent to a unit?
Yes: 8 No: 9
2. Should we allow decorative panel metal fencing in the 1.8 m adjacent to a unit?
Yes: 14 No: 3
3. Should we allow decorative resin, plastic or vinyl fencing in the 1.8 m adjacent to a unit?
Yes: 4 No: 13
4. If the community agrees to allow any of the above styles of fence panelling within 1.8 m from a unit, should we also allow these types of fence panels to be used in place of lattice panelling beyond 1.8 m from a unit? Which type(s) do you agree should be permitted?

Solid corrugated panels: 3 (18%)

Spindles: 13 (76%)

Decorative panels: 11 (65%)

C. Information on Roofs

We have fifteen buildings in our strata, therefore fifteen roofs. One roof, units 23-24, was replaced ten years ago. Two of our roofs, units 1-2 and 21-22, have been identified as requiring replacement this year and one roof, unit 9-10, has been identified as requiring repairs (or replacement) this year. Hence the reason for this Special General Meeting (SGM), to obtain approval for a Special Levy and/or to spend Contingency Reserve Fund (CRF) money on these roofs. We currently have \$290,000.00 in the CRF. Discussion will include whether to repair or replace the roof on units 9-10 in 2026.

There are three resolutions being proposed for the roofs. We will vote on them in order until one is passed. The first two are for a Special Levy to pay for some of the expenditures for roof replacement and/or repairs, with the balance to come from the CRF. The first two resolutions propose a levy of \$90,000.00, which won't cover all the expenses, but it will go a long way and help us keep ample funds in our CRF. If owners do not want a Special Levy, they can vote to defeat these motions. The difference between the first two resolutions is that one splits the cost of the special levy equally between all units, which requires a unanimous vote, and the second splits the special levy using the entitlement formula, which requires a $\frac{3}{4}$ vote. If both these fail, the third roofing resolution is to pay for the entire amount of the roofing expenditures from the CRF.

Background Info:

- Over the last few years, a number of our roofs have reported leaks, which we have patched. Most of these patches have been under \$1,000 each, but the most significant one was for \$4,100. Repairs in recent years include unit 22's roof, which was patched in 2024. Unit 22 has reported leaking again in 2026 and unit 21 has reported hearing dripping in the ceiling.
- Last summer, while on the roofs spraying for moss, Ron LaRoy noted that many of our roofs were sagging and spongy.
- In January, following a real estate home inspection, a report was forwarded to Council stating that Barr Home Inspections found significant water ingress into the attic space of unit 10; they included photos.

Therefore, Council commissioned Greystone Roofing to carry out a survey of all our roofs.

Roofing survey by Greystone Roofing:

Cody Goodman sent us a [brief outline](#) of his findings on each of our roofs. He also spoke on the phone with Suzan Chamney to discuss further questions. His responses to additional questions:

- Cody said that he felt the roofs on units 1-2 and 21-22 need to be replaced immediately as they are failing, they both have obviously sagging boards under the shingles. He said that we could repair unit 9-10 as its boards aren't as bad.
- Cody said that generally roofs last about 25 years and since we are approaching 20 years old and are experiencing issues, we can expect to replace all our roofs in the next five years or so.
- Cody said some roofs are in better shape than others and the ones with problems have ventilation issues, including problems with flapper vents and cracked attic vents.
- We discussed units 9-10 a little more and the decision to spend \$4,000+ on repairs when we will likely be replacing the whole roof some time in the next five years anyway. Cody said that is a decision that many owners face and it is a personal choice.
- Cody said that, besides leaks in your ceiling, sagging boards are the biggest determiner as to when it's time to replace the roof.

Going forward:

Two years ago, in the 2024 Depreciation Report, Pacific Rim Appraisals predicted that all our Fibreglass roof shingles will need to be replaced between six to nine years, which means four to seven years as of this year. Numerous websites state that Fibreglass roof shingles have a life expectancy of 15 to 25 years in British Columbia, particularly on Vancouver Island due to its climate.

Based on this information, and assuming we vote to replace three roofs this year, we can expect to have to fund eleven new roofs at a cost of approx. \$45,000 each over the next five years or so; for a total of approx. \$495,000. Therefore, our strata needs to decide on how we are going to fund these new roofs over the coming years.

Eleven roofs over five years gives us an average of two roofs/year, or \$90,000/year. In 2024, we voted to add \$50/month/unit in CRF fees to help with roof replacements. This works out to \$18,000/year, leaving

the need for an additional \$72,000/year. This in turn works out to an additional \$200/month/unit. Another option is to leave the monthly fees as is and charge a Special Levy of approximately \$1,200 per unit per roof whenever one is replaced. NB: we will need to replace two roofs per year, so the annual levies would be approximately \$2,400.

Council would like to get everyone's input on whether owners prefer to have Special Levies when the time comes to replace future roofs or if would they prefer to budget an extra \$200 per month per unit starting with the next fiscal budget.

Please note: These figures are based on 2026 quotes and the amounts will likely increase over the years. Also, this decision will not be binding on future budgets or Councils, it is merely to ascertain the direction owners would like Council to take for the time being.

D. Resolutions

D.1. Resolution for Alteration Application Unit 11

WHEREAS:

- A. Unit 11 has submitted an Alteration Application to install a solid metal fence panel adjacent to the unit to replace the hedge that was previously there.

BE IT RESOLVED BY $\frac{3}{4}$ VOTE THAT:

The Owners, Strata Plan VIS 5801, approve the Alteration Agreement from Unit 11 for a solid metal fence panel adjacent to the unit.

D.2. Resolution for a Special Levy using equal payments by unit, along with funds from the CRF, to pay for roof replacements.

WHEREAS:

- A. The roofs need to be replaced throughout the strata corporation (the "Work");
- B. The Strata Corporation is responsible for carrying out the Work pursuant to the bylaws of the Strata Corporation;
- C. The Strata Corporation wishes fund the Work by way of a special levy and an expenditure from the Contingency Reserve Fund;
- D. Pursuant to s. 99 of the SPA common expenses are to be paid by all owners on the basis of unit entitlement;
- E. Pursuant to section 108(2) of the Strata Property Act, the owners, by unanimous vote, may choose to use a different formula than unit entitlement for the allocation of the special levy;

BE IT RESOLVED BY AN UNANIMOUS VOTE THAT:

- 1. The strata council be authorized to spend the sum of sixty-thousand dollars (\$60,000.00) from the Contingency Reserve Fund (the "CRF Monies") for the purpose of carrying out the Work.

2. A further sum of ninety-thousand dollars (\$90,000.00) be raised by way of a special levy. Each strata lot shall pay a sum of three-thousand dollars (\$3,000) pursuant to s.108(2) of the Strata Property Act.
3. The Levy shall be used for the purposes of carrying out the Work.
4. Each strata lot's share of the Levy shall be due and payable on August 1, 2026.
5. An owner who fails to pay their share of the Levy on the date that it is due shall be liable to pay interest on the unpaid portion of their share of the Levy at a rate of ten percent (10%) per annum, compounded annually.
6. The strata council shall use the entirety of the Levy before it uses funds from the CRF Monies.
7. Pursuant to section 108(6), if no owner is entitled to receive more than \$100 in total, the strata corporation may deposit the excess funds into the contingency reserve fund.

D.3. Resolution for a Special Levy using payments by unit entitlement, along with funds from the CRF, to pay for roof replacements.

WHEREAS:

- A. The roofs need to be replaced throughout the strata corporation (the "Work");
- B. The Strata Corporation is responsible for carrying out the Work pursuant to the bylaws of the Strata Corporation;
- C. The Strata Corporation wishes fund the Work by way of an expenditure from the Contingency Reserve Fund and a special levy;
- D. Pursuant to s. 99 of the SPA common expenses are to be paid by all owners on the basis of unit entitlement;

BE IT RESOLVED BY $\frac{3}{4}$ VOTE THAT:

1. The strata council be authorized to spend the sum of sixty-thousand dollars (\$60,000.00) from the Contingency Reserve Fund (the "CRF Monies") for the purpose of carrying out the Work.
2. A further sum of ninety-thousand dollars (\$90,000.00) be raised by way of a special levy pursuant to s.108 of the Strata Property Act (the "Levy") payable by each strata on the basis of unit entitlement pursuant to s.99 of the Strata Property Act, as set out in Schedule "A" attached hereto.
3. The Levy shall be used for the purposes of carrying out the Work.
4. Each strata lot's share of the Levy shall be due and payable on August 1, 2026.
5. An owner who fails to pay their share of the Levy on the date that it is due shall be liable to pay interest on the unpaid portion of their share of the Levy at a rate of ten percent (10%) per annum, compounded annually.
6. The strata council shall use the entirety of the Levy before it uses funds from the CRF Monies.
7. Pursuant to section 108(6), if no owner is entitled to receive more than \$100 in total, the strata corporation may deposit the excess funds into the contingency reserve fund.

Schedule "A"

<i>Unit No.</i>	<i>Unit Entitlement</i> 5,394 (sq. metres)	<i>Unit Entitlement</i> 58,061 (sq. feet)	<i>Amount of Special Levy</i> \$90,000
1	308	3,315	\$5,139.04
2	308	3,315	\$5,139.04
3	155	1,668	\$2,586.21
4	155	1,668	\$2,586.21
5	307	3,305	\$5,122.36
6	154	1,658	\$2,569.52
7	158	1,701	\$2,636.26
8	159	1,711	\$2,652.95
9	169	1,819	\$2,819.80
10	172	1,851	\$2,869.86
11	169	1,819	\$2,819.80
12	172	1,851	\$2,869.86
13	172	1,851	\$2,869.86
14	169	1,819	\$2,819.80
15	162	1,744	\$2,703.00
16	158	1,701	\$2,636.26
17	171	1,841	\$2,853.17
18	173	1,862	\$2,886.54
19	169	1,819	\$2,819.80
20	170	1,830	\$2,836.48
21	159	1,711	\$2,652.95
22	160	1,722	\$2,669.63
23	169	1,819	\$2,819.80
24	172	1,851	\$2,869.86
25	172	1,851	\$2,869.86
26	171	1,841	\$2,853.17
27	160	1,722	\$2,669.63
28	160	1,722	\$2,669.63
29	169	1,819	\$2,819.80
30	172	1,851	\$2,869.86

D.4. Resolution for Contingency Reserve Fund (CRF) Expenditures

WHEREAS:

- A. The roofs need to be replaced throughout the strata corporation (the “Work”);
- B. The Strata Corporation is responsible for carrying out the Work pursuant to the bylaws of the Strata Corporation;
- C. The Strata Corporation wishes fund the Work by way of an expenditure from the Contingency Reserve Fund;

BE IT RESOLVED BY $\frac{3}{4}$ VOTE THAT:

- 1. The strata council be authorized to spend the sum of one-hundred-and-fifty-thousand dollars (\$150,000.00) from the Contingency Reserve Fund (the “CRF Monies”) for the purpose of carrying out the Work.
- 2. The Levy shall be used for the purposes of carrying out the Work.