

## STRATA PROPERTY MANAGEMENT SERVICES

Services provided by Bayview Management Group, under the direction of the Strata Council

Provide Boardroom facilities and services when requested.

Attend all Council Meetings, General Meetings, and Extraordinary Meetings.

Present Management Reports at Council Meetings, General Meetings, and Extraordinary Meetings.

Visit the property regularly to attend to, note, and record any problems (and, action as necessary).

Transcribe minutes of meetings and circulate to all owners within fifteen (15) working days.

Supervise and direct employees, if applicable.

Arrange for and meet contractors and servicemen as required.

Ensure that all appropriate correspondence is maintained between the Strata Council, Strata Corporation owners, the Developer, Sub Trades, Maintenance, etc.

Maintain contact with the Strata Plan's Insurance agent and, along with Strata Council, regularly review and upgrade policies concerning the common property. Assist in administering any claims against these Insurance Policies.

Secure and renew common property Insurance Appraisals and Depreciation Reports as required.

Review with the Strata Council annually the by-laws and rules and regulations of the corporation and recommend any changes to the Strata Council. Assist in preparing required documents to register at Land Titles Office.

At the direction of Strata Council, impose, levy and collect fines.

Notify Strata owners/tenants regarding Strata Fees, damage deposits, special assessments, fines, hook-up fees, etc.

Assist the Strata Council with the preparation and ongoing monitoring of Budgets.

On a monthly basis, collect and deposit all Strata Fees by way of post-dated cheques or electronic banking and report to Strata Council on outstanding accounts.

Prepare monthly financial statements and provide Strata Council with:

- monthly statement of receipts and expenses, and statement of contingency reserves (within 25 days of month-end);

- maintain necessary bank accounts and optimize interest income;

- provide a year-end financial statement and / or arrange for audited financial statements as directed by the Strata Council;

- prepare cheques relating to budget and pre-approved expenses;

- complete all banking transactions as required.

Provide interpretation assistance and as required, complete Forms pursuant to the Strata Property Act of British Columbia and its By-Laws, Amendments and Regulations.

Ensure that the Strata Corporation's by-laws, rules, and regulations are adhered to by the owners and tenants.

Welcome "New Owners", ensuring that new owners receive all necessary information pertaining to the Strata Corporation.

Maintain current updated list of names, addresses and phone numbers of Council members and all owners and tenants of the Strata Corporation.

Maintain all corporate files, documents, and accounting files.

Maintain a 24-hour (emergency) answering service.

Ensure that all persons performing services at the site of the Strata Corporation are in compliance with the Worker's Compensation Act of British Columbia.