CAPILANO RIDGE APARTMENT SECTION STRATA PLAN BCS 130

ANNUAL GENERAL MEETING MINUTES
TUESDAY, JUNE 27, 2023 AT 5:00 P.M.
CAR WASH BAY IN RESIDENTIAL PARKADE
3125 CAPILANO CRESCENT, NORTH VANCOUVER, BC

MANAGEMENT PRESENT: **Tasha Perry, Strata Manager**
Pacific Quorum Properties Inc.
tperry@pacificquorum.com

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1. **CALL TO ORDER**
The meeting was called to order at 5:00 p.m.

   a. **Quorum Report**
   The Strata Manager noted that of the 31 units, there were 31 units eligible to vote. As there were 8 Owners present in person and 16 Owners represented by proxy, a total of 24 strata lots were represented; therefore, a quorum was established and the meeting was deemed legal to proceed as mandated in the *Strata Property Act.*

   b. **Certify Proxies**
   The Strata Manager certified the proxies received.

   c. **Proof of Notice**
   The Strata Manager confirmed that the Annual General Meeting Notice was mailed to all Owners on June 7, 2023 thereby meeting the requirements of the *Strata Property Act.*

   d. **Appoint Chair**
   There being no objections from the Ownership, it was agreed that the Council President would chair the meeting and the Strata Manager would facilitate the meeting.

2. **APPROVAL OF THE AGENDA**
It was:
MOVED/SECONDED *(SL45/SL46)*
To approve the Agenda, with the addition of EV charging rebate.
CARRIED
ALL IN FAVOUR

3. **ADOPTION OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES OF JUNE 20, 2022**
There being no errors or omissions,

It was:
MOVED/SECONDED *(SL45/SL48)*
To adopt the Minutes of the Annual General Meeting (AGM) held on June 20, 2022, as circulated.
CARRIED
ALL IN FAVOUR

4. INSURANCE FLOW CHART REMINDER
As attached at the end of these minutes

5. COUNCIL REPORT
As attached at the end of these minutes

6. RESOLUTION #1 – 3/4 VOTE - CRF ALLOCATION OF FUNDS- $4995.26 – FOR CARPET REPLACEMENT

WHEREAS:
The Council confirmed the project for Security Upgrades is now complete and the funds may now be released back to the regular CRF. The Council would like to re-allocate those funds to the Restricted CRF carpet replacement fund.

BE IT RESOLVED:
That the Owners, Strata Plan BCS 130 Apartment Section approve by a 3/4 vote resolution to expense Four Thousand Nine Hundred and Ninety-Five dollars and twenty-six cents ($4995.26) for the purpose of carpet replacement with such expenditure to be charged against the Contingency Reserve Fund (CRF). Any remaining funds will be returned to the CRF.

Following discussions,
It was:
MOVED/SECONDED *(SL40/SL21)*
To approve resolution #1, as presented.
CARRIED
24 IN FAVOUR

7. MAJORITY VOTE RESOLUTION #2 – Consideration of the 2023/2024 Operating Budget

BE IT RESOLVED THAT the Owners, Strata Plan BCS 130 apartment section approve by majority vote the proposed Operating Budget for the 2023/2024 fiscal year commencing May 1, 2023 and completing April 30, 2024 with a 1.95% decrease in strata fees. Please see attached for the Strata Fee Schedule.

Following discussions,
It was:
MOVED/SECONDED *(SL45/SL46)*
To approve the proposed 2023/2024 Operating Budget, as presented.
CARRIED
24 IN FAVOUR

NOTE: STRATA FEE PAYMENTS

Please note, with the passing of this budget, there is a 1.95 % decrease in your strata fees for this fiscal year 2023/2024, retroactive to May 1, 2023.

Owners paying by pre-authorized withdrawal: Those Owners currently paying strata fees by way of pre-authorized withdrawal will have their fees automatically adjusted August 1st 2023, along with the retroactive shortfall credit to cover the decrease portion for the period of May, June and July 2023.

Owners paying by cheque: Please submit your monthly cheque in the new amount, and include the retroactive payment portion for the period of May, June and July 2023.
Strata fees must be made payable to your strata plan, "BCS 130", and submitted via mail or in person to the Pacific Quorum office.

If you require any information regarding your account, please contact your Property Administrator Kristy Kinshela at kkinshela@pacificquorum.com

8. NEW BUSINESS

Automatic door opener in parkade- Council discussed with the Ownership the possibility of installing an automatic door opener on the inner portion of the parkade. The Ownership expressed their interest in this matter. Council will add this to the next Council meeting agenda for further discussion and consideration.

EV Charging- Rebate – Council provided the Ownership an update with respect to the pending rebate from BC Hydro incentive program. They will continue to follow up until the second payment has been received. Once the payment has been received, and the cheque clears the bank, PQ will then be able to process the rebates to the Owners that purchased a charger.

9. ELECTION OF THE 2023/2024 STRATA COUNCIL

The Strata Manager expressed appreciation to the Council Members for their time and effort on behalf of Capilano Ridge (Apartment Section). As required by the *Strata Property Act,* the current Council Members must resign; however, they are eligible for re-election. As the current Council`s term of office expired at this meeting, the floor was opened for nominations for the 2023/2024 Strata Council, with the following Owners accepting nominations or volunteered:

Glyndwr Wide
Joanne Egerton
Lauren Fraser
Sharon Drudian

It was:
MOVED/SECONDED
To close nominations, and to elect those nominated by way of majority vote
CARRIED
24 IN FAVOUR

10. TERMINATION OF THE MEETING

There being no further business to discuss, the meeting was terminated at 5:26 p.m.

NEXT COUNCIL MEETING: SEPTEMBER 26TH - 5:00PM

ONLINE ACCESS TO YOUR STRATA CORPORATION - *PQ ONLINE*:

- Go to: **www.pacificquorum.com**
- **Click "SIGN UP NOW"** under "Connect to Your Property – PQ ONLINE"
- Enter your name, email, property name, and address
- You will be emailed your unique log-in and password to access ***PQ ONLINE***
- Once you have logged into ***PQ ONLINE*** for the first time, **go to "MY INFO"**

If you have any trouble accessing ***PQ ONLINE***, please contact support@pacificquorum.com

Submitted by:
Tasha Perry, Strata Manager
PACIFIC QUORUM PROPERTIES INC.
101A – 38142 Cleveland Avenue
PO Box 1519
Squamish, BC V8B 0B1
Direct (778) 770-0382
Tel: (778) 770-0380 / Fax: (604) 655-1927
Email: tperry@pacificquorum.com
Website: www.pacificquorum.com

24 Hour Maintenance Emergency #: (778) 770-0380

IMPORTANT INFORMATION Please have this translated
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca
CHỈ DẪN QUAN TRỌNG *Xin nhờ người dịch hộ*

重 要 資 料 請 找 人 爲 你 翻 譯
これはたいせつなお知らせです。 どなたかに日本語に訳してもらってください。
알려드립니다 이것을 번역해 주십시오
ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਸੇ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

Please Note: The Real Estate Regulations may require that a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Pacific Quorum Properties Inc.*

STRATA CORPORATION - CAPILANO RIDGE BCS 130- APARTMENT SECTION
APPROVED OPERATING BUDGET
FOR THE PERIOD: May 1, 2023 TO April 30, 2024

		PREVIOUS BUDGET 2022-2023	ACTUAL to YEAR END Apr 30/2023	APPROVED BUDGET 2023/2024
REVENUE				
300000	Strata Fees	$ 150,124.87	$ 150,125.00	$ 147,203.00
300600	Bank Interest			
390000	Prior Year Allocation	$ 5,967.56	$ 5,968.00	$ 5,977.00
300300	Fobs/Keys/Remotes		$ 280.00	$ -
302300	EV Electrictiy Income (Switch)		$ 891.00	$ -
	Fines/Penalties		$ 148.00	
TOTAL REVENUE		**$156,092.43**	**$157,412.00**	**$153,180.00**
OPERATING EXPENSES				
400000	Administration	$ 462.18	$ 587.00	$ 500.00
400200	Bank Charges	$ 350.00	$ 334.00	$ 350.00
401000	Legal & Professional Fees	$ 500.00		$ -
401400	Management Fees	$ 3,600.00	$ 3,572.00	$ 3,600.00
472400	Enterphone	$ 900.00	$ 596.00	$ 450.00
TOTAL OPERATING EXPENSES		**$5,812.18**	**$5,089.00**	**$4,900.00**
UTILITIES EXPENSES				
450000	Electricty	$ 21,000.00	$ 16,955.00	$ 19,500.00
	Electricty-EV charging		$ 838.00	$ -
452200	Natural Gas	$ 32,700.00	$ 36,626.00	$ 37,000.00
452400	Waste Removal	$ 5,500.00	$ 4,505.00	$ 5,500.00
TOTAL UTILITIES EXPENSES		**$59,200.00**	**$58,924.00**	**$62,000.00**
REPAIRS & MAINTENANCE EXPENSES				
470400	Building Improvments	$ 8,000.00	$ 2,076.00	$ 7,000.00
470800	Carpet Cleaning	$ 1,000.00	$ 455.00	$ 1,500.00
471800	Dryer Vent Cleaning	$ 1,800.00	$ 1,800.00	$ -
472000	Elevator	$ 4,980.25	$ 4,536.00	$ 4,980.00
473200	Fire Saftey Systems	$ 3,900.00	$ 2,572.00	$ 3,900.00
473400	Garage Maintenance	$ 1,100.00	$ 504.00	$ 1,100.00
473900	Gutters & Drains	$ 3,000.00	$ 1,128.00	$ 3,000.00
474400	HVAC/Mechanical	$ 8,000.00	$ 5,597.00	$ 8,000.00
475000	Janitorial	$ 8,000.00	$ 8,610.00	$ 9,000.00
475700	Lighting Supplies	$ 300.00	$ 269.00	$ 400.00
476900	Pest Control	$ 500.00	$ -	$ 500.00
477300	Power Washing	$ 4,800.00	$ 5,774.00	$ 4,000.00
477500	R&M Building	$ 9,000.00	$ 8,998.00	$ 8,000.00
480300	Recycling	$ 1,000.00		$ 1,000.00
482600	Water Treatment	$ 1,000.00		$ 1,200.00
482800	Window Cleaning	$ 1,400.00	$ 1,659.00	$ 1,900.00
482001	Sundires	$ 800.00	$ 734.00	$ 800.00
450400	Electrical Repairs	$ 2,500.00	$ 756.00	$ -
TOTAL REPAIRS & MAINTENANCE EXPENSES		**$61,080.25**	**$45,468.00**	**$56,280.00**
CONTINGENCY FUND CONTRIBUTION				
499000	Contingency Reserve Transfer	**$ 30,000.00**	**$ 30,000.00**	**$ 30,000.00**
TOTAL EXPENSES		**$156,092.43**	**$139,481.00**	**$153,180.00**
SURPLUS / (DEFICIT)		**$0.00**	**$17,931.00**	**$0.00**

THIS BUDGET CONTAINS A STRATA FEE DECREASE OF: ***-1.95%***

**** Budget Surplus has been split 3 ways, prior year allocation, CRF & left in operating account***

STRATA CORPORATION - CAPILANO RIDGE BCS 130- APARTMENT SECTION

MONTHLY STRATA FEE SCHEDULE

FOR THE PERIOD: May 1, 2023 TO April 30, 2024

-1.95% DECREASE FROM PRIOR YEAR

UNIT #	STRATA LOT #	UNIT ENTITLEMENT	% OF TOTAL UE	CURRENT MONTHLY STRATA FEE	MONTHLY OPERATING CONTRIBUTION	MONTHLY CONTINGENCY CONTRIBUTION	TOTAL NEW MONTHLY STRATA FEES	TOTAL NEW ANNUAL STRATA FEES
101	20	109	3.03%	$378.68	$295.64	$75.67	**$371.31**	$4,455.72
102	21	125	3.47%	$434.27	$339.03	$86.78	**$425.81**	$5,109.72
103	22	125	3.47%	$434.27	$339.03	$86.78	**$425.81**	$5,109.72
104	23	107	2.97%	$371.73	$290.21	$74.28	**$364.49**	$4,373.88
105	24	107	2.97%	$371.73	$290.21	$74.28	**$364.49**	$4,373.88
106	25	107	2.97%	$371.73	$290.21	$74.28	**$364.49**	$4,373.88
107	26	125	3.47%	$434.27	$339.03	$86.78	**$425.81**	$5,109.72
108	27	107	2.97%	$371.73	$290.21	$74.28	**$364.49**	$4,373.88
109	28	125	3.47%	$434.27	$339.03	$86.78	**$425.81**	$5,109.72
110	29	121	3.36%	$420.37	$328.19	$84.00	**$412.19**	$4,946.28
111	30	119	3.30%	$413.42	$322.76	$82.62	**$405.38**	$4,864.56
201	31	109	3.03%	$378.68	$295.64	$75.67	**$371.31**	$4,455.72
202	32	125	3.47%	$434.27	$339.03	$86.78	**$425.81**	$5,109.72
203	33	126	3.50%	$437.74	$341.75	$87.48	**$429.23**	$5,150.76
204	34	108	3.00%	$375.21	$292.93	$74.98	**$367.91**	$4,414.92
205	35	108	3.00%	$375.21	$292.93	$74.98	**$367.91**	$4,414.92
206	36	108	3.00%	$375.21	$292.93	$74.98	**$367.91**	$4,414.92
207	37	126	3.50%	$437.74	$341.75	$87.48	**$429.23**	$5,150.76
208	38	108	3.00%	$375.21	$292.93	$74.98	**$367.91**	$4,414.92
209	39	126	3.50%	$437.74	$341.75	$87.48	**$429.23**	$5,150.76
210	40	125	3.47%	$434.27	$339.03	$86.78	**$425.81**	$5,109.72
211	41	119	3.30%	$413.42	$322.76	$82.62	**$405.38**	$4,864.56
301	42	109	3.03%	$378.68	$295.64	$75.67	**$371.31**	$4,455.72
302	43	107	2.97%	$371.73	$290.21	$74.28	**$364.49**	$4,373.88
303	44	108	3.00%	$375.21	$292.93	$74.98	**$367.91**	$4,414.92
304	45	108	3.00%	$375.21	$292.93	$74.98	**$367.91**	$4,414.92
305	46	126	3.50%	$437.74	$341.75	$87.48	**$429.23**	$5,150.76
306	47	108	3.00%	$375.21	$292.93	$74.98	**$367.91**	$4,414.92
307	48	126	3.50%	$437.74	$341.75	$87.48	**$429.23**	$5,150.76
308	49	125	3.47%	$434.27	$339.03	$86.78	**$425.81**	$5,109.72
309	50	119	3.30%	$413.42	$322.76	$82.62	**$405.38**	$4,864.56
TOTAL:		**3,601**	**100%**	**$12,510.38**	**$9,766.91**	**$2,499.99**	**$12,266.90**	**$147,202.80**

ANNUAL TOTAL:	**$117,203.00**	**$30,000.00**		**$147,203.00**
MONTHLY TOTAL:	**$9,766.92**	**$2,500.00**	**$12,266.92**	

HUB International Insurance
400-4350 Still Creek Drive
Burnaby, BC V5C 0G5
T: (604)269-1000
E: stratasure@hubinternational.com

Loss Within Your Unit

Unit Owner arranges for any necessary emergency response clean up and takes practical steps to mitigate loss. Unit owner notifies Strata Property Manager and/or Strata Council.

Is damage below the Strata's deductible?

YES

Unit owner is responsible for all repairs to unit. Owners should contact their unit owner insurance broker to initiate a claim under their personal insurance coverage.

If there is another unit involved and still below the Strata's deductible; each unit must go through their own personal insurance coverage for repairs.

NO

What is damaged?

ORIGINAL BUILDING ELEMENTS & COMMON AREAS

The Council/Strata Property Manager notifies HUB. The Adjuster assigned to the Strata's claim will assist in coordinating the Repair Scope and Estimate(s) necessary to address this damage under the Strata's Insurance Policy (subject to policy conditions).

UPGRADED UNIT ELEMENTS & OWNER CONTENTS

Unit Owner Upgrades made or acquired by the owner including their contents is the responsibility of each owner. Owners should contact their personal insurer.

NOTE

There may be a restoration company that your Strata has to provide emergency response; check with your Council and/or Strata Property Manager.

Generally after an initial site visit, your personal adjuster or the restoration company will be able to give you an idea of the emergency repairs. This will help determine if the claim is below the Strata Corporations deductible.

Damages to common property should be immediately reported to your Strata Property Manager and/or Council. Damages to common property are the Strata Corporation's responsibility; please remember that if the loss originates from your unit, you most likely will be assessed for the amount of the Strata's deductible.

2022–2023 COUNCIL REPORT – APARTMENT SECTION

Welcome to the Annual General meeting for the Apartment Section of Capilano Ridge.

Apartment Council continues to be proactive with regard to the maintenance and improvement of Capilano Ridge by following the Depreciation Report recommendations and guidance from the Managing Agents. **It is recommended that all Owners review the RDH Depreciation Report completed in 2018.**

In addition to the Apartment Section Highlights mentioned below, Council is pleased to announce 1.95% decrease 2023/2024 (Please see the attached budget).

Apartment Section Highlights

- Meeting to finalize AGM council report
- Meeting to review 2022-2023 budget
- Global Gas Detection annual inspection completed and no issues found
- Meeting to discuss unpaid invoice from Troy Life & Fire Safety; multiple errors occurred and therefore, their invoice(s) were incorrect and the work was substandard. This was explained to their Accounts Receivable Dept. in July 2020. They were to look into the multiple problems and report back. We received a letter for payment from a lawyer. Emails and invoices from 2020 were sourced and reviewed. The lawyer has been updated with our account. The lawyer has been told we will not be paying legal fees; awaiting response

- Building lights sourced, purchased, replaced as needed
- Follow-up with Owners to confirm new PQ protocols and systems
- Gutter cleaning due to rain
- Noticed oil stain on parking stall in the garage; Owner was contacted and it was cleaned
- Meeting to finalize the budget with PQ GL codes
- PQ revised budgets reviewed
- PQ AGM package reviewed, edited and finalized
- AGM package sent out May 31/22 and AGM date June 20/22
- Survey of hallway electrical plates. Broken ones replaced
- Walkabout with new property manager from PQ
- Follow up with SWTCH re pre-approved rebates
- AGM June 20/22, held on site
- Reviewed AR accounts as PQ presented; some errors corrected
- On site meeting with Highland Roofing
- Scaffolding installed
- Crane on site to drop off roof supplies
- EV charger issue reported; SWTCH is working to resolve (June 22-28)
- AGM 2022 minutes edited and posted
- EV charger issues to be resolved (July 4-8)
- Tech on site from Think Communications for EV charging
- Maas Mechanical on site for preventative maintenance and air intake filter change
- On site meeting with BCRI. We requested a reduction for inspections as they are based on an 8-man crew and there are only 2 working at this time.

- **Approved and paid rebate from BC Hydro**
  Infrastructure - $19,800.00
  Charger - $14,000.00
  Total - $33,800.00

- Second and final round of EV Charger install and rebate process started
- EV charging issues resolved by fixing modem issues
- Move in/move out follow-ups; repairs as needed

- Battery changed in the emergency light in the electrical room
- Two new fire extinguishers installed in the parkade by the fire alarms
- Electrical switch in the air intake system moved as per roofer request
- New lower TELUS phone line(s) cost granted with a 3-year contract
- Met with BCRI to review and sort invoices
- New piece being manufactured for the raised air intake due to roof replacement
- Meeting with a power washer to obtain a quote
- Carpet cleaning West first floor (charge back to a unit after a move out)
- MUA re connected after roof replacement work
- Ace Fire on site to inspect the roof smoke detector after recent MUA work
- Gutters and downspouts removed; facia cleaned
- New gutters and downspouts installed
- Meeting with new window washers
- Estimate for an automatic door opener obtained - $6000 approx. (bring to 2023 AGM for discussion)

- Replace Tekmar mixing controller system, including electrician cost to install a new power switch
- All balconies and patios power washed including railings and balcony flashings and stone work and black fencing around driveway to apartment section

- Stored bricks under lobby window removed so area could be swept. Bricks replaced for further use
- Final roof review with BCRI
- Scaffolding removed
- Window washing - inside lobby 2nd and 3rd floor windows, all outside windows and balcony glass
- Extra shingles stored on site in the electrical room
- Wrap up meeting with BCRI
- Warranties for the new gutters and downspouts filed on Capilano Ridge web site and with PQ (replacement Aug 2022)

- Air intake roof filters changed
- Highland Roofers site cleanup
- Highland Roofers contacted for further site cleanups
- Sept 2022 - received the Certification of Completion for the Roof replacement (copy attached)
- SCM
- Cove Power was asked to label the electrical panel
- Garage door bi-annual maintenance. The gate opens and closes during a power outage with use of fob
- Pre-approval for the second and final round of EV chargers from BC Hydro
- Cove Power on site to label the electrical panel
- Garage drip fixed
- Fire panel reset
- Hopper cleaning reminders to owners as needed
- Wind storm; gutter cleaner attended to clean up the roof
- Ground floor east patio repair
- Holiday gift cards bought for garbage, recycling, organics, Christmas Hank, cleaner, council, & PQ-3 staff

- Carpet spot cleaning
- Second/final round of EV charger installation completed
- Second round of EV chargers on line
- Set up info for SWTCH sent to owners
- Heating water system maintenance completed. Filter and ‘O’ ring changed. PH was good. Topped up with COR CWS-555. More will be ordered for next visit

- Council meetings re EV Charger rebates
- Carbon credit for SWTCH accounts $500
- New Blue Bin was requested from DNV due to holes in the bottom
- New Blue Bin was delivered from DNV

- Vandelta on site for annual inspection
- SCM January 2023
- Hopper cleaning and monitoring. Hoppers are working well
- Global Gas Detection on site for annual inspection and to check one senso; all in order
- HVAC preventative maintenance completed
- Fire inspection 2023 completed - 100% in-unit compliance
- Review EV hourly charging rates
- Replacement of sump pump and 'tech con transformer'
- Meeting re quote to cap 6 pergola posts with flashing plus driveway pergola caps
- Kymar Gutter did a once over to clean gutters. Nothing else is recommended at this time
- New washing bay nozzle purchased and installed
- Cleaning equipment concerns addressed
- EV charging costs analyzed and reviewed
- Security camera issues; tech contacted; resolved
- Power washing and window washing 2023 booked
- Multiple follow-ups re elevator auto dialer issues
- Hallway ceiling lights, entry lights, stairwell cleaned
- New vacuum on site for cleaner
- New cleaning product payment plan and trial started
- New stairwell light covers sourced, ordered and installed
- Met with contractor re pergola capping
- PQ is instructed to issue refund cheques for the roof replacement project which was completed under budget

- Front door lever replaced as it was damaged
- Garage door preventative maintenance completed
- We contacted PQ to see if any new bylaws were recommended re rentals and nothing further was brought to council

- Reviewed fire inspection report
- Owner recovered the cost of the front door lever from the delivery company
- Move in/move outs accessed for damage to be fixed
- Front walkway cracked pavers replaced
- Accrued - capping all pergola's posts $1800 and drain fixes in garage $5300
- Confirmation of second rebate of $14,000 for EV chargers from BC Hydro

Fire Safety Update

- The annual fire testing and inspections were completed on February 24, 2023 with 100% compliance. All fire extinguishers on each floor and the underground parkade are fully charged, and are good until February 24, 2024.

  On April 1st 2023 the apartment fire extinguishers were examined, including three on the 3rd floor, three on the second floor, three on the 1st floor, three in the underground parkade (including 2 new ones), and one in the boiler room. All were found to be fully operational and primed. Fire EXIT lights on all floors and underground all illuminated. The fire panel was indoor and no system failures. All fire extinguishers on each floor and the underground parkade are fully charged and are good until February24, 2024. In May 2023, an unannounced inspection was conduct by DNV Fire Department. They found that we are fully in compliance.

CERTIFICATE OF COMPLETION

We, the undersigned inspection firm, do hereby certify that:

1. *The re-roof project of the property known as Capilano Ridge, BCS 130 located at 3125 Capilano Crescent, North Vancouver, British Columbia has been completed as of September 12, 2022, in compliance with the provisions of the construction contract, including all plans, specifications, addendums, maps, drawings and change orders.*
2. *All defects in workmanship and materials reported during the period of construction of the project have been corrected.*
3. *The project has been completed in accordance with the provisions of the construction contract dated February 16, 2022, provided, however, that acceptance of the project by the owner shall not be deemed to relieve the contractor of its obligations contained in the construction contract with respect to defective workmanship or, material discovered within two years after the date of completion.* (RCABC is responsible for 10 years after the date of completion).
4. The release of the holdback is to be 55 days from *September 1, 2022,* which will be *October 26, 2022.*

   A statutory declaration must accompany the holdback invoice.

Accepted By: Zack Conley (on behalf of The Owners of BCS 130)
(Print or type name of individual signing)

Title: Roofing Consultant
(Print or type title of individual signing)

Company BC Roof Inspections
(Print or type name of Company)

Signature: _____ Date: September 12, 2022

BC Roof Inspections
#201 15406 60 Avenue Tel 604-539-2510
Surrey, B.C. V3S 3S7 info@bcroofinspections.com