



March 22, 2024

To All Owners
NW58 – Simon Fraser Village

Dear Owner(s):

At the **Annual General Meeting** held on **Thursday, February 29, 2024**, the Owners voted to approve the **2024-2025 Operating Budget** as prepared by Strata Council. There is an increase in the total Annual Strata Fee Contribution which will be effective **April 2024**. A schedule of fees has been attached to this letter for your reference.

Owners who pay Strata Fees by Pre-Authorized Payment (PAP) you need take no further action. We will adjust the debit to your bank account. The retroactive "Catch Up Fee" amount for the months of **January, February and March 2024** will be deducted on the next withdrawal, **April 1, 2024**.

If you pay your Strata Fees by cheque, please ensure that your new cheques are written for the correct amount and mail to Tribe Management Office located at 1606 – 1166 Alberni Street, Vancouver, BC V6E 3Z3. Also, please remember to provide a series of post-dated cheques for 12 months **2024** fiscal year, made payable to **"NW58 – Simon Fraser Village"**, and ensure that your unit number is clearly marked on the face of each of your cheques. Please refer to the attached schedule for the correct amounts.

For further details of the business conducted at the Annual General Meeting, please refer to the attached Minutes.

Yours truly,

Tribe Management Inc.
As Agents for NW58 – Simon Fraser Village

Eva Duran
Direct: (604) 635-5000 Ext. 5185
Email: eva.duran@tribemgmt.com

Enclosure

cc: Accounting

NW0058 - SIMON FRASER VILLAGE
2024 APPROVED OPERATING BUDGET
January 1, 2024 to December 31, 2024
(As prepared by Strata Council)

GL CODE	ACCOUNT TITLE	2023 BUDGET	2023 ACTUAL	ESTIMATED TOTAL 2023	APPROVED 2024 BUDGET
<u>REVENUE</u>					
571000	Maintenance Fee Revenue	\$ 623,700	\$ 623,700	\$ 623,700	\$ 680,400
572000	Bylaws Fines	0	50.00	50.00	0
572100	Late Fees	0	94.67	94.67	0
573400	Daycare Lease Income	17,000	12,609.00	16,700.00	17,000
573500	Interest Income	2,100	9,381.59	9,381.59	2,100
573600	Hall Rental Revenue		500.00	950.00	0
574000	Prior Year Operating Surplus	13,889	13,889.00	13,889.00	46,225
	TOTAL REVENUE	\$ 656,689	\$ 660,224.26	\$ 664,765.26	\$ 745,725
<u>EXPENSES</u>					
Administration					
810100	Administration	\$ 450	\$	\$	\$ 450
810400	Audit / Legal	10,000	4,012.84	10,000.00	10,000
811000	Insurance	190,000	199,742.00	199,742.00	220,000
811500	CHOA Membership	575	575.00	575.00	575
812000	Management Fees	55,157	58,390.20	58,390.20	62,000
814000	Photocopy / Postage / Courier	4,750	1,628.18	1,628.18	4,000
814300	Property Taxes	4,600	3,905.65	3,905.65	5,000
	Council Appreciation	700			700
	Total Administration	266,232	268,253.87	274,241.03	302,725
Building					
820500	Attic Upgrades	10,000			5,000
821400	Drainage	50,000	23,516.41	38,516.41	80,000
825400	Lighting	5,500	1,684.20	1,684.20	5,000
826500	Pest Control	6,000	6,090.00	6,583.50	6,500
827000	R&M - Concrete	15,000	24,907.05	24,907.00	20,000
827050	R&M - Gutters/Roof	40,000	17,646.47	17,646.47	30,000
827200	R&M - General	18,957	1,718.30	1,718.30	23,000
827600	Supplies/Equipment	2,000	153.77	1,044.67	2,000
	Total Building	147,457	75,716.20	92,100.55	171,500
Utilities					
831000	Electricity	3,000	2,153.77	2,593.77	3,000
831500	Garbage Disposal	15,000	7,696.15	14,201.86	17,000
	Total Utilities	18,000	9,850.00	16,795.63	20,000
Grounds Maintenance					
840700	Landscaping	70,000	61,158.19	73,596.79	75,000
840800	Groundskeeper	12,000	10,640.66	11,570.66	15,000
842000	Snow Removal	34,000	32,475.74	35,842.88	45,500
843000	Junk Removal	3,000	4,493.68	4,493.68	8,000
842100	Tree Maintenance	26,000	22,092.00	22,092.00	25,000
	Total Grounds Maintenance	145,000	130,860.27	147,596.01	168,500
Amenity					
850080	R&M - Daycare Building	10,000	5,895.91	5,895.91	8,000
	Total Recreation Area	10,000	5,895.91	5,895.91	8,000
	TOTAL EXPENSES	\$ 586,689	\$ 490,576.25	\$ 536,629.13	\$ 670,725
891100	Transfer to CRF	70,000	70,000.00	69,999.96	75,000
	TOTAL EXPENSES & TRANSFERS	\$ 656,689	\$ 560,576.25	\$ 606,629.09	\$ 745,725
	CURRENT YR OP SURPLUS (DEFICIT)	\$ 0	\$ 100,112.75	\$ 49,719.91	\$ 0

Year End: December 31

NW0058 - SIMON FRASER VILLAGE
2024 APPROVED FEE SCHEDULE
January 1, 2024 to December 31, 2024

STRATA LOT	OPERATING FUND CONTRIBUTION	CRF CONTRIBUTION	TOTAL MONTHLY FEES DUE	PRIOR YEAR MONTHLY FEE	MONTHLY DIFFERENCE	CATCH-UP (3 MOS) JAN-MAR '24
1-189	\$266.93	\$33.07	\$300.00	\$275.00	\$25.00	\$75.00
190	0	0	0	0	0	0
MONTHLY TOTAL	\$50,449.77 X 12	\$6,250.23 X 12	\$56,700.00 X 12	\$51,975.00 X 12		
ANNUAL TOTAL	\$605,397.24	\$75,002.76	\$680,400.00	\$623,700.00		



**MINUTES OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN NW58
SIMON FRASER VILLAGE**

Held on Thursday, February 29, 2024, at 7:00 P.M.
Within Amenity Room at 3290 Ganymede Place, Burnaby, BC, V3J 1A4

IN ATTENDANCE: 29 Strata Lots represented in person
15 Strata Lots represented by proxy
Total of 44 Strata Lots represented

COMMUNITY MANAGER: Eva Duran, Tribe Management Inc.

The meeting was called to order at 7:00 P.M. by Eva Duran, Community Manager from Tribe Management Inc.

ELECT CHAIR

In accordance with the *Strata Property Act* of BC, Moriah Power will chair the meeting and Eva Duran from Tribe Management Inc. will facilitate the meeting. There being no objections, the meeting proceeded.

QUORUM STATUS

Subject to the Bylaws, a quorum for a General Meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 189 eligible voters, 63 represents quorum in this instance. At the commencement of the meeting, there were 29 eligible voters in attendance and 15 represented by proxy for a total of 44 votes represented. As per Strata Bylaw 27.1, if the quorum is not met, the meeting is adjourned and to be reconvened after 15 minutes.

At 7:15 P.M. the Community Manager informed the attendees that the quorum requirements had been achieved, and the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated Thursday, February 8, 2024, complied with the notice requirements of the *Strata Property Act*.

APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** to approve the Agenda as distributed with the notice of Meeting. **CARRIED.**

APPROVAL OF GENERAL MEETING MINUTES

It was **MOVED** and **SECONDED** to approve the minutes of the Annual General Meeting held January 10, 2023 as previously circulated. **CARRIED.**

DEAL WITH UNFINISHED BUSINESS

There is no unfinished business from the last Annual General Meeting to report.

PRESIDENT/COMMITTEE REPORT

Good evening fellow owners,

I would like to start by thanking you for joining us for the 2024 AGM. Before I start, I want to apologize for any confusion with the AGM notices that were sent at the beginning of February. There was an unfortunate mix-up that resulted in owners receiving 3 separate emails about this meeting. Just to clarify, the ones you received in the mail, and the most recent email, are accurate and will be used for this meeting.

Without going into too much detail, or you would be here all night, I would like to go over some of the challenges we have faced in 2023.

It's no surprise to everyone that the costs of everything is increasing; this has been reflected in almost everything we do now. All of the contractors we engage with have increased their fees which means quotes that are higher than they used to be. We try as best we can to get quotes that are competitive and select ones that are reasonable, but this task is becoming more difficult over time. Our insurance cost has continued to go up and it is estimated to increase again this year.

The next issue I'd like to touch on is Council. This might ruffle some feathers but it needs to be said. In the past Councils I have been on there has been teamwork and a joint effort to get things done and try to share the workload equitably. But this year it seemed we had more people along for the ride than people who were putting in the work. I am not saying this to offend or spotlight anyone in particular, but rather to say that the workload for three people increases if they are carrying the other four. I say this not to insult but to encourage future council members to ensure they are willing to commit to the job. This includes staying up to date on what's going on, answering emails in a timely fashion, and coming to the meetings. If all Council members are engaged the workload for each decreases.

That brings us to the most difficult challenge we have faced this year, Tribe Management. Before I start I will state that I am laying out factual information, and events that actually occurred and am trying to do so as unbiased as I possibly can. Here is a brief summary of these issues.

Correspondence: When an owner emails our property manager our expectation is that Council will receive a copy. This has been communicated to Tribe many times, yet we still hear from owners that have emailed Tribe and we do not have their correspondence. So if we missed an email from you or you have not heard back 2 weeks after a meeting, please follow up to ensure it was passed along to council. Tying into this we also encountered problems with Tribe not sending notices, or letters to Owners when we had directed them to do so.

Communication: We know it is frustrating for owners when they email the property manager and do not get a response in a timely manner. Tribe's service standard is 48 hours. Unfortunately, the majority of communication with tribe, be it from owners or Council, has not met this service standard.

AGM notice: Council put a great deal of time and effort into drafting an accurate AGM notice then voted to approve it and sent it to Tribe for distribution. When the notice was emailed to owners we were disturbed to see a completely different version than our approved copy. To ensure we met the timeline required under the Strata Property Act Council immediately sent out the approved copy via

Tribe Home to correct this mistake. Council subsequently followed up with Tribe to ensure the mailed ones were corrected. This was a lot of work on Council's part to correct a problem that never should have happened. That day we got an email from the Vice President that read "Thank you for your email and I am looking into what happened here and will follow up shortly." To date we have not received an explanation as to how this mistake was made, nor an apology.

On to the last and perhaps biggest issue we have faced with Tribe this year, the financials. I won't bore you with all the details, but the biggest concerns are as follows:

- In the fall, there was an accounting system change at Tribe. This resulted in the October, November, December, and January Financials being late. Octobers were 44 days late, November was 27 days late, and December's were 34 days late. This made it difficult to construct an accurate budget for 2024.*
- During the transition our contractors and other bills were not being paid. When the bills and invoices finally got paid some of them had incurred late fees. Without informing us or offering to cover the late fees as it was their fault, Tribe simply paid them out of our accounts. I have requested this money be reimbursed to Strata.*
- For all the trouble the transition to a new accounting software created, we have not seen any visible benefit to council, in fact the opposite is appears to be true. Now the financials are more difficult to interpret and the line items have changed making it difficult to compare to our approved 2023 budget.*

Before I finish with the financial issues I just want to lay out a few numbers to put it into perspective.

- \$1,270,652.26 from out CRF was moved into and out of Shangri-la estates 8 times before it was finally transferred to our new bank account. WE do not have any dealing with this "Shangi-la estates" and have asked no fewer than 4 times for an explanation but have received only Radio Silence until yesterday.*
- \$38,817.22 is the amount that we currently owe from our Operating fund to the CRF. This was borrowed to pay the insurance and was to be paid back to the CRF no later than Dec 31. Tribe was instructed to do this, yet failed to do so.*
- \$571.90 is the amount of an invoice Council never saw that Tribe paid for out of our accounts. This was for a question our property manager emailed a lawyer without first consulting Council. We have requested that Tribe reimburse us for this.*
- \$74.17 in late payment charges that we have disputed so far.*

I would like to end on a more positive note. We want to do better, for this year I will ask that people who can serve on council and are willing to put in the work please do. Council is a vital component to our community and the more engaged we are the better it is for everyone. If Council is too much but you still want to volunteer, please look for any opportunities to be on a committee we create in the coming year. Michelle will speak more on this in a bit.

On my final note, we have engaged with Tribe multiple times in an effort to fix the issues we have encountered with their service. We wanted to give them an opportunity to make up for their mistakes and treat us like they want to keep us as a client. However, they have shown us that we are not a priority. Effective May 1 2024 Tribe will no longer be our Property Management Company. Council voted unanimously to terminate our contract. I have a hard copy of the signed letter of Termination with 2 months notice, a copy has also been emailed to Tribe at exactly 7:00 pm this evening.

Thank you.

REPORT ON INSURANCE

The Community Manager took the opportunity to explain the requirements of Strata Corporation's Insurance. Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the Minutes of the Annual General Meeting NW0058 – Simon Fraser Village

Strata Plan, and fixtures built or installed on a strata lot.

The Certificate of Insurance, attached to the meeting notice outlines the insured perils, the limits of coverage, and the applicable deductibles. The water damage deductible for the Strata Corporation is \$100,000. The Strata Corporation's Insurance Policy is currently held with BFL Canada and is insured for a replacement value of \$50,244,400 based on information received from the Suncorp Appraisal.

The Community Manager reminded Owners that they need to obtain their own insurance for personal property as well as third party liability coverage. In addition, individual homeowner or tenant insurance is recommended. It was also explained that additional insurance is required if an owner makes alterations to their unit (flooring, cabinets, fixtures, etc.).

Owners who are renting their suite should ensure that they inform tenants to obtain insurance as their personal contents are not covered in the event of a loss. In addition, tenants do not have access to additional living expenses in the event the suite is uninhabitable. Owners should also ensure they have loss of income insurance for rental suites.

What Does Strata Insurance Cover?

Typically, Strata Corporation Insurance Policies "insure against all risks of direct physical loss or damage to the property insured". This is subject to exclusions and deductibles.

The insured property is the building as handed over by the Developer once construction has been completed. The insured property includes the building, permanently installed original fittings and fixtures, mechanical equipment, fire system, and common assets.

What Doesn't the Strata Insurance Cover?

- **Contents** – The Strata Corporation's Insurance does not cover your personal belongings in the event of a loss, regardless of the cause. All Owners and Tenants must therefore have their own Personal Insurance Policy for their personal belongings ("Contents") such as furniture, clothing, electronics, etc. Further, in the event there is damage to your unit, your contents may need to be removed during the repair. The Strata Corporation's Insurance does not cover the move-out or storage costs – this is covered under the Contents provision of your Personal Insurance Policy.
- **Additional Living Expenses** – You may need alternate accommodation during repairs to your unit, such as a hotel or rental unit. In the event of a significant loss, your unit could be uninhabitable for one year or greater. "Additional Living Expenses" are included in a Personal Insurance Policy to cover these out of pocket expenses.
- **Unit Upgrades** – The Strata Corporation's Insurance does not cover unit upgrades, whether made by yourself or a previous unit owner. It is therefore imperative you insure any unit upgrades under your Personal Insurance Policy (sometimes known as "Unit Improvements and Betterments"). Examples of upgrades could include hardwood or laminate flooring and upgraded appliances.
- **Loss Assessment** – In the event of a Strata Corporation claim resulting from your unit, you will likely be assessed the Strata Corporation's Deductible. Please review the Notice of Annual General Meeting to obtain a copy of the Strata Corporation's Insurance Policy ("Summary of Coverages"). You must ensure your Personal Insurance Policy will cover an amount equal to the Strata Corporation's Water Damage Deductible. This is extremely important as the Strata Corporation's Water Damage Deductible is often \$10,000.00 and greater.
- **Unit Additional Protection** – One component of this extension under a Personal Insurance Policy is to provide coverage in the event the Strata Corporation's Insurance is not effective. This is very important as there could be damage to your unit which does not exceed the

Strata Corporation's Policy deductible and therefore does not trigger the Strata Corporation's Policy. Please ensure your Personal Insurance Policy includes coverage for in-suite damages that are under the Strata Corporation's Deductible for which you are responsible.

- **Earthquake** – Given the exposure to the lower mainland, we recommend that you ensure your Personal Insurance Policy includes coverage for the peril of earthquake. Some Insurers may offer a specified limit for Earthquake Deductible Coverage, for your unit's assessed portion of the Strata Corporation's Earthquake Deductible. Given the earthquake risk is present, the Strata Corporation's Earthquake Deductible is high, and we encourage "buy back" of the Strata Corporation's Deductible to the maximum amount permitted under your Personal Insurance Policy.
- **Other-Repairs and Maintenance Within A Strata Lot** – Owners must make sure that they keep everything within their strata lot in good working order and in good condition to prevent a water escape. This includes, but is not restricted to, dishwashers, washers, refrigerators with ice makers, garburators, toilets, sinks, bathtubs, water filters, hot water tanks, and any copper pipes or taps and fixtures located within the strata lot, or from any alterations done by the Owner or previous owner to the strata lot, etc. Owners should make sure cold and hot water shut off valves work properly and know the location of the valves, and how to operate them.

Owners may wish to consider employing a professional contractor to carry out regular inspections and maintenance of these in-suite items.

PROPOSED BUDGET AND FEE SCHEDULE

It was **MOVED** and **SECONDED** to bring the proposed operating budget(s) to the floor for discussion. After discussion, the vote was called with the results as follows:

44 In Favour, 0 Opposed, 0 Abstained. CARRIED.

Please note that the Strata Fees have increased, retroactive to January 2024 to March 2024.

Payment options for monthly Strata Fees:

1. **Owners Currently on Pre-Authorized Payment** – There is no action required from these Owners as any new strata fees and/or retroactive fees adjustments (if any) will be automatically adjusted.
2. **Owners Who Pay by Post-Dated Cheques** – Please send in 12 post-dated cheques payable to "**NW58 – Simon Fraser Village**", as per the attached fee schedule.
3. **Credit Card** – To make a payment, you must opt-in to My Balance on Tribe Home. If you haven't opted-in, please click on the My Balance section, located in the main menu, and complete the opt-in steps. Once you have signed up, you can make online payments by clicking on the 'Make a Payment' button. Please note that a 2.99% fee per credit card transaction applies to all payments to cover the gateway processing costs. Tribe Management Inc. does not receive any portion of this online platform fee. To help process this payment, please forward your receipt and confirmation to ar@tribemgmt.com.

If you have any questions regarding your account, please contact the Accounts Receivable department at 604-343-2601.

RESOLUTION 1 – 3/4 VOTE – WAIVER OF THE DEPRECIATION REPORT

It was **MOVED** and **SECONDED** to bring the proposed Resolution 1 – 3/4 Vote – Waiver of the Depreciation Report to the floor for discussion.

WHEREAS The Owners, Strata Plan NW58 – Simon Fraser Village, wish eventually to obtain a Depreciation Report as required under Section 94 of the Strata Property Act and feel it would be most beneficial to defer commencement of the Depreciation Report for the time being;

BE IT RESOLVED by a 3/4 Vote Resolution of The Owners, Strata PlanNW58–Simon Fraser Village, in person or by proxy at this General Meeting, that in accordance with Section 94(3) (a) of the Strata Property Act the requirement to obtain a Depreciation Report is hereby waived until the next Annual General Meeting.

****Only if Resolution1–3/4 Vote–Waiver of the Depreciation Report has failed to pass will Resolution2– Majority Vote – Depreciation Report Funding be considered****

END OF RESOLUTION

After discussion, the vote was called with the results as follows:

40 In Favour, 3 Opposed, 1 Abstained. CARRIED.

*****Resolution 1 was carried; thus, Majority Vote Resolution 2 – Depreciation Report Funding was not considered*****

ELECTION OF STRATA COUNCIL

The floor was opened for nominations and/or volunteers to form the Council.

The following persons agreed to stand for Council:

- Moriah Power
- Michelle Patzer
- Sheldon Armstrong
- Ross Taylor
- Sandra Preston
- Donna Linger
- Joseph McCance

There being no further nominations, it was **MOVED** and **SECONDED** to close the nominations and to elect the nominees to the Strata Council. **CARRIED.**

TERMINATION OF MEETING

There being no further business, it was motioned to terminate the meeting at 8:21 P.M. **CARRIED.**

NEXT MEETING

The next Council Meeting will be on March 11, 2024 at 7:00 P.M.

ATTENTION – Please keep these Minutes on file as a permanent legal record of your Strata Corporation’s business. Replacement of either Minutes or Bylaws will be at the Owner’s expense and not at the expense of the Strata Corporation.

Community Manager: Eva Duran | 604-635-5000 Ext.5185 | E. eva.duran@tribemgmt.com

PRE-AUTHORIZED DEBIT (PAD) AGREEMENT – STRATA Terms and Conditions

- I/We acknowledge that I/we are participating in a PAD plan established by Tribe Management Inc. and I/we participate in this PAD plan upon all terms and conditions set out herein. Tribe Management Inc. reserves the right to reject my/our application or discontinue the service.
- I/We warrant and guarantee that all persons whose signatures are required to sign on this account have signed this agreement.
- I/We acknowledge that this PAD authorization is provided for the benefit of Tribe Management Inc. and the processing/financial institution administering the account, and is provided in consideration of the said institution agreeing to process these PADs against my/our bank account in accordance with the rules of Payments Canada.
- I/We hereby authorize Tribe Management Inc. on behalf of our Strata Corporation and its processing institution to debit my/our bank account on the 1st day of each month:
 - All recurring monthly strata fees and/or
 - Any one-time retroactive or catch-up strata fees adjustments; and/or
 - Any one-time sporadic debit of any kind (e.g. a “catch-up” payment on previous outstanding strata fees for first time PAD enrolment, NSF administration fee, etc.) as authorized in writing by me/us.
- I/we understand that the amount of strata fees may be increased or decreased based on the approved budget as adopted by my/our strata corporation from time to time.
- I/We acknowledge that delivery of this authorization to Tribe Management Inc. constitutes delivery by me/us to the processing/financial institution.
- I/We understand that this authority is to remain in effect until Tribe Management Inc. has received written notification from me/us of its change or termination. The notification must be delivered to the office of Tribe Management Inc. at least ten (10) business days in advance of the next PAD withdrawal. I/We may obtain a cancellation form or more information on my/our right to cancel our PAD Agreement by contacting the office of Tribe Management Inc. or by visiting www.payments.ca.
- I/We acknowledge that if my/our account is transferred to another financial institution, this authorization becomes null and void on the date of the transfer and it will be necessary to provide a new authorization to Tribe Management Inc.
- I/We also undertake to inform Tribe Management Inc. immediately, in writing, of any change in the account (e.g. account closure, change of account number, etc.) or other information (e.g. mailing address, phone number etc.) provided in this authorization.
- I/We understand that an NSF administration fee will apply to my/our account should my/our PAD be returned due to insufficient funds, account closure, account freeze, etc. I/We further acknowledge that it is my/our responsibility to ensure the balance in my/our bank account is sufficient to cover the PADs.
- I/We have certain recourse rights if any debit does not comply with this agreement. For example, I/We have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. I/We may obtain more information on my/our recourse rights by contacting my/our financial institution, Tribe Management Inc. or visit www.payments.ca.
- I/We understand the personal information provided in this PAD Agreement is for purposes of identifying and communicating with me/us, processing payments, responding to emergencies, ensuring the orderly management of the strata corporation and complying with legal requirements. I/We hereby authorize the strata corporation to collect, use and disclose my/our personal information for these purposes.

When this form is complete, mail or email to:

TRIBE MANAGEMENT INC.

Attention: Accounts Receivable
419 – 1155 West Pender Street,
Vancouver, BC V6E 2P4
Email: ar@tribemgmt.com

Payer(s) Initials

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PRE-AUTHORIZED DEBIT (PAD) AGREEMENT – STRATA

PLEASE PRINT LEGIBLY. Fields marked with asterisk (*) must be completed.

STRATA PLAN*:

COMMENCEMENT DATE*:

Name of Owner (s)*: _____ Unit No: _____ Strata Lot No: _____

Address of Strata Lot*: _____ City: _____ Province: _____ Postal Code: _____

Mailing Address (if different)*: _____ City: _____ Province: _____ Postal Code: _____

Phone No*: _____ Mobile No: _____ Email Address*: _____

Type of Service (please choose one)*: ☐ Individual/Personal PAD ☐ Business PAD

Please check authorize withdrawal of other monthly charges in addition to your strata fees*:

☐ Locker/Storage Unit ☐ Parking Stall ☐ Others (specify): _____

BANK / FINANCIAL INSTITUTION INFORMATION

☐ VOID CHECK ATTACHED (account must be in Canadian Funds Only)

The name(s) on the cheque must match the name(s) the registered/legal owner(s) on title. If someone other than the registered/legal owner(s) is making the payment, please provide the following information:

Name of the Account Holder* _____

Relation to Registered/Legal Owner(s)* _____

Address of the Account Holder* _____

Contact Number* _____

ATTACH VOID CHEQUE HERE

☐ Or, if your account does not provide cheques, please have your bank fill out the information below to ensure that the account is coded correctly and allows Pre-Authorized Payment. Account must be in Canadian Funds Only. Bank to stamp in the box:

Financial Institution No: _____

Branch Transit No: _____

Deposit Account No: _____

Account Type (please choose one): ☐ Chequing ☐ Savings

Name of Financial Institution: _____

Branch Address: _____

BANK
STAMP

This form, together with either an acceptable VOID cheque or Bank Confirmation hereto, both from a Canadian fund account, must be received by TRIBE MANAGEMENT INC. no later than the 15th day of the month prior to the Commencement date in order to be effective on the Commencement Date.

AUTHORIZATION and ACCEPTANCE

By signing this authorization, I/We acknowledge that I/we have read, understood, and accepted all the provisions of the Terms and Conditions in page 1 of this Pre-Authorized Debit Agreement; warrants that all persons whose signatures are required to sign on this account have signed below; guarantees all information contained herein is correct to the best of my/our knowledge; and am/are solely responsible for any consequences due to providing fraudulent information contained herein.

DATE: _____ SIGNATURE OF PAYER (S): _____