



## **WELCOME TO CURRENTS AT OTTER BAY**

On behalf of the Currents council and board we are very pleased to welcome you as a new owner to our “happy place”. We sincerely trust that you find being an owner an enjoyable experience and create long lasting memories.

The following information is provided to help you understand some key aspects of how Currents operates.

### **Structure**

Currents is a community with two governing entities – a strata corporation and an owners’ corporation. It is important that you remember the difference as they each have unique purpose and functions:

**(i) Strata Plan VIS 5996 (SC)** is the strata corporation that “owns” Currents (with each 128-quarter interest automatically being a member of the SC) and is governed by the Strata Property Act of British Columbia (SPA) - a provincial statute. The SPA is quite extensive and strict in many operational and administrative aspects.

The SC granted a headlease to Otter Bay Owners Corporation (OBOC) for rights to the use and possession of the strata lots for 99 years (renewable for a further 99 years under certain terms).

**(ii) Otter Bay Owners Corporation (OBOC)** grants to each purchaser a sublease which establishes the purchaser’s right to the use and possession of the strata lot. An owner of a quarter interest is automatically a shareholder in OBOC. OBOC is not a strata corporation, but a corporation registered under the Business Corporations Act of British Columbia, that has 128 shares – one per quarter interest owner. All furniture, appliances and other chattels belong to the OBOC and owners cannot alter or change them. The occupancy of each cottage is also controlled by OBOC and is structured on a rotational basis (A, B, C, D) with each rotation being for one week (starting on Fridays) except during the summer months when it is for two weeks.

### **Bylaws and Articles**

In addition to the requirements of the SPA, the SC also has bylaws. The bylaws are available online in a program called Power Strata, which is one of the many services provided by our strata management company South Island Property Management (SIPM). We recommend that you read and familiarize yourself with them. The bylaws can only be amended by the owners at an Annual General Meeting (AGM) or Special General Meeting (SGM). The elected strata council cannot change the bylaws but it can make “rules” that govern the use of common property. Such rules must be ratified by the SC owners at the next AGM or SGM in order for them to remain in force.

OBOC is governed by its Articles which are also available online in Power Strata, again we recommend that you read and familiarize yourself with them. We make every effort to run OBOC in the same manner as the strata corporation. Similar to the strata bylaws the articles can also be amended by the owners at an AGM or SGM.

### **Council and Board and Meetings**

The strata council is elected at the AGM, typically held at the end of November. The fiscal year of SC and OBOC is October 1st to September 30th and the SPA requires the AGM to be held no later than two months following the year-end.

The board of OBOC is also elected at the AGM. The board of directors of OBOC is comprised of the same owners who are on the strata council, i.e., the council and board have the same seven members.

The monthly council and board meetings are held concurrently and the minutes cover SC and OBOC business matters. Minutes of the SC & OBOC minutes are available on Power Strata. Note that all council members are volunteers and receive no compensation (other than nominal travel expenses when necessary).

Currently the voting at the SC AGM or SGM is designated to the owner of the rotation that includes December 25th. As the SPA permits only one vote per strata lot, not all four quarter interests in a cottage can exercise a vote. If that owner, or designated proxy, does not attend the meeting the entitlement moves to the designated who is listed on the cottage rotation schedule for December 25 of the next year. If December falls on a turn-over Friday then the vote will go to the incoming owner. Refer to the 5-year rotation schedule. This voting process is under review and may change for the 2021 AGM.

Voting at an OBOC AGM or SGM is based on one vote per quarter interest for all 128 quarter share owners. The rotation schedule is not a determining factor i.e., all owners have a vote at an OBOC AGM

### **Budgets and Property Taxes**

The annual budgets for a new fiscal year are prepared by the council and board and are included in the Notice of the AGM package sent to all owners in advance of the AGM. The budgets are presented, discussed and approved by the owners at the AGM. (Approved copies of the budgets are available on Power Strata.)

The SC budget covers the strata lot/property and the exterior of the cottages and monthly strata fees are based on this by unit entitlement (U/E) of each strata lot divided by four. The OBOC budget covers the expenses for the cottage interiors and this is the basis for the calculation of monthly maintenance fees. In both budgets there are provisions made annually for long term capital replacement costs.

The OBOC budget includes the annual property taxes for your quarter interest so please be sure that you do NOT make payment to the tax office if you get an annual tax billing. There is an exception to the split of costs, in that the property tax component of your monthly fee is not created on the U/E but rather on the assessed value of each cottage. This is intended to reflect real estate market value just as it would in a conventional single-family dwelling.

### **Annual Audited Financial Statements**

Following the end of every fiscal year (September 30th) we have third party independent audits done for SC and OBOC. These audits give all owners the necessary comfort level concerning the

budgets, operating expenditures, fund balances, etc. Copies are available on Power Strata.

### **Insurance**

Insurance is essentially taken care of at Currents so you do not have to obtain your own coverage. The SC budget has a provision for insuring the entire complex. It is a requirement of the SPA that a strata corporation must insure the common assets of the corporation to replacement value. Every 3rd year the strata corporation obtains a third-party independent appraisal of the property and this value is used to purchase the necessary coverage. It is a multi-peril policy. If you would like a copy of the entire policy (over 100 pages) or just a summary, this is available on Power Strata.

Because of the unusual dual-purpose of occupancy at Currents, the policy also includes coverage for the contents, i.e., the appliances and furniture. You do not have to purchase such coverage as you might ordinarily do in a conventional condo or house.

There are deductibles under the Currents insurance policy (as detailed in the Notice of AGM package, and also available on request), and owners should be aware of these. You will be responsible for any deductibles or exclusions in the policy should you or a guest or a renter cause damage to the interior or exterior of the premises.

Please note that you are fully responsible for your own personal effects that you leave in your storage lockers as these items are not included in the Currents insurance package.

### **Management**

At this time the strata corporation is partly self-managed. We have a management company, South Island Property Management Ltd. (SIPM), that provides accounting and financial services. All other administrative duties are undertaken by the council members.

Contact information is as follows:

South Island Property Management Ltd.  
100-3581 Shelbourne Street  
Victoria, BC V8P 4G8

Robin Wilson  
Strata Property Manager  
Tel: 1.778.405.0070

Your monthly strata and OBOC fees are managed by SIPM. They have an automatic debit program that should be used for both fees. Please contact SIPM to set this up (per the attached application). Strata fees are due on the 1st day of each month as governed by the SPA. The maintenance fees for OBOC are also due on the 1st day of the month, as governed by our Articles. You CANNOT pay your fees with a credit card or debit account; however, e-transfer is available. Please contact SIPM directly for details.

### **Property Management at Currents**

Currents employs David Ohnona full-time as Guest Services Manager. (His employment costs are split equally between the SC and OBOC budgets.) David has been with Currents from the very beginning in 2006, and was a member of the original developer's sales team prior to being employed by Currents. It is fair to say that David "knows every nut and bolt in the place" and he can assist you with just about anything and everything. Just ask. He works Monday to Friday and is off on Saturday and Sunday.

David's contact details are:

Tel/Office: 250.629.2150, Mobile/Emergency: 250.539.4080, e mail: [David@currentsoboc.com](mailto:David@currentsoboc.com)

Although the Guest Services office is closed to the public, staff are generally on-site Monday through Saturday in the winter and 7 days a week in summer. Housekeeping services are only available Monday through until Friday. Staff may be in/out working around the property so if you require assistance please leave a message at 250.629.2150 or email: [info@currentsoboc.com](mailto:info@currentsoboc.com) and the staff will reply accordingly.

The golf cart is owned by OBOC for staff use only.

### **Cottage Booking Procedure**

The cottage booking procedure is done online through WebRezPro (WRP). This is required for all bookings (owners, guests or renters), The use of WRP is to improve management of the cottages and processing of the Turnover Fees. Bookings are required to ensure the cottages are ready and so Guest Services knows which cottages are occupied at any given time. This is essential for safety reasons, in case of fire, or a 911 call, and for insurance. A copy of the Owner Booking Manual (that includes FAQs) is available on Power Strata.

After the use of a cottage, owners are required to pay a Turnover Fee per our governing Articles 15.1. The current rate is \$120 + GST per stay, regardless of how many nights your cottage is occupied. The Turnover Fee pays for the cost of the housekeeping staff, cleaning supplies and laundry of linens. Payment must be authorized by credit card at the time of booking, as detailed in the Owner Booking Manual. Note that the Turnover Fee is set at the AGM, pursuant to the annual operating budget.

### **Standard Check-In and Check-Out**

Check-in times every day are 4pm and check-out time is 11am. These times are very important on Fridays as there often numerous turnovers. Please respect these times as the gap is a very short window of opportunity for the cleaning staff to get in, clean up and inspect your cottage before the next owner arrives. Every effort is made by the cleaning staff and the office staff to accommodate any special arrangements you request but there is no guarantee as it can get really busy on Fridays (as you might expect).

Check-in and check-out on any Saturday through Thursday can be accommodated at different times, however we request that you include your required check-in or check-out time in your WRP booking. Instructions on how to do this are in the Owner Booking Manual. If you leave the cottage in a mess (contrary to the rules) you will be invoiced for extra services that may be required.

### **The Marina**

Otter Bay Marina is owned and operating independently from Currents. The Marina has strict rules and policies, a copy of which is provided in your cottage on arrival, and you are asked to respect them. We work to maintain a harmonious relationship with the Marina but this can be strained when guests at Currents not adhere to their rules and policies. We ask owners to respect and follow their rules and policies at all times. Make sure you advise your personal guests or your renters if you permit them to use your cottage. Frequently problems with the Marina arise simply because guests were not informed of the marina rules and policies.

### **NO SMOKING**

Smoking is not permitted anywhere in the cottages, on limited common property (like the decks) or on any common property of Currents. This is per the SC bylaws and OBOC Articles.

### **Pools and Games Room Facilities**

There are two pools on the property and depending on weather are generally open from the May Long weekend until the Thanksgiving weekend. Rules are posted at the pools and must be followed. Please be aware that both pools belong to the Marina, and while we care for the Upper Pool and they maintain the Lower Pool, we depend on goodwill and good behavior for the benefit of everyone. The pools are not supervised thus conduct and safety is up to each user.

The games room, located under the Guest Services office, is currently closed due to COVID 19 cleaning protocols that require a separate storage area for soiled laundry.

### **BBQs**

Each cottage has a barbeque on the deck, and we ask that you be very careful with use of the barbeque. Do NOT allow the hot barbeque to be used close to the building: it will melt any vinyl elements and damage the siding and/or glass, and you will be held responsible for the cost to repair.

Once again welcome to Currents at Otter Bay and we wish you all the enjoyment and making memories at our "Happy Place"!

Strata Council & OBOC Board

If this information raises more questions please email our Guest Services Manager David Ohnona at [david@currentsOBOC.com](mailto:david@currentsOBOC.com) and he will either reply or forward to the council and board for more information.