



STRATA PLAN LMS 1443: **SALTSPRING**

IMPORTANT NOTICE TO THE OWNERSHIP

RE: INCREASE IN MAINTENANCE FEES

As an increase to the Operating Fund contributions was approved at the recent Annual General Meeting (held on April 10, 2018), Owners will be responsible for providing a “catch-up” fee payment due on May 01, 2018.

If you pay your monthly maintenance fees via Pre-Authorized Debit/Payment, your “catch-up” fee will AUTOMATICALLY be added to your monthly maintenance fee payment on May 01st.

If you pay your monthly maintenance fees via cheque, please ensure that you send an additional cheque, for the “catch-up” payment, by May 01st.

Please see the “Approved Strata Fee” Schedule B, for further details and your total amounts owing.

Thank you for your continued co-operation.



MINUTES OF THE ANNUAL GENERAL MEETING STRATA PLAN LMS 1443: SALTSPRING

Date Held: Tuesday, April 10, 2018

Location: Taylor Park School – Library @ 7590 Mission Ave., Burnaby, B.C.

In Attendance: Twenty (20) Strata Lots represented:

- Ten (10) in person
- Ten (10) by proxy

In addition: Danny Samson, Property Manager – Quay Pacific Property Mgmt. Ltd.

1. **Call to Order**

As quorum had been achieved, the meeting was called to order at 7:00 pm by Danny Samson, Property Manager, who also acted as the Chairperson for the meeting.

2. **Calling of Roll / Certification of Proxies / Confirmation of Quorum**

It was confirmed that there are 54 strata lots, with all 54 owners being eligible to vote. Owners representing at least 18 strata lots were required to constitute a quorum. Quorum was achieved through the certification of proxies, and those owners present. 20 Owners were registered (10 Owners being present, and 10 by proxy).

3. **Proof of Notice of Meeting / Approval of Agenda**

The Chairperson established that the Proof of Notice document, which certifies that the notices of the meeting was prepared and distributed, was in accordance with the provisions of the Strata Property Act. It was moved by Unit #412 and seconded by Unit #308. **MOTION CARRIED**

It was also moved, seconded, and carried unanimously to approve the Agenda as distributed. (#112 / #107) **MOTION CARRIED**

4. **Adoption of the Minutes of the Annual General Meeting held on April 04, 2017**

It was moved by Unit #306, seconded by Unit #112, and carried unanimously that the Minutes of the previous Annual General Meeting held on April 04, 2017 be adopted as circulated. There were no indications for business arising from those Minutes. **MOTION CARRIED**

ATTENTION TO ALL OWNERS: All Owners should be involved in reading their Strata Council Meeting Minutes. Many reminders and updates important to Owners, and also the complex, are provided in the minutes.



Quay Pacific Property Management Ltd.

535 Front Street, New Westminster, B.C., V3L 1A4

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5. **Council's Report**

On behalf of the Strata Council for Strata Plan LMS 1443: Saltspring, Council Member, Shirley Birtwistle, presented the report for the 2017 – 2018 fiscal year to the Ownership. A copy of the report is attached.

6. **Report on Insurance Coverage**

The Insurance Cover Note for SP LMS 1443: Saltspring was included in the A.G.M. Package for all Owners to review. According to the most recent appraisal completed by Normac Appraisals, the current replacement value of the building is indicated at \$11,998,000. This represents a slight increase (\$743,000) from last year. The policy premium amount totaled \$31,815, which is \$2,286 more than last year. The coverage continues from Dec. 31, 2017 – Dec. 31, 2018 and is being provided by HUB International Coastal Insurance Brokers (604-269-1000).

The following (common) insurance deductibles are noted:

- Water Damage – no change at \$5,000;
- Sewer Back-up – no change at \$5,000;
- Flood Damage – no change at \$10,000;

The Ownership is reminded that the Strata Corporation's insurance coverage does not include any improvements or betterments, completed either by the current or previous owners/occupants, within their strata lot. Each individual owner is encouraged to ensure that they have adequate homeowner insurance to cover these improvements and betterments, and also their personal content. Owners may contact danny@quaypacific.com for further details.

IMPORTANT NOTICE TO ALL OWNERS/OCCUPANTS:

Owners and/or Occupants are reminded to report all repairs and deficiencies leading to a potential Insurance Claim to Management for evaluation and review.

Owners and/or Occupants are also reminded that all emergencies should be reported directly to Quay Pacific Property Management, by calling 604-521-0876.

7. **Adoption of the Financial Statements for the Year Ending January 31, 2018**

The year-ending Financial Statements for the 2017 – 2018 fiscal year were included in the A.G.M. Package for the Owner's review and adoption. It was noted that the Strata Corporation ended the fiscal year in a Net Income position at \$10,509.09, with the Contingency Reserve Fund (C.R.F.) balance at \$131,835.44 (the Ownership continued to contribute \$20,000 towards the C.R.F. for the fiscal year).

After a brief "questions and answers" period with the Ownership, it was moved (#412), seconded (#406), and carried unanimously to approve the February 01, 2017 – January 31, 2018 year-end financial statements.



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8. Review and Approval of the 2018 – 2019 Operating Budget

The Owners discussed the proposal for the 2018 – 2019 Operating Budget. It was agreed that Council would present the Owners with a 4% increase from the previous fiscal year completed.

It was moved by Unit #412, and seconded by Unit #406 to adopt the "Proposed Operating Budget – 0% Increase" for the fiscal period of February 01, 2018 – January 31, 2019.

**19 Votes in Favor
1 Opposed
0 Abstained
MOTION CARRIED**

9. ¾ VOTE RESOLUTION #1 – 2017 – 2018 NET INCOME ALLOCATION

BE IT RESOLVED THAT THE OWNERS, STRATA PLAN LMS 1443, in accordance with the Strata Property Act, hereby vote and agree that the balance of funds from the 2017 – 2018 fiscal year be used towards the 2018 – 2019 Operating Budget (for the period of Feb. 01, 2018 – Jan. 31, 2019).

After some discussion, the resolution was put to a vote.
(Moved: #308 / Seconded: #412).

**19 Votes in Favor
0 Opposed
1 Abstained
MOTION CARRIED**

10. ¾ VOTE RESOLUTION #2 – BY-LAW REVISION – PETS AND ANIMALS

BE IT RESOLVED THAT THE OWNERS, STRATA PLAN LMS 1443, in accordance with the Strata Property Act, hereby vote and approve the repealing and replacing of the following by-law with the following revised by-law:

Old Bylaw – 5. Pets and animals:

5.15 A resident contravening any of the bylaws 5.1 to 5.7 (inclusive) or 5.10 to 5.14 (inclusive) will be subject to a \$25.00 fine.

New Revised Bylaw – 5. Pets and animals:

5.15 A resident contravening any of the bylaws 5.1 to 5.7 (inclusive) or 5.10 to 5.14 (inclusive) will be subject to a \$200.00 fine.

There was a motion from the floor (#106) to revise the wording of the proposed by-law revision #5.15 as follows:

New Revised Bylaw – 5. Pets and animals:

5.15 A resident contravening any of the bylaws 5.1 to 5.7 (inclusive) or 5.10 to 5.14 (inclusive) will be subject to a maximum \$200.00 fine.

This was seconded by #406, and the motion was carried. As a result, the Ownership voted on the revisions to the Indemnity Agreement.

**11 Votes in Favor
2 Opposed
7 Abstained
MOTION CARRIED**



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The Ownership then voted on $\frac{3}{4}$ Vote Resolution #2, and the revised By-law revision.
(Moved: #112 / Seconded: #412).

**17 Votes in Favor
3 Opposed
0 Abstained
MOTION CARRIED**

11. $\frac{3}{4}$ VOTE RESOLUTION #3 – BY-LAW ADDITION – MISCELLANEOUS

BE IT RESOLVED THAT THE OWNERS, STRATA PLAN LMS 1443, in accordance with the Strata Property Act, hereby vote and approve the addition of the following By-laws (as By-law #44.18):

44.18 No Smoking of Marijuana

(a) *For the purpose of this By-law #44.18, the following definitions apply:*

- i. *“Smoke” or “Smoking” includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking equipment that burns weed substances.*
- ii. *“Vape” or “Vaping” includes inhaling, exhaling, vaporizing or carrying or using an activated e-cigarette.*

(b) *A resident or visitor must not smoke or vape marijuana anywhere on or within Strata Plan LMS 1443: Saltspring, including in a strata lot.*

After some discussion, the resolution was put to a vote.
(Moved: #107 / Seconded: #101).

**19 Votes in Favor
1 Opposed
0 Abstained
MOTION CARRIED**

REMINDER NOTICE TO THE OWNERS, LMS 1443: SALTSPRING:

Owners / Occupants should be inspecting their shut-off valves, water hoses and pipes on a consistent basis. These items wear down over the course of time and may result in a significant leak causing excessive damage to the building. This will reduce the event of an emergency, and the likeliness of a major repair and/or insurance claim.

General Maintenance is the responsibility of each Owner and should not be overlooked.

12. **Election of 2018 – 2019 Strata Council**

The following Owners were nominated for the 2018 – 2019 Strata Council for SP LMS 1443: Saltspring, and accepted the nomination:

Steve Davis, Unit #306
Gayla Shulhan, Unit #112
Tammy Simpson, Unit #106



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Sandra Stefanich, Unit #206
Arlene Mussato, Unit #301
Marie Stevens, Unit #107
Corey Forrieter, Unit #111
Angus Luk-Ramsay, Unit #112

As there were 8 accepted nominations, and as per By-law #12 (1), which reads: *"The council must have at least 3 and not more than 7 members"*, the Strata Corporation voted for the election of Council Members, by way of secret ballot.

After the secret ballots were deposited in the Voting Box, 2 counters/scrutineers were announced with no objections from the Ownership – Owners of Unit #411 and #412.

The counters/scrutineers then confirmed the voting count with the Property Manager, and the following Owners were announced as Council Members for the 2018 – 2019 fiscal year:

Steve Davis, Unit #306
Gayla Shulhan, Unit #112
Tammy Simpson, Unit #106
Sandra Stefanich, Unit #206
Arlene Mussato, Unit #301
Marie Stevens, Unit #107
Corey Forrieter, Unit #111

13. Discussions

The floor was open to the Ownership for discussion and questions about the building. The following items were discussed, and will be a part of the Agenda for the next Council Meeting:

1. Water Temperature for the Building – an owner expressed concerns about the temperature being "hotter" than normal. Council confirmed that the settings have not changed. This will be monitored moving forward.
2. 1st Floor Strata Lot – flooding in limited common property – the owner received Council's approval to contact the City of Burnaby about the drainage in the area.

REMINDER NOTICE TO THE OWNERS, LMS 1443: SALTSPRING:

Please submit any concerns, requests, etc., in writing, to your Property Manager at:

***Strata Plan LMS 1443: Saltspring
c/o Peak Property Management Inc.
#208 – 1046 Austin Avenue
Coquitlam, B.C. V3K-3P3***

Or through e-mail at: danny@quaypacific.com

14. Termination

As there was no further business to discuss, it was moved by Unit #101 and seconded by Unit #301, to terminate the meeting at 8:50 pm. **MOTION CARRIED**



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REMINDER NOTICE TO THE OWNERS, LMS 1443: SALTSPRING:

Owners and/or Occupants are also reminded that all emergencies should be reported directly to Quay Pacific Property Management Ltd., by calling 604-521-0876.

During office hours (9:00 am – 5:00 pm), Owners/Occupants are asked to contact the Front Desk Receptionist (by pressing 0), should the Property Manager, Danny Samson, not be available.

During non-office hours (5:00 pm – 9:00 am), Owners/Occupants are asked to connect with the emergency answering service (by dialing 604-521-0876, and then pressing 1), who will directly contact the Property Manager.



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***IMPORTANT MEMO FOR THOSE OWNERS WHO
PAY THROUGH PRE-AUTHORIZED PAYMENT
(P.A.P) / AUTOMATIC DEBIT:***

Owners are advised that your strata fee payments will *automatically* be adjusted to the new amount on May 01, 2018. Please see the “Total Monthly Fees” column in Schedule B for your new strata fee amount.

Owners are also advised that there has been an increase in Strata Fees retroactive to February 01, 2018. As a result, Owners will be required to provide a “catch-up” payment for the months of February – April 2018. This amount is due on May 01, 2018, and will also be *automatically* processed through your P.A.P. account. Please see the “Catch-up Fees: Total” column in Schedule B for your total “catch-up” amount due.

***IMPORTANT MEMO FOR THOSE OWNERS WHO
PAY BY POST-DATED/MONTHLY CHEQUE:***

Please issue new post-dated/monthly cheques made payable to “Strata Plan LMS 1443” with the new revised fee amount, starting May 01, 2018, and ending January 01, 2019. Please see the “Total Monthly Fees” column in Schedule B for your new strata fee amount.

In addition, Owners are advised that there has been an increase in Strata Fees retroactive to February 01, 2018. As a result, Owners will be required to issue a “catch-up” strata fee cheque for the months of February – April 2017, made payable to “Strata Plan LMS 1443”. This amount is due on May 01, 2018. Please see the “Catch-up Fees: Total” column in Schedule B for your total “catch-up” amount due.

Owners may forward their post-dated and “catch-up” strata fee cheques to Quay Pacific’s office – 535 Front Street, New Westminster, B.C. V3L 1A4.

LMS1443 - Saltspring
Approved Operating Budget
For the Year Ending
January 31, 2019

		Approved Budget 1/31/2018	Actual 1/31/2018	Approved Budget (4%) 1/31/2019
	REVENUE			
5110	Strata Fees	149,209.03	149,209.80	154,777.39
5310	Bank account interest	150.00	244.59	200.00
5530	Move in / out charges	200.00	400.00	200.00
5600	Miscellaneous income	-	535.50	500.00
5900	Surplus Carryover	33,797.67	33,797.67	10,509.09
	TOTAL REVENUE	183,356.70	184,187.56	166,186.48
	MAINTENANCE EXPENSES			
6110-00	Elevator Maintenance	3,500.00	3,414.60	3,500.00
6140-00	Landscaping	16,200.00	16,191.00	16,200.00
6142-00	Irrigation	750.00	1,550.77	1,000.00
6143-00	Landscape Upgrades & Supplies	5,000.00	6,877.93	5,000.00
6150-00	Pest Control	200.00	-	200.00
6160-00	HVAC/Mechanical/Generator	500.00	-	300.00
6180-00	Janitorial	6,000.00	5,827.59	6,600.00
6192-00	Snow Removal	1,100.00	1,006.84	200.00
6203-00	Gutter Cleaning	3,000.00	-	7,000.00
6314-00	Enterphone	7,000.00	6,178.62	250.00
6342-00	Repairs & Maintenance (Suite)	3,000.00	-	3,000.00
	REPAIRS AND REPLACEMENTS			
6610-00	Repairs & Maintenance	16,352.70	23,209.32	12,446.48
		-	-	-
6650-00	Electrical	1,200.00	384.05	1,000.00
6660-00	Plumbing	4,500.00	3,803.81	6,000.00
6670-00	Locks, keys and doors	1,200.00	-	900.00
6672-00	Garage Door	1,500.00	829.50	1,000.00
6690-00	Supplies	1,050.00	-	1,000.00
6706-00	Geotechnical Upgrades	2,000.00	-	2,000.00
6720-00	Site Overhead (miscellaneous)	100.00	-	100.00
	SAFETY AND SECURITY			
6850-00	Fire Safety Inspections	2,000.00	2,373.52	2,500.00
6860-00	Security Services	500.00	-	500.00
	UTILITIES			
7310-00	Electricity	12,000.00	11,152.40	12,000.00
7315-00	Garbage Removal	800.00	833.28	850.00
7320-00	Gas	23,000.00	20,727.59	22,000.00
	PROFESSIONAL FEES			
9110-00	Management Fees	14,500.00	14,164.97	14,500.00
9115-00	Strata Council Honorariums	500.00	-	500.00
9120-00	Legal	700.00	110.53	700.00
9128-00	Depreciation Report	3,500.00	2,940.00	-
9130-00	Accounting and Audit	500.00	262.73	500.00
		-	-	-
	ADMINISTRATIVE EXPENSES			
9205-00	Office expenses	750.00	870.39	850.00
9250-00	Bank Service charges	25.00	-	25.00
9255-00	Permits and Licenses	400.00	339.44	400.00
9260-00	Miscellaneous Expense	500.00	147.00	500.00
9510-00	Insurance	29,529.00	30,241.00	31,815.00
9514-00	Insurance Appraisal	-	-	850.00
		-	-	-
	TOTAL OPERATING EXPENSES	163,356.70	153,436.88	156,186.48
	RESERVE FUNDS			
9710-00	Funding to Contingency Reserve	20,000.00	20,244.59	10,000.00
	TOTAL EXPENSES	183,356.70	173,681.47	166,186.48
	Projected Surplus / (Deficit)	-	10,506.09	-

LMS1443 - Saltspring
Approved Strata Fee Schedule
For the Year Ending

January 31, 2019

Please be advised that below fees **commence on the first day** of the fiscal year as noted below. On the **adjustment date**, the fee payable includes any retroactive differences. Pre-authorized payments will be adjusted automatically (including any one time adjustment). Owners who pay by cheques are requested to send in post dated cheques for the fee adjustment and regular fees.

FEE COMMENCEMENT DATE:	February 1, 2018
FEE ADJUSTMENT DATE:	January 1, 2018
- Operating Expenses	\$ 144,777.39
- CRF	10,000.00
- Total Strata Fees	\$ 154,777.39

S/L	Suite #	U/E	Operating	CRF	Total Monthly Fees	Annual Fees	Previous Fees	Catch-up Fees: Total	Total Due May 01
1	101	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
7	102	84	\$246.82	\$17.05	\$263.87	\$3,166.44	\$254.38	\$28.47	\$292.34
2	103	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
6	104	51	\$149.85	\$10.35	\$160.20	\$1,922.40	\$154.44	\$17.28	\$177.48
3	105	95	\$279.14	\$19.28	\$298.42	\$3,581.04	\$287.69	\$32.19	\$330.61
4	106	67	\$196.87	\$13.60	\$210.47	\$2,525.64	\$202.90	\$22.71	\$233.18
5	107	95	\$279.14	\$19.28	\$298.42	\$3,581.04	\$287.69	\$32.19	\$330.61
8	108	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
14	109	64	\$188.05	\$12.99	\$201.04	\$2,412.48	\$193.81	\$21.69	\$222.73
9	110	51	\$149.85	\$10.35	\$160.20	\$1,922.40	\$154.44	\$17.28	\$177.48
13	111	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
10	112	95	\$279.14	\$19.28	\$298.42	\$3,581.04	\$287.69	\$32.19	\$330.61
11	113	67	\$196.87	\$13.60	\$210.47	\$2,525.64	\$202.90	\$22.71	\$233.18
12	114	95	\$279.14	\$19.28	\$298.42	\$3,581.04	\$287.69	\$32.19	\$330.61
15	201	64	\$188.05	\$12.99	\$201.04	\$2,412.48	\$193.81	\$21.69	\$222.73
21	202	84	\$246.82	\$17.05	\$263.87	\$3,166.44	\$254.38	\$28.47	\$292.34
16	203	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
20	204	66	\$193.93	\$13.40	\$207.33	\$2,487.96	\$199.87	\$22.38	\$229.71
17	205	96	\$282.08	\$19.48	\$301.56	\$3,618.72	\$290.71	\$32.55	\$334.11
18	206	66	\$193.93	\$13.40	\$207.33	\$2,487.96	\$199.87	\$22.38	\$229.71
19	207	95	\$279.14	\$19.28	\$298.42	\$3,581.04	\$287.69	\$32.19	\$330.61
22	208	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
28	209	64	\$188.05	\$12.99	\$201.04	\$2,412.48	\$193.81	\$21.69	\$222.73
23	210	66	\$193.93	\$13.40	\$207.33	\$2,487.96	\$199.87	\$22.38	\$229.71
27	211	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
24	212	95	\$279.14	\$19.28	\$298.42	\$3,581.04	\$287.69	\$32.19	\$330.61
25	213	66	\$193.93	\$13.40	\$207.33	\$2,487.96	\$199.87	\$22.38	\$229.71
26	214	96	\$282.08	\$19.48	\$301.56	\$3,618.72	\$290.71	\$32.55	\$334.11
29	301	83	\$243.88	\$16.85	\$260.73	\$3,128.76	\$251.35	\$28.14	\$288.87
35	302	84	\$246.82	\$17.05	\$263.87	\$3,166.44	\$254.38	\$28.47	\$292.34
30	303	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
34	304	66	\$193.93	\$13.40	\$207.33	\$2,487.96	\$199.87	\$22.38	\$229.71
31	305	96	\$282.08	\$19.48	\$301.56	\$3,618.72	\$290.71	\$32.55	\$334.11
32	306	66	\$193.93	\$13.40	\$207.33	\$2,487.96	\$199.87	\$22.38	\$229.71
33	307	95	\$279.14	\$19.28	\$298.42	\$3,581.04	\$287.69	\$32.19	\$330.61
36	308	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
42	309	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
37	310	66	\$193.93	\$13.40	\$207.33	\$2,487.96	\$199.87	\$22.38	\$229.71
41	311	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
38	312	96	\$282.08	\$19.48	\$301.56	\$3,618.72	\$290.71	\$32.55	\$334.11
39	313	67	\$196.87	\$13.60	\$210.47	\$2,525.64	\$202.90	\$22.71	\$233.18
40	314	95	\$279.14	\$19.28	\$298.42	\$3,581.04	\$287.69	\$32.19	\$330.61
43	401	83	\$243.88	\$16.85	\$260.73	\$3,128.76	\$251.35	\$28.14	\$288.87
48	402	84	\$246.82	\$17.05	\$263.87	\$3,166.44	\$254.38	\$28.47	\$292.34
44	403	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
47	404	66	\$193.93	\$13.40	\$207.33	\$2,487.96	\$199.87	\$22.38	\$229.71
45	405	99	\$290.89	\$20.09	\$310.98	\$3,731.76	\$299.80	\$33.54	\$344.52
46	406	99	\$290.89	\$20.09	\$310.98	\$3,731.76	\$299.80	\$33.54	\$344.52
49	407	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
54	408	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
50	409	66	\$193.93	\$13.40	\$207.33	\$2,487.96	\$199.87	\$22.38	\$229.71
53	410	65	\$190.99	\$13.19	\$204.18	\$2,450.16	\$196.84	\$22.02	\$226.20
51	411	99	\$290.89	\$20.09	\$310.98	\$3,731.76	\$299.80	\$33.54	\$344.52
52	412	99	\$290.89	\$20.09	\$310.98	\$3,731.76	\$299.80	\$33.54	\$344.52
		4,106	\$12,064.72	\$833.34	\$12,898.06	\$154,776.72	\$12,434.22	\$1,391.52	\$14,289.58