



Minutes from 2016 Annual General Meeting

3:00 pm Saturday July 30<sup>th</sup>, 2016

Meeting called to order at 3:09 PM

Al Grant (President) will chair the meeting

- Proxies certified and corporate representatives
- Quorum determined—Al Grant collected three (3) proxies, plus there were 13 owners present in person, for a total of 16 votes of 25 votes present (Quorum is 9 of 25 strata lots, from section 48 of the Act)
- Al Grant confirmed that the AGM meeting notice went out 21 days before meeting (Act states notice must be at least 14 days)
- Motion for approval of AGM agenda; Gloria Dingwall first; Second by Bryant White; voted; passed; agenda is accepted.
- Motion to approve minutes from the last annual AGM meeting; these minutes were provided with the meeting notice. (Only action item from last year's meeting regarding weeds on Utility Right of Way (ROW). Al explained that is being dealt with). Angela Claydon first; seconded by Linda Terris; voted; passed; minutes are approved.

Next, to deal with any unfinished business:

- 2015 audit of fiscal 2015 Financials. Jan Mathews (Treasurer) confirmed owners Jeff Saari and Linda Stone performed internal audit and confirmed accuracy.

Next, to receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting:

- President's general report on Strata Activity.
  - Nothing brought forward to the Strata Council over the year other than a few small things.
  - There was one issue concerning short terms rentals. Al explained this is not just a Forest Crowne issue rather it's a bigger/city-wide zoning issue.
  - Inserted here is the information provided by the City of Kimberley :

[Tourist Accommodation \(any type of temporary or short-term lodging, usually daily or weekly rental by visitors\) is prohibited in most residential areas of Kimberley including all areas of Forest Crowne.](#)

[There are three separate land use zones – R1, R8 & R9 – in Forest Crowne, none of which allow Tourist Accommodation. Any AirBnB, VRBO, Kijiji or similar adds for short term rentals in Forest Crowne or other areas of Kimberley not list below are not permitted.](#)

Tourist Accommodation may be permitted in the following zones / areas of Kimberley:

- R-7 zone -Riverbend Lane (near campground)
- R-7A zone – River Ridge Way (near campground)
- C-1 Central Commercial zone –dwelling units in downtown, Blarhmont and Marysville commercial areas may be used for tourist accommodation
- CP-1 Commercial Platzl zone – dwelling units in platzl may be used for tourist accommodation
- AC-1 & AC-2 zones, these are residential areas near resort including the Dogwood Drive area (except houses in/near Dawnsview Place R-6 & R-2 zone), Kirkwood/Inn West Condos, and the Rocky Mtn and Purcell Condos
- All residential RTA zones as well as the RHA and LA zones in the alpine resort area.

Note: Houses on Deer Run Drive (upper GS Way area) are zoned RRS-1 which allow a secondary suite in a house but neither unit is allowed to be used for tourist accommodation.

- Basically, the City is watching Kijiji and other sites where people advertise overnight rentals—they watch these sites and subsequently deliver warning letters and fine owners
- The zoning fine is \$100, however operating a business without a business license is \$100, and every consecutive day after is an additional \$100. So it is hefty, meant to discourage continued operations

Next, the Financial Report.

- Profit & Loss and Balance Sheets were distributed to owners in attendance.
- Jan Mathews delivered Financial report
  - Reviewed P&L and Balance sheets, no questions from quorem.
  - Summary: \$1700 deficit over this past year. (Al will talk about this deficit when he discusses budget later).
  - Contingency Fund, managed by Edward Jones (Cranbrook office) is at \$35,924 as of June 30, 2016. Al talked about how the fund works, how we role interest back into the account. We buy GIC's at every \$5000 threshold.
- Al explained how it took until February to collect everyone's strata money. Jan and Al explained they'd prefer people pay annually, or at least quarterly, because it's onerous for Jan go to the bank every month to deposit one or two \$35 cheques. A discussion broke out regarding alternate payment methods for Strata fees including auto debit, e-transfers etc. and we all discourse about the services fees surrounding these various methods. Due to the fact that the "Community Account" that the Strata has with RBC is not a full service account with unlimited transaction fees built in, (only \$6.75/mth account fee) it was decided to maintain current cheque deposits from owners for strata fees.
- Al explained we have a cushion in the strata account. Al explained our excellently keep books and our contingency fund account's health always makes for a quick sales transactions.

Next, it was time to ratify any rules made by the strata.

- There's none. We're running smooth. No new rules tabled in the last 12 months.

Report on Insurance coverage in accordance with section 154 of the Strata Act.

- 2015 premium was \$750. Hasn't gone up in five years. Confirmed that 2016 premium with Kootenay Insurance Services Ltd. (KIS) has been held at \$750. Already paid this week for next year.

Next, Strata operating budget overview presented by Al Grant.

- Al distributed hard copies of budget sheet previously provided electronically with meeting notice. Budget sheet contains previous year's averages, budget and actuals as backup to the tabled budget for 2016/17.
- Bank fees went up a little, however this was due to our cheque order—we hadn't ordered cheques since 2007.
- Accounting fees. Treasure is paid \$250/yr to make ledger entries throughout the year and produce Financial reports
- Website invoice hadn't been received to date but fee will be constant and accrued at \$50. Al explained how the website is important and valuable for providing Strata information to realtors and lawyers required for all sales transactions in BC Stratas in a timely matter. This strata has never had any delays in real estate transactions.
- Lighter year in snow removal.
- Garbage bin service has been good. We aren't looking at getting additional bins. Other strata's has replaced one of the 3 bins with a larger capacity bin to accommodate larger volumes as more lots are developed on their street. Potentially we will go that way too—get bigger bins when the time comes. The situation will be monitored.
- BC Hydro has been straight forward. Maybe review next year as industry trend might see rate increase due to carbon taxes and riders.
- Fire hydrants service and testing will be done again in September. No change in rate.
- Question from the floor regarding whether or not the city and/or community has an evacuation plan (if something like Ft. Mac happened here). Al will look into it.
- Weed maintenance on Strata Utility ROW: Previous attempt to prevent noxious weeds on ROW cost \$2500 for cedar chips spreading. However this did not produce desired long term results as contracted landscape company did not remove existing weeds prior to spreading cedar chips. Weeds grew up through. This summer we had ROW sprayed with agricultural herbicide by the "The Lawn Doctor" out of Cranbrook and then some of the owners pitched in and removed the dead weeds prior to 15 yds<sup>2</sup> of bark nuggets being spread over the ROW. The price of the Lawn Doctor treatment (\$1628) includes subsequent minor treatments for the remainder of this year's growing season. Another treatment next spring will be half the cost of this year's as there will be less volume of weeds due to this year's process.
- Power surge last October took out three of our street lights and one ballast.
- AGM meeting/BBQ last year was \$207 and this year was \$212. We know how to throw a community event.
- The BC Strata Act calls for us to have certified accountant audit our books. It's advantageous for us to do this as it will keep our processes running smoother (purchases and sales and transfers). External audit will be put in 2017/18 budget year
- Budget will go forward in deficit so we continue to eat away at our surplus in account (currently at \$13,000 balance as of June 24, 2016).
- Al calls for budget approval from the floor.
  - Motion: Bryant White
  - Second: Gloria Dingwall

- Motioned passed by unanimous vote from the floor

Next, new business:

- Jan Mathews will do books for another year.
- Call to the floor for internal auditors – Kevin Stone and Jeff Saari volunteered to do audit on the current financials

Election of 2016-2017 Strata Council

- All members of current council agree to sit again for upcoming year.
- Motion raised by Angela Claydon that Theresa Gregory sit as a Director at Large
  - Seconded by Al Grant and passed by a vote from the floor
- 2016-2017 Strata NES 2947 Council
  - President: Al Grant
  - Vice President: Dave Claydon
  - Secretary: Brad Mahon
  - Treasurer: Jan Matthews
  - Director of Operations: Kevin Stone
  - Director: Jeff Saari
  - Director: Bryant White
  - Director: Theresa Gregory

Floor is open for discussion:

- Complaint brought forward about snow removal people dumping snow and blocking driveways. Can we haul snow away? Let's look for alternate dumping places—different places to pile. Al says we'll look into it. Didn't rule out having snow hauled away.
- Al explained there is an architectural guideline document for our community. Al will put on website for current residents and future homeowners, realtors and real estate lawyers—so we can see what we're allowed to do and what's absolutely and positively wrong. Important for maintaining real estate values in our neighbourhood.
- Al discussed exterior stain options. The best product to date has been the Cloverdale "Sharkskin" solid stain with linseed oil as the key ingredient to prevent fading. Comment from the floor said Coverdale Paints in Cranbrook has all the Forest Crowne color codes listed at their store—easy to match. Cloverdale Paints also offers 30% discount to customers with CAA memberships in British Columbia and Alberta
- Residents talked about the best landscape underlay fabric to use. Al has this info
- Lots of helpful info regarding paint and landscaping.
- Dave Clayton contributed that the Lawn Doctor will treat weeds on gravel driveways for \$100/driveway. Get in touch with Dave and he'll connect you.
- Al also explained where he gets his bark and rock products. There's a discount if you get a few people together and get the order over \$600—then no delivery charge. Al has these contacts.

- Proposal from floor to create a “Go To List” of contractors who other strata residents have used with success. Also include important numbers etc.,
- Question/concern regarding non-strata owners using our bins.
  - Fee simple lots on the other side of Forest Crowne (not the 3 Stratas) in Miners Alley (The Terrace) get street side pick up but weekenders are not permitted to leave garbage at the curb overnight or several days for City pick up. There have been some of those owners using the Strata bins on their way out after weekend stays rather than dropping off at the City Transfer station that is open seven days a week until 5:00 pm. Some of our owners are reminding these people if seen at the bins that they are not there for their use. In the past flyers have been distributed door to door in Miners Alley and there are notices on the bins themselves.
  - In regard to beverage empties being dropped in the garbage enclosure there was a discussion about the possibility of inviting Scouts, Cubs, etc—any organization doing bottle drives—to come to our community at designated times throughout the year to pick up bottles and cans if owners do not want to return to the Kimberley or Cranbrook bottle depots.
- Question regarding why other strata has video surveillance sign on street. There was an issue with building contractor working on their street having some thefts from houses under construction and their storage yard last year. To our knowledge there hasn't been any subsequent thefts since this was brought to our attention last year.
- Proposed 2017 AGM, 3:00 pm Saturday August 5<sup>th</sup>, 2017

Motion to adjourn meeting by Jeff Saari

Seconded Dave Clayton, unanimous vote from floor to terminate meeting

Meeting terminated at 4:10 PM.