



Minutes from the 2018 Annual General Meeting  
Strata Plan NES 2947  
Saturday, August 4, 2018  
317 Forest Crowne Close  
Kimberley, BC

Meeting called to order By President, Al Grant at 4:05 pm

Certified Proxies and owner representatives  
9 owners present (at start of meeting)  
8 proxies

Determined that there is a quorum with 17 out of 25 properties represented at AGM.

Attendees elect Al Grant to chair the meeting.

Proof of notice meeting that was cited. Notice was sent via email July 18, 2018 including 2017 AGM Minutes, 2018 Agenda and 2018/19 Budget. All emails on file accepted notice.

Motion to approve 2018 AGM Agenda by Gloria Dingwall, seconded by Angela Claydon, all voted and approved unanimously.

Motion to approve 2017 AGM minutes by Gary Hicks, seconded by Cathie White, all voted and approved unanimously.

Unfinished business from 2017 AGM: Al Grant stated that the internal audit of financials was performed by Gary Hicks (in attendance) and Andrew Gilmore (recently sold property). Both auditors completed audit form stating that financials were complete and accurate.

Report from President on Council activities:

1. Garbage enclosure damage by bears. Users of the onsite facility left the middle garbage bin lids open as well as garbage on top of bin. Bear scaled over doors and got into the garbage. This not only created a mess but damaged the bin. A previous incident where garbage was left inside on the enclosure floor and a bear damaged the base of the enclosure attempting to get at the garbage. Repairs cost the three Stratas \$604 this year. This type of incidents can be prevented by better judgement and through making sure garbage is deposited to the back of the bin as there is always room in all 3 tanks if this practice is undertaken. Also, garbage volume could be reduced since quite a bit of the material that is put in the tanks should be going to the Transfer Station above Marysville (yard waste, paint cans, small household appliances etc.) It is open seven days a week to 5:00 pm. Also, if fulltime residents could hold off depositing until Tuesday afternoon, that will help

We know that Miners Alley (the Terrace) residents are using the Strata bins that is complicating the issue, especially as more lots are developed and occupied. United Communities (now Anthem United) was contacted by two Forest Crowne Stratas. The message is that they have nothing to do with the Strata garbage removal process and will not assist or pay for any damages.

Discussion with attendees covered all aspects of the topic from continued education of all three Strata owners, politely advising Miners Alley residents that they are not entitled to use the grey garbage bins and they should use their own City of Kimberley garbage pickup on Fridays or make use of the Waste Transfer Station.

## 2. Street pavement crack sealing:

All cracks were sealed on Wednesday July 31. This will extend the lifespan of the current surface. Thanks to VP Dave lining up the contractor for this job. Funds will be used from the Reserve Fund for this long-term maintenance expense. Discussed more in context with Reserve Fund.

## 3. Preparation of Strata Forms for property sale transactions

### Charge for Strata Forms B & F

- Property managers charge \$50 and it goes to their income. Strata has been processing 3 to 4 transactions/yr. Will generate ~\$200/yr
- Al Grant suggests Strata NES 2947 should charge for this service as the Property Managers do but income will go to the strata operating account.

Attendees were asked if a motion should be raised that the Strata charges \$50 for the two required strata forms.

Motion raised by Dave Claydon, seconded by Cathie White, all voted and approved unanimously.

## 4. Strata Fees:

Al Grant provided a summary of the fee structure and a forward-looking discussion:

- Current \$35/mth (\$420/yr)
- Annual revenue \$10,500
- 5 yr avg exp has been \$11,682/yr
- 3 yr avg exp has been \$12,603
- Strata started with a bank balance from the fees collected by the Developer prior to the Strata being turned over to the owners to administer.
- So, utilizing \$2100/yr of bank reserve funds last 3 yrs
- This year's budget is forecasting another \$1400 contribution from bank reserve with an average snowfall.
- Look to raise revenue to \$13,500/yr by 2020 with strata fees increased to \$45/mth (\$540/yr) if Strata continues to be self administered
- If Property manager is retained, fees will increase to \$75 (\$45 + \$30). Proposal has been received from a current Forest Crowne Property Manager

Discussion with attendees ensued regarding ways to reduce the current time commitments of the Strata Council to maintain self administration of the Strata.

Collection of Strata fees has been problematic with issues including late payments, frequency of payments and errors on cheques. Al Grant suggested payment with one cheque to cut down on the time required by Strata Council, collecting and depositing multiple cheques. Attendees agreed that a one-time payment of \$420 dated Oct 1 made out to NES 2947 would be more efficient (less trips to bank and less deposit forms that RBC charges for) than monthly \$35 cheques. Attendees agreed to accommodate this strategy. The idea of adding to the Strata bylaws was raised. The group agreed to defer this method at this time. Vice President Dave Claydon volunteered to assist in local strata fee collection.

Strata Fees can be hand delivered in Forest Crowne to Dave Claydon (#319), Jan Mathews (#404) or Al Grant (#317) and by mail to Al Grant, 27 Chapala Terrace SE, Calgary, AB T2X 3V8

#### Finance Report:

Jan Mathews presented the financial report (Balance Sheet & P&L copies provided to attendees)

No extraordinary items. Bank account balance as of June 30, 2018: \$6,612.08

#### Reserve Fund:

Al Grant provided summary of the fund and reminded attendees that the report is posted to the Strata website [www.NES2947.ca](http://www.NES2947.ca) :

\$45,359.11 in Fund as of June 30, 2018

Have caught up to report forecast in last 4 yrs by increasing annual contribution to \$4000 from \$3000 last 4 yrs

Pending recommendation from Reserve Fund Report update, the plan to raise contribution modestly in 2019 to keep up to inflation (using 2%)

The recent street pavement crack sealing expense (~\$720) will come out of the Reserve Fund as it is a long-term maintenance

There is a need to address update of Depreciation Report.

Al Grant explained he has requested the required update to the Depreciation Report/Reserve Fund Study. Original firm (Canadian Rockies Appraisal Brad Cable) that produced the original report in 2014 does not update or originate Depreciation/Reserve Fund reports any longer. Brad referred us to Rocky Mountain Appraisal in Cranbrook. Emailed, following up this week in Cranbrook. Expense will come out of reserve Fund as forecast in original report.

- Potentially starting from scratch will cost ~\$2000
- Negotiate with Rocky Mountain Appraisal to do update less than \$1000 If original file can be obtained from Canadian Rockies appraisal

Next item was to ratify any new rules made by the Strata corporation under section 125 of the BC Strata Act. There were no rules made in the last 12 months.

Report on Insurance coverage was made by Al Grant. The premium and coverage has not changed year over year. Copies of the policy are available to Strata owners. Please contact Al Grant if required.

2018/19 Budget discussion was next item. Al Grant went through budget that was included in meeting notice and handed out at meeting.

- Snow removal is the culprit for cost overrun the past year. Hourly rate has been held constant for past 4 years, just too much snow.
- 20180305: Lawn Doctor service fee was cut 50% to \$420 due to uninterrupted applications the last 2 yrs. Working very well, no manual extraction has been required for past 2 years. There is a residual effect with the Agricultural herbicide that is being used. If owners would like this treatment on their properties, contact Lawn Doctor in Cranbrook at 250-489-2031
- 20180404: Southeast raised monthly charge \$5 (\$133 to \$138) plus fuel surcharge is creeping up from 9.3% last year. 20180630: fuel surcharge is now 15.3% result is monthly bill incl increase, taxes and surcharges, up \$16/month (10%)
- Fire hydrant maintenance cost held constant: \$630
- Strata Liability Insurance premium held constant; \$750
- Street pavement crack sealing. Job completed on Wednesday Aug 1. Thanks to VP Dave for lining that up. Funds will not come out of operating budget but rather out of the Reserve Fund; this expense will defer street paving currently forecast for 2027.
- Item was raised on behalf of a proxied owner regarding replacing current street lights with LED similar to another strata in Forest Crowne. It was decided that volunteer(s) from our strata would gather information from the other strata and produce a cost analysis to be presented to our council for review. A one-time assessment may be required to cover the cost of the new equipment.

Motion to approve 2018/19 budget raised by Richard Dingwall, seconded by Bryant White, all voted and approved unanimously.

New items of business:

Bookkeeper: Jan Mathews has agreed to stay on. Let's help her out with on time fee payments and less trips to the bank!

Request for internal auditors. Angela Claydon and Paul Rogers volunteered. Thank you

An enquiry was made by an owner regarding clearing some areas near Forest Crowne. Yes, there has been some clearing of young growth trees up behind Forest Crowne last winter to reduce fuel behind the community. There is also some hand cutting of small growth on the hill between Miners Alley and the highway. Both operations have been under the authority of the Kimberley Fire Department.

Election of the 2018/19 Strata NES 2947 Council.

President, Vice President, Secretary, Treasurer, and Directors at Large. Past Secretary resigned from Council after selling his property. Secretary position is open to be filled by a current council member. Jeff Saari resigned his Director position at meeting. All other Directors agreed to be on Council for 2018/19. One Director seat was available for election. Jamie McAuley-Lain volunteered to fill the vacant Direct at Large position.

Election nominees and results:

| Position       | Name               | Nominated By | Seconded By |
|----------------|--------------------|--------------|-------------|
| President      | Alan Grant         | D. Claydon   | G. Dingwall |
| Vice President | David Claydon      | A. Grant     | N. Mathews  |
| Treasurer      | Jan Mathews        | A. Claydon   | C. Grant    |
| Director       | Kevin Stone        | J. Mathews   | D. Claydon  |
| Director       | Bryant White       | A. Claydon   | J. Mathews  |
| Director       | Theresa Gregory    | B. White     | J. Saari    |
| Director       | Jamie McAuley-Lain | G. Dingwall  | B. White    |

All voted in favour, passed unanimously.

Al Grant asked for discussion if any current council members would take up the Secretary position, no volunteers at meeting but Council members agreed to revisit the situation in the coming months so a secretary is in place by the next meeting.

Last item of business: schedule the next meeting. Discussion from attendees resulted in Saturday August 3, 2019 being selected.

Motion to terminate meeting by Richard Dingwall, seconded by Gary Hicks. All voted, passed unanimously.

Meeting terminated at 5:38 pm