



Minutes from the 2019 Annual General Meeting
Strata Plan NES 2947
Sunday, August 4, 2019
317 Forest Crowne Close
Kimberley, BC

Meeting called to order By President, Al Grant at 4:06 pm

Certified Proxies and owner representatives
16 owners present (at start of meeting)
5 proxies

Determined that there is a quorum with 21 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 14, 2019 including 2018 AGM Minutes, 2019 Agenda and 2019/20 Budget. All emails on file accepted notice.

Motion to approve 2019 AGM Agenda by Gloria Dingwall, seconded by Jan Mathews, all voted and approved unanimously.

Motion to approve 2018 AGM minutes by Dave Claydon, seconded by Bryant White, all voted and approved unanimously.

Unfinished business from 2018 AGM: Al Grant stated that the internal audit of financials was performed by Angela Claydon and Paul Rogers. Minor reconciliation error identified. Corrected by Jan Mathews and 2018 Financial reports were rerun. Uploaded to strata website in September, 2018

Report from President on Strata activities:

1. One real estate transaction. Welcome to Austin & Khadija
2. Street pavement crack sealing:
As mentioned at 2018 AGM, all cracks were sealed on Wednesday July 31, 2018. This will extend the lifespan of the current surface. Capital was used from the Reserve Fund for this long-term maintenance expense. Discussed more in context with Reserve Fund.
3. Action item from 2018 AGM: Street light LED conversion item raised at 2018 AGM by owner through their appointed proxy. Followed up and researched by Al Grant. Met with other strata council member and received report on the light conversion on their street including equipment costs and installation procedure (installed by resident electrician without picker truck). Using their costs and our strata BC Hydro average

costs/yr adjusted for decreased power draw of LED lights versus current Mercury vapor bulbs, the payout on the project would be 60 years. The owner that introduced the item was provided the data and was requested to procure a professional installation estimate and report back to Strata Council. Owner reported that after discussing with some other owners on our strata, due to the high costs, decided not to follow further on project.

4. Strata Fees:

AI 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 \$11,832/yr
- 3 yr avg exp has been \$12,453/yr
- 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 average of \$1937/yr of bank operating account funds last 3 yrs
- This year's budget is forecasting another \$1,378 contribution from operating bank account with an average snowfall year.
- Project 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 estimated \$75 (\$45 + \$30). Proposal has been received last year from a current Forest Crowne Property Manager
- This will be tabled and discussed at 2020 AGM before being finalized

As discussed at the 2018 AGM, owners in attendance 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. AI Grant is glad to report that this has reduced administration time by our volunteer council and Oct 1, 2019 post dated cheques made out **NES 2947** can be hand delivered immediately after the meeting or by mail to AI Grant, 27 Chapala Terrace SE, Calgary, AB T2X 3V8 prior to October 1, 2019

Finance Report:

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

Items noted:

Bank account balance as of June 30, 2019: \$6,058.84

Reserve fund interest gain: \$793.53

Reserve Fund:

Al Grant provided summary of the fund and reminded attendees that the report is posted to the Strata website www.NES2947.ca :

\$49,052.64 in Fund as of June 30, 2019

Have caught up to report cash flow model forecast balance in last 5 yrs by increasing annual contribution to \$4000 from \$3000 last 5 yrs
Increased interest revenue (above modelled 2.0%) has allowed us to maintain \$4000 contribution for the 2019/20 fiscal year. The plan at this point is to raise the contribution into the reserve fund modestly in 2020 to keep up to inflation (using 2.5%). Planning to increase contribution 2020/21 fiscal year to \$4100 (2.5%). This will be discussed again at the 2020 AGM.

The recent street pavement crack sealing (\$1,068) was a capital expense paid from the Reserve Fund as it is a long-term asset maintenance item.

The update of Depreciation Report has been deferred to at least 2020.

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. Mr. Cable referred us to Rocky Mountain Appraisal in Cranbrook. They were contacted and recommended that since our Strata is a Bare Land Strata with minimal depreciating common property it is not necessary to update the report at this time. Canadian Rockies Appraisal Brad Cable will not supply original report and cash flow model files in Excel format to be efficiently updated by a second firm. Al Grant has recently been given a contact for another potential firm in Cranbrook to provide the Life Cycle Reserve Study service. Will update owners as the file develops.

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 did not change for the 2018/19 term. However, the premium quote received Aug 2, 2019 for the upcoming 2019-2020 term has increased to \$810 from \$750. 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.

- Light snow year resulted in reasonable clearing expenses
- Website hosting held constant, working well.
- Lawn Doctor service fee held steady at \$420 due to uninterrupted applications the last 3 yrs. Working very well, no manual extraction has been required for

- past 3 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
- Southeast Disposal Ltd. Has been acquired by GFL at the start of the summer. Tank rates have not been increased since the announcement, but 10% increase has been budgeted as a contingency
 - Fire hydrant maintenance cost held constant: \$630 (2 hydrants @ \$300 ea + GST)
 - Strata Liability Insurance premium held constant in 2018 at \$750 but has been increased for the next year to \$810. Budget was produced before this increase was delivered to Strata (Aug 2)
 - Contingency Reserve fund contribution will be held at \$4000 for the 2019/20 fiscal year

Motion to approve 2019/20 budget raised by Bryant White, seconded by Nigel Hamacher, all voted and approved unanimously.

New items of business:

1. Porch Log Railings: an owner raised this issue citing high maintenance and some railings on street are coming to end of life. A productive discussion amongst the owners in attendance followed and it was the consensus that a solution be researched. Al Grant suggested a "Railing Committee" be struck made up of owners on the Strata. Gloria Dingwall, Bryant White and Neil Ross volunteered for the committee. Suggested mandate is to explore different ideas/designs for railings, not necessarily the same log design as currently in place, but in line with the general Forest Crowne Architectural Guidelines. Report back to the Strata Council with recommendations on design as well as sourcing contractor and procurement, local or outside of East Kootenay. The findings will be communicated to all owners with the option to participate in the railing replacement on a volume basis. It is opinion that a contractor will be likely to be sourced if we have significant volume of decks to work on.
2. Item was raised requesting that small trailers be permitted to be stored on lots for more than the current Strata bylaw of 30 cumulative days per year. Discussion ensued amongst attendees. The quorum was reminded that in order to ratify an amendment to a bylaw, 19 out of 25 owners (75%) of the Strata are needed to vote if favour. It was noted we only had sixteen owners present at the meeting but a motion could be raised and communicated through email to all 25 owners for an electronic vote. At that juncture a suggestion came from the floor to raise a motion at the meeting and have a trial vote amongst the owners present to ascertain proportional support to such an amendment as to determine if the formal electronic voting procedure is necessary. A motion was raised by Nigel Hamacher, seconded by Lynne Gannet that the Strata bylaw stating that trailers can only be stored on owners lots for a cumulative 30 days per year be amended to 60 days. A vote was then taken amongst the 16 in attendance. Results: 6 out

of 16 voted in favour. This constitutes only a 37.5% affirmative vote. Needed 75%, the motion was defeated. It was agreed not to follow up with an electronic vote of a similar motion.

4. Bookkeeper: Jan Mathews has agreed to stay on, but we are looking for interested owner to transition into the role over the next 12 months.

5. Request for internal auditors. Jamie McAuley-Lain and Bryant White volunteered to audit the 2018/19 financials. Thank you

Nominations and Election of the 2019/20 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. The following is the result of the nominations and elections:

Election nominees and results:

Position	Name	Nominated By	Seconded By
President	Alan Grant	Gloria Dingwall	Dave Claydon
Vice President	David Claydon	Alan Grant	Jan Mathews
Treasurer	Jan Mathews	Gloria Dingwall	Cathie White
Secretary	Khadija Flynn	Nigel Hamacher	Jamie McAuley-Lain
Director	Kevin Stone	Dave Claydon	Carrie Grant
Director	Bryant White	Jan Mathews	Jamie McAuley-Lain
Director	Jamie McAuley-Lain	Carrie Grant	Bryant white

All voted in favour, passed unanimously.

We thank Khadija Flynn for stepping forward to fill the vacant Secretary position.

Last item of business: schedule the next meeting. Discussion resulted in Sunday August 2, 2020 being selected.

Motion to terminate meeting by Jamie McAuley-Lain, seconded by Gloria Dingwall. All voted, passed unanimously.

Meeting terminated at 5:15 pm