



COVID-19 Physical Distancing of at least 2 m was practiced at meeting

Minutes from the 2020 Annual General Meeting
Strata Plan NES 2947
Sunday, August 2, 2020
317 Forest Crowne Close
Kimberley, BC

Meeting called to order By President, Al Grant at 4:04 pm

Certified Proxies and owner representatives
13 owners present
4 proxies delivered

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

Attendees elect chair for the meeting.
Al Grant nominated by Gloria Dingwall, seconded: Jan Mathews. Carried by all.

Proof of notice meeting that was cited. Notice was sent via email July 12, 2020 including 2019 AGM Minutes, 2020 Agenda and 2020/21 Budget. All emails on file accepted notice.

Motion to approve 2020 AGM Agenda by Gloria Dingwall, seconded by Jan Mathews, all voted and approved unanimously. Carried

Motion to approve 2019 AGM minutes by Bryant White, seconded by Dave Claydon, all voted and approved unanimously. Carried

Unfinished business from 2019 AGM: Al Grant stated that the internal audit of financials was completed by Jamie McAuley-Lain and Bryant White. Uploaded to strata website in September, 2020

Report from President on Strata activities:

1. No real estate transactions.
2. Reserve Fund Study updated version published June, 2020. More details in Financial discussion
3. Street Light maintenance and LED retrofit project
 - Installed Strata owned lock and BC Hydro lock box on street light service
 - Installed inline surge protection for lighting to protect Strata owned electrical system components

- Continuous follow up research on LED's since initiating concept in 2018 led to discovering new LED bulb technology designed to utilize High Pressure Sodium (HPS) existing fixtures.
- Retrofitted one light standard in June, 2020.
- New light meets all project criteria:
 - ✓ Clean warm white light
 - ✓ Low glare
 - ✓ 50,000 hrs life (versus 25,000 hrs for current HPS)
 - ✓ Lower power consumption (LED 18W/bulb vs HPS 100W/bulb)
 - ✓ Utilizes existing fixture and diffuser
 - ✓ Inexpensive installation
 - ✓ Short payout
- Will be moving ahead with retrofit on remainder 7 light standards in August, 2020
- Surge protector and lock box installation charged to operating maintenance. Retrofit labour and LED bulbs (~\$1700) will be charged to capital in Reserve Fund (accounted for in 2020 Reserve Fund Report cash flow model)

Railing Committee Report

- Research is ongoing to provide designs and contractors, with expectation of volume discounts if multiple decks are involved.
- One owner contracted B-Boys from Cranbrook in 2019 to replace side exposed railings with new pine log posts and black aluminum newels mounted in-between with wood top and bottom. Pleased with result.
- Committee will work to compile all research to date to distribute to owners

Financial Report

- Jan Mathews (Treasurer) presented the financial report (copies of Balance Sheet & Profit & Loss were provided to attendees and will be uploaded to website)
- Items noted:
 - Revenue of \$10,500
 - Insurance premium was increased
 - Bank Account balance as of June 30, 2020: \$4194.59
 - Reserve Fund interest gain: \$1175.02
 - P&L was -\$1861.86 due to utilizing bank account surplus to subsidize budget. More details in Budget/Strata Fee discussion minutes below

Contingency (Reserve) Fund

- Reserve Fund balance June 30, 2020: \$52,652.66
- As reported at past AGM's, the Strata Depreciation Report/Reserve Fund Study would be updated in 2020 to remain compliant with the BC Strata Act. The report is a key document required to pass audits of real estate lawyers during sale transactions to show the financial health of the Strata and that there is little risk of future assessments to current and future owners.

- Report was published June 2020 by independent Taycon Consulting. Available on Strata website (www.NES2947.ca) under Financials menu.
- Reserve Fund current investment level has been on schedule for future capital expenditures
- The Strata must be funded to meet independent auditor's expenditure schedule in report.
- Contributions to fund scheduled to increase 10%/yr for next five years then 2.5%/yr for five years after that and remains constant for 20 years to maintain funding level for Strata capital infrastructure.
- Contribution for 2021 fiscal year is \$4400

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. Coverage remains in force through Wawanesa Insurance as previous years. The premium for past year (2019/20) rose 8% from \$750 to \$810 and the quote received for the upcoming 2020/21 has risen another 20% to \$972. Other underwriters have been contacted but a lower premium has not been provided to this date. Copies of insurance policy are available to owners upon request. Please contact Al Grant if required.

Budget and actual expenses discussion were next items discussed. Al Grant went through the past year budget and the 2020 budget that was included in the meeting notice and was provided at the meeting.

2019/20 budget vs actuals:

- Only \$53.66 over budget (\$12,401.16 actuals vs \$12,347.50 budget)
- Notable items:
 - Garbage increase due to upsizing tank to 6 yd3 from 4 yd3 and 9% rate increase Jan, 2020. Combined effect is monthly rate moving from \$164 to \$219/mo
 - Insurance premium raised 8%
 - Light snow year, more sanding required with above average melt and freeze days experienced
 - Reserve Fund contribution \$4000

2020/21 budget: **\$13,764.50**

- Notable items
 - Insurance premium up 20% from \$810 to \$972. Inquired with existing broker and another broker for other underwriter quotes. No lower quotes available.
 - Garbage: full year of larger tank service.
 - Snow removal: budgeted on high end of 5-year actuals in anticipation of service rate increase.

- AGM expense lower due to cancellation of BBQ due to COVID-19 Health Authority restrictions
 - 10% increase to Reserve Fund contribution (\$4400) as per 2020 Depreciation Report/Reserve Fund study
- Strata fee discussion
 - It has been discussed and recorded in AGM minutes for the past two years that the Strata has been running a deficit budget for many years due to surplus funds in the Strata's bank account due to 2006/07 expenses being covered by the Developer but the 2006/07 Strata fee revenue credited to the Strata owners account as well as a lump sum contribution made by the developer at turnover to the owners in 2007.
 - 2021 is the year that we use up the last of the surplus
 - Data used in this year's budget:
 - Reserve Fund cash flow projections: The 2020 updated Depreciation Report as did the 2014 report includes a 30-year cash flow projection that schedules increasing annual contributions required to fund the future Strata infrastructure expenditures
 - Actual past expense ledgers: The Strata has experienced operating expense increases over the past several years
 - At this time, we are not only concerned with the 2021 operating expenses, but also must follow the Depreciation report plan so that the Strata stays on track funding for future capital expenditures as the Strata infrastructure enters into the second 15 years of its lifespan.
 - Several fee revenue scenarios have been modelled
 - Stay at \$35/mo; run out of funds in the summer of 2021
 - Raise to \$45/mo; run out of funds in 2023
 - Stepped raises: \$50/mo 2021-2023; \$55/mo 2024-2026, \$60/mo 2027 onwards
 - **Recommendation of Strata Council is stepped raises starting at \$50/mo** with the assumption that the owners continue to run the Strata. A property manager fee will add approximately \$25/mo.
 - 2020/21 Revenue is forecasted at \$13,875 vs budget of \$13,754 comprised of 3 months (July-Sep 2020) of \$35/mo/lot and 9 months (Oct 2020 – Sep 2021) of \$50/mo/lot. Full benefit of the \$50/mo fees for 12 months will not be realized until 2021/22 fiscal year.

Motion to approve 2020/20 budget raised by Kirk Morrison, seconded by Cathie White, all voted and approved unanimously. Carried

Fee invoices (Oct 1, 2020 – Sep 30, 2021) for \$600 payable Oct 1, 2020 will be emailed to all owners

New items of business:

1. 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.
2. Request for internal auditors. Jack Lain and Angela Claydon volunteered to audit the 2019/20 financials. Thank you.
3. Item raised by owner to allow a holiday trailer to be at a property for more than the cumulative 30-day per annum Strata bylaw if the community is under a municipal evacuation alert to allow for preparation to leave on short notice. Discussion followed that this exception should be part of a Forest Crowne Emergency Response Plan (ERP) which to the knowledge of the Strata Council, has not been completed to date in coordination of local Emergency Authorities. A few owners volunteered to follow up on known past ERP initiatives in the community to ascertain any progress on the local ERP and synergies with the City of Kimberley ERP and associated bylaws. In the interim it was agreed that requests for relaxation of the Strata 30-day bylaw would be at the guidance of the Strata Council if an evacuation alert is put in force to keep all owners and pets safe.

Next item of business was nominations and election of the 2020/21 Strata NES 2947 Council comprising President, Vice President, Secretary, Treasurer, and Directors at Large.

- o All current directors agreed to sit for 2020-2021 term
- o No new nominations from the quorum
- o Motion suggested that would elect all current directors by acclamation. Motion raised by Richard Corak, seconded by Norm Mathews, all voted and approved unanimously. Carried

Election nominees and results:

Position	Name	Nominated By	Seconded By
President	Alan Grant	Acclaimed	Acclaimed
Vice President	David Claydon	Acclaimed	Acclaimed
Treasurer	Jan Mathews	Acclaimed	Acclaimed
Secretary	Khadija Flynn	Acclaimed	Acclaimed
Director	Kevin Stone	Acclaimed	Acclaimed
Director	Bryant White	Acclaimed	Acclaimed
Director	Jamie McAuley-Lain	Acclaimed	Acclaimed

Last item of business: schedule the next meeting. Discussion resulted in Sunday August 1, 2021 being selected.

Motion to terminate meeting by Carrie Grant, seconded by Cathie White. All voted, passed unanimously. Carried

Meeting terminated at 4:57 pm