



2024 AGM Minutes approved at 2025 AGM

Minutes of the 2024 Annual General Meeting
Strata Plan NES 2947
Sunday Aug 4, 2024
317 Forest Crowne Close
Kimberley BC

Meeting is called to order by President Al Grant at 4:09 pm

Certify proxies and corporate representatives;

15 owners present
4 proxies collected
19 total owners represented

Determined that there is a quorum with 19 out of 25 lots represented at AGM

Attendees elect Al Grant to chair meeting

Proof of notice of meeting was cited. Notice was sent via email July 14, 2024 inclusive of 2023 AGM minutes, 2024 Agenda and 2024/25 Budget. No emails rejected from all emails on record.

Motion to approve Agenda was raised by: Bryant White, seconded: Jamie McAuley-Lain.
All voted: Carried

Motion to approve 2023 AGM minutes raised by: Theresa Gregory, seconded:
Richard Dingwall, all voted. Carried

Unfinished business from 2023 AGM:

- i. Last year's audit of financials
 - a. Audit completed by Theresa Gregory and Angela Claydon. Passed by both.
- ii. Approve 2022-23 financials
Motion to approve 2022-23 Financials raised by: Gloria Dingwall, seconded:
Angela Claydon, all voted. Carried
- iii. Last year inquiries:
 - a. Compost collection: City of Kimberley compost collection began the fall of 2023 for residents serviced by the city trucks. This does not apply to private stratas. Our garbage service is provided by private contractor GFL who has not indicated any compost service strategy to date. If GFL does contemplate this service it would have to be in a common bear proof tank with our other garbage tanks. GFL has made no communications regarding private compost collection.
- iv. Comments from the 2023 quorum:

- a. Query on new exit road from Forest Crowne new development. **Update:** The new emergency egress road has been completed down to St Mary's Rd. out of the new 41 lot Ponderosa View. Gate at bottom will be opened as required in an emergency.
- b. Playground: Potential playground still in the works between Anthem and the City? **Update:** Prelim Plan design presented with Phase 4 Development Permit application at Aug 21, 2023 Council mtg. Timing as described from application excerpts below:
 - i. "The Forest Crowne paved pathway network will be extended as part of the phase 4 development plan and including completion of the phase 3 trail sections. A dedicated park and playground area is a requirement of final subdivision approval. The development partners are proposing a "central" neighbourhood park plan, integrated with the pathway network, to serve a wider range of recreational objectives within Forest Crowne. The conceptual park and pathway plan for current and next few phases is proposed to satisfy requirements of phase 4 final subdivision approval. The final design and implementation of the individual neighbourhood park spaces will be confirmed separately after consideration of the Parks and Facility Master Plan process currently in progress. Further pathway extensions will be built as future phases of the subdivision are proposed."
 - ii. "The vision for the central greenspace is an active hub for the community with a playground designed for younger children, a paved basketball court for older children and a grass sports field for games appropriate to all ages. This area will be supplemented with benches and picnic tables to provide residents and families an outdoor space to congregate and gather."
- v. *No further discussion on 2023 items from quorum.*

President's general report on past 12 months strata activities:

- No real estate transactions in the last 12 months.
- 2023/24 Operating Budget vs actuals review:
 - Budget was \$17,403.50
 - No unbudgeted operating expenses
 - Actuals were \$15,333.69 (\$2,069.81 under budget)
 - Light snow removal expense year. More sanding required due to thawing and freezing cycles.
 - GFL (garbage services) – no service fee increases in December, 2023. Fuel surcharges ranged from 26.1 to 29.1% with the average over the 12 months being 27.87%. Continued to receive exemption from 9% environmental levy. Cumulative effect - \$268 below budget.
 - Fire hydrant service has drastically improved since the change of service provider from The City of Kimberley to CLM Maintenance. Service is now provided twice a year at a forecasted rate of approximately \$510 depending on required parts. Last 2 visits came in under budget at \$399 including parts.
 - 2023 Reserve fund contribution was as budgeted with 16% increase to \$6102 as per Reserve Fund cash flow model.

- Strata liability insurance premium increased 2% to \$1140
- LED lights performing as advertised. No repair expenses in past 12 months. Electricity cost for street lights came in below budget due to the tail end of \$100 Cost of Living Credit that began being applied in Oct, 2022. And the Government of BC announced February 24, 2024 that BC Hydro customers will receive an electricity affordability credit to help reduce their electricity over the next year. These government programs reduced our first and last BC Hydro invoices of the year resulting in \$13.44 below budget
- Reserve/Depreciation Report:
 - Report is on our website under the “Financials” tab
 - Description of Fund activity in Financial Report

Financial Report

Treasurer, Jack Lain presented financials. Copies of financials were distributed to attendees.

- Statements prepared as per CPA standard
- Revenue July 1, 2023 to June 30, 2024 \$15,050
- Statement of Revenues and Expenses. Net asset: \$10,853
- Balance Sheet: Members equity \$83,499
- June 30, 2024 closing bank account balance: \$11,177.12 vs. June 30, 2023 \$8,490.29
- Forecasted bank account balance Sept 30, 2024 is \$8,356.00

Contingency fund

- 2023/24 contribution was \$6,102.00
- June 30, 2024 closing balance \$72,321.91
- 12-month interest gain: \$2,669
- Fiscal 2024/25 contribution will be \$6,900.00 (13% increase YoY as per Reserve Report cash flow model)
- GIC interest rates have improved in 2024 and investment ladder is built out to 2029 with interest ranging from 4.30 to 5.32%
- Note: The Reserve auditor models 2.00% for short term (1-5 yrs) interest rates and 3.00% for long term, so we are ahead of the curve on interest gained. They use 3.5% for inflation rate.
- There were no capital expenditures past fiscal year.

Next item was to ratify any new rules made by the strata corporation under section 125 of the Act; none in the last 12 months.

Report on insurance coverage in accordance with section 154 of the Act; if the meeting is an annual general meeting;

- Coverage remains in force in accordance with Section 154 of the BC Strata Act, through Wawanesa Insurance as in past years
 - \$5,000,000 commercial aggregate
 - \$2,000,000 each occurrence
 - \$1000 deductible
 - Copies of policies can be obtained from AI Grant

Al Grant went through 2024/25 Operating Budget that was included with meeting notice materials.

- Snow removal budget based on 5 year rolling average. Expenses are creeping up and budgeted for hourly increase for equipment and or potential change of contractors.
- Garbage services have been under inflationary pressures. Fuel surcharges have stabilized at 27% the last 12 months but have budgeted for 5% tank fee increase Dec 1, 2024
- Fire hydrant service has undergone a change of service provider from The City of Kimberley to CLM Maintenance as the city no longer provides service on private hydrants. Service is now provided twice a year at a forecasted rate of approximately \$510 depending on required parts.
- Strata liability insurance premium renewal for 2024/25 was not received in time for the budget preparation but a 5% increase was tabled. The renewal has been received since and the premium was only raised 2.5% (\$1168 vs budget of \$1200)
- Reserve fund contribution will be \$6,900 as per Reliance Reserve Report cash flow model & capital budget. This is a 13% increase over the 2023 investment due to updated capital expenses procured for and entered into the current 2023 Depreciation report.
- Revenue for next 12 months will be \$18,000 with monthly fees remaining at \$60/month for Oct 1, 2024 to Sept 30, 2025 (\$720/year).
- \$8,356 forecasted bank cash balance @ Sept 30, 2024 when 2024/25 revenue is received Oct 1, 2024
- 2024/25 Budget is \$17,711.75. Any deficit will be covered by 2023 budget surplus and general operating account.

Potential capital expenditures from Contingency fund in 2024/25 fiscal year are:

1. \$1500 for garbage enclosure repairs that are currently under review by all three stratas.
2. \$500 for landscaping bark for cover on utility right of way.

These don't have to voted on as they are built into our reserve fund cash flow model.

Motion raised to approve 2024/25 budget raised by: Bryant White, seconded: Gary Hicks, all voted. Carried.

Strata Fee invoices (Oct 1, 2024 to Sept 30, 2025), for \$720 payable Oct 1, 2024 will be emailed to all owners on record.

New items of business:

Bookkeeper

- o Jack Lain has agreed to serve as Treasurer for the 2024/25 fiscal year.

Call for internal auditors: Gloria Dingwall & Gary Hicks volunteered to audit the 2023/24 ledger binder and financials

Next item of business was to Elect the Council: president, vice president, secretary, treasurer and directors.

Motion suggested that would elect all directors by acclamation as all current directors have agreed to sit for 2024/25.

Motion raised by: Angela Claydon, seconded by: Richard Dingwall, 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 | Jack Lain | Acclaimed | Acclaimed |
| Secretary | Khadija Flynn | Acclaimed | Acclaimed |
| Director | Kevin Stone | Acclaimed | Acclaimed |
| Director | Bryant White | Acclaimed | Acclaimed |
| Director | Jamie McAuley-Lain | Acclaimed | Acclaimed |

Al Grant opened the floor for new business and started discussion with items that had been sent in previous to meeting.

1. Concern over vehicles driving over 30 km speed limit on Strata street. Please be mindful of your speed and remind family and visitors.
2. An owner has submitted a request to the City regarding the poor condition of the entrance to Forest Crowne and need for repair. Encourage all neighbours to do same through the City of Kimberley website. Link is: [Roads, Sidewalks & Pathways | City of Kimberley](#) and email is: notify@lightshipworks.com
3. News of the November 2023, the provincial government passing several new pieces of housing legislation (Bill 44, 46, and 47), as part of their **overarching Homes for People action plan** to address the housing crisis in British Columbia. Bill 44 is most pertinent to planning functions in Kimberley, and is specifically aimed at increasing supply and creating more diverse housing choices by allowing more dwelling units on traditional single-family and duplex lots (referred to as "restricted zones" in the provincial legislation). A key component of Bill 44 is that it mandates local governments to amend their zoning bylaws to comply with new small-scale multi-unit housing (SSMUH) density requirements by June 30, 2024.

It is very early in the process to ascertain implications to Stratas:

The implementation of the Bill and analyses of how it affects existing lots is under review by the Province and Strata associations.

What I know from reading the legislation and the City of Kimberley Council meeting minutes:

- a. The City of Kimberley implemented these bills by overhauling the zoning of lots in the Greater Kimberley area. On June 10, 2024, the City Council passed the legislation that replaces the historical Bylaw 1850 which covers all zoning in the area with Bylaw 2764.
- b. Within Bylaw 1850, Forest Crowne Stratas had been classified R-8 which is a local version of R-1 that allowed for only one dwelling unit per lot.
- c. The new zoning Bylaw 2764, reclassifies R-8 to RS (Residential Standard) and would apply to the majority of residential zones in Kimberley. Link to Zoning Bylaws: <https://kimberley.civicweb.net/filepro/documents/68513/>
- d. Schedule "B" to Bylaw No. 2764 is a good reference to understand RS
- e. The City is very early in the process but after a preliminary review, it is opinion that the majority of Strata bylaws will endure.
 - i. No short-term rentals
 - ii. Two vehicles per lot
 - iii. No street parking
 - iv. Structures still require a development permit and building permit from the City
 - v. Strata architectural guidelines
 - vi. Strata common property will remain under control of Strata
- f. Setbacks have always been in the domain of City zoning and recorded at BC land titles. Changes include:
 - i. Reduced rear yard setback (from 3.5m to 2m);
 - ii. Remove the height step-back requirement; and
 - iii. Allow for the stratification of accessory dwelling units.

Opened the floor for new business items

4. An owner would like to start the discussion of allowing fences on properties in the strata. Will contact Anthem Properties to learn their position on the Forest Crowne Architectural Guidelines that have been brought forward from their United Communities acquisition. Will report back to Strata Council with findings. Potential for a future proxy vote at a special meeting or next AGM.
5. An owner would like to have the overgrown bushes removed from the city boulevard at the entrance of our strata. The city is not maintaining this vegetation and they have created a safety hazard reducing visibility of drivers for other vehicles and pedestrians. Our strata owners have been maintaining these weeds with bark. Discussion ended with several volunteers to remove and dispose.

Last item of business: Schedule the next meeting. Discussion of moving to the Labour Day weekend resulted in quorum agreeing with Sunday August 31, 2025

Motion to terminate meeting by Dave Claydon, seconded by Gloria Dingwall. Carried.

Meeting terminated at 5:28 pm