



Agenda for 2025 Annual General Meeting  
4:00 pm Sunday August 31<sup>st</sup>, 2025  
317 Forest Crowne Close

## **2025 AGM Minutes to be approved at 2026 AGM**

Minutes of the 2025 Annual General Meeting  
Strata Plan NES 2947  
Sunday Aug 31<sup>st</sup>, 2025  
317 Forest Crowne Close  
Kimberley BC

Meeting is called to order by President Al Grant at 4:00 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 Aug 9<sup>th</sup> 2025 inclusive of 2024 AGM minutes, 2025 Agenda and 2025/26 Budget. No emails rejected from all emails on record.

Motion to approve Agenda was raised by: Bryant White, seconded: Gary Hicks. All voted: Carried

Motion to approve 2024 AGM minutes raised by: Neil Ross, seconded: Jan Mathews, all voted. Carried

Unfinished business from 2024 AGM:

- i. Last year's audit of financials
  - a. Audit completed by Gloria Dingwall and Gary Hicks
- ii. Approve 2023-24 financials  
Motion to approve 2023-24 Financials raised by: Neil Ross, seconded: Jan Mathews, all voted. Carried
- iii. Last year inquiries:
- iv. Comments from the 2024 quorum:
  - a. An owner offered to the start the discussion of allowing fences on properties in the strata.
    - i. 2025 Update: The developer was contacted multiple times by Council in the past year.

- ii. As per the fence info package that was sent to owners July 25th, 2025, there are three versions of Architectural Guidelines that our Strata Bylaws could refer to.
    1. The original developer, United Communities, provided a 2007 Phase 2 (fee simple lots) version to original Strata Council and owners.
    2. When the current developer, Anthem Properties, was asked for the document that is currently in force, they provided after a lengthy search, the 2008 Phase 3 (fee simple lots) version.
    3. There also exists a 2023 Phase 4 version authored by Carl Lauren at TYEE that was not mentioned by Anthem management.
  - iii. From lengthy correspondence with Anthem, it is inferred that they are not enforcing any of the guidelines in the existing properties and that TYEE and Co. is responsible for the design elements in the new under development phases. So, our Strata Bylaw is referring to guidelines that are not enforceable.
  - iv. Through comments received from owners following the July 25th, 2025, distributed fencing info package, the majority of owners feedback so far has been to leave the unenforceable "Architectural Guidelines" Strata Bylaw 6.1(2) as is and to be reasonable and use common sense when it comes to alterations referred to in the multiple existing Forest Crowne Architectural Guidelines. Also, there is no reference to Architectural Guidelines on our property titles, so not enforceable from a land titles point of view.
  - v. *Discussion from quorum:*
    - *Quorum agrees to stress common sense be used in fencing plans.*
    - *Concern regarding deer getting caught in fences. Recommended to report by calling Kimberley Bylaw office or BC Conservation office.*
- b. Removal of overgrown bushes on city boulevard at entrance to street. 2025 Update: A request notice was made to the City for removal. The City has acknowledged the request but have not provided any resolution decision or timeline to date. However, due to lack of cooperation regarding paths from the City to date, it can be assumed that Strata will have to incur this expense.
- i. *Discussion from quorum:*
    - *An owner from our street has recently trimmed the bushes down to improve visibility, but it is not a final solution. Will wait for a few more weeks for the City's response plan to remove. If no response Strata will move forward to remove.*

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

- One real estate transaction in the last 12 months. Welcome to Georgia and Brian
  
- 2024/25 Operating Budget vs actuals review
  - Budget was \$17,711.75
  - No unbudgeted operating expenses
  - Actuals were \$16,518.69 (\$1,193.06 under budget)
  - New snow clearing contractor was engaged (previous contractor retired). Average snow fall. Continued aggressive sanding to maintain safe traction through the thawing and freezing cycles.
  - Banking: RBC has revised the "Community Accounts" to allow for receipt of Interac e-transfers at no charge, but, charge \$1.50 to send e-transfers. \$5 paper statement fee was removed in Dec/24 This savings is offset by e-transfer fees for snow removal and other maintenance invoices. Overall effect in 2025 fiscal year was \$16.75 under budget. The Strata's email for e-transfers is [fcstrata2947@gmail.com](mailto:fcstrata2947@gmail.com)
  - GFL (garbage services) – 5% tank increase Jan, 2025. Fuel surcharges reduced with removal of consumer Carbon tax. Continued to receive exemption from 9% environmental levy. Cumulative effect - \$202.90 below budget.
  - Fire hydrant service came in \$40 under budget as no parts were required.
  - 2024 Reserve fund investment was executed as budgeted, with 13% increase to \$6,900 as per Reserve Fund cash flow model.
  - Strata liability insurance premium increased 2% to \$1,163
  - LED lights still performing as advertised. No repair expenses in past 12 months. Electricity cost for street lights came in \$4.29 below budget due Government of BC electricity affordability credit announced February 24, 2024. This credit carried through to April 2025 invoice.
  - Street light standards were painted June 13, 2024. Invoice paid July 17 so is included in fiscal 2025/26 budget.
  
- Reserve/Depreciation Report:
  - Report is on our website under the "Financials" tab, encourage owners to review
  - 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, 2024 to June 30, 2025 \$18,107
- Statement of Revenues and Expenses. Net asset: \$22,612
- Balance Sheet: Members equity \$95,261
- June 30, 2025 closing bank account balance: \$12,767.56 vs. June 30, 2024 \$11,177.12
- Forecasted bank account balance Sept 30, 2025 is \$5,193

### Contingency fund

- 2024 investment was \$6,900.00

- June 30, 2025 closing balance \$82,493.34
- 12-month interest gain: \$3,271
- Fiscal 2025 investment will be \$7,800.00 (continue 13% increase YoY as per Reserve Report cash flow model)
- GIC investment ladder is built out to 2029 with interest rates ranging from 3.40 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. Garbage enclosure repairs and landscaping work were deferred to fiscal 2026.

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
  - Covers damage and bodily injury claims on Strata common property
  - Copies of policies can be obtained from AI Grant

AI Grant went through 2025/26 proposed Operating Budget that was included with meeting notice materials with an update emailed Aug 25 and was distributed as well to owners in attendance.

- Snow removal budget based on 5 year rolling average. Change of contractor for the 2024/25 winter season will carry on for upcoming 2025/26 winter.
- GFL Fuel surcharges have moderately reduced the last 12 months but have still budgeted for 5% tank fee increase Dec 1, 2025
- Fire hydrant service now provided twice a year at a forecasted rate of approximately \$500 depending on required parts.
- Strata liability insurance premium renewal for 2025/26 has been received with a 3% increase to \$1,198 from \$1,163.
- Reserve fund investment will be \$7,800 as per Reliance Reserve Report cash flow model & capital budget. This 13% increase over the 2024 investment takes into account the 2023 report's updated future capital expenses.
- \$5,193 forecasted bank cash balance @ Sept 30, 2025 when 2025/26 revenue is received Oct 1, 2025
- Miscellaneous:
  - Community path removal \$4,725.
  - Street light standards have already been prepped and painted. Actual cost \$96.28
- 2025/26 Budget is \$22,826. Funded from:

- Revenue for next 12 months \$20,250 (\$60/mth Jul 1 – Sep 30, 2025 already paid, with proposed monthly fees moving to \$70/month for Oct 1, 2025 to Jun 30, 2026.
- 2024 budget surplus (\$1,192) and,
- General operating account surplus accumulated from prior years (\$1,384).

Budgeted capital expenditures from Reserve fund in 2025/26 fiscal year are:

1. \$1,313 for garbage enclosure repairs that are currently scheduled. This was carried over from 2024 to allow time for a second bid to be acquired for the work.
2. \$500 for landscaping bark for cover on utility right of way.

These capital expenses do not require voting as they are built into our reserve fund cash flow model.

Motion raised to approve 2025/26 operating budget by: Bryant White, seconded: Kirk Morrison, all voted. Carried.

Strata Fee invoices (Oct 1, 2025 to Sept 30, 2026), for \$840 payable Oct 1, 2025 will be emailed to all owners on record. Cheques will be accepted as in the past or E-transfers accepted to [fcstrata2947@gmail.com](mailto:fcstrata2947@gmail.com)

New items of business:

Bookkeeper

- Jack Lain has agreed to serve as Treasurer for the 2025/26 fiscal year.

Call for internal auditors: Jan Mathews & Bryant White volunteered to audit the 2024/25 ledger binder and financials.

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

1. There is still concern over vehicles driving over 30 km speed limit on Strata street. Please be mindful of your speed and remind family and visitors.  
*Discussion: Request to have the 30 km/hr sign a base of street lowered for easier visibility.*
2. RDEK operated yellow recycling bins:
  - On October 11, 2024, the RDEK BOD instructed the RDEC staff to prepare a plan to phase out the yellow bin recycling program in 2025 as it is mostly used by business and industrial clients.
  - Cost to run the program is over \$2 million annually but only generated \$241,750 in revenue through the Recycle BC program.
  - The Strata contacted RDEK and GFL to express concern and more information.
  - On December 20, 2024, RDEK released a delay on the phase out. *“To minimize the potential for service gaps and allow time for the implementation of the transfer station modernization plan, the Board has just renewed the Yellow Bin Program contract for three years”*

- On January 3<sup>rd</sup>, 2025, RDEK officially announced a three-year contract extension for this program was awarded to GFL Environmental Inc.
- Correspondence with RDEK and GFL has centered around education and creating good habits dealing with our garbage and recycling. We have access to an excellent transfer station and should continue to expand our delivery of recyclables and hazardous waste to our transfer station. Please pass the word around, offer help to neighbours if you're doing a run up to the transfer station, etc. as we have 2 ½ years to avoid a big and expensive situation if our recyclables end up in the landfill bins.
- *Discussion from floor: none.*

3. Community path removal:

- The community path that connected our street to the Forest Crowne path network has been removed.
- Strata Council is still confidentially engaged with several parties for a final resolution.
- Motion to have an in-camera meeting following termination of the meeting raised by: Gloria Dingwall, seconded: Neil Ross. All voted. Carried.

4. Community Path maintenance behind Strata:

- Over the past winter, The City of Kimberley has suspended maintenance of the community path that runs behind the Strata.
- When questioned on this action during a May 12, 2025 video meeting with the Manager of Planning, he stated over the course of investigating the Lot 11 path situation, it was discovered that the path behind the Strata was not properly handed over to the city in 2006, so, they will not be maintaining it going forward. The Strata immediately notified Anthem of this communication from the Manager of Planning claim of the alleged administrative oversight and requested they contact him and get the maintenance contract or whatever service agreement that exists revised. Last communication from Anthem on the issue was that they have a call into the Manager but have not heard back.

Request to floor for any other `New Business` items: *None*

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 2025/26.

Motion raised by: Jeff Saari, 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

Last item of business: Schedule the next meeting. Options are Sunday August 2<sup>nd</sup>, 2026 or Sunday September 6<sup>th</sup>, 2026. Discussion from the quorum resulted in September 6<sup>th</sup>, 2026 being set as the next meeting.

Motion to terminate meeting by: Carrie Grant, seconded by: Jamie McAuley-Lain, Carried.

Meeting terminated at 5:34 pm