

**“CASCADE HEIGHTS”**  
**Strata Corporation BCS 1682**  
Minutes of the Annual General Meeting  
Held Wednesday, February 3rd, 2016 at 7:00pm, West Sechelt Elementary School

Present in Person: 30 Strata Lots  
Proxy: 10 Strata Lots  
Total: 40 Strata Lots

Holywell Properties: Erin Storey  
Minutes: Erin Storey

**1. Call to Order**

The meeting was called to order at 7:00pm by council president, Linda Dawson who made a motion for Erin Storey to chair the meeting; seconded by strata lot #38. Motion carried with all in favour.

**2. Registration of Owner and Proxies and Proof of Quorum**

Thirty strata lots were represented in person and ten strata lots were represented by proxy. Twenty-one strata lots were required for a quorum, therefore quorum was met.

**3. Proof of Notice**

Management presented proof of notice. Notice of the AGM was mailed via Canada Post on January 14<sup>th</sup>, 2016.

**4. Approval of the Agenda**

Strata Lot #13 motioned to amend the agenda and vote on the lighting upgrade prior to approving the budget for 2016; seconded by strata lot #37. Carried.

**5. Approval of the Minutes of the Prior General Meeting**

Strata Lot #21 motioned to approve the minutes of the AGM held January 28<sup>th</sup>, 2015, as circulated; seconded by Strata Lot # 35. The motion carried with all in favour.

**6. Business Arising from the Minutes:**

No business was brought forward.

**7. Review of Insurance Coverage:**

Management reviewed the insurance policy. The current policy is through BFL Canada and runs to April 17, 2016. The annual premium was \$3,824 with \$1,426,000 in replacement value coverage for property, \$5,000,000 in general liability and \$5,000,000 in Directors and Officers coverage. Your strata council negotiated a new insurance contract this year, reducing the annual premium from \$4,098 to \$3,824, while providing better deductibles and coverage overall. **Management recommended that owners show the insurance cover letter provided in the AGM package to their insurance company to ensure adequate personal coverage. Owners are reminded to secure their own insurance coverage for their strata lot, any improvements completed, contents, and general liability.**

**8. Review of the Financial Statements for the Period Ending December 31, 2015.**

The ownership reviewed the unaudited financial statements for the fiscal period ending December 31, 2014. The fiscal period ended under budget, with a surplus of \$2,281. The operating account held \$7,573 and the contingency reserve account held \$27,299.

**9. Review and Approval by  $\frac{3}{4}$  Vote the Resolution:** *“Be it resolved that by a  $\frac{3}{4}$  vote of the owners, Strata Plan BCS 1682 (the “Strata Corporation”), pursuant to s. 96 of the Act, the Strata Corporation approves the expenditure of up to \$4,500 (four thousand five hundred dollars) from the Contingency Reserve Fund for the purpose of upgrading lighting on the property from metal halide lamps to energy-efficient LED lamps.*

Kassie Ranchie provided a detailed analysis of the drawbacks of metal halide lamps and related benefits of using LED. Some of the benefits of LED include lower maintenance costs, longer life span, safer for the environment, higher lumen output, and lower hydro costs. Kassie had collected three quotes for upgrading the 10 street lights on the property ranging in price from \$2,522 (RJS Electrical) to \$3,513 (Olson Electric). Management confirmed that there may be additional incentives available through BC Powersmart, and they have already been contacted on behalf of the strata corporation. Many owners also agreed that the lamps’ photo-sensors may need adjustment or replacement as lights are often on when they don’t need to be. Council agreed to investigate this further as part of the upgrade. Strata Lot #36 made a motion to approve the resolution as presented; seconded by Strata Lot #58. Motion carried with all voting in favour except one member who was opposed. Council expects that the work will be completed in April of this year.

**10. Review and Approval, By a Majority Vote, the Proposed Budget for the 2016 Fiscal Period:**

Management reviewed the proposed budget with the ownership in the amount of \$18,600 which would allow strata fees to remain the same for 2016 at \$300/year split into two equal payments. In order to keep fees the same, council proposed that operating surplus of \$4,952 is carried over from previous years and is applied to this year’s budget. Management explained the estimates made for 2016 were largely based on 2015’s actuals.

Management reviewed the proposed budget for 2016 including anticipated maintenance expenses for two new stop signs and road patches that are needed. Erin Storey explained that Holywell’s monthly management fee must increase again this year from \$8.06/door to \$10/door plus GST. Management explained that at \$10/door + GST, Cascade Heights is still paying a very competitive management fee relative to other bare land strata corporations in the region. Management anticipates that the management fee will not increase significantly in 2017 as the current fee allows Holywell to retain Cascade Heights as a profitable client. Strata Lot #34 made a motion to approve the budget as presented; seconded by Strata Lot #11. Motion carried with all in favour.

**11. New Business**

- a. **Landscaping:** While discussing the 2015 financials, some owners raised concerns about drainage and path slope maintenance in the park. Management and council will discuss possible solutions with The Greenskeeper.
- b. **Salting:** One owner expressed concern that the roads have been quite slippery on frosty mornings. Management confirmed that maintenance of the roads is a strata responsibility. Council members have been supplied with a list of contractors who provide on-call snow removal and salting services. Roger Bush also volunteered to salt the roads as required. If an owner notices a slippery area, they are encouraged to contact Holywell, a council member or Roger Bush.

- c. **Smoking Bylaws:** After dealing with a smoking nuisance complaint this summer, council wanted to solicit feedback from owners to determine if there was any interest in adding a bylaw that would regulate smoking on the property. Management explained that several strata corporations in Vancouver have added said bylaws. The majority of owners were not in favour of this idea and suggested that residents should try to talk to each other about nuisances before problems escalate.
- d. **Visitor Parking Area:** Prior to the AGM an owner had suggested that the park could be converted to a visitor/over-flow parking area. The majority of owners were opposed to this idea citing devaluation of their properties and the need for a park area for children to play. Residents needing extra parking for visitors are encouraged to 'ask a neighbour' or ask guests to park on Tyler and/or Tower Road.
- e. **Building Scheme:** Prior to the AGM, an owner requested permission to deviate from the registered building scheme on file at the Land Title Office. After contacting CHOA, council advised the owner that if they proceed with the change, they would do so at their own risk. In the event that an owner is in violation of the building scheme, the strata corporation by ¾ vote or any owner may seek a court decision to have the building scheme enforced. It was noted that several other properties have deviated from the building scheme over the years. The ownership's consensus was that further discussion and/or legal advice was not warranted at this time.

**12. Election of the Strata Council:**

Roger Bush advised the ownership that he would step down from the strata council. The ownership thanked Roger for his dedication and hard work during his time on the strata council. Owners nominated or who volunteered to stand on council were as follows:

Linda Dawson	Strata Lot 13
Kassie Ranhie	Strata Lot 37
Christiana Wilson	Strata Lot 28
Deb Howard	Strata Lot 58
Melissa Minch	Strata Lot 50
John Bozak	Strata Lot 35

Strata Lot #36 made a motion to elect the strata council by acclamation; seconded by Strata Lot #35. Motion carried with all in favour.

**13. Adjournment:** The meeting was adjourned at 8:25 PM.