

“CASCADE HEIGHTS”
Strata Corporation BCS 1682
Minutes of the Annual General Meeting
Held Wednesday, January 28th, 2015 at 7:00pm, West Sechelt Elementary School

Present in Person: 25 Strata Lots
Proxy: 9 Strata Lots
Total: 34 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 #41. Motion carried with all in favour.

2. Registration of Owner and Proxies and Proof of Quorum

Twenty-five strata lots were represented in person and nine 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 7th, 2015.

4. Approval of the Agenda

Strata Lot #6 motioned to approve the agenda as circulated; seconded by Strata Lot #60. Carried unanimously.

5. Approval of the Minutes of the Prior General Meeting

Strata Lot #43 motioned to approve the minutes of the AGM held February 19, 2014, as circulated; seconded by Strata Lot #5. 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 HUB International Insurance Brokers in Burnaby and underwritten by Economical Mutual Insurance. The policy runs to April 17, 2015. The annual premium was \$3337 with \$1,395,000 in replacement value coverage for property, \$5,000,000 in general liability and \$5,000,000 in Directors and Officers coverage. **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, liability and a deductible extension.** The deductible extension protects owners in a situation where an insurance claim arises from a strata lot and the owner is held responsible for the strata corporation's deductible.

Management and council explained that an insurance appraisal was completed in 2014 which identified that underground services had not been included in the current insurance policy. This was

the reason why the property value and related insurance premiums increased so dramatically since the AGM in 2014.

8. Review of the Financial Statements for the Period Ending December 31, 2014.

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 \$679. The operating account held \$7,714 and the contingency reserve account held \$26,123.05.

9. Review and Approval, By a Majority Vote, the Proposed Budget for the 2015 Fiscal Period:

Management reviewed the proposed budget with the ownership in the amount of \$18,600 which amounted to a \$5 increase in strata fees per month, from \$20 to \$25. Management explained that the increase was based on 2014's actuals as well as maintenance items that will be due in 2015 including road repairs; specifically a pothole on Emily way and grass growing between the asphalt and the curb in many spots. Owners agreed that the grass issue could be improved if ALL owners participated in removing grass growing on the street in front of their strata lots.

The management fee will also be increasing and can be attributed to changes in the costs required to manage strata corporations. These costs increases have been linked to the introduction of depreciation reports, more legal paperwork, more stringent education requirements for strata managers and increases in the overall cost of living. Management explained that at \$8.06/door + GST, Cascade Heights is still paying a very competitive management fee relative to other bare land strata corporations in the region. Management also explained that in order to retain Cascade Heights as a profitable client, Holywell must charge a higher fee. Council president Linda Dawson shared her belief that working with a management company is in everybody's best interests as the owners now have expert advice on all strata matters. Roger Bush added that the council did interview other candidates for strata management services, but that Holywell's fee was the most competitive. Strata Lot #34 made a motion to approve the budget as presented; seconded by Strata Lot #43. Motion carried with all in favour except for one vote who was opposed.

10. 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. 128 of the Act, the Strata Corporation approves to repeal all previously registered bylaws and approves the registration of the amended bylaws, as attached, as the current bylaws of the strata corporation."* The proposed bylaws include the Strat Property Act's standard set with some specific adjustments for Cascade Heights.

One of the proposed changes was for strata fees to be paid once a year rather than monthly. This would simplify the collections process and alleviate the administration costs required every month to collect and input payments. An owner suggested that annual payment of fees would be difficult to manage for residents on fixed incomes and tight budgets and suggested that this bylaw should be voted on separately from the other bylaw changes. Several other owners concurred. Management suggested that if Cascade Heights continued to pay fees on a monthly basis, the management fee would need to be adjusted accordingly for future years. A compromise was suggested whereby annual strata fees would be split into two equal payments. A revision of Bylaw 1 "Payment of Strata Fees" was presented: *"An owner must pay strata fees in equal, semi-annual payments. The first payment must be paid within 30 days after the resolution approving the budget for such fiscal year is passed, and the balance is to be paid 6 months after the first payment becomes due."* Strata Lot #29 made a motion to accept this revision as the new bylaw; seconded by Strata Lot 7. The motion passed with 31 votes in favour and 3 votes opposed.

The increase in strata fees is effective January 1st, 2015, with the first \$150 payment due on or before March 1st 2015. Owners on direct payment of strata fees will have the new fees adjusted automatically with the March 1st payment, including adjustments made for any January and February payments already processed. The balance of the strata fees (\$150) will become payable on July 1st and full payment must be received on or before September 1st, 2015. The strata corporation will also accept the full \$300 payment prior to March if owners prefer to pay only once. If you have any questions about account balances or to make arrangements to pay the full \$300, please contact Erin Storey at erin@hollywell.ca or Gina Hamilton at gina@hollywell.ca.

The other proposed bylaw changes were reviewed by management including an increase in fines for infractions, quorum requirements for general meetings, and council size. One strata lot owner expressed a desire to amend the pet bylaw to be less restrictive on the number of pets permitted on a strata lot. Management explained that only those bylaws changes proposed in the AGM package could be voted on at this year's AGM. Strata lot #37 made a motion to approve the resolution as originally presented; seconded by strata lot #21. Motion carried with 28 voting in favour, and 6 opposed. The new set of bylaws may be obtained on the Cascade Heights' website or by contacting your property manager.

11. Review and Approval by ¾ Vote the Resolution: *"Be it resolved:*

1. *By a ¾ vote of The Owners, Strata Plan BCS1682 (the "Strata Corporation"), pursuant to s. 80 of the Act, that the Strata Corporation approve the disposition of the common property by way of a Statutory Right of Way in favour of Sunshine Coast Regional District for waterlines located in the common property of Strata Plan BCS1682.*
2. *The Strata Council of the Strata Corporation (the "Strata Council") execute and deliver the Statutory Right of Way and such other agreements and documents (the "Documents") which are necessary in connection with the Statutory Right of Way.*
3. *Any two members of the Strata Council (the "Authorized Persons") are authorized to execute and deliver the Documents in the name of the Strata Corporation with such changes as are approved by the Authorized Persons in keeping with this Resolution or as recommended by the Strata Corporation's lawyer."*

Management explained that approving the Statutory Right of Way (SRW) allow the SCRD to access the water lines running under the property in order to maintain and repair them. This SRW should have been agreed upon before the first lots were transferred by the developer to the buyers, but there was an oversight during the construction phase. If the SRW resolution did not pass, then it would mean that Cascade Heights would be responsible for the water mains and any costs associated with them in the future. Strata Lot #43 made a motion to approve the resolution as presented; seconded by strata lot #4. Motion carried with all in favour.

12. New Business

- a. **Landscaping:** All owners agreed that the grasses on the corner of Tyler and Cartier are not being property maintained by the District of Sechelt. Management confirmed that they had been in touch with the District to address this in the fall, but will follow up with them again.
- b. **Dryer Vents:** Owners are reminded to have dryer vents inspected and cleaned of lint every 1-2 years. AGM attendees agreed that although this is not a strata corporation expense, all owners should ensure their vents are cleaned to prevent an unwanted fire on the property.

13. Election of the Strata Council:

Owners nominated or who volunteered to stand on council were as follows:

Roger Bush	Strata Lot 34
Linda Dawson	Strata Lot 13
Michael How	Strata Lot 41
Anita Kirkland	Strata Lot 43
Kassie Rarchie	Strata Lot 37

Strata Lot #4 made a motion to elect the strata council by acclamation; seconded by Strata Lot #35.
Motion carried with all in favour.

14. Adjournment: The meeting was adjourned at 8:10 PM.