

“CASCADE HEIGHTS”
Strata Corporation BCS 1682
Minutes of the Annual General Meeting
Held Wednesday, February 15th, 2017 at 7:00pm, Holy Family Catholic Church

Present in Person: 24 Strata Lots
Proxy: 7 Strata Lots
Total: 31 Strata Lots

Holywell Properties: Kerry Jenkins/Gloria Allcock
Minutes: Kerry Jenkins

1. Call to Order

The meeting was called to order at 7:00pm by council president, Debra Howard.

2. Registration of Owner and Proxies and Proof of Quorum

24 strata lots were represented in person and 7 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 24th, 2017.

4. Approval of the Agenda

Strata Lot 28 MOTIONED to approve the agenda; SECONDED by Strata Lot 61 and CARRIED with all in favor.

5. Approval of the Minutes of the Prior General Meeting

Strata Lot 35 MOTIONED to approve the minutes of the AGM held February 3rd, 2016, as circulated; SECONDED by Strata Lot 4; CARRIED with all in favour.

6. Business Arising from the Minutes:

Lighting Upgrades - The ownership approved an expenditure of up to \$4,500.00 from the contingency reserve Fund at last year's AGM for the purpose of upgrading the lighting on the property to LED lamps. The project was completed at a total cost of \$2,887.00. The strata have already seen a small decrease in hydro costs over the last 6 months.

Landscaping - Drainage concerns within the park was revisited and council stated that the landscaper will address any issues this season.

7. Review of Insurance Coverage:

Management reviewed the insurance policy. The current policy is through BFL Canada and runs to April 17, 2017. The annual premium is \$4,089.00 with \$1,476,000 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, and general liability.

8. Review of the Financial Statements for the Period Ending December 31, 2016.

The ownership reviewed the financial statements for the fiscal period ending December 31, 2016. The strata collected \$18,800 in revenue and the total operating expenses were \$15,738 with an additional \$1,000 being contributed to the Contingency Reserve Fund, for a total of \$16,738. The fiscal period ended under budget, with a surplus of \$2,062. The operating account held \$7,592 and the contingency reserve account held \$25,847.

9. Review and Approval, By a Majority Vote, the Proposed Budget for the 2017 Fiscal Period:

Management reviewed the proposed budget with the ownership in the amount of \$21,480. With a smaller surplus to apply to this year's budget, council proposed a 15% increase to strata fees to allow for the funding of this year's budgeted items. The strata is also required to do an insurance appraisal every three years to ensure that common property is adequately insured should there be a loss. This year's budget is allowing \$800 to cover the cost of this appraisal.

Strata Lot 29 MOTIONED to approve the budget of \$21,480.00, as presented; SECONDED by Strata Lot 11; CARRIED with all in favour.

10. Review and Approval, by ¾ vote, Resolution #1 Bylaw Amendment - Strata Fees

WHEREAS: Pursuant to s. 128 of the Strata Property Act, S.B.C. 1998 c. 43 (the "Act"), a strata corporation must not amend the bylaws of the strata corporation unless first approved by a resolution passed by a ¾ vote at an annual or special general meeting;

***BE IT RESOLVED** by a ¾ vote of the Owners, Strata Plan BCS 1682 (the "Strata Corporation") pursuant to s. 128 of the Act, the Strata Corporation approves the amendment of the following current strata corporation bylaw: Payment of Strata Fees*

1. An owner must pay strata fees in equal, semi-annual payments. The first payment must be paid on March 1st, and the balance is to be paid on September 1st, 6 months after the first payment becomes due.

Strata Lot 11 MOTIONED to approve the resolution; SECONDED by Strata Lot 4; CARRIED with all in favor.

11. Review and Approval, by ¾ vote, Resolution #2 - Eligibility for Council

WHEREAS: Pursuant to s. 128 of the Strata Property Act, S.B.C. 1998 c. 43 (the "Act"), a strata corporation must not amend the bylaws of the strata corporation unless first approved by a resolution passed by a ¾ vote at an annual or special general meeting;

***BE IT RESOLVED:** by a ¾ vote of the Owners, Strata Plan BCS 1682 (the "Strata Corporation") pursuant to s. 128 of the Act, that the Strata Corporation approve the addition of bylaw Division 3, 10 (6):*

(6) No person may stand for council or continue to be on council if the strata corporation is entitled to register a lien against that strata lot.

Strata Lot 35 MOTIONED to approve the resolution, SECONDED by Stata Lot 13; CARRIED with all in favor.

12. Review and Approval, by ¾ vote, RESOLUTION # 3 - Bylaw Amendment Pets

WHEREAS: Pursuant to s. 128 of the Strata Property Act, S.B.C. 1998 c. 43 (the "Act"), a strata corporation must not amend the bylaws of the strata corporation unless first approved by a resolution passed by a ¾ vote at an annual or special general meeting;

BE IT RESOLVED by a ¾ vote of the Owners, Strata Plan BCS 1682 (the "Strata Corporation") pursuant to s. 128 of the Act, the Strata Corporation approves the amendment of the following current strata corporation bylaw:

3(3) An Owner, Tenant, Occupant or Visitor who keeps a pet shall:

- (a) at all times keep a pet under the reasonable control of the Owner, Tenant, Occupant or Visitor;
- (b) not permit a pet to interfere with or damage the Premises or the use and enjoyment thereof, by other Owners, Tenants, Occupant or Visitors;
- (c) cause all pets to be leashed or otherwise secured at all times when on the Common Property or land that is a Common Asset;
- (d) Any excrement on common property or on land that is a common asset must be immediately cleaned up and disposed of in a sanitary container by the pet owner.

Strata Lot 51 MOTIONED to approve the resolution; SECONDED by Strata Lot 58; Carried with 26 in favor, 5 opposed and no one abstaining.

13. New Business

- a. **Self-Management:** Exploring the option of self-management was proposed for discussion. Both the pros and cons were brought forth by various owners. A vote was conducted to see what the interest level would be for further exploration of this option, with 8 in favor and 23 opposed.
- b. **Landscaping:** Council has accepted an all-inclusive quote from Lawn & Order to do the strata's landscaping for the 2017 season.
- c. **Snow Removal & Salting:** Winter conditions were discussed by the ownership and council explained what plans they had put in place throughout the season. Unfortunately there are not a lot of contractor options for snow removal in this area and this is particularly true when it snows for a continued period of time. The plans that were made for snow clearing in January were hindered by lack of contractor availability and broken equipment. Council did apply salt to keep the hill onto Tyler driveable in the winter conditions. Options were discussed for next season and council is making plans to have salt available throughout the complex for resident use.

14. Election of the Strata Council:

The current council was thanked for their efforts in the past year and for their commitment to Cascade Heights. Owners nominated or who volunteered for the 2017 council were:

Debra Howard	Strata Lot 58
Melissa Minch	Strata Lot 50
John Bozak	Strata Lot 48
Ellen Heale	Strata Lot 61
Kevin Meronuk	Strata Lot 35

Election of the new council by acclamation was **MOVED** by Strata Lot 35; **SECONDED** by Strata Lot 11 and **CARRIED** with all in favor.

15. Adjournment: The meeting was adjourned at 8:35 PM.