

**“CASCADE HEIGHTS”**  
**Strata Corporation BCS 1682**  
Minutes of the Annual General Meeting  
Held Thursday, February 23<sup>rd</sup>, 2023, at 5:45pm  
West Sechelt Elementary

**Holywell Properties:** Kerry Jenkins

**Minutes:** Kerry Jenkins

1. **Call to Order:** The meeting was called to order at 5:47pm.
2. **Registration of Owner and Proxies and Proof of Quorum:** Seventeen (17) strata lots were represented in person and Seven (7) strata lots were represented by proxy for a total of twenty-four (24) strata lots. As per Cascade Heights bylaw 29(2)(b) the persons present in person or by proxy and entitled to vote at any time during the meeting shall constitute a quorum, therefore quorum was met.
3. **Election of Chair:** Kerry Jenkins of Holywell Properties was elected to chair the meeting with all in favour.
4. **Proof of Notice:** Notice of the AGM was emailed and mailed via Canada Post to those requiring a paper copy on February 2<sup>nd</sup>, 2023.
5. **Approval of the Agenda:** Strata Lot 3 **MOTIONED** to approve the agenda; **SECONDED** by Strata Lot 58; **CARRIED** with all in favour.
6. **Approval of the Minutes of the Annual General Meeting held February 24<sup>th</sup>, 2022:** Strata Lot 39 **MOTIONED** to approve the minutes of the AGM held February 24<sup>th</sup>, 2022, as circulated; **SECONDED** by Strata Lot 21; **CARRIED** with all in favour.
7. **Business Arising from the Minutes:** No Business was brought forth for discussion.
8. **Review of Insurance Coverage:**  
The strata’s current policy is through Gallagher and runs to April 17, 2023. The annual premium was \$5,695. Replacement value coverage for the property is currently \$1,764,000 and included with the policy is an extended replacement cost coverage of 130%. There is \$5,000,000 in General Liability coverage and \$5,000,000 in Directors and Officers liability coverage. Owners are reminded to ensure individual insurance coverage for contents, any improvements, personal liability, and deductible extensions, including earthquake.
9. **Review of the Financials for the Period Ending December 31, 2022:**  
Management reviewed the financial statements for the fiscal period ending December 31, 2022. The period ended with a small surplus of \$780 and council has proposed it be transferred into this years operating budget to help grow the fund.
10. **Review and Approval, by a Majority Vote, the Proposed Budget for the 2023 Fiscal Period:**  
Management reviewed the proposed budget in the amount of \$36,549.

Strata Lot 34 **MOTIONED** to approve the budget as presented; **SECONDED** by Strata Lot 25; **CARRIED** with 24 **IN FAVOUR**, 0 **OPPOSED**, 0 **ABSTENTIONS**.

**11. Review and Approval, by a ¾ Vote, Strata Bylaw Amendment – Strata Fee Payment**

**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 unless the amendment(s) are first approved by a resolution passed by a ¾ vote at an annual or special general meeting;

Currently the Cascade Heights bylaw 1.1 reads:

On March 1 and September 1 of each year, an owner will pay the strata fees applicable to the immediately following 6-month period.

**BE IT RESOLVED** by a ¾ vote of THE OWNERS, STRATA PLAN BCS 1682 (the “Strata Corporation”), that the Strata Corporation repeal the existing bylaw 1.1 and replace it with the following:

**1. Payment of Strata Fees**

**1. An owner must pay strata fees on or before the first day of the month to which the strata fees relate.**

Strata Lot 34 **MOTIONED** to approve the bylaw amendment regarding strata fee payments; **SECONDED** by SL 4; **MOTION DEFEATED** with 4 **IN FAVOUR**; 19 **OPPOSED**, 1 **ABSTENTION**.

**12. New Business:**

- a. **Snow Removal Options** – Owners discussed snow removal options for Cascade Heights. Information that was previously circulated regarding the strata’s purchase of its own snow removal equipment was considered along with contractor options. Further evaluation of alternatives will be done for next year.
- b. **New Owner Welcome Package** – It was suggested that the Welcome package be circulated to all existing owners as there might be useful information in it for them.

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

The current council members were thanked for their involvement and commitment to the management of Cascade Heights throughout the year. The owners who volunteered to stand for council for the 2023 fiscal year were:

Kevin Meronuk	Greg Foss	Debra Howard
Samantha Pickering	Reid Page	

Election of the council by majority vote was **MOTIONED** by Strata Lot 39; **SECONDED** by Strata Lot 21; **CARRIED** with all in favour.

**14. Meeting Termination:** The meeting was terminated at 7:00PM.