

HOLMES CREEK ESTATE

THE OWNERS, STRATA PLAN 1969

Annual General Meeting
February 27, 2019 - 7:00 PM

MINUTES

Certification of proxies and issuing of voting cards was completed.

Determination of Quorum (11). There were 26 owners present and 7 proxies for a total of 33. Quorum was declared.

Arlene Cristofoli elected to chair the meeting.

Proof of notice of meeting was previously delivered to all owners.

1. **Call to Order:** Arlene Cristofoli called the meeting to order at 7:10 p.m.
2. **Approval of the Agenda:**
Moved by Sheila Sanders, Seconded by Richard Cristofoli, that the Agenda for the February 27, 2019 Annual General Meeting be adopted as circulated. — **CARRIED.**
3. **Approval of the Minutes:**
Moved by Eileen Curtis, Seconded by Shirley McCormick, that the Minutes of the meeting held February 28, 2018 be adopted as circulated. — **CARRIED.**
4. **Guest Speaker:** Representatives from GracePoint Management Company presented and answered questions about the costs and roles of a strata management company.
5. **Approval of Committee Reports:**
 - a. President's Report – Arlene Cristofoli
 - b. Gates, Roads and Fences – Grant Wiley
 - c. Grounds & Maintenance – Jim Kocurek
 - d. Waste Management

Moved by John Meredith, Seconded by Eileen Curtis, that the Committee Reports be adopted as circulated. — **CARRIED.**

6. **Ratification of the Strata Rules:**
Arelene Cristofoli presented the rules as amended by Council on February 27, 2019.
Moved by Emily Armond, Seconded by Ross Hamilton, that the Strata Rules be ratified. — **CARRIED.**
7. **Report on Insurance – Kathy Meredith**
Kathy Meredith advised that Insurance Coverage has been upgraded and that two quotes have been received and a third quote is being reviewed.

Moved by Sheila Sanders, Seconded by Paul Stephen, that the Insurance be accepted as presented. — **CARRIED.**

8. Financial Report – Kathy Meredith, Treasurer

- a. **Operating Fund Report:** Kathy Meredith reviewed the 2018 Financial Year. Moved by Sheila Sanders, Seconded by Ethel Cain, that the Operations Financial Report for 2018, be accepted as presented. — **CARRIED.**
- b. **Contingency Reserve Fund Report:** Kathy Meredith advised that there was a \$571.20 overrun on the clubhouse deck replacement. Moved by Patricia Rankin, Seconded by Richard Cristofoli, that the Contingency Reserve Fund Financial Report for 2018, be adopted, with the overages, as elected. **33 votes present, 33 votes in favour, 0 votes against the motion — 100% VOTE CARRIED.**

9. Approval of the 2019 Budgets – Kathy Meredith**a. Approval of the 2019 Operating Budget**

Kathy Meredith presented two optional 2019 Operating Budgets to put to vote, one with a management company and one without a management company.

Be it resolved that the Owners approve the proposed Operating Budget for the year ending December 31, 2019. Strata fees will be \$125.00 per month with \$90.00 being applied to the Operating Budget and \$35.00 to the Contingency Reserve Fund. Strata fees are payable from January 1, 2019 to December 31, 2019.

Paper Ballot Vote:

Moved by Ross Hamilton, Seconded by John Meredith, that a paper ballot vote be taken to determine whether or not to hire a management company.

Result of Vote: 33 votes present, 6 votes in favour, 27 votes against the motion. — 82% VOTE CARRIED.

Moved by Sheila Sanders, Seconded by Richard Cristofoli, that the Operating Budget for the year ending December 31, 2019, be accepted as per the majority vote to exclude a management company as per the budget on page 22 of the 2019 AGM Package.

33 votes present, 33 votes in favour, 0 votes against the motion — 100% VOTE CARRIED.

b. Approval of the Contingency Reserve Budget

The Strata Council proposes the following expenditures during the year 2019:

- i) \$3,100 for scheduled maintenance
- ii) \$1,050 for Insurance appraisal

Be it resolved that the Owners authorize the Strata Council to implement the withdrawal of funds as set out above, and that the proposed expenditures for each be approved from the Contingency Reserve Fund.

Moved by Sheila Sanders, Seconded by Eileen Curtis, that the Contingency Reserve Budget with the net income of \$54,285 be accepted as presented.

33 votes present, 33 votes in favour, 0 votes against the motion — 75% VOTE CARRIED.

10. New Business:

Approval of the amendments to 2 bylaws and creation of 1 new bylaw.

a. **Smoking Bylaw Amendment**

Moved by Eileen Curtis, Seconded by Ethel Cain, that the Smoking Bylaw be amended as presented.

“No Smoking is allowed:

- on common property,
- on limited common property,
- in the front exterior yard of each strata lot.

Smoking is allowed in the interior of strata lots and in the back yard of strata lots provided that it does not constitute a nuisance to other persons as set out in these bylaws.”

33 votes present, 32 votes in favour, 1 votes against the motion — 97% VOTE CARRIED.

b. **Pet Bylaw Amendment**

Moved by Ross Hamilton, Seconded by John Meredith, that the Pet Bylaw be amended as presented.

“Any dog that an owner possesses must be limited in size such that the distance measured vertically from the floor to the bony tip of the shoulder is 18 inches or less (or 45 centimeters or less). The limit is still 2 pets per household.”

33 votes present, 31 votes in favour, 2 votes against the motion — 94% VOTE CARRIED.

c. **Common Property Bylaw**

Moved by Eileen Curtis, Seconded by Richard Cristofoli, that the Common Property Bylaw be added to the Bylaws as presented.

“A resolution that the owners of strata lots 7, 8, 9, 10, 15, 16, 17, 40, 41, 42, 43, 44, 45, 46 and 47 enter into an agreement respecting the use of the strip of common property located at the back of each of the above strata lots. This agreement shall contain the following basic provisions:

1. Acknowledgement by each strata lot owner that the strip of land at the back of each of the above lots is common property and that the owners of the above strata lots have no ownership interest in the common property other than the proportionate share they own as a member of the strata (as per their respective unit entitlement).

2. An agreement that each owner of the above strata lot is responsible for maintaining and repairing the strip of common property that is adjacent to their strata lot (and the expense thereof) and that the Strata Corporation's responsibility is limited to those obligations and costs that would normally accrue to the Strata Corporation as if the strip of common property was untouched.
3. An indemnity in which each strata lot owner will indemnify and save harmless the strata lot owner's use of their respective strip of common property.
4. An agreement that, in a sale or other transfer of any of the above strata lots, the new owner of a strata lot must assume and enter into the Agreement. In addition, the existence of the Agreement will be listed in any Form B information certificate that is provided to realtors or lawyers and notaries involved in the sale."

33 votes present, 33 votes in favour, 0 votes against the motion — 100% VOTE CARRIED.

12) **Election of Strata Council Member**

The following people were nominated to stand for Strata Council: Grant Wiley, Jim Kocurek, and Irene Palmer.

There was a call for additional nominations: Tim Spencer, Bev Knapton, Annie Willis. There being no further nominations from the floor, the Strata Council for 2019 was acclaimed.

13) **Adjournment:** Arlene Cristofoli declared the meeting adjourned at 9:12 p.m.

Moved by John Meredith, Seconded by Jim Cunnah, that the Annual General Meeting be adjourned. — **CARRIED.**