

MINUTES - REGULAR STRATA COUNCIL MEETING

Saturday April 07, 2018 Unit 30

Present: Vice-Chair 27; Secretary 2; Treasurer 21; Bylaws Officer 1; Landscape Officer 20;
Maintenance Officer 30

Regrets: Chair 26

A. Meeting called to Order at 9:40 am

B. Approval of Agenda

MOVED: (Treasurer) To adopt the Agenda of the Strata Council Meeting of 2018.04.07 as circulated with the addition of a discussion on Communications (Treasurer).

SECONDED: (Bylaws)

CARRIED: 6 of 6

C. Approval of Minute

MOVED: (Secretary) To adopt the Minutes of the Strata Council Meeting of 2018.01.20 as circulated.

SECONDED: (Treasurer)

CARRIED: 6 of 6

D. Reports

MOVED: (Bylaws) To receive the reports from Council Members as circulated. (**attached**).

SECONDED: (Landscape)

CARRIED: 6 of 6

E. Unfinished Business arising from the minutes of earlier meetings:

E.1 (Vice-Chair) Inspection Checklist – As reported a DRAFT inspection checklist was circulated within Council. Suggestions for edits were made and will be implemented. It was suggested that the spring portion of the checklist be included in the Minutes and circulated to tenants as well as owners. The secretary will do so.

E.2 (Secretary) Updating lists of betterment – As reported above, the Secretary drafted a communication to owners that would accompany the request for updating that information and has asked for a review. Once feedback is received, the request will be sent to all owners.

Effluent permit bond – The secretary commented that a request from an owner regarding the bond posted by strata as a condition for the Effluent Permit associated with the septic system

led to interesting facts: In 2010, all owners paid a \$1700 levy to create a \$51000 fund to meet that permit condition. The money was invested in a GIC at the Union Bay CU. When it matured in November 2016 the interest was transferred to the Septic Reserve Fund and the principle was reinvested in a 2-year GIC at the UBCU. However, there is no indication within the financial statement that this GIC exists. The Treasurer will show this in an addendum to the financial statement.

Owner request re. Short Term Occupancy bylaw – An owner has requested that the resolution concerning this bylaw be reintroduced at the annual meeting. Council confirmed that the wording will remain as proposed at the last AGM since it was approved by the subcommittee and the last Council.

- E.3 (Maintenance) Water infiltration issue** – As reported above, a report and video record of the pipe inspection was provided by PIPEEYE. Council is now waiting for the Septic System Committee to develop a plan to address shortcomings.

Inspection work party – The Maintenance Officer will work with the Vice-Chair to organize a work party to carry out exterior inspections of all units around the end of May.

- E.4 (Bylaws) RV Parking** – The Bylaw Officer reported having communicated with the owner that is proposing an amendment to this bylaw. The objective is to have a resolution ready for the AGM.

F. New Business:

- F.1 (Vice-Chair) Indemnity & Alteration Agreement for Unit 29** – Unit 29 submitted a proposal to plant a hedge along the property line as a visual screen. Council discussed the various options at length and agreed to one with additional conditions.

MOVED: (Bylaws) To approved Option 1 of the Indemnity & Alteration Agreement submitted by Unit 29 regarding establishing a hedge as a visual screen with the additional conditions that the hedge be maintained no taller than 7 feet in height, be of a plant species consistent with current hedges found on the property and go no further than the fence post identified by Council.

SECONDED: (Landscape)

CARRIED: 5 of 5 (Maintenance Officer excused herself from voting)

- F.2 (Treasurer) Financial Statement** - The Financials to the end of February (**attached**) were discussed. The Treasurer remarked that a \$60 error had finally been corrected by Bayview but they had failed to communicate that fact to the Treasurer. As dissatisfactions with Bayview's

services continue, Council is considering terminating that contract. Such a change needs to be approved at an AGM. The Treasurer will develop a proposal for a resolution that would result in a different system for financial management.

Fee Schedule for Form B – As reported above, Bayview no longer provide Form B to perspective buyers. This will now be done by the Secretary and the Treasurer. The Regulation provides a schedule of fees that strata can charge for the service. It was proposed that Council adopts those fees.

MOVED: (Treasurer) To adopt the following schedule of fees allowed by the regulation to be charged when strata is requested copies of records:

- \$35 for Form B, Form F and accompanying documents
- Plus \$0.25 per page (including electronic pages)

SECONDED: (Secretary)

CARRIED: 6 of 6

Home Owners Information Form – A form Bayview uses for collecting basic information from new owners was reviewed. Since Bayview now only deals with strata financial matters, it was thought that the Home Owners Information Form be made a strata form. The form aligns with our Privacy Policy and capture needed contact information. Council agreed to update the form and make it a strata form that will be posted on the strata website. The Treasurer will make the required changes.

Communications – In light of recent requests to send communications to all owners, it became evident that some principles or standards need to be establish to guide the nature and format of what can be communicated at large through the strata website. The Treasurer introduced a draft of such document for Council to discuss. It was suggested that this take the form of a “Communication Policy”.

F.3 (Secretary) Invitation for comments – A recent VISOA communication alerted strata corporations that changes to the Act and regulation were being proposed and that there is an opportunity to provide comments to the BC Law Institute’s Strata Property Law Project Committee. The deadline for submission is June 15, 2018. The Vice-Chair volunteered to look into the project.

AGM Preparations – Council discussed a range of potential dates for the AGM this summer. Council was in agreement that the Legion Hall would be a good venue again. The Secretary will investigate the availability of the Hall during the last week of August. To facilitate preparations, Council members responsible for specific resolutions are to provide the Secretary with their exact wording. The Treasurer indicated that she has started assembling and preparing material for the development of a new budget.

F.4 (Maintenance) Condition of trees – A professional tree faller that recently was on the strata property suggested that the conditions of some trees be evaluated by an arborist for safety reasons. The Landscape Officer will investigate the availability and the cost of arborists.

G. Date of next meeting: May 29, 2018 at 10:00 am in Unit 1.

Adjourned at 12:00 am.

Original Signed:

Margaret Elvevoll, Chair

Michel de Bellefeuille, Secretary

Lighthouse Landing Estates VIS 5801

Strata Council Reports April 2018

Chair:

- Requests received from realtors for units 3 and 25 to provide Form B, Deficiency Report, etc.
- An inspection was completed for unit 25 and some issues with floor joists were addressed.
- Call received from unit 24 regarding missing CoreWater and Maxxam reports. Apparently, the payables clerk at Bayview had contacted CoreWater asking for the reports to be redirected. Bayview only requires copies of our invoices. The payables clerk at Bayview apologized and contacted Myriam at CoreWater to correct the error.
- Lesley from Waypoint Insurance has asked if she can present us with an insurance quote for the strata. We'll invite her to our May meeting. John has agreed to attend.

Vice Chair:

Worked on a Home Maintenance Schedule for the strata (**attached**). It looks primarily at maintenance items that are the responsibility of the owners. I researched a number of published schedules from the internet and adapted them to our situation or supplied items that seem to be important at LLE.

Secretary:

Information:

- Received report from PIPEEYE (pipe video) for filing.
- Provided requested info to:
 - Maintenance Officer (maintenance log)
 - Chair (Unit 25 info)
 - Owner (Septic permit bond)
- Posted requested Alert on website re. pet poisoning
- Drafted and having review a communication re. updating betterment lists
- Chasing apparent gaps in Corewater reports associated with the septic system permit

Correspondence Received:

- Received water sample analysis reports for February and March (**attached**)
- Owner's request to reintroduce vote at AGM on Short Term Occupancy bylaw
- Received invitation to provide comments on propose legislation changes.
- Request to update automated e-mail

Treasurer:

- At this time most LLE funds have been moved to the TD Bank. The Term Deposits will stay at the Credit Union until they expire; as each one comes due it will be moved to the TD Bank.
- Bayview credited Unit #29 the \$60 they were overcharged when they purchased their unit. This is something that we requested in the fall. It finally happened in January, but Bayview neglected to inform LLE or Unit#29. The fact that it had been credited only came to light when Unit#29 and the Treasurer made inquiries.
- It was recently discovered that Bayview is no longer providing Form B and its accompanying documents when units are sold. A webpage has been set up to assist with gathering the required documents for sales to be completed. A fillable Form B has also been created. Upon request, Bayview will provide a Financial Statement of any amounts owing by units being sold, so that the Treasurer can complete the Form F.
- In the past when Bayview completed the forms required for the sale of a unit, the fee schedule was as follows:
 - o \$35 for Form B, Form F and accompanying documents
 - o Plus \$0.25 per page (including electronic pages!)
 - o Plus \$50 if required in less than the mandated 5 business days.
- Bayview sent us two forms for new owners. The first is an automatic debit authorization for monthly fees and the second is a Homeowner Info Sheet (attached). Since Bayview is only dealing with our Finances, should this form should be recreated as a VIS 5801 form and posted to our website for new owners?
- The latest Financial Statements are **attached**.

Maintenance Officer:**Painting:**

- **Phase 1 and Phase 3** – Painting is expected to begin after the May long weekend depending on the usual concerns with weather. Homeowners in these two phases are requested to ensure that all foliage is cut back from their homes to facilitate easy access for the painters.

Roof Issues:

- **Units 29 and 30** – Issues appear to have been solved as there doesn't appear to be more evidence of the leaking.
- **Unit 11** – still has evidence of leaking. Unit 11 will contact the roofer.

Snow Removal

- Garden Quest (Adam) was contacted for snow removal. Sand was also put down as the expectation was once the snow was cleared the area was expecting cold which would have resulted in icy conditions. Still waiting on the invoice for the removal.
- Some damage was done to a few curb sections which will require fixing.

Sand Cleanup

- Many thanks are extended to those units that helped with blowing or brushing the of the sand off the roadways. There are still some sections that do require further cleanup.

Repairs and Maintenance - Unit 11

- replacement front door window for **Unit 21** completed
- assisted by **Unit 14** – Repairs were attempted to Unit 18 irrigation box but will need to be completed in more favourable weather as it requires being dug up for the valve replacement.

Bucky the Beaver

- Bucky appears to have found a new home and it doesn't appear to be our pond. Hopefully Bucky will be very happy – elsewhere!

Gutter Clean-out:

- Once the remainder of the “bits” are off the trees, some gutters will need to be cleaned out again.

Unit 6 vinyl deck replacement:

- Still waiting on weather.

Unit 25:

- Reattachment of one brick near front door

Septic System – Water Infiltration:

- Our Valiant Septic Committee organized a viewing of our septic system (by video). Areas of concerns with regards to excess water getting in have been determined. Next step is to determine how to correct it.

Guest Parking:

- Unit 27 provided kitty litter and cleaned up an area after a guest vehicle dropped oil. Kitty litter is now left nearby parking spots. Parking lines need to be repainted when weather permits

Landscaping Officer:

- Dan will be aerating the last areas of the complex on Friday April 6. The flags will then be removed.
- Moss removal was done the last week of March and also the first of the fertilizer applications.

Bylaw Officer:

No report

Your C.O.C. #: G114985

Attention: Myriam Raiche

Bayview Strata Services
PO Box 939
Parksville, BC
Canada V9P 2G9

Report Date: 2018/03/01

Report #: R2521692

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B813175

Received: 2018/02/22, 11:40

Sample Matrix: Water
Samples Received: 1

Analyses	Quantity	Date	Date	Laboratory Method	Analytical Method
		Extracted	Analyzed		
Biochemical Oxygen Demand (1)	1	2018/02/23	2018/02/28	BBY6SOP-00045	SM 22 5210 B m
Total Suspended Solids (1)	1	2018/02/24	2018/02/26	BBY6SOP-00034	SM 22 2540 D

Reference Method suffix "m" indicates test methods incorporate validated modifications from specific reference methods to improve performance.

* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.

(1) This test was performed by Maxxam Vancouver

Encryption Key

Please direct all questions regarding this Certificate of Analysis to your Project Manager.

BC Env Customer Service, BC Environmental Customer Service

Email: Enviro.CS.BC@maxxam.ca

Phone# (250) 338 7786

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This report has been generated and distributed using a secure automated process.

Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

Maxxam Job #: B813175
Report Date: 2018/03/01

Bayview Strata Services

RESULTS OF CHEMICAL ANALYSES OF WATER

Maxxam ID		SZ6016		
Sampling Date		2018/02/22 10:30		
COC Number		G114985		
	UNITS	LIGHTHOUSE LANDING EFFLUENT	RDL	QC Batch
Demand Parameters				
Biochemical Oxygen Demand	mg/L	9.2	6.0	8917876
Physical Properties				
Total Suspended Solids	mg/L	5.5	4.0	8918142
RDL = Reportable Detection Limit				

Maxxam Job #: B813175
Report Date: 2018/03/01

Bayview Strata Services

GENERAL COMMENTS

Results relate only to the items tested.

Maxxam Job #: B813175
Report Date: 2018/03/01

Bayview Strata Services

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
8917876	MHM	Spiked Blank	Biochemical Oxygen Demand	2018/02/28		103	%	85 - 115
8917876	MHM	Method Blank	Biochemical Oxygen Demand	2018/02/28	<6.0		mg/L	
8917876	MHM	RPD	Biochemical Oxygen Demand	2018/02/28	3.8		%	20
8918142	CGP	Matrix Spike	Total Suspended Solids	2018/02/26		107	%	80 - 120
8918142	CGP	Spiked Blank	Total Suspended Solids	2018/02/26		97	%	80 - 120
8918142	CGP	Method Blank	Total Suspended Solids	2018/02/26	<4.0		mg/L	
8918142	CGP	RPD	Total Suspended Solids	2018/02/26	18		%	20

Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.

Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.

Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.

Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

Maxxam Job #: B813175
Report Date: 2018/03/01

Bayview Strata Services

VALIDATION SIGNATURE PAGE

The analytical data and all QC contained in this report were reviewed and validated by the following individual(s).



Rob Reinert, B.Sc., Scientific Spécialist

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Invoice Information		Report Information (If differs from invoice)		Project Information (where applicable)	
Company Name: <u>VIS5801-Lighthouse Landing</u>	Company Name: <u>Core Water</u>	Quotation #:			
Contact Name: <u>Kelly Goddard</u>	Contact Name: <u>Myriam Raiche</u>	P.O. #/ AFE#:			
Address: <u>P.O. Box 939, Station Main</u>	Address:	Project #:			
<u>Parksville BC V9P 2G9</u>	PC:	Site Location:			
Phone:	Phone: <u>250-898-7137</u>	Site #:			
Email: <u>invoices@bayviewstrata</u>	Email: <u>myriam@corewater.ca</u>	Sampled By:			
Regulatory Criteria <u>Services, CA</u>		Special Instructions		Analysis Requested	
☐ BC CSR Soil ☐ CCME (Specify) ☐ Drinking Water ☐ BC CSR Water ☐ Other (Specify) ☐ BC Water Quality		☐ Return Cooler ☐ Ship Sample Bottles (Please Specify)		☐ VOC/VPH ☐ TEH ☐ LEPH/HEPH ☐ BTEX/F1 ☐ F2-F4 ☐ Preserved? ☐ Preserved? ☐ Field Preserved? ☐ Field Preserved? ☐ Chloride ☐ Fluoride ☐ Sulfate ☒ COD ☐ BOD ☐ Conductivity ☐ Alkalinity ☐ Ammonia ☐ Nitrate ☐ Nitrite ☐ pH ☒ TDS	
SAMPLES MUST BE KEPT COOL (< 10 °C) FROM TIME OF SAMPLING UNTIL DELIVERY TO MAXXAM					
Sample Identification	Lab Identification	Date Sampled (YYYY/MM/DD)	Time Sampled (HH:MM)	Matrix	
1 <u>Lighthouse Landing Effluent</u>		<u>2018/02/22</u>	<u>10:30</u>		
2					
3					
4					
5					
6					
7					
8					
9					
10					
RELINQUISHED BY: (Signature/Print)	DATE: (YYYY/MM/DD)	TIME: (HH:MM)	RECEIVED BY: (Signature/Print)	DATE: (YYYY/MM/DD)	TIME: (HH:MM)
<u>M. Raiche</u>	<u>2018/02/22</u>	<u>11:37</u>	<u>Michelle An Schil</u>	<u>2018/02/22</u>	<u>11:40</u>

Your C.O.C. #: G132011

Attention: John Gurak

Bayview Strata Services
PO Box 939
Parksville, BC
Canada V9P 2G9

Report Date: 2018/03/28

Report #: R2533742

Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B821340

Received: 2018/03/22, 12:20

Sample Matrix: Water
Samples Received: 3

Analyses	Quantity	Date Extracted	Date Analyzed	Laboratory Method	Analytical Method
Biochemical Oxygen Demand (1)	1	2018/03/23	2018/03/28	BBY6SOP-00045	SM 22 5210 B m
Fecal Coliform by membrane filtration (1)	2	N/A	2018/03/22	BBY4SOP-00001	SM 22 9222 m
Nitrate + Nitrite (N) (1)	2	N/A	2018/03/23	BBY6SOP-00010	SM 22 4500-NO3- I m
Nitrite (N) by CFA (1)	2	N/A	2018/03/23	BBY6SOP-00010	SM 22 4500-NO3- I m
Nitrogen - Nitrate (as N) (1)	2	N/A	2018/03/24	BBY WI-00033	Auto Calc
Total Phosphorus (1)	2	N/A	2018/03/24	BBY6SOP-00013	SM 22 4500-P E m
Total Suspended Solids (1)	1	2018/03/26	2018/03/27	BBY6SOP-00034	SM 22 2540 D

Reference Method suffix "m" indicates test methods incorporate validated modifications from specific reference methods to improve performance.

* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.

(1) This test was performed by Maxxam Vancouver

Encryption Key



Maxxam
28 Mar 2018 12:56:46

Please direct all questions regarding this Certificate of Analysis to your Project Manager.

BC Env Customer Service, BC Environmental Customer Service

Email: Enviro.CS.BC@maxxam.ca

Phone# (250) 338 7786

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Maxxam Job #: B821340
Report Date: 2018/03/28

Bayview Strata Services

RESULTS OF CHEMICAL ANALYSES OF WATER

Maxxam ID		TD6840			TD6841		TD6842		
Sampling Date		2018/03/22 11:00			2018/03/22 11:25		2018/03/22 11:45		
COC Number		G132011			G132011		G132011		
	UNITS	LIGHTHOUSE LANDING EFFLUENT	RDL	QC Batch	CURTAIN DRAIN B	RDL	WELL A	RDL	QC Batch
ANIONS									
Nitrite (N)	mg/L				<0.0050	0.0050	<0.0050	0.0050	8943395
Calculated Parameters									
Nitrate (N)	mg/L				0.914	0.020	4.57	0.10	8941499
Demand Parameters									
Biochemical Oxygen Demand	mg/L	9.9	6.0	8942488					
Nutrients									
Nitrate plus Nitrite (N)	mg/L				0.914	0.020	4.57 (1)	0.10	8943393
Total Phosphorus (P)	mg/L				0.0546	0.0050	0.0136	0.0050	8943514
Physical Properties									
Total Suspended Solids	mg/L	4.5	4.0	8944636					
RDL = Reportable Detection Limit									
(1) Detection limits raised due to dilution to bring analyte within the calibrated range.									

Maxxam Job #: B821340
Report Date: 2018/03/28

Bayview Strata Services

MICROBIOLOGY (WATER)

Maxxam ID		TD6841	TD6842		
Sampling Date		2018/03/22 11:25	2018/03/22 11:45		
COC Number		G132011	G132011		
	UNITS	CURTAIN DRAIN B	WELL A	RDL	QC Batch
Microbiological Param.					
Fecal Coliforms	CFU/100mL	<1	<1	1	8942171
RDL = Reportable Detection Limit					

Maxxam Job #: B821340
Report Date: 2018/03/28

Bayview Strata Services

GENERAL COMMENTS

Results relate only to the items tested.

Maxxam Job #: B821340
Report Date: 2018/03/28

Bayview Strata Services

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
8942488	MHM	Spiked Blank	Biochemical Oxygen Demand	2018/03/28		97	%	85 - 115
8942488	MHM	RPD	Biochemical Oxygen Demand	2018/03/28	5.0		%	20
8943393	IW1	Matrix Spike	Nitrate plus Nitrite (N)	2018/03/23		105	%	80 - 120
8943393	IW1	Spiked Blank	Nitrate plus Nitrite (N)	2018/03/23		106	%	80 - 120
8943393	IW1	Method Blank	Nitrate plus Nitrite (N)	2018/03/23	<0.020		mg/L	
8943393	IW1	RPD	Nitrate plus Nitrite (N)	2018/03/23	0.43		%	25
8943395	IW1	Matrix Spike	Nitrite (N)	2018/03/23		100	%	80 - 120
8943395	IW1	Spiked Blank	Nitrite (N)	2018/03/23		99	%	80 - 120
8943395	IW1	Method Blank	Nitrite (N)	2018/03/23	<0.0050		mg/L	
8943395	IW1	RPD	Nitrite (N)	2018/03/23	NC		%	20
8943514	BO3	Matrix Spike	Total Phosphorus (P)	2018/03/24		97	%	80 - 120
8943514	BO3	Spiked Blank	Total Phosphorus (P)	2018/03/24		104	%	80 - 120
8943514	BO3	Method Blank	Total Phosphorus (P)	2018/03/24	<0.0050		mg/L	
8943514	BO3	RPD	Total Phosphorus (P)	2018/03/24	7.6		%	20
8944636	MHM	Matrix Spike	Total Suspended Solids	2018/03/27		108	%	80 - 120
8944636	MHM	Spiked Blank	Total Suspended Solids	2018/03/27		101	%	80 - 120
8944636	MHM	Method Blank	Total Suspended Solids	2018/03/27	<4.0		mg/L	
8944636	MHM	RPD	Total Suspended Solids	2018/03/27	NC		%	20

Duplicate: Paired analysis of a separate portion of the same sample. Used to evaluate the variance in the measurement.

Matrix Spike: A sample to which a known amount of the analyte of interest has been added. Used to evaluate sample matrix interference.

Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.

Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

NC (Duplicate RPD): The duplicate RPD was not calculated. The concentration in the sample and/or duplicate was too low to permit a reliable RPD calculation (absolute difference $\leq 2 \times \text{RDL}$).

Maxxam Job #: B821340
Report Date: 2018/03/28

Bayview Strata Services

VALIDATION SIGNATURE PAGE

The analytical data and all QC contained in this report were reviewed and validated by the following individual(s).

A handwritten signature in black ink, appearing to read 'RR', is written over a horizontal line.

Rob Reinert, B.Sc., Scientific Spécialist

Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

Turnaround Time (TAT) Required

☐ 5-7 Days Regular (Most analyses)

PLEASE PROVIDE ADVANCE NOTICE FOR RUSH PROJECTS

Rush TAT (Surcharges will be applied)

☐ **2**

☐ Same Day☐ 1 Day

Rate Required:

Final Confirmation

101

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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MAY 2005

CATION

B821340

ID-0007715

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Balance Sheet

02/28/2018

Assets

Current Assets

Cash Accounts	
Petty Cash	200.00
CCCU - Members Shares	5.15
CCCU - Operating	(20.65)
TD - Operating	41,899.64
TOTAL Cash Accounts	42,084.14
Prepaid VIS5801.ca Website	160.96
TOTAL Current Assets	42,245.10

Septic System

TD - Septic	15,683.63
Septic - Due From (To) Operating	758.78
TOTAL Septic System	16,442.41

Restricted Fund Accounts

Contingency Reserve	
TD - CRF	30,875.95
CRF Investment GIC - 100022346645	21,500.05
CRF Investment GIC - 100022326803	10,836.04
CRF Investment GIC - 100022326589	10,836.24
CRF Investment GIC - 100022326779	10,836.04
CRF Investment GIC - 100022326795	10,836.24
CRF - Due From (To) Operating	7.50
TOTAL Contingency Reserve	95,728.06
TOTAL Restricted Fund Accounts	95,728.06

Total Assets

154,415.57

Liabilities

Owners Receivable Over Collected	0.50
Accounts Payable - Net Total	(32.98)
Operating - Due To (From) CRF	7.50
Operating - Due To (From) Septic Reserve	758.78
Total Liabilities	733.80

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Balance Sheet

02/28/2018

Net Worth

Operating

Retained Earnings	29,491.28
Net Income	12,020.02

TOTAL Operating	41,511.30
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Septic Reserve

Septic Reserve - Opening Balance	13,472.91
Septic Reserve Monthly Contributions	9,600.00
Septic Reserve - Interest Income	79.19
Septic Reserve - Disbursements	(6,709.69)

TOTAL Septic Reserve	16,442.41
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Restricted Fund Balances

CRF - Opening Balance	87,079.52
CRF - Contributions Current Year	14,700.00
CRF - Interest Income	1,605.79
CRF - Disbursements Current Year	(7,657.25)

TOTAL Restricted Fund Balances	95,728.06
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<u>Total Net Worth</u>	153,681.77
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<u>Total Net Worth and Liabilities</u>	154,415.57
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Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income Statement

From 02/01/2018 to 02/28/2018

Actual Current Year

Revenues

Income

General Operating	
Strata Fees - Operating	44,248.17
Bank Interest	33.74
TOTAL General Operating	44,281.91
Septic System	
Septic Reserve - income from Strata Fees	11,199.60
Septic Reserve - bank interest income	46.17
TOTAL Septic System	11,245.77
Contingency Reserve	
Strata Fees - CRF	14,700.00
TOTAL Contingency Reserve	14,700.00
TOTAL Income	70,227.68

Total Revenue	70,227.68
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Expenses

General Operating

Administrative Expenses	
Bank Charges	141.62
Insurance	73.00
Management Fees	2,975.00
Office Expenses	467.03
Unbudgeted - Office	251.00
TOTAL Administrative Expenses	3,907.65
Utilities	
BC Hydro	1,148.00
Water	497.30
TOTAL Utilities	1,645.30
Repairs & Maintenance	

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income Statement

From 02/01/2018 to 02/28/2018

Actual Current Year

Groundskeeping	18,221.27
Gutters & Moss	3,290.00
Repairs & Maintenance	3,418.74
TOTAL Repairs & Maintenance	24,930.01
 Operating Contingency	 72.74
TOTAL General Operating	30,555.70
 Septic System	
Core Wate - Monthly Contract	4,593.75
Maintenance	2,942.14
Maxxam Analytics	433.65
Ministry	102.81
Simson Maxwell	1,168.51
Telus	774.62
Septic Interest Income to Reserve	46.17
Net Septic Income over Expense To Septic Reserve	2,890.31
TOTAL Septic System	12,951.96
 Transfer to Contingency Reserve	
CRF Contributions	14,700.00
TOTAL Transfer to Contingency Reserve	14,700.00

Total Expense	58,207.66
 Net Income	 12,020.02

Lighthouse Landing Estates, The Owners Strata Plan - VIS 5801

Income and Expense Comparative Statement

From 02/01/2018 to 02/28/2018

	<u>February 2018</u>		<u>August to February</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
<u>Revenues</u>							
Income							
General Operating							
Strata Fees - Operating	6,321	6,321	44,248	44,247	1	75,856	
Bank Interest	26		34		34		
TOTAL General Operating	6,347	6,321	44,282	44,247	35	75,856	0
Septic System							
Septic Reserve - income from Strata Fees	1,600	1,600	11,200	11,200		19,200	
Septic Reserve - bank interest income			46		46		
TOTAL Septic System	1,600	1,600	11,246	11,200	46	19,200	0
Contingency Reserve							
Strata Fees - CRF	2,100	2,100	14,700	14,700		25,200	
TOTAL Contingency Reserve	2,100	2,100	14,700	14,700	0	25,200	0
TOTAL Income	10,047	10,021	70,228	70,147	81	120,256	0
Total Revenues	10,047	10,021	70,228	70,147	81	120,256	0

Expenses

General Operating

Administrative Expenses							
Bank Charges		40	142	280	138	480	
Insurance		1,593	73	11,151	11,078	19,121	
Management Fees	425	440	2,975	3,080	105	5,280	
Office Expenses	114	50	467	350	(117)	600	
Professional Fees		50		350	350	605	
Unbudgeted - Office	5		251		(251)		
TOTAL Administrative Expenses	544	2,173	3,908	15,211	11,303	26,086	0
Utilities							
BC Hydro	156	170	1,148	1,190	42	2,040	

	<u>February 2018</u>		<u>August to February</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
Water		125	497	875	378	1,500	
TOTAL Utilities	156	295	1,645	2,065	420	3,540	0
Repairs & Maintenance							
Groundskeeping	2,640	2,682	18,221	18,774	553	32,180	
Gutters & Moss		229	3,290	1,603	(1,687)	2,750	
Repairs & Maintenance	34	367	3,419	2,569	(850)	4,400	
TOTAL Repairs & Maintenance	2,674	3,278	24,930	22,946	(1,984)	39,330	0
Operating Contingency	73	575	73	4,025	3,952	6,900	
TOTAL General Operating	3,447	6,321	30,556	44,247	13,691	75,856	0
Septic System							
Core Wate - Monthly Contract	656	656	4,594	4,592	(2)	7,875	
Emergency Response		67		469	469	800	
Maintenance	2,535	147	2,942	1,029	(1,913)	1,767	
Maxxam Analytics		92	434	644	210	1,100	
Ministry			103		(103)		
Misc. Parts		50		350	350	600	
Pumps		167		1,169	1,169	2,000	
Simson Maxwell			1,169		(1,169)		
Sludge Pumping		67		469	469	800	
Telus	114	105	775	735	(40)	1,260	
Septic Interest Income to Reserve			46		(46)		
Net Septic Income over Expense To Septic Reserve		250	2,890	1,750	(1,140)	2,998	
TOTAL Septic System	3,305	1,601	12,953	11,207	(1,746)	19,200	0
Transfer to Contingency Reserve							
CRF Contributions	2,100	2,100	14,700	14,700		25,200	
TOTAL Transfer to Contingency Reserve	2,100	2,100	14,700	14,700	0	25,200	0
Total Expenses	8,852	10,022	58,209	70,154	11,945	120,256	0
Net Income	1,195	(1)	12,019	(7)	12,026	0	0



Home Maintenance Checklist

Spring Schedule

Location/Appliance	Maintenance item required	Date completed
Kitchen/Bathroom/ Laundry room	Check for leaks around faucet	
Kitchen/Bathroom/ Laundry room	Check for leaks under cabinets	
Bathroom	Check toilet for leaks and stability	
Kitchen and Bathroom	Check and clean grout lines in tiled area	
Ceilings	Check for evidence of water leaks from the attic on the ceilings	
Shower doors and enclosure	Inspect for proper fit – adjust as necessary	
Doors and Windows	Check weather stripping around doors and windows – replace as required	
Refrigerator/Freezer	Vacuum coils at the rear of the appliance	
Furnace/heat pump	Clean or replace filter as necessary	
GFI outlets	Test all GFI outlets for proper operation	
Kitchen exhaust fan	Remove and clean the filter. And clean any accumulated grease deposits from the fan housing	
Smoke/CO2 detectors	Test for proper operation and replace batteries as necessary. Dust all detectors.	
Fire extinguisher	Check to ensure pressure is acceptable	
Outdoor water faucets	Once we are past the heavy frosts the outdoor facets can be used. Ensure the outside faucet is in the off position before the shutoff is opened.	

Fall Schedule

Location/Appliance	Maintenance item required	Date completed
Kitchen/Bathroom/ Laundry room	Check for leaks around faucet	
Kitchen/Bathroom/ Laundry room	Check for leaks under cabinets	

Bathroom	Check toilet for leaks and stability	
Kitchen and Bathroom	Check and clean grout lines in tiled area	
Ceilings	Check for evidence of water leaks from the attic on the ceilings	
Shower doors and enclosure	Inspect for proper fit – adjust as necessary	
Doors and Windows	Check weather stripping around doors and windows – replace as required	
Refrigerator/Freezer	Vacuum coils at the rear of the appliance	
Furnace/heat pump	Clean or replace filter as necessary	
GFI outlets	Test all GFI outlets for proper operation	
Kitchen exhaust fan	Remove and clean the filter. And clean any accumulated grease deposits from the fan housing	
Smoke/CO2 detectors	Test for proper operation and replace batteries as necessary. Dust all detectors	
Fire extinguisher	Check to ensure pressure is acceptable-if not have recharged or replaced	
Exterior	Check lights – replace as needed	
Exterior	Check brick work – secure any loose bricks or submit and maintenance request	
Garage	Check garage door – have serviced as required	
Fireplace	Have serviced prior to use in the fall	
Furnace/Heat Pump	Inspect and have serviced as required	
Outdoor water faucets	Turn off the indoor shutoff before the first frost. Open the outside faucet to drain the line. If the outdoor faucet does not have an inside shutoff make sure all hose attachments are disconnected and leave the facet in the closed position.	

This is a suggested schedule which points out some of the critical areas requiring regular maintenance in your home. It was created as a reminder to help you maintain the comfort and value of your home. This document is a compilation of suggestions found in several checklists from the internet, created by maintenance experts. The LLC strata council hopes you find it useful.